



STILLWATER BOARD OF EDUCATION  
Tuesday, December 10, 2024

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

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
  - A. Recognitions
    1. OSSAA Special Olympics Cheer, Melisa Kifer
  - B. Acting Superintendent's Report
  - C. Board Communication
  - D. 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. November 12, 2024 Special Meeting Minutes
  - B. November 12, 2024 Regular Meeting Minutes
  - C. November 18, 2024 Special Meeting Minutes
  - D. Transfer and Summary of Activity Account Funds
  - E. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):

**2024-2025 Change Orders: 20250041, 20250711, 20250976**

**2024-2025 General Fund Encumbrances # 20251067-20251070, 20251073-20251077, 20251079-20251082, 20251085-20251097, 20251100, 20251102-20251104, 20251106-20251111, 20251116-20251117, 20251119-20251126, 20251128-20251131, 20251133-20251135, 20251137-20251138, 20251140, 20251144. Totaling: \$49,792.32**

**2024-2025 Building Fund Encumbrances # 20251099. Totaling: \$100.00**

**2024-2025 Child Nutrition Fund Encumbrances # 20251098, 2025110. Totaling \$191.50**

**2024-2025 Bond 31 (2017) Fund Encumbrances # 20251072. Totaling \$3,324.75**

**2024-2025 Bond 32 (2023) Fund Encumbrances # 20251071, 20251078, 20251083-20251084, 20251101, 20251112-20251115, 20251118, 20251127, 20251132, 20251136, 20251139, 20251141-20251143. Totaling \$139,724.54**

- F. Annual Activity Fund Planning and Approval Packages for FY 2024-2025
- G. Sanctioning Accounts for FY-24-25
- H. Activity Account Fundraising Projects
- I. Out-Of-State Travel Request:
  - 2. SHS Choir & Theatre traveling to New York City for a performance tour and theater workshop, March 13-16, 2025
- J. Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Renovations Project
- K. Consider and Vote to Approve Kellogg & Sovereign Fee Schedule for Cybersecurity Pilot Program Participation through ERate (Three-Year Funding Support)
- L. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project.
- M. Annual College Remediation Report
- 5. **OPERATIONS**
  - A. Consider and Vote to Award the Contract for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and SPS High School Performing Arts Center (PAC) and Fieldhouse Mechanical Equipment Improvements Projects to the lowest responsible bidder.
  - B. Consider and Vote to Award the Contract for SPS OES Building Renovation Phase 2 Project to the lowest responsible bidder.
  - C. Receive Bond 2023 Update
- 6. **BUSINESS/FINANCE**
  - A. Consider and Vote to Approve the Treasurer's Report
  - B. Consider and Vote to Approve the Request of Form 307
  - C. Consider and Vote to Approve the Cash Fund Estimate of Needs and Request Appropriation for the Building Fund Form 308
  - D. Presentation of the Audit for FY 23-24 by Auditors Jenkins and Kemper
- 7. **EDUCATIONAL SERVICES**
  - A. Presentation by Kira Frisby, Oklahoma Prevention Needs Assessment-OPNA Data.
  - B. Presentation by Austin Hula and Melisa Kifer on the Differentiated Moderation Report (DMR).
- 8. **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](http://www.stillwaterschools.com) on December 6, 2024 at 5:00p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2023.

STILLWATER BOARD OF EDUCATION



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Tawni Hooten, Clerk



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

## **Minutes of Special Meeting**

Tuesday, November 12, 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. Proposed executive session to discuss the employment, appointment, or resignation of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)**

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

### **3. Vote to Convene in Executive Session (Action)**

I move to convene into executive session at 5:01 p.m. 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

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

The 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 5:01 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington, Dr, Janet Vinson, and Dr. Trent Swanson (5:01 p.m.-5:15 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 acting 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. (Action)**

I move to approve the Appointments, Resignations, and Employment Recommendations listed on Exhibit A of the Agenda. 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

**7. Consider and Vote to Approve or Not Approve Memorandum's of Understandings for Stillwater Public Schools and Community Partners for Sheltering and Relocation Assistance (Action)**

I move Approve the Memorandum's of Understandings for Stillwater Public Schools and Community Partners for Sheltering and Relocation Assistance. 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

**8. Vote to adjourn (Action)**

I move to adjourn at 6:28 p.m. 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

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 December 10, 2024.



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

## **Minutes of General Meeting**

Tuesday, November 12, 2024 6:30 PM Central

Attendance Taken at 6:34 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 to proceed.

### **2. PLEDGE OF ALLEGIANCE**

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

### **3. COMMUNICATIONS/PUBLIC INTEREST**

#### **3A. Acting Superintendent's Report**

Dr. Janet Vinson gave a brief update and extended her thoughts and prayers to Mr. Gordon as he continues to get well.

#### **3B. Board Communication**

Board members took a few moments to highlight positive things going on in the district.

#### **3C. 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.***

Ashley Kirven-Bobier "Speaking against proposed budget cuts for instructional support, operational support services and students support services as outlined in section 6D of tonight agenda. Share the success my autistic son has seen in school because of these specialized services and how cuts in these areas could be detrimental to children like him."

Aaron Means "I am requesting a report from the SPS Board that will inform me if a particular type of book or books is still housed and are available to minor children in the SPS campuses in any form printed or digitally."

Stacy Laxton "Advocate for space for the STEM programs in the new high school plan."

John Chaffin "An epidemic social contagion"

Saralynn Boren "Agenda item 6D-proposed budget reduction"

**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 all items as presented in the Consent Agenda. 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

**4A.** October 8, 2024 Special Meeting Minutes

**4B.** October 8, 2024 Regular Meeting Minutes

**4C.** October 21, 2024, Special Meeting Minutes

**4D.** October 29, 2024 Special Meeting Minutes

**4E.** Transfer and Summary of Activity Account Funds

**4F.** 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

**4G.** Sanctioning Accounts for FY24-25

**4H.** Annual Activity Fund Planning and Approval Packages for FY 2024-2025

**4I.** 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

**4J.** Out-of-State Travel Requests:

1. 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.
2. 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.

**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-

**4L.** Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project

**4M.** Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project

**4N.** Review and Approve Change Order #1 to Deduct Unused Contingency and Allowances from Amendment No. 1.

**4O.** Review and approve Change Order #1 to add owner contingency to Amendment No. 2.

**4P.** Consider and Vote to Approve the Agreement with ONG for the Bond 2023 HS Phase 1 Project

**4Q.** Consider and Vote to Approve Change Order #1 for SPS HS Roof Replacements Project

**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

4S. Consider and Vote to Approve the SPS Non-Exclusive Trademark License Agreement: (Communications)

- 1. Humble Hustle Clothing Co.

5. OPERATIONS

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:

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

Table with 3 columns: Description, Actual Bid, Bidder. Rows include Masonry, Rough Carpentry, Millwork, Waterproofing & Sealants, Roofing, Doors, Frames, & Hardware, Glass & Glazing, Drywall & Ceilings, Painting & Wallcovering, Flooring, and Plumbing / HVAC.

I move to postpone definitely 5A, 5B, and 5C to the next regular scheduled meeting in December. This motion, made by Marshall Baker and seconded by Rachel Dillin, Carried.

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

5B. 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.

5C. 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

5D. Receive Bond 2023 Update

Mr. Thomas with 505 Architects provided the Bond 2023 Update.

6. BUSINESS/FINANCE

6A. Consider and Vote to Approve the Proposed 2024-2025 SPS Budget

I move to Approve the Proposed 2024-2025 SPS Budget as presented. 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

**6B.** Consider and Vote to Approve the Treasurer's Report which includes the Bond Expenditures and Revenue Report.

I move to approve the Treasurer's Report 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

**6C.** Consider and Approve a Resolution to Modify the School Budgeting System to the School Budget Act for the FY 25-26 School Year

I move Approve a Resolution to Modify the School Budgeting System to the School Budget Act for the FY 25-26 School Year. 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

**6D.** Consider and Vote to Approve or Not Approve Proposed Percentage Budget Cuts for the FY 25-26 School Year

I move to Approve the Proposed Percentage Budget Cuts for the FY 25-26 School Year as presented. This motion, made by Gay Washington and seconded by Roberta Douglas, **Carried**.

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

## **7. EDUCATIONAL SERVICES**

No Action.

## **8. OTHER REPORTS / RECOMMENDATIONS**

**8A.** SPS Policy Second Reading and Approval:

### **1.** EIED-Graduation Requirements (Ed Services)

President Baker will defer action on this policy as we wait for additional guidance from the State Department after Dr. Vinson mentioned some anticipated last-minute changes from OSDE.

## **9. ADJOURNMENT**

### **9A. Vote to Adjourn (Action)**

I move to adjourn at 8:07 p.m. 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

STILLWATER BOARD OF EDUCATION

*Marshall A Baker*

Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

*Tawni Hooten*

Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on **December 10, 2024**.



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

## **Minutes of Special Meeting**

Monday, November 18, 2024 7:30 AM Central

Attendance Taken at 7:50 AM.

Marshall Baker: Present

Rachel Dillin: Present

Roberta Douglas: Present

Tim Riley: Present

Gay Washington: Present

President Baker would like the record to reflect that Roberta Douglas is in the parking lot waiting for a break in the rain, but joined the meeting at 7:54 a.m.

### **1. Board of Education Call to Order and Roll Call**

President Baker called the meeting to order at 7:50 a.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. Bond 2023 Review**

Jerricah Dawson presented the Bond 2023 review to the board.

### **3. 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:**

<b>Description</b>	<b>Actual Bid</b>	<b>Bidder</b>
Masonry	\$ 366,466	Sun Valley Masonry, Inc.
Rough Carpentry	\$ 42,000	Red Mountain Company
Millwork	\$ 169,761	Wood Systems Inc.
Waterproofing & Sealants	\$ 46,209	Oklahoma Roofing & Sheet Metal LLC

Roofing	\$ 383,630	Commercial Roofing Solutions, Inc
Doors, Frames, & Hardware	\$ 169,000	Unified Door & Hardware Group, LLC
Glass & Glazing	\$ 542,500	Lee Glass & Window, LLC
Drywall & Ceilings	\$1,146,687	Modern Coating LLC
Painting & Wallcovering	\$ 167,416	Cherokee Painting
Flooring	\$ 147,900	Bryan's Flooring, LLC
Plumbing / HVAC	\$ 849,584	Dense Mechanical

I move to Award Bids for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing project as presented. This motion, made by Rachel Dillin 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 Accept Amendment 3 for the Guaranteed Maximum Price (GMP) Proposed by Willowbrook Inc. for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing**

I move to Accept Amendment 3 for the Guaranteed Maximum Price (GMP) Proposed by Willowbrook Inc. for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing as presented. This motion, made by Gay Washington and seconded by Roberta Douglas, **Carried**. Marshall Baker: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Tim Riley: Yes, Gay Washington: Yes

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

I move to to Assign Bids to Willowbrook Inc. for the Stillwater Public Schools Bond 2023 High School Phase II PA Wing Project 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

**4. Consider and Vote to Approve Two Board Members to Serve on a Budget/Bond Subcommittee**

I move that Gay Washington and Marshall Baker serve on the newly formed Board/Budget Subcommittee. 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

**5. Vote to adjourn (Action)**

I move to adjourn at 8:49 a.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

STILLWATER BOARD OF EDUCATION

Marshall A Baker

Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION

Tawni Hooten

Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on December 10, 2024.



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Transfer and Summary of Activity Account Funds

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

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

The attached summary of individual site activity fund accounts reveals the name of the itemized accounts, opening balances, debits, credits, activity, and balances of the accounts year-to-date. All accounts are reconciled with bank statements at the closing of each week.

# ACTIVITY FUND TRANSFER REQUEST

MIDDLE SCHOOL

# Request for Transfer of Funds between Activity Accounts

RECEIVED NOV 18 2024

Date: 11-15-24 School: Middle School

Name of Requestor/Sponsor: Kyle A. Ferguson

Signature of Requestor/Sponsor: *Kyle A. Ferguson*

Approval of Supervisor/Principal: *Ky-12*

#807 - Special Events  
Move from  
Paying Account Name & No

#904 - Art  
Move to  
Receiving Account Name & No

Amount to be transferred: \$1 5,000

Reason for Moving funds:

*Art Club has accepted at enrollment for Student Supplies, Shirts, Trip, etc. PayPal - Cash - checks were accepted.*

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: \_\_\_\_\_

Keep for Audit Records

## Stillwater School District 16

### Period GL Report

Fiscal Year: 2024-2025    From Date: 7/1/2024    To Date: 11/30/2024     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>
<b>ASSET</b>					
60.000.9012.000.000.0000.000.000.2 CASH - ACTIVITY ACC	\$2,124,400.64	\$1,430,894.70	(\$1,075,193.46)	\$355,701.24	\$2,480,101.88
<b>ASSET TOTAL</b>	<b>\$2,124,400.64</b>	<b>\$1,430,894.70</b>	<b>(\$1,075,193.46)</b>	<b>\$355,701.24</b>	<b>\$2,480,101.88</b>
<b>LIABILITY</b>					
60.000.0000.000.996.0000.000.000.3 DW-INTOUCH ON ACCOU	\$0.00	\$880,418.90	(\$880,418.90)	\$0.00	\$0.00
<b>LIABILITY TOTAL</b>	<b>\$0.00</b>	<b>\$880,418.90</b>	<b>(\$880,418.90)</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>FUND BALANCE</b>					
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)

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<b>FUND BALANCE</b>					
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)	\$10,500.00	\$0.00	\$10,500.00	(\$847.83)
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)

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<b>FUND BALANCE</b>					
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)	\$1,104.42	\$0.00	\$1,104.42	\$0.00
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)

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<b>FUND BALANCE</b>					
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)

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<b>FUND BALANCE</b>					
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)

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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>
<b>FUND BALANCE</b>					
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: 11/30/2024

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>
<b>FUND BALANCE</b>					
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)
<b>FUND BALANCE TOTAL</b>	(\$2,124,400.64)	\$146,604.42	(\$120,150.00)	\$26,454.42	(\$2,097,946.22)
<b>REVENUES AND TRANSFERS IN</b>					
SUMMARIZED REVENUES AND TRANSFERS IN	\$0.00	\$442,288.49	(\$1,699,803.27)	(\$1,257,514.78)	(\$1,257,514.78)
<b>REVENUES AND TRANSFERS IN TOTAL</b>	\$0.00	\$442,288.49	(\$1,699,803.27)	(\$1,257,514.78)	(\$1,257,514.78)
<b>EXPENDITURES AND TRANSFERS OUT</b>					
SUMMARIZED EXPENDITURES AND TRANSFERS OUT	\$0.00	\$881,627.23	(\$6,268.11)	\$875,359.12	\$875,359.12
<b>EXPENDITURES AND TRANSFERS OUT TOTAL</b>	\$0.00	\$881,627.23	(\$6,268.11)	\$875,359.12	\$875,359.12
<b>SCHOOL ACTIVITY FUND Totals:</b>	\$0.00	\$3,781,833.74	(\$3,781,833.74)	\$0.00	\$0.00
<b>Grand Total:</b>	\$0.00	\$3,781,833.74	(\$3,781,833.74)	\$0.00	\$0.00

End of Report



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

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

**BOARD ACTION REQUESTED:**

Motion to Approve Encumbrance Clerk's report as of December 2, 2024

**BACKGROUND INFORMATION:**

This monthly report is highlighting changes to existing Purchase Orders and activity thru December 2, 2024.

Stillwater School District 16

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PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 11/13/2024 12:00:00 AM To Date: 12/10/2024 12:00:00 AM Threshold 1

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Fund	Description	Amount
11	GENERAL FUND	49,792.32
21	BUILDING FUND	100.00
22	CHILD NUTRITION PROGRAMS FUND	191.50
31	BOND FUND (2017)	3,324.75
32	BOND FUND (2023)	139,724.54
	Total Amount	193,133.11
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 11/13/2024 12:00:00 AM To Date: 12/10/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250041	AUTOMATION INTEGRATED, LLC	CHANGE ORDER - INCREASE FUNDS BY \$6010.87	32-BOND	16,010.87
20250711	GENEVRO, KATHRYN	CHANGE ORDER - INCREASE FUNDS BY \$263.89	11-GENERAL	513.89
20250976	DARR EQUIPMENT, LP	CCHANGE ORDER - INCREASE FUNDS BY \$946.33	32-BOND	3,372.43
20251067	B & C BUSINESS PRODUCTS	Title 1 Family Night Printing	11-GENERAL	51.00
20251068	FLITE TEST, LLC	Classroom supplies	11-GENERAL	349.98
20251069	R K BLACK INC	Staples for teacher copier	11-GENERAL	57.10
20251070	FOLLETT CONTENT SOLUTIONS LLC	Books	11-GENERAL	1,005.25
20251071	PALEN MUSIC CENTER, LLC	Band Instruments	32-BOND	8,518.00
20251072	KRUEGER INTERNATIONAL, INC.	Office Furniture for A Turley	31-BOND FUND	3,324.75
20251073	DG INVESTMENT INTERMEDIATE HOLDINGS 2	Genetec Products for SPS	11-GENERAL	3,305.30
20251074	HOBBY LOBBY	FCS Cake Decorating Supplies	11-GENERAL	48.93
20251075	WALMART LOCAL	supplies other than food	11-GENERAL	300.00
20251076	NASCO EDUCATION	sewing supplies for classroom	11-GENERAL	776.13
20251077	PROJECT LEAD THE WAY, INC.	REGISTRATION TRAINING	11-GENERAL	1,200.00
20251078	SPIRALEDGE INC	UNIFORM ADDITIONAL	32-BOND	45.00
20251079	COUGHLAN COMPANIES LLC	GO PEBBLE	11-GENERAL	2,596.00
20251080	DEPT. OF HEALTH & HUMAN SERVICES	CLIA APPLICATION ~ SPIVA	11-GENERAL	248.00
20251081	PEARSON ASSESSMENTS	Online Scoring for Connors-4	11-GENERAL	275.00
20251082	DUPREE SPORTING GOODS	GIRLS SOCCER UNIFORMS	11-GENERAL	880.00
20251083	PROVANTAGE SUPERSTORE	Quote Number 9538263(iiQ10128)	32-BOND	1,612.53
20251084	POLAR3D INC	SCHOOL LICENSES - ASHLEY	32-BOND	3,000.00
20251085	B & C BUSINESS PRODUCTS	Laminator Cart	11-GENERAL	184.90
20251086	E.L. ACHIEVE, INC	SMS Student Flipbooks	11-GENERAL	3,850.00

Stillwater School District 16

20251087    STILLWATER PUBLIC SCHOOLS    596 INDIRECT COSTS    11-GENERAL    3,978.43

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 11/13/2024 12:00:00 AM To Date: 12/10/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251088	STILLWATER PUBLIC SCHOOLS	587 INDIRECT COSTS	11-GENERAL	7,184.38
20251089	STILLWATER PUBLIC SCHOOLS	552 INDIRECT COSTS	11-GENERAL	5,120.01
20251090	STILLWATER PUBLIC SCHOOLS	572 INDIRECT COSTS	11-GENERAL	2,178.59
20251091	STILLWATER PUBLIC SCHOOLS	571 INDIRECT COSTS	11-GENERAL	395.76
20251092	STILLWATER PUBLIC SCHOOLS	518 INDIRECT COSTS	11-GENERAL	1,235.07
20251093	ROBINSON, KENNETH G	IN DISTRICT MILEAGE	11-GENERAL	300.00
20251094	GENEVRO, KATHRYN	IN DISTRICT MILEAGE	11-GENERAL	300.00
20251095	GRANT, TOMMIE N	OUT OF DISTRICT MILEAGE	11-GENERAL	250.00
20251096	HOWELL, WALTER R	OUT OF DISTRICT MILEAGE	11-GENERAL	250.00
20251097	TREAT, CARL L	OUT OF DISTRICT MILEAGE	11-GENERAL	250.00
20251098	MERIDIAN TECHNOLOGY CENTER	Forklift Driver Training	22-CHILD NUTRITION	160.00
20251099	NOBLE COUNTY TREASURER	NOBLE COUNTY VISUAL INSPECTION	21-BUILDING	100.00
20251100	R K BLACK INC	STAPLES COPIERS	11-GENERAL	57.10
20251101	GRIMSLEYS INC.	CUSTODIAL SUPPLIES/BRENT	32-BOND	2,300.41
20251102	TRACTOR SUPPLY CO.	Pea gravel for path	11-GENERAL	120.00
20251103	B & C BUSINESS PRODUCTS	AVIATION SUPPLIES	11-GENERAL	1,845.57
20251104	B & C BUSINESS PRODUCTS	Laminator repairs	11-GENERAL	100.00
20251105	Tiffany Glasgow	MEAL REFUND	22-CHILD NUTRITION	31.50
20251106	AUTRY AREA VOCATIONAL SCHOOL	CPR COMPLETION CARDS ~ KIRA	11-GENERAL	90.00
20251107	AUTRY AREA VOCATIONAL SCHOOL	CPR COMPLETION CARDS ~ KIRA	11-GENERAL	90.00
20251108	AUTRY AREA VOCATIONAL SCHOOL	CPR COMPLETION CARDS ~ KIRA	11-GENERAL	90.00
20251109	OSAGE COUNTY INTERLOCAL COOPERATIVE	SCHOOL FINANCE TRAINING	11-GENERAL	100.00
20251110	Newby, Kristie Karen	MILEAGE FOR CFO MEETING 12/5/2	11-GENERAL	100.50

Stillwater School District 16

20251111 ULINE

SETH/CUSTODIAL SUPPLIES

11-GENERAL

1,305.16

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 11/13/2024 To Date: 12/10/2024 Threshold 1  
 12:00:00 AM 12:00:00 AM

PO Number	Vendor	Description	For	Amount
20251112	ULINE	SETH/FACILITY SUPPLIES	32-BOND	4,234.05
20251113	TYLER TECHNOLOGIES INC	Tyler-Transportation Agreement	32-BOND	14,956.00
20251114	PROVANTAGE SUPERSTORE	Quotation 9541609 iiQ9610 TECH SUPPLIES	32-BOND	4,125.00
20251115	MYASSETTAG.COM	METAL ASSET TAGS/SETH	32-BOND	1,261.50
20251116	Amazon Capital Services	STEM CLASSROOM	11-GENERAL	1,450.00
20251117	BUREAU OF EDUC. & RESEARCH, INC.	PD-STW CHRISTIAN JUMP/STARKEY	11-GENERAL	590.00
20251118	AMERICAN ROOFING & CONSTRUCTION, LLC	SK PARAPET ROOF LADDER	32-BOND	3,870.00
20251119	B & C BUSINESS PRODUCTS	BMITE Printing Supplies	11-GENERAL	521.94
20251120	SCHOOL SPECIALTY SUPPLY	DW FILE FOLDERS/SETH	11-GENERAL	353.43
20251121	Amazon Capital Services	Batteries for general supply	11-GENERAL	45.76
20251122	Amazon Capital Services	S-hooks for art show displays	11-GENERAL	7.79
20251123	Amazon Capital Services	FACS class supplies	11-GENERAL	506.22
20251124	Amazon Capital Services	Ice Maker for FACS class	11-GENERAL	289.99
20251125	LOWE'S HOME IMPROVEMENT CENTER	AVIATION SUPPLIES	11-GENERAL	269.00
20251126	WALMART LOCAL	Special Event food labs-Dec	11-GENERAL	250.00
20251127	505 ARCHITECTS LLC	SO24 SR,MS,HS PAC& Fieldhouse	32-BOND	12,750.00
20251128	SCHOOL SPECIALTY SUPPLY	Class supplies	11-GENERAL	663.80
20251129	OSSAA	Vocal OSSAA Contest Fees	11-GENERAL	225.00
20251130	OSSAA	Vocal OSSAA Contest Fees	11-GENERAL	361.00
20251131	DEEP SPACE SPARKLE INC	ANNUAL LICENSE	11-GENERAL	2,262.60
20251132	PALEN MUSIC CENTER, LLC	Band Instruments	32-BOND	41,474.00
20251133	PENDER'S MUSIC CO.	Vocal Student Music	11-GENERAL	230.00
20251134	MALOY VINYL SERVICES	Bus Maintenance	11-GENERAL	1,370.00

Stillwater School District 16

20251135	WILSON LANGUAGE TRAINING	FUNDATIONS - DIANE	11-GENERAL	1,545.00
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Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 11/13/2024 12:00:00 AM To Date: 12/10/2024 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251136	BACKBLAZE INC	iiQ10401	32-BOND	1,782.00
20251137	CEV MULTIMEDIA	FCS iCEV Teacher Licensing	11-GENERAL	437.50
20251138	Amazon Capital Services	Library Books	11-GENERAL	967.00
20251139	INTERWORKS, INC.	IWQQ31375/iiQ10245	32-BOND	1,266.93
20251140	Amazon Capital Services	SUPPLIES	11-GENERAL	121.84
20251141	CDW GOVERNMENT	Power Banks iiQ10970	32-BOND	1,091.52
20251142	TRAFERA HOLDINGS, LLC	E000129147 iiQ9521	32-BOND	11,966.70
20251143	BACKBLAZE INC	Annual Renewal SPS Backup Grp	32-BOND	1,400.00
20251144	Amazon Capital Services	Art Supplies	11-GENERAL	1,030.00
			Total POs:	81 Total Amount
				193,133.11

End of Report



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Annual Activity Fund Planning and Approval Packages for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2024-2025

**BACKGROUND INFORMATION:**

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

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

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2024-2025, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2024-2025.

# ACTIVITY FUND PACKETS

TECHNOLOGY - 829

CHROMEBOOKS - 865

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Charles K.

Name of Activity Fund: Technology Account No: 829

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

*\*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 NOV 12 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 11/11/2024 SITE: Technology

ACCOUNT NAME: Technology

PURPOSE

General activity fund

SOURCE(S) OF INCOME

~~OSU parade network lease~~ Any other sources?  
we have no other revenue sources - BB

PLANNED EXPENSES

Food, PD, team-building

SPONSOR NAME

Bryan Bloomer

SIGNATURE

*[Signature]* BB

PRINCIPAL/DIRECTOR

Bryan Bloomer

SIGNATURE

*[Signature]* BB

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

RECEIVED NOV 12 2024

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Bryan Bloomer  
 Name of Activity Fund: Technology Account No: 829

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, <del>JULY 1</del> <sup>Nov. 11</sup>	\$ <u>    </u>	\$ <u>1,764</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>OSU Parade Network Lease</u>	\$ <u>1,200</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>    </u>	\$ <u>2,964</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Food</u>	\$ <u>500</u>	
<u>PD</u>	\$ <u>500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>1,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,964</u>	\$ _____

RECEIVED NOV 12 2024

**FUNDRAISER REQUEST**

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

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

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

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

\_\_\_\_\_  
PRINCIPAL AUTHORIZATION

\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**FUNDRAISER PROFIT**

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

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE

**RECEIVED NOV 12 2024**

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Bryan Bloomer  
~~Charles K.~~

Name of Activity Fund: Chromebook Replace/Repair Account No: 865

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

*\*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 NOV 12 2024

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 11/11/2024 SITE: Technology

ACCOUNT NAME: Chromebook Replace / Repair

PURPOSE

Primarily used to supplement funding for district 1:1 devices. Also used as a reserve for unplanned Tech expenditures related directly to Chromebooks.

SOURCE(S) OF INCOME

Device liability fee  
Intentional damage/cost of repair

PLANNED EXPENSES

see "Purpose"

SPONSOR NAME

Bryan Bloomer

SIGNATURE

*BB* BB

PRINCIPAL/DIRECTOR

Bryan Bloomer

SIGNATURE

*BB* BB

RECEIVED NOV 12 2024

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Bryan Bloomer  
Charles K.

Name of Activity Fund: Chromebook Account No: 865

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, <del>Nov 11</del> <u>JULY 1</u>	\$ <del>120,000</del> <u>150,000</u>	\$ <u>121,642.74</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<del>Device fees from sites</del>	\$ <u>needs \$ here</u>	
<del>(parent paid fees)</del>	\$	
<u>1:1 Insurance Fee + Repair Fees</u> <u>(as needed)</u>	\$ <u>86,000/yr</u>	
Estimated repair costs for Chromebooks are:	\$	
• Lost or totaled: \$250 standard screen / \$300 touch screen	\$	
• Charger (damaged or lost): \$30	\$	
• Plastic casing (cracked or damaged): \$40	\$	
• Ports/motherboard: \$100	\$	
• Keyboard: \$50	\$	
• Trackpad/Palm rest: \$50	\$	
• Webcam: \$25	\$	
• Screen bezel: \$35	\$	
• Screen: \$65 standard screen/ \$100 touch screen	\$	
• Removal of stickers or cleaning: \$25	\$	
• Missing or damaged SPS tags: \$25	\$ <u>16,000</u>	
Estimated repair costs for hotspots are:	\$	
• Lost or damaged: \$85	\$	
• Charger (damaged or lost): \$25	\$	
• Removal of stickers or cleaning: \$25	\$	
• Missing or damaged SPS tags: \$25	\$	
<u>Repair</u>	\$	
	\$	
	\$	
Total Expenditures:	\$ <u>50,000 (as needed)</u>	\$ <u>16,640</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>16,000</u>	\$ <u>105,002</u>

Insurance Fee = \$25

BB

\$50,000 (as needed) BB

RECEIVED NOV 12 2024

**FUNDRAISER REQUEST**

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

Reporting School Year: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Name of Activity Fund: \_\_\_\_\_ Account No: \_\_\_\_\_

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

**PURPOSE OF RAISING FUNDS:**

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

\_\_\_\_\_  
PRINCIPAL AUTHORIZATION

\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**FUNDRAISER PROFIT**

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

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

**RECEIVED NOV 12 2024**  
\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendents Activity Fund Account No: 838

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

N/A

**PACKET CONTENTS:**

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Superintendent High School

ACCOUNT NAME: 838 Superintendents Activity Fund

PURPOSE

Provide refreshments/meals for board meetings, staff, and functions. Awards/gifts for staff as necessary. Provide any funding needed for operations the Superintendent deems necessary.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Tawni Hooten

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

Dr. Janet Vinson

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 6/3/24

ACCOUNT NUMBER:

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendents Activity Fund Account No: 838

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,924.98</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rebates	\$ <u>15,000.00</u>	
Donations	\$ <u>5,000.00</u>	
_____	\$ <u>0.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>20,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>23,924.98</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Food/Awards	\$ <u>-5,000.00</u>	
Misc Expenses	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-10,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>13,924.98</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Tawni Hooten

Name of Activity Fund: Superintendents Activity Fund Account No: 838

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

N/A

**PURPOSE OF RAISING FUNDS:**

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.) No fundraising, funds come from rebates finance receives and donations received in the district

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACCOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \$ 0.00

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

\_\_\_\_\_  
PRINCIPAL AUTHORIZATION

\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**FUNDRAISER PROFIT**

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

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2024-2025 Sponsor Name: Annette Turley

Name of Activity Fund: Ops Super - Special Events Funds 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:**

N/A

**PACKET CONTENTS:**

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

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

**ACTIVITY FUND REQUEST FOR ACCOUNT**

DATE: 2024-2025 SITE: Admin

ACCOUNT NAME: 807 Ops Super - Special Events Funds

**PURPOSE**

Provide refreshments/meals for board meetings, staff, and functions. Awards/gifts for staff as necessary. Provide any funding needed for operations the Superintendent deems necessary.

**SOURCE(S) OF INCOME**

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

**PLANNED EXPENSES**

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

**SPONSOR NAME**

Annette Turley

**SIGNATURE**



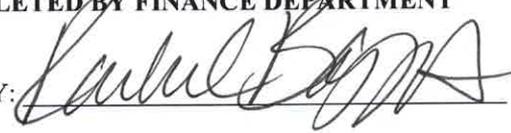
**PRINCIPAL/DIRECTOR**

Bo Gamble

**SIGNATURE**



**TO BE COMPLETED BY FINANCE DEPARTMENT**

APPROVED BY:  DATE: 12/3/24

ACCOUNT NUMBER: \_\_\_\_\_

BOARD OF EDUCATION APPROVAL DATE: \_\_\_\_\_

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2024-2025 Sponsor Name: Annette Turley

Name of Activity Fund: Ops Super - Special Events Funds Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,439.59</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rebates	\$ <u>5,000.00</u>	
Donations	\$ <u>1,000.00</u>	
	\$ <u>0.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>6,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14,439.59</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Food/Awards	\$ <u>-4,000.00</u>	
Misc Expenses	\$ <u>-1,000.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-5,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>9,439.59</u>	\$ _____

**FUNDRAISER REQUEST**

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

Reporting School Year: 2024-2025 Sponsor Name: Annette Turley

Name of Activity Fund: Ops Super - Special Events Funds Account No: 807

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

N/A

**PURPOSE OF RAISING FUNDS:**

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.) No fundraising, funds come from rebates finance receives and donations received in the district

**FUNDRAISER DATES:** START \_\_\_\_\_ END \_\_\_\_\_

**ACOUNT OF MONEY TO BE RAISED:**

EST. INC. \_\_\_\_\_ - EST. EXP. \_\_\_\_\_ = EST. PROFIT \$ 0.00

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

\_\_\_\_\_  
PRINCIPAL AUTHORIZATION

\_\_\_\_\_  
BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

**FUNDRAISER PROFIT**

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

RECEIPT BOOK #: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_  
SPONSOR SIGNATURE

\_\_\_\_\_  
FINANCIAL SECRETARY SIGNATURE



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Sanctioned Accounts for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Sanctioned Accounts for FY 2024-2025

**BACKGROUND INFORMATION:**

Sanctioned Accounts contribute to the funding and well being of Stillwater Public Schools Booster Clubs by allowing them to use our organizations tax ID. The Boosters act on their own behalf by raising money via donations or sales. The Boosters will have their own bank account, separate from the Stillwater Public Schools account. They will purchase goods/services with their own funds. Goods and services purchased will be made in the best interest of the Stillwater Public Schools Booster Club that they represent. Sanctioned accounts are subject to audit.

# SANCTIONED ACCOUNTS

STILLWATER HIGH SCHOOL PTO

STILLWATER JUNIOR HIGH PTO

RICHMOND PTO

STILLWATER HIGH SCHOOL TRACK

**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: 9-16-2024 Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization: Stillwater High School PTO

Official Mailing Address for the organization: 1224 N. Husband

Organization's Taxpayer I.D. Number: 92-3716873

**Organization President**

**Organization Treasurer**

Name: Robin Johnson

Name: Jackie Jackson

Phone: (405) 762-0562

Phone: (405) 762-3262

Email: rojohanson@stillwaterschools.com Email: jjackson@stillwaterschools.com

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

To facilitate communication between parents, teachers and school administration  
Students benefit from scholarships & Project Graduation activities. We also provide  
several Teacher Appreciation events throughout the school year  
Organizations's Website and/or Social Media Accounts: None

(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

Robin Johnson, PTD President  
 Organization Representative/Office Name and Position (printed)

Robin Johnson  
 Signature

9/16/2024  
 Date

Walter Howell, Principal  
 School Faculty Sponsor / Athletic Coach Name (printed)

Walter R. Howell IV  
 Signature

9/17/2024  
 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 High School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-24

Beginning Cash Balance, July 1, 2023 \$ 768.00

**Collections:**

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ <u>5,698.94</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 6,466.94

**Expenditures:**

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>Insurance</u>	\$ <u>150.00</u>
<u>Pioneer Pantry</u>	\$ <u>300.00</u>
<u>Project Graduation</u>	\$ <u>200.00</u>
<u>Bank fees</u>	\$ <u>50.00</u>
<u>Teacher Appreciation</u>	\$ <u>4,481.85</u>
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 5,181.85

Ending Cash Balance, June 30, 24 \$ 1285.09

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: Jackie Jackson Date: 10-7-24

Title: SHS PTO Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT

Name of Organization/Association: Stillwater High School PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-25

Beginning Cash Balance, July 1, 2024

\$ 1,285.<sup>02</sup>

Collections:

- Fundraiser, Merchandise Sales, Etc.
- Donations
- Parent/Student Contributions
- Other (list):

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
\$ 2,719.<sup>93</sup>  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Collections

\$ 4,005.<sup>02</sup>

Expenditures:

- Fundraising Expenses
- Other (list):
- Insurance
- Project Graduation
- Teacher Appreciation
- Pioneer Party
- Teacher Grants
- Senior Lunch Meetings

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
\$ 150.<sup>00</sup>  
\$ 300.<sup>00</sup>  
\$ 3,000.<sup>00</sup>  
\$ 200.<sup>00</sup>  
\$ 150.<sup>00</sup>  
\$ 100.<sup>00</sup>  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Expenditures

\$ 3,900.<sup>00</sup>

Ending Cash Balance, June 30, 2025

\$ 105.<sup>02</sup>

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: Jackie Jackson

Date: 11-1-24

Title: SHS PTO Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title:

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: 11/11/24 Select One: Initial Application Renewal X

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

Official Mailing Address for the organization: 1900 North Scymins Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 73-1059977

Organization President Name: Courtney Mayes

Organization Treasurer Name: Jaylene Williamson

Phone: 405-612-8850

Phone: 806-683-8516

Email: cmayes@stillwaterschools.com

Email: mitchandjaylene@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support the students, faculty, staff and families of the Stillwater Junior High School.

Organizations's Website and/or Social Media Accounts: SJHS PTO Facebook page

(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

Courtney Mayes, PTO President  
 Organization Representative/Office Name and Position (printed)

Courtney Mayes  
 Signature

11/11/24  
 Date

[Signature]  
 School Faculty Sponsor / Athletic Coach Name (printed)

Doug Stafford  
 Signature

11/11/24  
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SOHS PTO (Stillwater Junior High School)

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 23 \$ 2,882.66

Collections:

Fundraiser, Merchandise, Sales, Etc.	\$ <u>3,440.21</u>
Donations	\$ <u>624.50</u>
Parent/Student Contributions	\$ <u>252.56</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 4,317.27

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>previous yr reimbursements</u>	\$ <u>305.48</u>
<u>T-shirts</u>	\$ <u>879.00</u>
<u>teacher appreciation</u>	\$ <u>2,123.79</u>
<u>grant payout</u>	\$ <u>1,020.00</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 4,327.27

Ending Cash Balance, June 30, 24 \$ 2,872.66

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: Courtney Mages

Date: 11/11/24

Title: PTO President

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: SJHS PTO (Stillwater Junior High School)

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 24 \$ 2,872.66

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>4,909.00</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 4,909.00

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>T-shirts to sell</u>	\$ <u>1,680</u>
<u>teacher T-shirts</u>	\$ <u>800</u>
<u>playground equipment</u>	\$ <u>1000</u>
<u>teacher/staff grants</u>	\$ <u>1000</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 6,480

Ending Cash Balance, June 30, 25 \$ 1,301.66

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: Courtney Mayer

Date: 11/11/24

Title: PTO President

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

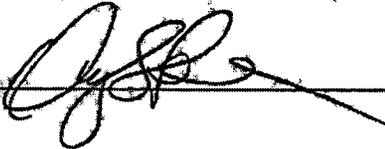
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with 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 23-24 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: 11/11/24 \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

2024

STILLWATER BOARD OF EDUCATION

CFBB-E

RECEIVED SEP 30 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: Select One: Initial Application Renewal [checked]

Name of Sanctioned Organization: Richmond Parent Teacher Organization

Official Mailing Address for the organization: 201 W. Richmond Rd. Stillwater, OK 74075

Organization's Taxpayer I.D. Number: 045158

Organization President

Organization Treasurer

Name: Ashley Kelle

Name: Justin Minges

Phone: 405-368-1515

Phone: 405-830-4155

Email: akelle@stillwaterschools.com Email: justin.minges@yahoo.com

Organization's Purpose, Goals, and the Benefit to District Students: Our goal is to work together as a group of parents & teachers to improve the educational experience for students.

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

(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

Ashley Kelle / President  
Organization Representative/Office Name and Position (printed)

Ashley J. Kelle  
Signature

9-19-24  
Date

Joy Cawood  
School Faculty Sponsor / Athletic Coach Name (printed)

Joy Cawood  
Signature

9/19/2024  
Date

**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: Richmond PTO

**FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24**

Beginning Cash Balance, July 1, 23 \$ 53,014.96

Collections:

Fundraiser, Merchandise Sales, Etc.	\$	<u>56,435.92</u>
Donations	\$	_____
Parent/Student Contributions	\$	_____
Other (list):	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Collections \$ 56,435.92

Expenditures:

Fundraising Expenses	\$	<u>33,738.79</u>
Other (list):	\$	_____
<u>Playground Equip</u>	\$	<u>50,000.00</u>
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

Total Expenditures \$ 83,738.79

Ending Cash Balance, June 30, 24 \$ 25,712.09

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: Ashley J. Kelle Date: 11-20-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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: Richmond PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 24 \$ 25,712.09

**Collections:**

Fundraiser, Merchandise Sales, Etc.	\$ <u>29,000.00</u>
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \$ 29,000.00

**Expenditures:**

Fundraising Expenses	\$ <u>28,750.00</u>
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 28,750.00

Ending Cash Balance, June 30, 25 \$ 25,962.09

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: Ashley J. Kelle Date: 11-20-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: \_\_\_\_\_ Date: \_\_\_\_\_

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 23-24 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: *Seann DeLong* Date: 11/20/2024

Representative: *Pat Kirk* Date: 11/21/24

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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: Sept 1 2024 Select One: Initial Application Renewal [checked]

Name of Sanctioned Organization: SHS Track Booster Club

Official Mailing Address for the organization: 1224 N. Husband

Organization's Taxpayer I.D. Number: 27-36534-24

Organization President Name: Tracy Bell Phone: 814-880-4260 Email: tbell@stillwaterschools.com

Organization Treasurer Name: Susanna Barth Phone: 405-612-3529 Email: ksbarth@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Support track athletes with supplemental purchase of equipment and gear needed each season.

Organizations's Website and/or Social Media Accounts: No

(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.

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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

Tracy Bell President  
Organization Representative/Office Name and Position (printed)

T Bell  
Signature

9/1/24  
Date

Paul Grant  
School Faculty/Sponsor / Athletic Coach Name (printed)

Paul Grant  
Signature

9/1/24  
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Track Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24/25

Beginning Cash Balance, July 1, 2024 \$ 9761.60

Collections:

Fundraiser, Merchandise Sales, Etc. \$ \_\_\_\_\_

Donations \$ \_\_\_\_\_

Parent/Student Contributions \$ \_\_\_\_\_

Other (list): Stilly Half \$ 2500

Total Collections \$ 2500

Expenditures:

Fundraising Expenses \$ \_\_\_\_\_

Other (list): Stab Quarter Shirts \$ 450

Total Expenditures \$ 450

Ending Cash Balance, June 30, 2025 \$ 11,811.60

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: Tracy Bell Date: 09/1/24

Title: President

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: SHS TRACK BOOSTER CLUB

FINANCIAL ACTIVITY FOR SCHOOL YEAR '24-'25

Beginning Cash Balance, July 1, \_\_\_\_\_ \$ \_\_\_\_\_

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Collections \_\_\_\_\_ \$ \_\_\_\_\_

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \_\_\_\_\_ \$ \_\_\_\_\_

Ending Cash Balance, June 30, \_\_\_\_\_ \$ \_\_\_\_\_

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: Jay Bell Date: 11/6/2024  
Title: President

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.

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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 2024-2025 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: [Signature]

Date: 9/11/24

Representative: [Signature]

Date: 09/11/24

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative: \_\_\_\_\_

Date: \_\_\_\_\_



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Annual Activity Account Fund Raising Projects for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2024-2025

**BACKGROUND INFORMATION:**

Fund Raising project bring additional revenue into activity accounts. They are typically approved on the accounts Annual Activity Fund Planning Packages. However, when fund raising projects become available throughout the year that are not listed on the accounts Annual Activity Fund Planning Packages, it must be presented to the Board for approval.

# ACTIVITY FUND FUNDRAISER REQUESTS

SANGRE RIDGE - LIBRARY 803  
JUNIOR HIGH - STUCO 946  
HIGH SCHOOL - JUNIOR CLASS 961

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No: 803

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

Buy one-get one Book Sale through Scholastic Book Fairs

PURPOSE OF RAISING FUNDS:

To use funds to purchase books, supplies and subscriptions.

FUNDRAISER DATES: START 04/20/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000.00 - EST. EXP. -\$3,500.00 = EST. PROFIT \$1,500.00

Morganne Clyburn
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

Principal Signature
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

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

hgt day

PURPOSE OF RAISING FUNDS:

STUCO fundraiser

FUNDRAISER DATES: START 11/22/24 END 11/22/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$100 - EST. EXP. 0 = EST. PROFIT \$100

Sponsor Signature: Kaylee Bermea

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Signature]

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: K. Morton & K. Janjoo

Name of Activity Fund: Junior Class Account No: 961

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

Winter Carnival Admission- Winter carnival games, and concession booth will be set up in the student center January 11th. There will be 13 game booths. To be able to play games families will have to purchase tickets (\$1 each) at the ticket table. Concessions will be set up, we will have snacks and drinks all with varying prices. This event will be run by the Junior class officer team along with some other student led organizations, for volunteers to help run booths. We will also offer a silent auction during the event and take donations throughout the week for a Pie in the Face event held at the first spring pep rally.

PURPOSE OF RAISING FUNDS:

Additional funding for Prom 2025.

FUNDRAISER DATES: START 01/08/2025 END 01/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 250.00 = EST. PROFIT \$ 750.00

Kirsi Morton SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

Annual Activity Account Fund Raising Projects for FY 2024-2025

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2024-2025

**BACKGROUND INFORMATION:**

Fund Raising project bring additional revenue into activity accounts. They are typically approved on the accounts Annual Activity Fund Planning Packages. However, when fund raising projects become available throughout the year that are not listed on the accounts Annual Activity Fund Planning Packages, it must be presented to the Board for approval.

# ACTIVITY FUND FUNDRAISER REQUESTS

SANGRE RIDGE - LIBRARY 803  
JUNIOR HIGH - STUCO 946  
HIGH SCHOOL - JUNIOR CLASS 961

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Morganne Clyburn

Name of Activity Fund: Library Account No: 803

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

Buy one-get one Book Sale through Scholastic Book Fairs

PURPOSE OF RAISING FUNDS:

To use funds to purchase books, supplies and subscriptions.

FUNDRAISER DATES: START 04/20/2025 END 05/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,000.00 - EST. EXP. \$ 3,500.00 = EST. PROFIT \$ 1,500.00

Morganne Clyburn SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024 Sponsor Name: Kaylee Bermea

Name of Activity Fund: Student Council Account No: 946

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

hgt day

PURPOSE OF RAISING FUNDS:

STUCO fundraiser

FUNDRAISER DATES: START 11/22/24 END 11/22/24

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$100 - EST. EXP. 0 = EST. PROFIT \$100

Sponsor Signature: Kaylee Bermea

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Authorization: [Signature]

PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: K. Morton & K. Janjoo

Name of Activity Fund: Junior Class Account No: 961

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

Winter Carnival Admission- Winter carnival games, and concession booth will be set up in the student center January 11th. There will be 13 game booths. To be able to play games families will have to purchase tickets (\$1 each) at the ticket table. Concessions will be set up, we will have snacks and drinks all with varying prices. This event will be run by the Junior class officer team along with some other student led organizations, for volunteers to help run booths. We will also offer a silent auction during the event and take donations throughout the week for a Pie in the Face event held at the first spring pep rally.

PURPOSE OF RAISING FUNDS:

Additional funding for Prom 2025.

FUNDRAISER DATES: START 01/08/2025 END 01/15/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 1,000.00 - EST. EXP. \$ 250.00 = EST. PROFIT \$ 750.00

Kirsi Morton SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Walter R. Howell PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM: 4J**

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 eight (8) 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.



November 27, 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 November 27, 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

11/27/2024

PCO #	Title	Amount	Date Sent	Status	SPS Board Submitted	Date Approved	Owner Contingency Use	Owner Contingency Remaining
<b>CONTRACT</b>	<b>BASE CONTRACT</b>			<b>APPROVED</b>				<b>\$ 114,951.00</b>
#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

11/27/2024

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
#046.1	Chiller-Boiler Pump & Air Separator	\$ 13,284.31	11/1/2024	Approved	November	11/4/2024	\$ (13,284.31)	\$ 57,061.00
#047	Retaining Wall Repair-Replacement	\$ 35,091.52	10/25/2024	Approved	November	11/22/2024	\$ (35,091.52)	\$ 21,969.48
#048	Cord Reels	\$ 793.00	11/15/2024	Approved	November	11/18/2024	\$ (793.00)	\$ 21,176.48
#050	NB - Carpet Change to Polished Concrete	\$ 11,200.00	11/20/2024	Approved	November	11/20/2024	\$ (11,200.00)	\$ 9,976.48
#051	RFI #71 - Gas Supplies for Boilers	\$ 2,972.58	11/20/2024	Approved	November	11/20/2024	\$ (2,972.58)	\$ 7,003.90
#052	RFI #69 - Boiler Condensate Drains	\$ 2,762.15	11/22/2024	Approved	November	11/22/2024	\$ (2,762.15)	\$ 4,241.75
#053	SB - Chiller Valve & Expansion Flange Replacement	\$ 1,592.23	11/20/2024	Approved	November	11/20/2024	\$ (1,592.23)	\$ 2,649.52
#054	RFI #25 - IT Server Room Fresh Air System	\$ 1,993.00	11/22/2024	Approved	November	11/22/2024	\$ (1,993.00)	\$ 656.52
#055	Eliminate Controls Allowance	\$ (15,000.00)	11/27/2024					



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 #046: Chiller/Boiler Pumps & Air Separator

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: Chiller/Boiler Pumps & Air Separator

CHANGE REASON:

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

Replace (1) pump and (1) air separator at the South Building chiller. Replace (1) pump at the North Building boiler. Pump have roughly a 3 week lead time. Air separator has roughly a 1 week lead time.

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 11/4/2024

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: 2024.11.04 15:25:59-06'00'

Shelby Lippert
2024.11.01 17:10:14-05'00'



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 #047: Retaining Wall Repair- Replacement

Table with 4 columns: Field Name, Value, Field Name, Value. Includes fields like TO: Stillwater Public Schools, FROM: Lippert Bros., Inc., PCO NUMBER/REVISION: 047 / 0, CONTRACT: 1 - OES North & South Building Renovations, etc.

POTENTIAL CHANGE ORDER TITLE: Retaining Wall Repair-Replacement

CHANGE REASON:

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

Includes rework of existing chiller pipe rack/supports. Includes installation of sod directly behind the new retaining wall. Excludes watering and maintenance of sod.

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Lists items like Retaining Walls, Turf and Grasses, Labor, and MECHANICAL / STOLHAND with their respective amounts.

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 and date 11/22/2024 over a line labeled SIGNATURE and DATE.

Rob Lamecker with digital signature block and date over a line labeled SIGNATURE and DATE.

Shelby Lippert with date and time 2024.10.25 11:17:51-05'00' over a line labeled SIGNATURE and 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 #048: Cord Reels

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: Cord Reels

CHANGE REASON:

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

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Contains 3 line items and a Grand Total of \$793.00.

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

Signature of Brian Thomas, dated 11.18.2025

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Rob Lamecker, Digitally signed by Rob Lamecker, dated 2024.11.18 17:57:31-06'00'

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

Shelby Lippert, Digitally signed by Shelby Lippert, dated 2024.11.15 17:32:22-06'00'



PCO #050

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 #050: NB - Carpet Change to Polished Concrete

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: NB - Carpet Change to Polished Concrete

CHANGE REASON:

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

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Includes line items for flooring and polished concrete, and a Grand Total of \$11,200.00.

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

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

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

Handwritten signature and date 11/20/2024

Rob Lamecker
Digitally signed by Rob Lamecker
DN: cn=Lamecker, o=Stillwater Public Schools, ou=Facilities Management, ou=Rob Lamecker
Reason: I am approving this document
Date: 2024.11.20 17:12:10-06'00'

Shelby ST Lippert
2024.11.20 08:23:50-06'00'



PCO #051

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 #051: RFI #71 - Gas Supplies for Boilers

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 #71 - Gas Supplies for Boilers

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 & install demo of existing gas line and installation of new gas line to both boilers per the RFI response, \$2,972.58. Grand Total: \$2,972.58

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: 11/20/2024

Signature of 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: 2024.11.20 17:11:54-06'00'

Signature of Shelby Lippert, Date: 2024.11.20 08:33:15-06'00'



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 #052: RFI #69 - Boiler Condensate Drains

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, TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: RFI #69 - Boiler Condensate Drains

CHANGE REASON:

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

NO STRUCTURAL STAND NOR CUTTING LOOSE AND RESETTING THE BOILERS COST IS INCLUDED IN THIS PRICE. SWG believes there is just enough space to install the neutralization kit and pump with the boilers as they are currently installed.

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Includes rows for mechanical and electrical work, and a Grand Total row.

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

Handwritten signature WBD and date 11/22/2024
SIGNATURE DATE

Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

Rob Lamecker
Digitally signed by Rob Lamecker
Reason: I am approving this document
Date: 2024.11.22 16:11:11-06'00'
SIGNATURE DATE

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

Shelby Lippert
2024.11.22 08:25:18-06'00'
SIGNATURE DATE



PCO #053

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 #053: SB - Chiller Valve & Expansion Flange Replacement

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, TOTAL AMOUNT.

POTENTIAL CHANGE ORDER TITLE: SB - Chiller Valve & Expansion Flange Replacement

CHANGE REASON:

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

Replace south building chiller valve and expansion flange located in the boiler room. It appears the valve is leaking onto the expansion flange causing deterioration. Reference attached pictures.

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Row 1: 1, 24-24000.S MECHANICAL / STOLHAND.Commitment, Furnish & install new valve and expansion flange. Remove existing being replaced., \$1,592.23. Grand Total: \$1,592.23

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: 11/20/2024

Signature of Rob Lamecker, Date: 2024.11.20 17:12:29-0600

Signature of Shelby ST Lippert, Date: 2024.11.20 09:32:32-06'00'



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 #054: RFI #25 - IT Server Room
Fresh Air System

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 #25 - IT Server Room Fresh Air System

CHANGE REASON:

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

ATTACHMENTS:

Table with 4 columns: #, Budget Code, Description, Amount. Includes items for concrete coring, steel material, carpentry materials, and labor.

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: 11/22/2024

Signature of Rob Lamecker, Digitally signed by Rob Lamecker, Date: 2024.11.22 15:11:29 -05'00'

Signature of Shelby Lippert, Date: 2024.11.22 08:43:01 -06'00'



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM: 4K**

Consider and Vote to Approve Kellogg & Sovereign Fee Schedule for Cybersecurity Pilot Program Participation through ERate (Three-Year Funding Support)

**BOARD ACTION REQUESTED:**

Vote to Approve Kellogg & Sovereign Fee Schedule for Cybersecurity Pilot Program Participation through ERate (Three-Year Funding Support)

**BACKGROUND INFORMATION:**

For the 2025-2026 funding year, USAC is introducing a new cybersecurity pilot program under ERate, providing a \$200 million fund aimed at supporting cybersecurity enhancements in schools. Stillwater Public Schools is eligible to apply for approximately \$86,000 from this program. This funding, if awarded, would be directed toward replacing our existing endpoint protection solution, CarbonBlack EDR, due to rising costs associated with renewing it.

This pilot program covers 80% of eligible expenses, with the remaining 20% funded through the district's Tech Bond (092), which has already accounted for these costs given our current commitment to CarbonBlack. SPS intends to use Kellogg & Sovereign, our current ERate filing service provider, to manage the application process for this pilot program. Their fee structure includes a \$950 filing fee plus 5% of any awarded funds, which will also be covered by Tech Bond (092) and should be offset by the anticipated savings from the subsidized replacement of CarbonBlack EDR.



## Agreement to Provide Professional Consulting Services for the Cybersecurity Pilot Program Applications

Kellogg & Sovereign® Consulting (“K&S”) proposes to provide the following professional consulting services to assist **Stillwater Public Schools, Stillwater, OK** (“Applicant”) with the FCC’s Cybersecurity Pilot Program Applications as follows:

	Services	Amount	Billing date
✓	<p><b>Preparation and submission of application for the FCC's Cybersecurity Pilot Program, September 2024 through March 2025 (Year 1)*</b></p> <p>K&amp;S will work with the <b>District/Library</b> to gather the necessary documentation including invoices and/or needs assessment to prepare and submit FCC Forms 484, 470, 471, 472, 500 (if and when applicable) for eligible equipment and/or services for related to the Cybersecurity Pilot Program. After the applications are submitted, K&amp;S will track status and notify the <b>District/Library</b> of the funding decision. K&amp;S will also file any forms necessary to request disbursement of funds to the Applicant.</p>	<p><b>\$950 (base filing fee)</b></p>	<p>October 2024</p>
		<p><b>5% of commitment amount less base filing fee. – year 1 of the Cybersecurity Pilot Program.</b></p>	<p>Upon funding for year 1.</p>

*\*For Years 2 and 3 of the Pilot Program, a separate fee schedule should be signed if the Applicant decides to continue in the Pilot Program.*

**Payment terms are net 30 days**, unless otherwise noted. Kellogg & Sovereign may charge interest on amounts which are overdue for more than 30 days, with interest to be calculated up to 12% or as applicable by law. If bills are not paid on a timely basis, Kellogg & Sovereign has the right to cease work and communicate it to the applicant. If collection efforts are required, Kellogg & Sovereign Consulting shall be entitled to recover all costs and fees, including reasonable attorneys’ and collection agencies’ fees and other charges, incurred in connection with such collection efforts. **Payments should be remitted to Sigma Technology Fund LLC dba Kellogg & Sovereign Consulting, P.O. Box 222113, Dallas, TX 75222-2113.**

**Fees for additional Form 470 filings.** After K&S has filed the Form 470 and RFP for the Applicant for FY2025, the applicant may choose to request additional services or make cardinal changes to the services requested. K&S fees are as follows:

- (a) Additional Form 470 requested more than 45 days prior to close of the filing window: \$850
- (b) Additional Form 470 requested less than 45 days prior to close of the filing window: \$1,700

**Credit card processing fees.** If this is the Client’s selected payment method, any credit card processing fees will be added to the next invoice.

**Out of pocket expenses.** In addition to the E-Rate fees defined in this fee schedule, Client shall reimburse K&S for any all reasonable and necessary out-of-pocket costs and expenses (including without limitation legal consultations, postage and other delivery costs and similar expenses) incurred by K&S. Client must be formally informed in advance and must agree in writing with the expenses or costs before it is incurred.

**Documentation.** K&S will provide applicable documentation on the applicant's Kellogg & Sovereign E-Rate SharePoint folder for online access. Applicants also have access to their documentation on the USAC E-Rate Productivity Center (EPC).

**Remittances.** Payments should be remitted to Sigma Technology Fund, LLC dba Kellogg & Sovereign Consulting P.O. Box 222113 Dallas, Texas 75222-2113

If fees or expenses are not paid within 90 days, K&S may elect to terminate the contractual agreement in whole or in part as detailed in the MSA.

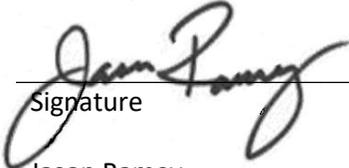
Should K&S encounter any unforeseen problems which will warrant additional time or expense, you will be notified of the situation including any added cost. You will have the opportunity to agree to any additional expenses prior to additional expenses being incurred. Any and all additional charges other than the standard fees outlined above, detailed in the MSA, or listed in the Scope of Services shall be agreed to in writing by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

FOR:  
**Stillwater Public Schools**  
314 S Lewis  
Stillwater, OK 74074

FOR:  
**Kellogg & Sovereign Consulting**  
3010 LBJ Freeway, Suite 1200, No. 450  
Dallas, TX 75234

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Jason Ramey  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

CEO  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

September 30, 2024  
\_\_\_\_\_  
Date

# LETTER OF AGENCY

## FCC CYBERSECURITY PILOT PROGRAM

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**APPLICANT: Stillwater Public Schools (BEN 140110)**

**Authorization Term: Date of signing through June 30, 2028**

**Cybersecurity Pilot Program – 3 years (2025-26, 2026-27, and 2027-28)**

Applicant hereby authorizes Kellogg & Sovereign® Consulting, Consultant Registration Number 16024809, or its designated agents or employees (“K&S”) to act on our behalf during the term of this authorization.

Although not exclusive, K&S is specifically authorized to conduct the following actions on behalf of the Applicant:

- ♦ Prepare and submit Federal Communications Commission (“FCC”) Forms 484, 471, 486, 500, 472 and other forms requested by the Schools and Libraries Division (“SLD”) of the Universal Service Administrative Company (“USAC”)
- ♦ Prepare and submit documentation to USAC or the FCC in compliance with the Cybersecurity Pilot Program rules and regulations.
- ♦ Act as our agent in working with representatives of the FCC or USAC to provide information as requested during application review, selective reviews, site visits, audits and any other activity associated with review of our applications.

**By signing this Letter of Agency, I make the following certifications § 54.1710 (a) (1) and (2) of FCC 21-58<sup>1</sup>:**

- (a) (1) The FCC Form 471 shall be signed by the person authorized to order eligible services for the eligible school, library, or consortium and shall include that person's certification under penalty of perjury that:
- (i) “I am authorized to submit this application on behalf of the above-named applicant and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this application has been examined and is true, accurate and complete. I acknowledge that any false statement on this application or on other documents submitted by this applicant can be punished by fine or forfeiture under the Communications Act (47 U.S.C. 502, 503(b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. 1001) or can lead to liability under the False Claims Act (31 U.S.C. 3729 – 3733).”
  - (ii) “In addition to the foregoing, this applicant is in compliance with the rules and orders governing the Emergency Connectivity Fund Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Emergency Connectivity Fund Program could result in civil or criminal prosecution by law enforcement authorities.”
  - (iii) “By signing this application, I certify that the information contained in this application is true, complete, and accurate, and the projected expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, sections 1001, 286-287 and 1341 and Title 31, sections 3729–3730 and 3801–3812).”
  - (iv) The school meets the statutory definition of “elementary school” or “secondary school” as defined in § 54.1700, does not operate as for-profit businesses, and does not have endowments exceeding \$50 million.
  - (v) The library or library consortia is eligible for assistance from a State library administrative agency under the Library Services and Technology Act, does not operate Federal Communications Commission FCC 21-58 77 as for-profit businesses, and their budgets are completely separate from any school (including, but not limited to, elementary and secondary schools, colleges, and universities).

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<sup>1</sup> Federal Communications Commission Report and Order, FCC 21-58, *Establishing Emergency Connectivity Fund to Close the Homework Gap*, <https://docs.fcc.gov/public/attachments/FCC-21-58A1.pdf>, May 11, 2021, pp 76-77, 84.

- (vi) The school, library, or consortia listed on the FCC Form 471 application has complied with all applicable state, local, or Tribal local laws regarding procurement of services for which support is being sought.
- (vii) The school or school consortium listed on the FCC Form 471 application is only seeking support for eligible equipment and/or services provided to students and school staff who would otherwise lack connected devices and/or broadband services sufficient to engage in remote learning.
- (viii) The library or library consortium listed on the FCC Form 471 application is only seeking support for eligible equipment and/or services provided to library patrons who have signed and returned a statement that the library patron would otherwise lack access to equipment or services sufficient to meet the patron’s educational needs if not for the use of the equipment or service being provided by the library.
- (ix) The school, library, or consortia is not seeking Emergency Connectivity Fund support or reimbursement for eligible equipment or services that have been purchased and reimbursed in full with other Federal pandemic-relief funding, targeted state funding, other external sources of targeted funding or targeted gifts, or eligible for discounts from the schools and libraries universal service support mechanism or other universal service support mechanism.
- (x) The applicant or the relevant student, school staff member, or library patron has received, or the applicant has ordered or will order, the equipment and services for which funding is sought.
- (xi) The equipment and services the school, library, or consortium purchases or will purchase using Emergency Connectivity Fund support will be used primarily for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value, except as allowed by § 54.1713.
- (xii) The school, library, or consortium will create and maintain an equipment and service inventory as required by § 54.1715.
- (xiii) The school, library, or consortium has complied with all program rules and acknowledge that failure to do so may result in denial of discount funding and/or recovery of funding.
- (xiv) The applicant recognizes that it may be audited pursuant to its application, that it will retain for ten years any and all records related to its application, and that, if audited, it shall produce shall records at the request of any representative (including any auditor) appointed by a state education department, the Administrator, the Commission and its Office of Inspector General, or any local, state, or Federal agency with jurisdiction over the entity.
- (xv) No kickbacks, as defined in 41 U.S.C. 8701 and/or 42 U.S.C. 1320a-7b, were paid or received by the applicant to anyone in connection with the Emergency Connectivity Fund. Federal Communications Commission FCC 21-58 78

Applicant Name: **Stillwater Public Schools (BEN 140110)** \_\_\_\_\_

Mailing Address, City, ST, Zip: \_\_\_\_\_

Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Authorized Person: \_\_\_\_\_ Title: \_\_\_\_\_

*This authorization shall remain in effect until K&S is notified of its cancellation in writing via certified mail.*



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM: 4L**

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:** OMOD 13 - RFI's 056, 058, 066, 076 and ASI 05

**Owner Contingency Modification : #** 13

**Date:** 11/05/2024 **Date Required:**

**Description of Work:** "The work below is included in PCO 013.

RFI 056 Gravel Base Under Slab on Grade (credit \$2,100.00)

1. Provide material and labor credit for switching to "ODOT Base Type A" crusher run aggregate base under slab on grade concrete in lieu of "Clean Aggregate" as outlined in RFI 056.

RFI 058 Green House Fire Alarm (add \$4,556.06)

2. Provide and install pathway conduit for greenhouse fire alarm as outlined in RFI 058. Includes 1" underground conduit from IT room, conduit and boxes required for one each speaker strobe, and smoke detector.

3. Provide and install speaker strobe, smoke detector, surge protection, and fire alarm cabling as required to complete the scope of work outlined in RFI 058.

RFI 066 Storm Shelter HM Frame Embeds (credit \$4,193.00)

4. Provide labor and material credit for removing the hollow metal frame embeds at multipurpose gym 1052 as outlined in RFI 066. Embeds at storm louvers and overhead coiling door are to remain.

RFI 076 Multipurpose Gym Divider Support (credit \$10,095.00)

5. Provide material and labor credit for removing the Multipurpose gym divider structural steel support as outlined in RFI 076.

6. Gym divider will be mounted directly to precast structure and supported by manufacturer's system.

ASI 05 Fire Wall Stud Sizes (add \$1,154.00)

7. Provide material and labor to switch from 4" to 6" metal stud walls at the fire walls outlined in ASI 05.

**TOTAL CREDIT to OWNER CONTNGNECY: -\$11,487.94"**

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 : OMOD 13 - RFI's 056, 058, 066, 076 and ASI 05	0.00	LS	0.00	11,487.9	0.0	0.00	11,487.94	
2 : Concrete Enterprises	0.00	LS	0.00	- 2,100.0	0.0	0.00	- 2,100.00	
3 : Colburn Electric	0.00	LS	0.00	2,697.9	0.0	0.00	2,697.89	
4 : VSC Fire & Security	0.00	LS	0.00	1,858.2	0.0	0.00	1,858.17	
5 : Coreslab	0.00	LS	0.00	- 4,193.0	0.0	0.00	- 4,193.00	



# Owner Contingency Modification

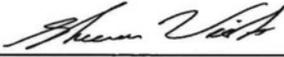
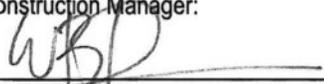
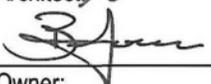
0309b. - Stillwater New High School

6 : Bennett Steel	0.00	LS	0.00	- 10,905.0	0.0	0.00	- 10,905.00
7 : Wiljo Interiors	0.00	LS	0.00	1,154.0	0.0	0.00	1,154.00

Total Change Amount: 0.00

Notes:

### Approved By:

	11/05/2024
Construction Manager:	Date:
	12/02/2024
Architect:	Date:
	12/2/24
Owner:	Date:

# Request For Information (RFI) Form



Project: Stillwater High School

Date: 9/23/24

Name: Daniel D Prien

Company: Concrete Enterprises Inc.

Scope of Work: Bid Package 7

Reason For RFI: Gravel Base under Slab on Grade

## Reference Items

Drawing Numbers: \_\_\_\_\_

Spec Sections: 033000/2.8-B

Submittals: \_\_\_\_\_

\*As needed, attach details, sketches, or photos.

Cost Impact (\$): -\$2,100

Schedule Impact (Days): \_\_\_\_\_

Question: Spec Section 033000/2.8-B Says Granular Fill: Clean Mixture of Crushed stone or or crushed or uncrushed gravel: ASTM D 448, size #57, with 100 percent passing a 1 1/2-inch sieve and 0-5 percent passing a No. 8 sieve, This is a Clean Aggregate. Clean Aggregates cause Numerous Problems, Cracking, Maintaining Floor Flatness expecially.  
Floor Flatness Starts with a Flat Even Base which is hard to accomplish with the clean rock aslo we have noticed over the years that the floors with clean rock tend to have more cracking than ones placed over a " ODOT Base Type A" Crusher Run base. Cost difference is minimal but the advantages overall are segnificate.

Suggestion: Change Granular Fill under Slab on Grade to an ODOT Type A Base



# WILJO INTERIORS, INC.

2100 N. Indianwood Ave. BA, OK 74012

109 NE 38th St., OKC, OK 73105

Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

[www.wiljointeriors.com](http://www.wiljointeriors.com)

ATTN: Shawn Vick  
CMS Willowbrook

JOB: **Stillwater HS - ASI #5**  
**Stillwater, OK**

Date: 10/3/2024

Plan Date:

Per Addendum: NONE

We propose to furnish and install the following scope of work as listed below, per the plans and specifications.

### ASI #5

Layout of our work from established points given by others.  
Clean up of our debris into a dumpster provided by others.  
Equipment/lifts/scaffolding to perform our work.  
6" CH metal stud framing in lieu of 4"

### AMOUNT

**\$1,154**

**Breakout:**

Material **\$864**

Labor **\$124**

Overhead / Profit / Bond **\$166**

**\*\*Proposal must be committed to Wiljo within 25 days of initial quote or prices are subject to change due to material increases\*\***

### ALTERNATES:

### EXCLUSIONS:

Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition; Bond;  
Overtime; Night Work; Floor protection for sealed concrete and floor finishes; Temp walls.

Respectfully Submitted,

Cody Peel

[cpeel@wiljointeriors.com](mailto:cpeel@wiljointeriors.com)

Wiljo Interiors, Inc.

**JOB NAME:** 33-24-013 - Stillwater Public Schools - New High School

**COMPANY:** CMS Willowbrook Construction

**CONTACT:** Shawn Vick

**PHONE:** (405) 600-9207

**FAX:**

**MOBILE:** 405-747-4261

**EMAIL ADDRESS:** shawn.vick@willowbrook.build

**DISTRIBUTION LIST:**

Company	Contact	Title	Email	Phone
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**The following item(s) are changes or corrections to the contract for the above listed project:**

**Description of item(s):**

Architect request that the jamb plates to be removed. Asking for a deduct to remove them.

**Costs**

Description	Cost
Total material and labor	\$- 3,811.82
OH/P 10%	\$- 381.18
<b>Sub-Total:</b>	<b>\$- 4,193.00</b>
<b>Sales Tax:</b>	<b>\$ 0.00</b>
<b>Change Order REQUEST Total:</b>	<b>\$- 4,193.00</b>

**DATE OF ACCEPTANCE:**

Gaylen Standsblack  
Coreslab Structures (OKLA) Inc.

**COMPANY NAME:**

CMS Willowbrook Construction

**SIGNATURE:**



\_\_\_\_\_  
Officer or Authorized Agent



Bennett Steel Inc.  
2210 Industrial Rd  
Sapulpa, OK 74066  
Phone: 918-227-2564  
Fax: 918-227-3948

Date : 10/23/2024  
Page 1 of 1  
**CO #: 4**  
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

### Change Order Request

---

**To: Shawn Vick**  
Willowbrook Construction Services  
410 W. Franklin Lane  
Stillwater, OK 74075  
Phone: 580-235-5460

CO #4 - Gym Divider Steel

---

Change Requested By:

Sent Via: E-mail

**Description of Change:**

---

Deduct for material and work associated with the gym divider.

---

The change will cause a decrease of \$10,905.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office.

\_\_\_\_\_  
Accepted By

\_\_\_\_\_  
Bennett Steel Inc.

**Estimate Summary**

Estimate Date: **10/23/2024**

Estimate #: **22022-72**

Recipient Information											
Company:						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - Gym Divider Support						Erector Estimate #:					
Location:						Tax Exempt:					
County:						Dist. From Shop: 0					
Group Name:						Site Completion:					
Group Name 2:						Liq. Damages:					
« MATERIALS »	<b>Item</b>	<b>Qty/Weight</b>	<b>Cost</b>	<b>O.H. %</b>	<b>O.H.</b>	<b>S,G&amp;A %</b>	<b>S,G&amp;A</b>	<b>Profit %</b>	<b>Profit</b>	<b>Total</b>	
	Fabricated Materials:	-3,151	-\$1,887	0.0%	\$0	0.0%	\$0	12.0%	-\$226	-\$2,113	
	Drop (5%):	-158	-\$95	0.0%	\$0	0.0%	\$0	12.0%	-\$11	-\$106	
	Weld Material:	0	\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	Shop Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	Field Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	Welded Studs:	0	\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	Buyouts:		\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	Inbound Freight:		\$0	0.0%	\$0	0.0%	\$0	12.0%	\$0	\$0	
	<b>Material Subtotal:</b>	<b>-3,151</b>	<b>-\$1,982</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>12.0%</b>	<b>-\$238</b>	<b>-\$2,220</b>	
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	-4	-\$86	0.0%	\$0	0.0%	\$0	15.0%	-\$13	-\$99	
	Galvanizing:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	<b>Coating Subtotal:</b>		<b>-\$86</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>-\$13</b>	<b>-\$99</b>	
<b>Coating &amp; Material Subtotal:</b>		<b>-\$2,068</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>12.125%</b>	<b>-\$251</b>	<b>-\$2,319</b>		
Material Taxes: 0.0%		\$0		\$0		\$0		\$0	\$0		
<b>MATERIAL TOTAL:</b>		<b>-\$2,068</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$251</b>	<b>-\$2,319</b>		
« LABOR »	<b>Item</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>	<b>O.H. %</b>	<b>O.H.</b>	<b>S,G&amp;A %</b>	<b>S,G&amp;A</b>	<b>Profit %</b>	<b>Profit</b>	<b>Total</b>
	Shop	\$65.00	-54	-\$3,510	0.0%	\$0	0.0%	\$0	15.0%	-\$527	-\$4,037
	Detailing Labor	\$60.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	<b>Labor Subtotal:</b>		<b>-54</b>	<b>-\$3,510</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>-\$527</b>	<b>-\$4,037</b>
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>LABOR TOTAL:</b>			<b>-\$3,510</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$527</b>	<b>-\$4,037</b>	
« SUBCONTRACTS »	<b>Item</b>	<b>Qty/Weight</b>	<b>Cost</b>	<b>O.H. %</b>	<b>O.H.</b>	<b>S,G&amp;A %</b>	<b>S,G&amp;A</b>	<b>Profit %</b>	<b>Profit</b>	<b>Total</b>	
	Detailing:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Joists:			0.0%		0.0%		15.0%			
	Deck:			0.0%		0.0%		15.0%			
	Grating:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
<b>Sub-out Subtotal:</b>	<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>		
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0		
<b>SUB-OUT TOTAL:</b>			<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		
<b>Supply Only Subtotal:</b>			<b>-\$5,578</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$777</b>	<b>-\$6,355</b>	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0		
<b>SUPPLY ONLY TOTAL:</b>			<b>-\$5,578</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$777</b>	<b>-\$6,355</b>	
Jobsite Freight:				0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
LTL/Other Freight: :				0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
<b>DELIVERED TOTAL:</b>			<b>-\$5,578</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$777</b>	<b>-\$6,355</b>	
« JOBSITE »	<b>Item</b>	<b>Rate</b>	<b>Qty/Weight</b>	<b>Cost</b>	<b>O.H. %</b>	<b>O.H.</b>	<b>S,G&amp;A %</b>	<b>S,G&amp;A</b>	<b>Profit %</b>	<b>Profit</b>	<b>Total</b>
	Erecting Labor:	\$86.00	-46	-\$3,956	0.0%	\$0	0.0%	\$0	15.0%	-\$593	-\$4,549
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
<b>Job Site Subtotal:</b>			<b>-\$3,956</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>-\$593</b>	<b>-\$4,549</b>	
Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>JOB SITE TOTAL:</b>			<b>-\$3,956</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$593</b>	<b>-\$4,549</b>	
<b>ERECTED SUBTOTAL:</b>			<b>-\$9,534</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$1,371</b>	<b>-\$10,905</b>	
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>GRAND TOTAL:</b>			<b>-\$9,534</b>		<b>\$0</b>		<b>\$0</b>		<b>-\$1,371</b>	<b>-\$10,905</b>	
<b>AS BID DETAILS:</b>		<b>-3151 Lbs.</b>				<b>-10,905</b>					

**Estimage Averages - Margin**





Project: STILLWATER HIGH SCHOOL BUILDING

CO: 05: RFI 58 Greenhouse FA

### Takeoff

Phase: LOW VOLTAGE

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	85.00	EA	M	1	<b>Add pathway underground</b>	0.00	0.00
10152	85.00	FT	M	1	SCH 40 DIRECT-BURIED 1-DUCT	0.00	0.00
40326	3.40	OZ	M	OUNCE	PVC SCH 40 10' LAID IN TRENCH	62.33	4.40
TITLE	1.00	EA	M	1	PVC (GLUE) CEMENT	3.34	0.06
20265	1.00	EA	M	1	PVC SCH40 90D STUB-UP	0.00	0.00
31369	1.00	EA	M	1	PVC SCH 40 90-DEG-ELBOW	1.62	0.38
10141	2.00	EA	M	1	PVC COUPLING	0.60	0.54
40326	5.00	FT	M	1	PVC SCH 40	3.67	0.40
31329	0.48	OZ	M	OUNCE	PVC (GLUE) CEMENT	0.47	0.01
40025	1.00	EA	M	1	PVC MALE ADAPTER	0.46	0.27
40002	1.00	EA	M	1	LOCKNUT	0.36	0.20
TITLE	1.00	EA	M	1	PLASTIC BUSHING	0.26	0.20
20071	2.00	EA	M	1	GRC 90D STUB-UP	0.00	0.00
30331	2.00	EA	M	1	GRC 90-DEG ELBOW	21.41	1.00
40326	0.00	OZ	M	OUNCE	GRC/IMC COUPLING	0.00	0.00
10112	0.00	OZ	M	OUNCE	PVC (GLUE) CEMENT	0.00	0.00
10532	10.00	FT	M	1	GRC	43.08	1.05
30331	2.00	EA	M	1	CONDUIT CUT/THREAD/REAM	0.00	0.60
40125	2.00	EA	M	1	GRC/IMC COUPLING	5.95	0.60
TITLE	2.00	EA	M	1	GRND BUSHING INSULATED	9.78	0.90
150041	2.00	EA	M	2-1/8"D	FA BOX SURFACE CEILING	0.00	0.00
630714	2.00	EA	M	1/4-20 x 5/8" STD	1900 CMB-KO NO BRKT	5.51	0.63
150066	2.00	EA	M	5/8"RISE 4.8-CI	ULTRA-LINE T-BAR/INDEPENDNT HGR	6.01	0.20
160699	12.00	EA	M	#10 x 1"	1G 1900 MUD-RING	3.17	0.21
100053	2.00	EA	M	#12 SOL	TEK SCREW	0.84	0.45
TITLE	46.00	EA	M	3/4	8" PIGTAIL W/GRD SCREW	1.52	0.21
					EMT ON BAR JOIST MULTI RUN	0.00	0.00

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

#####

Phase: LOW VOLTAGE

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
20001	2.00	EA	M	3/4	EMT FIELD-BEND	0.00	0.58
30127	4.00	EA	M	3/4	EMT STEEL-COMP COUPLING RT	8.65	0.79
630075	10.00	EA	M	3/4	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	27.27	0.85
30087	4.00	EA	M	3/4	EMT STEEL COMP CONNECTOR RT	6.52	1.89
30293	1.00	EA	M	1	EMT LR COND-BODY	18.98	1.10
30306	1.00	EA	M	1	EMT COND-BODY COVER	1.78	0.06
						<b>233.58</b>	<b>17.57</b>
						<b>233.58</b>	<b>17.57</b>

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC  
 829 W ELGIN  
 BROKEN ARROW, OK 74012

Phone: (918) 251-  
 Web:

SPS High School Phase 1 - Job 24051

**CMS Willowbrook Inc.**

410 W Franklin Lane  
Stillwater, OK 74075

Number: 2  
Modified: 10/22/2024



Presented By:

**VSC Fire & Security**

2628 N Hemlock Circle  
Broken Arrow, OK 74012 USA  
918.258.9675  
[www.vscfire.com](http://www.vscfire.com)



# SCOPE OF WORK

Thank you for asking VSC Fire & Security for this proposal. We propose to provide and install the following materials as listed and quoted below.

- \*Provide and install a smoke detector in the green house.
- \*Provide and install a speaker strobe in the green house.
- \*Provide and install surge protection for the exit of the building and the entrance of the green house.
- \*Provide and install underground cabling from the school to the green house.
- \*Excludes any boxes or conduit for the underground to get from the school to the green house.

## Notes & Exclusions:

1. This quote/proposal is valid for 14 days.
2. Sales tax not included.
3. Davis Bacon Wage Rates and Certified Payroll not included. Please advise if required.
4. Electrical services such as AC power, conduit/raceway and rough-in boxes not included.
5. Painting, patching, ceiling tile replacement, etc. not included.
6. Work to be performed Mon - Fri, 8am - 5pm CST.
7. Any work outside the quoted scope herein not included.
8. Due to unpredictable supply chain delays VSC cannot guarantee dates of product delivery.
9. To offset the cost of higher than normal fuel prices, a corporate mandated fuel surcharge is applied for all service and install trips within and outside the metro area.
10. The following Information Technology infrastructure and core services are excluded, including, but not limited to:
  - a. Carrier service/ISP
  - b. Network servers, PC's, switches, UPS, etc.
  - c. Network security including firewall, anti-virus, anti-spam, etc.
  - d. On-line Application backup and disaster recovery following initial ins

# CHANGE ORDER

## SPS High School Phase 1 - Job 24051

### **CMSWillowbrook Inc.**

410 W Franklin Lane  
Stillwater, OK 74075

Number: 2  
Modified: 10/22/2024



**FIRE · SECURITY**

Presented By:

### **VSC Fire & Security**

2628 N Hemlock Circle  
Broken Arrow, OK 74012 USA  
918.258.9675  
www.vscfire.com  
SalesInfo.TulsaLV@vscfire.com



**FIRE · SECURITY**

[www.vscfire.com](http://www.vscfire.com)

1	<b>FireLite</b> Addressable Photoelectric Smoke Detector - White	\$263.89
1	SPEAKER STROBE LED WHITE CEILING	\$235.37
1	<b>VSC</b> Miscellaneous Hardware	\$500.00
500	<b>Windy City Wire</b> 14/2C NS Green Stripe Plenum Bare Copper, Type FPLP (UL)	\$858.91

<b>Total</b>	<b>\$1,858.17</b>
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<b>Project Subtotal:</b>	<b>\$1,858.17</b>
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\* Price Includes Accessories

**SPS High School Phase 1 - Job 24051**

Project No : VSC-17348

Number: 2

OK Lic #AC440869

10/28/2024

# PROJECT SUMMARY

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Equipment:	\$976.76
Labor:	\$881.41

---

**Project Total:** **\$1,858.17**

---

**Payments to be made as follows:**

1. Monthly progress to 95% Remainder on Completion
2. Terms: Due on Receipt

Client accepts this proposal inclusive of its Scope of Work, Pricing, and Payment Terms. Client also accepts VSC's Terms and Conditions found at the following link: <https://vsfire.com/terms/>.

---

**Client:** NA

---

**Date**



10/28/2024

---

**Contractor:** Marcus Radunzel

---

**Date**

---

## SPS High School Phase 1 - Job 24051



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 15 - PR 09 Window Muntin Revisions

**Owner Contingency Modification : #** 15

**Date:** 12/02/2024 **Date Required:**

**Description of Work:** The work below is included in PCO 16:

1. Furnish and install 1" (Type 201) exterior muntins to the exterior of window glazing for type W1 and W2 Thermal Windows. Muntins to be Dark Bronze Anodized to match window frame as outlined in PR 09. Add \$37,440.00
2. Delete internal muntins that are in between the insulated glass panels. Windows will only have the exterior muntins as outlined above. Credit (\$34,970)

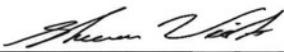
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 15 - PR 09 Window Muntin Revisions	0.00	LS	0.00	- 2,470.0	0.0	0.00	- 2,470.00	
2 : Lee Glass	0.00	LS	0.00	2,470.0	0.0	0.00	2,470.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

  
 Construction Manager: \_\_\_\_\_ Date: 12/02/2024  
  
 Architect: \_\_\_\_\_ Date: 12/02/2024  
  
 Owner: \_\_\_\_\_ Date: 12/2/24



**GLASS AND WINDOW**

CHANGE ORDER  
CALCULATION WORKSHEET

11/5/2024

**PROJECT:** SPS NEW HIGH SCHOOL  
**GC:** WILLOWBROOK  
**ARCHITECT:** 505  
**BASIS:** ADD EXTERIOR MUNTIN BARS/DELETE INTERNAL GRIDS BETWEEN GLASS TO W1 AND W2 (THERMAL) WINDO'

<i>TYPE</i>	<i>CHANGES IN MATERIALS</i>	<i>%</i>	<i>COST</i>	<i>TOTALS</i>
ADD	EXTERNAL MUNTIN BARS FOR QTY. 7 W1 WINDOWS AND QTY. 62 W2 WINDOWS.		\$ 37,440.00	
DEDUCT	INTERNAL MUNTIN BARS FOR QTY 7 W1 WINDOWS AND AND QTY 62 W2 WINDOWS		\$(34,970.00)	
<b>MATERIALS</b>				<b>\$ 2,470.00</b>
<b>TAX ON MATERIALS %</b>				<b>\$ -</b>
<b>TOTAL MATERIALS</b>				<b>\$ 2,470.00</b>

<i>TYPE</i>	<i>CHANGES IN LABOR and BONDING</i>	
ADD	NO ADDITIONAL LABOR COSTS	
<b>TOTAL LABOR</b>		<b>\$ -</b>

**TOTAL COSTS** \$ 2,470.00

**MISCELLANEOUS** \$ -

**TOTAL CHANGE ORDER** \$ 2,470.00

PLEASE INDICATE APPROVAL BELOW:

Printed Name: \_\_\_\_\_

Title/Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 16 - PR 10 Fiber Conduit

Owner Contingency Modification : # 16

Date: 12/02/2024 Date Required:

Description of Work: "The work below is included in PCO 17:

1. Provide one (1) 4" conduit with three (3) innerducts from MDF room to 24"x36" in grade junction box north of building for communications and cable service as outlined in PR 10."

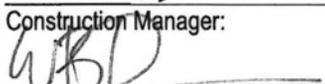
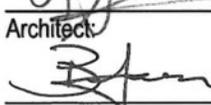
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 16 - PR 10 Fiber Conduit	0.00	LS	0.00	- 48,279.2	0.0	0.00	- 48,279.24	
2 : Colburn Electric	0.00	LS	0.00	48,279.2	0.0	0.00	48,279.24	

Total Change Amount: 0.00

Notes:

Approved By:

 12/02/2024  
 Construction Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
 12/02/2024  
 Architect: \_\_\_\_\_ Date: \_\_\_\_\_  
 12/2/24  
 Owner: \_\_\_\_\_ Date: \_\_\_\_\_



Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO:

### Takeoff

Phase: FEEDERS

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	283.00	EA	M	4	EMT -TRAPEZE ON STEEL BEAM	0.00	0.00
10009	283.00	FT	M	4	EMT	2,291.71	57.05
20019	3.00	EA	M	4	EMT 90-ELBOW	217.29	4.73
20009	2.00	EA	M	4	EMT FIELD-BEND	0.00	6.00
30125	31.00	EA	M	4	EMT STEEL-COMP COUPLING	1,226.57	23.44
630176	36.00	EA	M	4	CABLE/CONDUIT 1-PIECE STRUT CLAMP	306.99	2.72
240010	70.00	FT	M	1 5/8" x 1 5/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV	315.60	10.88
161719	210.00	FT	M	1/2-13	THREADED ROD	434.66	36.38
240243	70.00	EA	M	1/2-13EG	STRUT SPRING NUT (1 5/8H)	86.33	6.62
161529	140.00	EA	M	1/2-13	PLTD HEX NUTS	33.00	17.64
160876	140.00	EA	M	1/2"	PLTD FLAT WASHER	29.71	0.26
160888	140.00	EA	M	1/2"	PLTD LOCK WASHER	9.95	0.26
160151	70.00	EA	M	1/2-13	MALLEABLE BEAM CLAMP	1,247.64	15.75
30095	4.00	EA	M	4	EMT STEEL COMP CONNECTOR RT	292.83	5.67
40009	4.00	EA	M	4	PLASTIC BUSHING	8.25	3.36
TITLE	2.00	EA	M	24x24x8	PULL BOX SCRW-CVR ON BJ	0.00	0.00
710249	2.00	EA	M	24x24x8	PULL BOX-PAINT SCREW CVR NO/KO	323.96	9.00
630577	4.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 STD	7.67	0.24
161526	4.00	EA	M	1/4-20	PLTD HEX NUTS	0.19	0.11
160873	4.00	EA	M	1/4"	PLTD FLAT WASHER	0.21	0.01
160884	4.00	EA	M	1/4"	PLTD LOCK WASHER	0.12	0.01
	0.00				convert to UG		
4000121	45.00	FT	E	24"W 36"D	BACKHOE BACKFILL SANDY TRENCH	0.00	5.83
4000546	45.00	FT	M	24" WIDE	3" SAND BEDDING	135.00	7.29

TITLE	2.00 EA	M 4	SCH 40 DIR-BURIED 1-DUCT W/TRENCH	0.00	0.00
10148	2.00 FT	M 4	PVC SCH 40	7.97	0.15
40326	0.18 OZ	M OUNCE	PVC (GLUE) CEMENT	0.18	0.00

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

Phase: FEEDERS

Item #	Qty	U/	Q/M Size	Description	Material Result	Labor Result
4000340	3.00 FT	M 3"		RED PLASTIC TRENCH TAPE	0.13	0.02
TITLE	2.00 EA	M 4		GRC 90D STUB-UP	0.00	0.00
20124	2.00 EA	M 4		GRC 90-ELBOW 36"R	1,280.74	10.80
31324	2.00 EA	M 4		PVC FEMALE ADAPTER	7.38	2.40
40326	1.28 OZ	M OUNCE		PVC (GLUE) CEMENT	1.29	0.02
10119	10.00 FT	M 4		GRC	241.18	4.50
30338	2.00 EA	M 4		GRC/IMC COUPLING	53.62	1.50
40132	2.00 EA	M 4		GRND BUSHING INSULATED	55.02	3.30
400116	1.00 EA	M 24"x 36"x 18"		HANDHOLE STR-WALL OPN-BOTM 22.5K	1,018.10	2.15
TITLE	0.00 EA	M		HORIZONTAL INNERDUCT	0.00	0.00
1020730	1,000.00 FT	M (1 1/4") INCH		PVC HORIZONTAL INNERDUCT LABOR	1,210.00	54.69
					<b>10,843.29</b>	<b>292.78</b>
					<b>10,843.29</b>	<b>292.78</b>

COLBURN ELECTRIC LLC

COLBURN ELECTRIC, LLC  
829 W ELGIN  
BROKEN ARROW, OK 74012

**Phone:** (918) 251-  
**Web:**

Page 2 of 2



## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Dr. Janet Vinson, Assistant Superintendent

**APPROVED BY:** Uwe Gordon, Superintendent

**DATE:** December 10, 2024

---

**AGENDA ITEM:**

Annual Student College Remediation Report in Accordance with Oklahoma Administrative Code 210-35-25-4.

**BOARD ACTION REQUESTED:**

This is an information item only. No board action is requested.

**BACKGROUND INFORMATION:**

Information will be provided for the following: Senate Bill 183 Section 13 from the 1989 legislative session, set up a program designed to evaluate the performance of individual schools and school districts in Oklahoma. This program not only required multiple types of evaluations by the State Department of Education, but also required that the individual schools and districts be notified of these evaluations. The general public must also be advised as to the "effectiveness" of individual schools or districts.

In response to the directive of SB 183, the Oklahoma State Regents for Higher Education provide the following report: High School to College-Going Rates for Oklahoma High School Graduates to Oklahoma Colleges.

## Big Schools

High School	Fall First-Time Degree-Seeking Freshman Count	Science Developmental Student Count	Percent Science	English Developmental Student Count	Percent English	Math Developmental Student Count	Percent Math	Reading Developmental Student Count	Percent Reading	Total Developmental Students	Percent Total
STILLWATER HS	196	-	0.0%	-	0.0%	4	2.0%	2	1.0%	6	3.1%
WESTMOORE HS	256	-	0.0%	5	2.0%	15	5.9%	2	0.8%	20	7.8%
NORTH HS	295	-	0.0%	2	0.7%	23	7.8%	3	1.0%	25	8.5%
MEMORIAL HS	220	-	0.0%	3	1.4%	21	9.5%	1	0.5%	22	10.0%
NORMAN NORTH HS	235	-	0.0%	3	1.3%	26	11.1%	2	0.9%	29	12.3%
SANTA FE HS	248	-	0.0%	7	2.8%	22	8.9%	3	1.2%	26	10.5%
DEER CREEK HS	226	-	0.0%	1	0.4%	24	10.6%	-	0.0%	24	10.6%
CHARLES PAGE HS	119	-	0.0%	-	0.0%	11	9.2%	5	4.2%	13	10.9%
BARTLESVILLE HS	127	2	1.6%	2	1.6%	14	11.0%	7	5.5%	16	12.6%
PUTNAM CITY WEST HS	77	-	0.0%	1	1.3%	9	11.7%	2	2.6%	10	13.0%
PUTNAM CITY HS	119	-	0.0%	7	5.9%	14	11.8%	2	1.7%	16	13.4%
LAWTON HS	59	-	0.0%	2	3.4%	8	13.6%	3	5.1%	8	13.6%
MOORE HS	203	1	0.5%	8	3.9%	25	12.3%	2	1.0%	28	13.8%
SOUTHMOORE HS	154	-	0.0%	4	2.6%	19	12.3%	3	1.9%	22	14.3%
BIXBY HS	254	-	0.0%	6	2.4%	20	7.9%	22	8.7%	37	14.6%
NORTHWEST CLASSEN HS	54	1	1.9%	3	5.6%	5	9.3%	3	5.6%	8	14.8%
CLASSEN HS OF ADVANCED STUDIES	58	1	1.7%	1	1.7%	9	15.5%	1	1.7%	9	15.5%
OWASSO HS	307	2	0.7%	6	2.0%	35	11.4%	27	8.8%	49	16.0%
U. S. GRANT HS	56	-	0.0%	2	3.6%	8	14.3%	-	0.0%	9	16.1%
JENKS HS	449	-	0.0%	8	1.8%	50	11.1%	42	9.4%	75	16.7%
NORMAN HS	167	1	0.6%	-	0.0%	27	16.2%	6	3.6%	29	17.4%
PONCA CITY HS	107	-	0.0%	1	0.9%	10	9.3%	17	15.9%	20	18.7%
CLAREMORE HS	103	4	3.9%	2	1.9%	17	16.5%	6	5.8%	20	19.4%
NOBLE HS	51	-	0.0%	3	5.9%	9	17.6%	-	0.0%	10	19.6%
MUSKOGEE HS	84	-	0.0%	3	3.6%	16	19.0%	4	4.8%	17	20.2%
ENID HS	133	-	0.0%	2	1.5%	13	9.8%	14	10.5%	28	21.1%
PUTNAM CITY NORTH HS	109	-	0.0%	9	8.3%	19	17.4%	4	3.7%	23	21.1%
CHOCTAW HS	183	2	1.1%	20	10.9%	34	18.6%	-	0.0%	45	24.6%
THOMAS EDISON PREPARATORY HS	127	-	0.0%	1	0.8%	21	16.5%	18	14.2%	32	25.2%
BROKEN ARROW HS	523	2	0.4%	27	5.2%	90	17.2%	93	17.8%	133	25.4%
BOOKER T. WASHINGTON HS	148	-	0.0%	5	3.4%	28	18.9%	19	12.8%	38	25.7%
UNION HS	486	-	0.0%	23	4.7%	97	20.0%	109	22.4%	143	29.4%
MIDWEST CITY HS	113	-	0.0%	20	17.7%	26	23.0%	3	2.7%	39	34.5%



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM: 5A**

Consider and Vote to Award the Contract for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and SPS High School Performing Arts Center (PAC) and Fieldhouse Mechanical Equipment Improvements Projects to the lowest responsible bidder.

**BOARD ACTION REQUESTED:**

Vote to Award the Contract for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and SPS High School Performing Arts Center (PAC) and Fieldhouse Mechanical Equipment Improvements Projects to the lowest responsible bidder American Roofing and Construction, LLC in the amount of \$3,956,900.00.

**BACKGROUND INFORMATION:**

A solicitation for bids was issued in accordance with Oklahoma statutes. Bids were received, opened and read aloud at 2:00 pm Thursday, November 21, 2024, for SPS Sangre Ridge Elementary and Middle School Roof Replacement and Mechanical Equipment Improvements and SPS High School Performing Arts Center (PAC) and Fieldhouse Mechanical Equipment Improvements Projects. Plans and specifications were provided by 505 Architects, LLC. All requested bidding information was provided by this bidder. Total bid price \$3,956,900.00.

The bid tabulation sheet is attached.

Upon approval by the Board, construction contracts will be executed and a Notice to Proceed will be submitted to American Roofing and Construction, LLC. The attached AIA - Document A101-2017 (Standard Form of Agreement between Owner and Contractor), and AIA - A201 - 2017 (General Condition for the Contract for Construction), will serve as the contract between American Roofing and Construction, LLC and the District.



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

SPS OES BUILDING RENOVATION PHASE 2  
5021 N. PERKINS ROAD  
STILLWATER, OKLAHOMA 74075

2 December 2024

Re: Bid Tabulation Review

Dear Bo:

Bids for the above-mentioned project were received and opening publicly on November 21st, 2024. Of the nine (9) bidders that attended the mandatory pre-bid meeting five (5) bids were received, with Lump-Sum Base Bids ranging from \$608,000 to \$842,000.

SPS budget for this project is \$732,225 for the Scope of Work.

The three (3) apparent low bidders with the acceptance of Alternate No. 1 are:

Firebrand Construction with a total bid of \$674,000.00.  
Rick Scott Construction with a total bid of \$717,687.00.  
Box Construction with a total bid of \$727,835.00.

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

505 Architects recommends that the Contract be awarded to Firebrand Construction with for the total Lump-Sum Base Bid plus Alternate No. 1 in the amount of \$674,000.

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

Sincerely,

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

Brian Thomas, AIA, RID, LEED AP  
Principal

Attached  
SPS OES Building Renovation Phase 2 Bid Tabulation





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

SPS SANGRE RIDGE ELEMENTARY ROOF REPLACEMENT AND MECHANICAL EQUIPMENT IMPROVEMENTS  
2500 SOUTH SANGRE RIDGE ROAD  
STILLWATER, OKLAHOMA 74074

SPS MIDDLE SCHOOL ROOF REPLACEMENT AND MECHANICAL EQUIPMENT IMPROVEMENTS  
2200 SOUTH SANGRE RIDGE ROAD  
STILLWATER, OKLAHOMA 74074

SPS HIGH SCHOOL PAC AND FIELD HOUSE MECHANICAL EQUIPMENT IMPROVEMENTS  
1224 NORTH HUSBAND STREET  
STILLWATER, OKLAHOMA 74075

2 December 2024

Re: Bid Tabulation Review

Dear Bo:

Bids for the above-mentioned project were received and opening publicly on November 21st, 2024. Of the sixteen (16) bidders that attended the mandatory pre-bid meeting five (5) bids were received, with Lump-Sum Base Bids ranging from \$3,956,900 to \$5,445,595.

SPS budget for these projects is \$5,750,000.00 for the Scope of Work.

The three (3) apparent low bidders with the acceptance of Alternates No. 1, 2, 3, and 4 are:

American Roofing and Construction with a total bid of \$3,956,900.00.

Ascend Commercial Builders with a total bid of \$4,452,000.00.

L. Wallace Construction with a total bid of \$4,525,053.00.

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

505 Architects recommends that the Contract be awarded to American Roofing and Construction for the total Lump-Sum Base Bid plus Alternates No. 1, 2, 3, and 4 in the amount of \$3,956,900.00.

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

Sincerely,

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

Brian Thomas, AIA, RID, LEED AP  
Principal

Attached

SPS Sangre Ridge/Middle School/HS PAC & Field House Roof Replacement and Mechanical Equipment Improvements – Bid Tabulation





**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM: 5B**

Consider and Vote to Award the Contract for SPS OES Building Renovation Phase 2 Project to the lowest responsible bidder.

**BOARD ACTION REQUESTED:**

Vote to Award the Contract for SPS OES Building Renovation Phase 2 Project to the lowest responsible bidder Firebrand Construction, LLC. in the amount of \$674,000.00.

**BACKGROUND INFORMATION:**

A solicitation for bids was issued in accordance with Oklahoma statutes. Bids were received, opened, and read aloud at 10:00 am Thursday, November 21, 2024 for SPS OES Building Renovation Phase 2 Project. Plans and specifications were provided by 505 Architects, LLC. All requested bidding information was provided by this bidder. Total bid price is \$674,000.00.

The bid tabulation sheet is attached.

Upon approval by the Board, construction contracts will be executed and a Notice to Proceed will be submitted to Firebrand Construction, LLC. The attached AIA - Document A101-2017 (Standard Form of Agreement between Owner and Contractor), and AIA - A201 - 2017 (General Condition for the Contract for Construction), will serve as the contract between Firebrand Construction, LLC and the District.



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

SPS OES BUILDING RENOVATION PHASE 2  
5021 N. PERKINS ROAD  
STILLWATER, OKLAHOMA 74075

2 December 2024

Re: Bid Tabulation Review

Dear Bo:

Bids for the above-mentioned project were received and opening publicly on November 21st, 2024. Of the nine (9) bidders that attended the mandatory pre-bid meeting five (5) bids were received, with Lump-Sum Base Bids ranging from \$608,000 to \$842,000.

SPS budget for this project is \$732,225 for the Scope of Work.

The three (3) apparent low bidders with the acceptance of Alternate No. 1 are:

Firebrand Construction with a total bid of \$674,000.00.  
Rick Scott Construction with a total bid of \$717,687.00.  
Box Construction with a total bid of \$727,835.00.

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

505 Architects recommends that the Contract be awarded to Firebrand Construction with for the total Lump-Sum Base Bid plus Alternate No. 1 in the amount of \$674,000.

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

Sincerely,

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

Brian Thomas, AIA, RID, LEED AP  
Principal

Attached  
SPS OES Building Renovation Phase 2 Bid Tabulation



 **AIA**® Document A101® – 2017**Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum**

**AGREEMENT** made as of the tenth day of December in the year two-thousand and twenty-four.

*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:

*(Name, legal status, address and other information)*

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

and the Contractor:

*(Name, legal status, address and other information)*

Firebrand Construction LLC  
221 E 9<sup>th</sup> Avenue  
Stillwater, Oklahoma 74074

for the following Project:

*(Name, location and detailed description)*

SPS OES Building Renovation Phase 2  
5021 N. Perkins Road, Stillwater Oklahoma 74075  
Interior Remodel at SPS OES Building.

The Architect:

*(Name, legal status, address and other information)*

505 Architects LLC  
1631 South Delaware Avenue  
Tulsa, Oklahoma 74104

The Owner and Contractor agree as follows.

**ADDITIONS AND DELETIONS:**

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

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

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

**TABLE OF ARTICLES**

- 1 THE CONTRACT DOCUMENTS**
- 2 THE WORK OF THIS CONTRACT**
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- 4 CONTRACT SUM**
- 5 PAYMENTS**
- 6 DISPUTE RESOLUTION**
- 7 TERMINATION OR SUSPENSION**
- 8 MISCELLANEOUS PROVISIONS**
- 9 ENUMERATION OF CONTRACT DOCUMENTS**

**EXHIBIT A INSURANCE AND BONDS**

**ARTICLE 1 THE CONTRACT DOCUMENTS**

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

**ARTICLE 2 THE WORK OF THIS CONTRACT**

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

**ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**

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

*(Paragraphs deleted)*

Established as follows:  
*(Insert a date or a means to determine the date of commencement of the Work.)*

December 11, 2024

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

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

**§ 3.3 Substantial Completion**

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

*(Paragraph deleted)*

By the following date: May 20, 2025.

*(Paragraph deleted)*

*(Table deleted)*

*(Paragraph deleted)*

**ARTICLE 4 CONTRACT SUM**

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Six Hundred Seventy-Four Thousand Dollars and Zero Cents (\$ 674,000.00 ), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

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

Item	Price
Alternate No. 1: Breakroom 300 Renovation	\$66,000.00

§ 4.4 Unit prices, if any:

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

Item	Units and Limitations	Price per Unit (\$0.00)
N/A		

*(Paragraphs deleted)*

§ 4.6 Other:

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

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

**ARTICLE 5 PAYMENTS**

§ 5.1 Progress Payments

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

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

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

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

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

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

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User Notes:

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

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

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

**§ 5.1.7 Retainage**

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

Five percent (5%)

§ 5.1.7.1.1 The following items are not subject to retainage:

None

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

None

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

None

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

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

**§ 5.2 Final Payment**

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

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

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

*(Paragraphs deleted)*

## **ARTICLE 6 DISPUTE RESOLUTION**

### **§ 6.1 Initial Decision Maker**

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

*(Paragraphs deleted)*

### **§ 6.2 Binding Dispute Resolution**

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

*(Check the appropriate box.)*

[ X ] Litigation in a court of competent jurisdiction

*(Paragraphs deleted)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction, located in Jackson County, Oklahoma. Legal costs shall be award to the prevailing party per Oklahoma Statutes.

## **ARTICLE 7 TERMINATION OR SUSPENSION**

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

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

None

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

## **ARTICLE 8 MISCELLANEOUS PROVISIONS**

**§ 8.1** Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

**§ 8.2** The Owner’s representative:

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

**§ 8.3** The Contractor’s representative:

Kyler McCommas  
221 E 9<sup>th</sup> Avenue  
Stillwater, Oklahoma 74074  
kyler@firebrandgc.com  
(405) 624-2500

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

**§ 8.5 Insurance and Bonds**

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

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

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

*(Paragraphs deleted)*

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

**§ 8.7 Other provisions:**

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

**ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS**

**§ 9.1** This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4.1 Drawings SPS OES Building Renovation Phase 2 Issue 01 Dated 10.28.2024  
Refer to Cover Sheet Dated 10.28.2024 for Sheet Index
- .4.2 Project Manual and Specifications Issue 01 Dated 10.28.2024

**DIVISION 0 – BIDDING REQUIREMENTS AND CONTRACT FORMS**

- 00 0001 PROJECT DIRECTORY
- 00 0003 SPECIFICATION INDEX
- 00 0010 TABLE OF CONTENTS
- 00 0100 INVITATION TO BID
- 00 0104 BID SECURITY
- 00 0105 NON-COLLUSION AFFIDAVIT
- 00 0106 OFFENDERS REGISTRATION ACT AFFIDAVIT
- 00 0108 CERTIFICATION OF PRE-BID SITE INSPECTION
- 00 0400 BID FORM
- 00 0500 AGREEMENT  
AIA A101 Standard Form of Agreement Between Owner and Contractor
- 00 0700 GENERAL CONDITIONS  
AIA A201 General Conditions of the Contract for Construction
- 00 0702 SUPPLEMENTARY CONDITIONS
- 00 0703 PERFORMANCE BOND AND PAYMENT BOND

**DIVISION 1 – GENERAL REQUIREMENTS**

- 01 1000 SUMMARY
- 01 2300 ALTERNATES
- 01 2500 SUBSTITUTION PROCEDURES  
Substitution Request Form
- 01 2600 CONTRACT MODIFICATION PROCEDURES
- 01 2900 PAYMENT PROCEDURES
- 01 3100 PROJECT MANAGEMENT AND COORDINATION  
Bid RFI Form
- 01 3200 CONSTRUCTION PROGRESS DOCUMENTATION
- 01 3233 PHOTOGRAPHIC DOCUMENTATION
- 01 3300 SUBMITTAL PROCEDURES  
Letter of Compliance

Int.

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Construction Sign  
01 6000 PRODUCT REQUIREMENTS  
01 7300 EXECUTION  
01 7419 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL  
01 7700 CLOSEOUT PROCEDURES  
01 7823 OPERATION AND MAINTENANCE DATA  
01 7839 PROJECT RECORD DOCUMENTS

DIVISION 2 – EXISTING CONDITIONS

02 4119 SELECTIVE DEMOLITION

DIVISION 3 – CONCRETE

03 3520 SPECIAL CONCRETE FINISHES  
03 3543 POLISHED CONCRETE FINISHING

DIVISION 6 – WOOD, PLASTICS AND COMPOSITES

06 1000 ROUGH CARPENTRY  
06 4113 WOOD-VENEER-FACED ARCHITECTURAL CABINETS  
06 6400 PLASTIC PANELING

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

07 9200 JOINT SEALANTS  
07 9219 ACOUSTICAL JOINT SEALANTS

DIVISION 8 – OPENINGS

08 1113 HOLLOW METAL DOORS AND FRAMES  
08 1416 FLUSH WOOD DOORS  
08 4113 ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS  
08 7100 DOOR HARDWARE  
08 8000 GLAZING

DIVISION 9 – FINISHES

09 2216 NON-STRUCTURAL METAL FRAMING  
09 2900 GYPSUM BOARD  
09 3013 CERAMIC TILING  
09 5113 ACOUSTICAL PANEL CEILINGS  
09 6513 RESILIENT BASE AND ACCESSORIES  
09 6723 RESINOUS FLOORING  
09 6813 TILE CARPETING  
09 9123 INTERIOR PAINTING

DIVISION 10 – SPECIALTIES

10 2113.19 PLASTIC TOILET COMPARTMENTS  
10 2600 WALL PROTECTION  
10 2800 TOILET ACCESSORIES  
10 4413 FIRE PROTECTION CABINETS  
10 4416 FIRE EXTINGUISHERS

DIVISION 11 – EQUIPMENT

11 3100 RESIDENTIAL APPLIANCES

DIVISION 12 – FURNISHINGS

12 2413 ROLLER WINDOW SHADES

12 3661.16 FABRICATED COUNTERTOPS

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY  
28 1500 INTEGRATED ACCESS CONTROL HARDWARE DEVICES

.6 Addenda, if any:		
Number	Date	Pages
Addendum 01	07 November 2024	5
Addendum 02	14 November 2024	2

*(Paragraphs deleted)*

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

.7 Other documents, if any, listed below:

.1 "Document 00 0702 Supplementary Conditions" dated 10.28.2024

*(Paragraphs deleted)*

.2 "Division 0 Bidding Requirements and Contractor Forms" Documents contained within the Project Manual dated 10.28.2024

*(Table deleted)*

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

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

\_\_\_\_\_  
OWNER *(Signature)*

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

  
\_\_\_\_\_  
CONTRACTOR *(Signature)*

Kyler McCommas President  
*(Printed name and title)*



## **STILLWATER PUBLIC SCHOOLS**

### **STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations

**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent

**DATE:** December 10, 2024

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**AGENDA ITEM: 5C**

Receive Bond 2023 Update.

**BOARD ACTION REQUESTED:**

This is an information item only. No board action is requested.

**BACKGROUND INFORMATION:**

Attached to this memo is an update on Bond 2023.

***SPS BOND 2023  
PROJECTS REPORT  
12.10.2024***



# *SPS OES IMPROVEMENTS*

Construction is underway to allow SPS Technology Department to vacate their Cimmaron Plaza location and relocate to OES.

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every three weeks to review construction progress.
- Phase 1 South Building Nutrition Department: Lippert Bros is working on punch list items.
- Phase 2 North Building Technology Department: Punch and Substantial Completion anticipated for week of December 9<sup>th</sup>.
- Chiller and Boiler Replacement: Punch and Substantial Completion anticipated for week of December 9<sup>th</sup>.

# *SPS OES IMPROVEMENTS*

## OES North Building



# *SPS OES IMPROVEMENTS*

## OES North Building



# *SPS OES TRANSPORTATION IMPROVEMENTS*

505 Architects has begun the Design Phase for SPS OES Phase 2 Transportation Improvements to allow SPS Transportation Department to relocate to OES. Scope of the improvements include Pre-Bid office/administration area, bus maintenance area, and new bus parking area.

- Building Permit was approved on 11/14 with no comments.
- Bid Opening on 11/21 with five bidders submitting bids.
- Alternate to renovate the existing Breakroom is proposed to be accepted.
- Firebrand Construction, LLC is on BOE agenda to award construction contract and is local construction firm.
- Construction will start in December and will is scheduled to be completed late May 2025.
- 505 Architects issued the bus parking area for bidding and submit for permitting.
- Bus Parking Area Pre-Bid meeting is scheduled for 12/3.
- Bus Parking Area Bid Opening is scheduled for 12/19.

# *DEFERRED MAINTENANCE PROJECTS*

SPS Richmond HVAC and Roof Improvements/SPS JRHS HVAC and Roof Improvements Projects are in the Construction Phase.

- Richmond Elementary roof replacement: Project Punch was held on 11/29. Contractor working on Punchlist, Record Documents and Closeouts.
- JRHS roof replacement, HVAC units, grading and drainage Punch lists being addressed; Project Punch was held on 11/29. Contractor working on Punchlist, Record Documents and Closeouts.

# *DEFERRED MAINTENANCE PROJECTS*

HS Roof Replacement Projects consisting of PAC, Field House, Weight Room Building, Wrestling Building, and Stadium is in the Construction Phase.

- 505 Architects anticipates to Punch the entire Project the week of 12/9.
- Roof manufacture is performing on-site warranty inspection of new roofs the week of 12/2.

# *DEFERRED MAINTENANCE PROJECTS*

SPS Sangre Ridge and Middle School and Roof and HVAC Improvements and the SPS HS Field House and PAC HVAC Projects are Bidding.

- Bid Opening on 11/21 with five bidders submitting bids.
- Alternates to replace existing Gas Lines & Regulators; and to replace the mechanical units at the High School Field House are proposed to be accepted.
- American Roofing and Construction is on BOE agenda to award construction contract.
- Construction will start in December and will is scheduled to be completed end of July 2025.
- 505 Architects is on schedule to issue the grading improvements portion of these Projects the week of 12/9.

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- Cimarron Plaza Demolition Phase 3 begins in December after SPS IT has relocated to OES.
- Public Infrastructure Improvements construction complete and pending final City acceptance.
- SPS and 505 Architects is issued response to the City of Stillwater TIA (Traffic Analysis) comments on 8/28. It is anticipated to have the full building permit by mid-December. Construction is proceeding under a conditional building permit that allows all construction to proceed except for activities within active utility easements that are currently in the process of being vacated.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

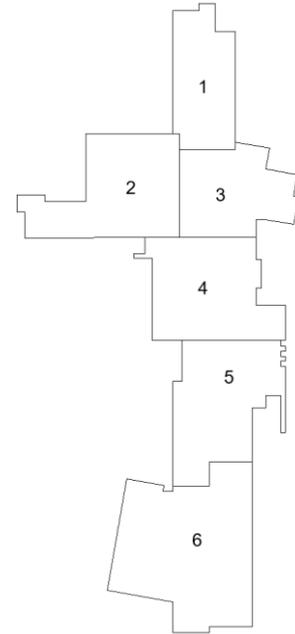
## Work accomplished since last update

- Completed ICC 500 Storm Shelter grade beams, begin installing storm shelter precast panels.
- Area 1 Completed steel joists. Began installing metal deck.
- Area 2 underground plumbing was completed.
- Area 2 and 3 slab on grade prep was completed.
- Area 3 Structural steel erection begun.
- Area 3 Erect Precast Panels
- Area 4 Completed slab on grade.
- Area 5 Grade beams begun.
- Complete underground plumbing at kitchen
- Complete underground main electrical
- Storm water sewer and structures in progressed on the west side of the site.
- Site Electrical in progress.
- Shear wall casting off site is in progress.

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## HS Phase 1 upcoming milestones

- Area 1 slab on metal deck on 12/12
- Area 5 slab on grade on 12/16
- Area 6 slab on grade on 12/20
- Area 3 slab on grade on 12/24
- ICC 500 Storm Shelter Roof Deck on 1/03.



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

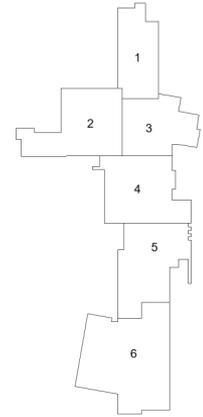
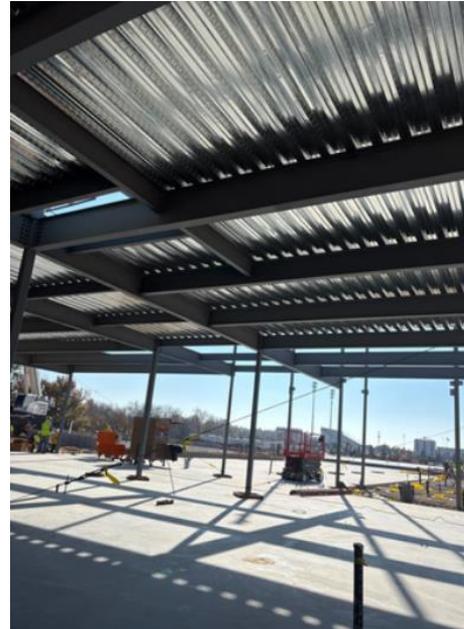


NOVEMBER 2024

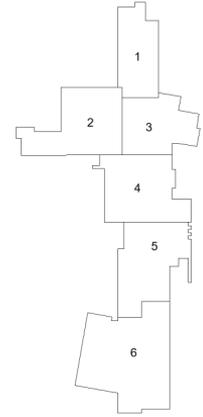


DECEMBER 2024

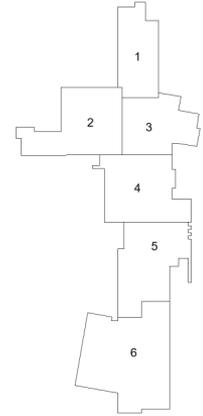
# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*





STILLWATER PUBLIC SCHOOLS





**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**  
Treasurer's Report

**BOARD ACTION REQUESTED:**  
Consider and Vote to approve Treasurer's report (which includes the monthly Bond Expenditures and Revenues Report) as of November 30, 2024

**BACKGROUND INFORMATION:**  
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru December 2, 2024.

The monthly Bond Expenditures and Revenues Report for November 2024 provides an overview of the General Obligation Bond Issue approved on February 14, 2017 (Bond 31) and the General Obligation Bond Issue approved on February 14, 2023 (Bond 32).

**Stillwater Springs Public Schools**  
**Revenue Summary**

As of 11/12/24

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>GENERAL FUND (11)</b>				
LOCAL SOURCES OF REVENUES:				
1110	Property Taxes Current Year	\$ 98,063.29	\$ 18,371,856.00	0.53%
1120	Property Taxes Prior Year	\$ 285,833.16	\$ -	N/A
1130	Revenue In Lieu of Taxes (& 1190)	\$ 10,358.12	\$ -	N/A
1300	Interest Earnings	\$ 295,553.27	\$ 500,000.00	59.11%
1400	Total Rentals, Disposals and Commissions	\$ 1,200.00	\$ -	N/A
1500	Total Reimbursements	\$ 1,826,003.25	\$ 1,589,712.00	N/A
1600	District Services	\$ 840.00	\$ -	N/A
	<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 2,517,851.09</b>	<b>\$ 20,461,568.00</b>	<b>12.31%</b>
INTERMEDIATE SOURCES OF REVENUES:				
2100	County 4 Mill Ad Valorem Tax	\$ 54,749.34	\$ 2,548,083.45	2.15%
2200	County Apportionment (Mortgage Tax)	\$ 118,927.21	\$ 239,332.33	49.69%
2300	Resale of Property	\$ -	\$ -	N/A
	<b>TOTAL INTERMEDIATE SOURCES OF REVENUE</b>	<b>\$ 173,676.55</b>	<b>\$ 2,787,415.78</b>	<b>6.23%</b>
STATE SOURCES OF REVENUES:				
3110	Gross Production Tax	\$ 71,738.19	\$ 209,354.26	34.27%
3120	Motor Vehicle Collections	\$ 950,194.43	\$ 2,574,267.61	36.91%
3130	Rural Electric Cooperative Tax	\$ 94,320.37	\$ 202,375.65	46.61%
3140	State School Land Earnings (State Apportionment)	\$ 381,670.65	\$ 1,018,605.80	37.47%
3150	Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51	198.35%
3160	Farm Implement	\$ 1,714.60	\$ 2,951.23	58.10%
3190	Other Dedicated Revenue	\$ -	\$ -	N/A
3210	Foundation And Salary Incentive Aid	\$ 6,528,670.87	\$ 18,135,196.85	36.00%
3250	State Flexible Benefit Allowance	\$ 1,920,680.23	\$ 5,207,414.49	36.88%
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, 377)	\$ 405,484.34	\$ 92,000.00	440.74%
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
	<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 10,796,948.41</b>	<b>\$ 28,417,616.05</b>	<b>37.99%</b>
FEDERAL SOURCES OF REVENUES:				
4140	Title 7, Indian Ed. (561)	\$ 37,734.46	\$ 120,000.00	31.45%
4210	Title 1A (511, 515 & 518)	\$ 120,706.64	\$ 1,199,348.61	10.06%
4271	Title 2 (541)	\$ -	\$ 219,627.64	0.00%
4281	Title 3 ELL (571, 572)	\$ -	\$ 37,895.70	0.00%
4310	IDEA Basic (615, 618, 621)	\$ 175,269.85	\$ 1,448,019.21	12.10%
4340	IDEA Preschool (641)	\$ 5,020.19	\$ 34,560.23	14.53%
4442	Title 4 Part A (551, 552)	\$ -	\$ 81,757.50	0.00%
4470	Title V RLIS (587)	\$ -	\$ 103,639.20	0.00%
4480	McKinney Vinto Homeless Title IX (596)	\$ -	\$ 57,500.00	0.00%
4550	Johnson-O'Malley Program	\$ -	\$ -	N/A
4580	Medicaid Reimbursement (697, 698)	\$ 22,843.34	\$ -	N/A
4689	Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799)	\$ 3,038,940.51	\$ 3,019,128.53	100.66%
4821	Carl Perkins, Vocational and Applied Tech	\$ -	\$ -	N/A
	<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 3,400,514.99</b>	<b>\$ 6,321,476.62</b>	<b>53.79%</b>
5000	Non Revenue Receipts	\$ -	\$ -	N/A
	<b>TOTAL REVENUES</b>	<b>\$ 16,888,991.04</b>	<b>\$ 57,988,076.45</b>	<b>29.12%</b>
6000	Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63	100.00%
6140	Estopped Warrants	\$ -	\$ -	
	<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 19,438,796.67</b>	<b>\$ 60,537,882.08</b>	<b>32.11%</b>

## Stillwater Public Schools Expenditures Summary

As of 11/12/24

GENERAL FUND (11)	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
0000 Non-Categorical	\$ 5,645.68	\$ -	N/A
1000 Instruction	<b>\$ 10,233,249.05</b>	<b>\$ 35,500,000.00</b>	<b>28.83%</b>
<b>SUPPORT SERVICES:</b>			
2100 Tech Repair	\$ 9,267.36	\$ -	N/A
2110 Attendance and Social Work Services	\$ 117,401.91	\$ 376,000.00	31.22%
2120 Guidance Services	\$ 696,931.51	\$ 1,986,000.00	35.09%
2130 Health Services	\$ 342,653.03	\$ 963,000.00	35.58%
2140 Psychological Services	\$ 242,982.19	\$ 746,000.00	32.57%
2150 Speech Pathology and Audiology Services	\$ 209,253.35	\$ 871,000.00	24.02%
2170 Physical Therapy	\$ 60,582.35	\$ 160,000.00	37.86%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00	153.83%
2190 Other Student Services	\$ 412,198.21	\$ 1,104,000.00	37.34%
<b>2100 Total Student Support Services</b>	<b>\$ 2,092,039.07</b>	<b>\$ 6,206,500.00</b>	<b>33.71%</b>
2210 Improvement of Instructional Services	\$ 452,694.28	\$ 1,073,000.00	42.19%
2220 Educational Media Services	\$ 283,958.32	\$ 986,000.00	28.80%
2230 Instruction Technology	\$ 82,697.19	\$ 191,000.00	43.30%
2240 Student Assessment	\$ -	\$ 9,400.00	0.00%
<b>2200 Total Support Services-Instructional Staff</b>	<b>\$ 819,349.79</b>	<b>\$ 2,259,400.00</b>	<b>36.26%</b>
2310 Board of Education Services	\$ 519,109.34	\$ 503,500.00	103.10%
2320 Office of Superintendent Services	\$ 423,111.56	\$ 986,000.00	42.91%
2330 Special Area Administration Services	\$ -	\$ -	N/A
2340 Other Administration Services	\$ 40,449.53	\$ 103,000.00	39.27%
<b>2300 Total Support Services-General Administration</b>	<b>\$ 982,670.43</b>	<b>\$ 1,592,500.00</b>	<b>61.71%</b>
2410 Office of the Principal Services	\$ 1,354,983.86	\$ 3,244,000.00	41.77%
2490 Other School Administration Services	\$ 133,666.20	\$ 320,000.00	41.77%
<b>2400 Total Support Services-School Administration</b>	<b>\$ 1,488,650.06</b>	<b>\$ 3,564,000.00</b>	<b>41.77%</b>
2510 Fiscal Services	\$ 307,222.80	\$ 1,438,000.00	21.36%
2520 Internal Services	\$ 95,505.11	\$ 311,000.00	30.71%
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	\$ 82,438.61	\$ 42,300.00	194.89%
2570 Personnel Services	\$ 294,187.09	\$ 612,600.00	48.02%
2580 Admin Tech Services	\$ 325,754.03	\$ 596,800.00	54.58%
<b>2500 Total Support Services-Business</b>	<b>\$ 1,126,611.64</b>	<b>\$ 3,065,400.00</b>	<b>36.75%</b>
2620 Operation of Building Services	\$ 2,751,258.92	\$ 3,207,700.00	85.77%
2630 Care and Upkeep of Grounds Services	\$ 72,011.00	\$ 70,000.00	102.87%
2640 Care and Upkeep of Equipment Services	\$ 33,758.37	\$ 75,000.00	45.01%
2650 Vehicle Operations & Maint Service	\$ 8,355.00	\$ 70,000.00	11.94%
2660 Security Services	\$ 93,407.15	\$ 344,000.00	27.15%
2670 Safety	\$ 12,676.01	\$ 69,500.00	18.24%
<b>2600 Total Operation and Maintenance of Plant Services</b>	<b>\$ 2,971,466.45</b>	<b>\$ 3,836,200.00</b>	<b>77.46%</b>
2720 Vehicle Operation and Maintenance	\$ 579,201.38	\$ 1,424,000.00	40.67%
2730 Monitoring Services	\$ 59,412.62	\$ 145,500.00	40.83%
2740 Vehicle Servicing and Maintenance	\$ 173,572.48	\$ 517,000.00	33.57%
<b>2700 Total Student Transportation Services</b>	<b>\$ 812,186.48</b>	<b>\$ 2,086,500.00</b>	<b>38.93%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>\$ 10,292,973.92</b>	<b>\$ 22,610,500.00</b>	<b>45.52%</b>
3120 Food PR & Dispensing Svc	\$ -	\$ -	N/A
3300 Community Services	\$ 101,478.92	\$ 228,500.00	44.41%
4400 Architectural Services	\$ -	\$ -	N/A
4720 Building Improvement Services	\$ 576,383.05	\$ 947,000.00	60.86%
5500 Tech Supplies	\$ 9,523.51	\$ -	N/A
5000 Fund Transfers, Correcting Entries	\$ -	\$ 35,000.00	0.00%
<b>Total Other Uses of Funds</b>	<b>\$ 687,385.48</b>	<b>\$ 1,210,500.00</b>	<b>56.79%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,219,254.13</b>	<b>\$ 59,321,000.00</b>	<b>35.77%</b>

## Stillwater Public Schools Revenue Summary

As of 11/12/24

BUILDING FUND (21)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	11/30/2024	307 BUDGET FY 2024-2025	RECEIVED
<b>LOCAL SOURCES OF REVENUES:</b>			
1110 Ad Valorem Tax Levy (Current)	\$ 14,043.09	\$ 2,625,279.48	0.53%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 40,687.90	\$ -	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	\$ 89,438.39	\$ 353,372.43	25.31%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ (112,203.42)</b>	<b>\$ 2,522,638.52</b>	<b>-4.45%</b>
5000 Non Revenue Receipts	\$ -	\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98	100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 2,822,092.56</b>	<b>\$ 5,456,934.50</b>	<b>51.72%</b>

## Stillwater Public Schools Expenditures Summary

As of 11/12/24

BUILDING FUND (21)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	11/30/2024	307 BUDGET FY 2024-2025	SPENT
1000 Instruction	\$ -	\$ 2,220.00	0.00%
<b>SUPPORT SERVICES:</b>			
2100 Other Support Services-Student	\$ 4,180.16	\$ 28,400.00	14.72%
2400 Support Services-Office Of Principal and School Administration	\$ 6,866.44	\$ 18,000.00	38.15%
2500 Support Services-Business, Technology, Information and Tax	\$ 1,161.82	\$ 7,500.00	15.49%
2600 Operation and Maintenance of Plant Services	\$ 909,195.97	\$ 3,810,000.00	23.86%
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$ 921,404.39</b>	<b>\$ 3,863,900.00</b>	<b>\$ 0.92</b>
<b>OTHER USES OF FUNDS:</b>			
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
<b>Total Other Uses of Funds</b>	<b>\$ -</b>	<b>\$ 266,750.00</b>	<b>0.00%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 921,404.39</b>	<b>\$ 4,128,430.00</b>	<b>22.32%</b>

## Stillwater Public Schools Revenue Summary

As of 11/12/24

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>CHILD NUTRITION FUND (22)</b>				
LOCAL SOURCES OF REVENUES:				
1710 Student Lunches	\$ 271,530.58	\$ 686,754.46		39.54%
1720 A La Carte Food	\$ 15,850.87	\$ 40,100.94		39.53%
1730-40 Adult Meals	\$ 1,920.96	\$ 4,839.10		39.70%
1760 Contract meals	\$ -	\$ -		N/A
1790-99 Other Revenue	\$ 62.37	\$ 27,025.48		0.23%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 289,364.78</b>	<b>\$ 758,719.98</b>		<b>38.14%</b>
STATE SOURCES OF REVENUES:				
3250 State Flexible Benefit Allowance	\$ 76,396.80	\$ 283,724.72		26.93%
3720 State Matching	\$ -	\$ 28,308.42		0.00%
<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 76,396.80</b>	<b>\$ 312,033.14</b>		<b>24.48%</b>
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	\$ -		
<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 710,545.56</b>	<b>\$ 2,091,100.85</b>		<b>33.98%</b>
<b>TOTAL REVENUES</b>	<b>\$ 1,076,307.14</b>	<b>\$ 3,161,853.97</b>		<b>34.04%</b>
5000 Non Revenue Receipts	\$ -	\$ -		
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43		100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 2,773,944.57</b>	<b>\$ 4,859,491.40</b>		<b>57.08%</b>

## Stillwater Public Schools Expenditures Summary

As of 11/12/24

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
<b>CHILD NUTRITION FUND (22)</b>				
CHILD NUTRITION PROGRAM SERVICES:				
3110 Food a la carte	\$ 37,273.19	\$ 93,000.00		40.08%
3120 Food Preparation and Dispensing	\$ 652,746.76	\$ 1,700,000.00		38.40%
3130 Food and Supplies Delivery Services	\$ 43,363.99	\$ 125,000.00		34.69%
3140 Other Direct Services	\$ 101,638.23	\$ 533,490.00		19.05%
3150 Food Procurement Services	\$ 392,526.51	\$ 1,320,000.00		29.74%
3155 Food Adult	\$ 6,393.36	\$ 9,000.00		71.04%
3160 Non Reimbursed Services	\$ 7,659.65	\$ 3,000.00		255.32%
3180 Nutrition Education	\$ 698.00	\$ 5,500.00		12.69%
3190 Other Child Nutrition Program Operations	\$ 125,195.19	\$ 70,000.00		178.85%
5000 Fund Transfers and Correcting Entry	\$ -	\$ 500.00		0.00%
7400 Workers Compensation	\$ -	\$ -		N/A
8900 Other Transfers	\$ -	\$ -		N/A
<b>Total Child Nutrition Services</b>	<b>\$ 1,367,494.88</b>	<b>\$ 3,859,490.00</b>		<b>35.43%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 1,367,494.88</b>	<b>\$ 3,859,490.00</b>		<b>35.43%</b>

## Stillwater Public Schools Revenue Summary

As of 11/12/24

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE RECEIVED
<b>BOND FUNDS (31-39)</b>			
LOCAL SOURCES OF REVENUES:			
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00	0.00%
1310 Interest	\$ 327,383.05	\$ 760,000.00	43.08%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 327,383.05</b>	<b>\$ 14,860,000.00</b>	<b>43.08%</b>
<b>TOTAL REVENUES</b>	<b>\$ 327,383.05</b>	<b>\$ 14,860,000.00</b>	<b>43.08%</b>
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61	100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 24,612,880.66</b>	<b>\$ 39,145,497.61</b>	<b>62.88%</b>

## Stillwater Public Schools Expenditures Summary

As of 11/12/24

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
<b>BOND FUNDS (31-39)</b>			
1000 Instruction	\$ 15,391.02	\$ 200,000.00	7.70%
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 332,549.56	\$ 100,000.00	332.55%
2210 Textbooks	\$ 45.74	\$ -	
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	\$ 19,916.19	\$ -	N/A
2580 Tech Supplies	\$ 435,585.68	\$ -	N/A
2620 Operation of Building Services	\$ 1,216,609.77	\$ 2,455,000.00	49.56%
2630 Care and Upkeep of Grounds Services	\$ 608.48	\$ 1,000,000.00	0.06%
2640 Care and Upkeep of Equipment Services	\$ 20,446.68	\$ 100,000.00	20.45%
2660 Security Services	\$ -	\$ 100,000.00	0.00%
2670 Safety	\$ 27,646.80	\$ 200,000.00	13.82%
2720 Bus Operation Services	\$ -	\$ 100,000.00	0.00%
3300 Athletics Supplies and Uniforms	\$ -	\$ -	N/A
<b>Total Support Services</b>	<b>\$ 2,053,408.90</b>	<b>\$ 5,260,000.00</b>	<b>39.04%</b>
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	\$ 1,113,460.62	\$ 10,000,000.00	11.13%
4700 Facilities Improvement Services	\$ 2,406,043.99	\$ -	N/A
5600 Correcting Entry	\$ -	\$ -	N/A
<b>Total Other Uses of Funds</b>	<b>\$ 4,041,520.29</b>	<b>\$ 30,000,000.00</b>	<b>13.47%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 6,110,320.21</b>	<b>\$ 35,460,000.00</b>	<b>17.23%</b>

**Stillwater Public Schools  
Revenue Summary**

As of 11/12/24

**DEBT SERVICE FUND (41)**

LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE RECEIVED
1110 Ad Valorem Tax Levy (Current)	\$ 70,651.76	\$ 14,850,384.17	0.48%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 205,671.02	\$ -	N/A
1130 Revenue In Lieu of Taxes	\$ -	\$ -	N/A
1190 Other Taxes	\$ -	\$ -	N/A
1300 Total Earnings on Investments	\$ -	\$ -	N/A
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 276,322.78</b>	<b>\$ 14,850,384.17</b>	<b>1.86%</b>

3000 State Receipts	\$ 986.43	\$ 2,200.00	44.84%
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%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 8,185,872.47</b>	<b>\$ 22,902,147.43</b>	<b>35.74%</b>

**Stillwater Public Schools  
Expenditures Summary**

As of 11/12/24

**DEBT SERVICE FUND (41)**

USES OF FUNDS:

	ACTUAL AS OF 11/30/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
5100 Debt Service	\$ 785,222.16	\$ 14,770,890.00	5.32%
<b>Total Uses of Funds</b>	<b>\$ 785,222.16</b>	<b>\$ 14,770,890.00</b>	<b>5.32%</b>
5600 Correcting Entries	\$ -	\$ -	0.00%
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 785,222.16</b>	<b>\$ 14,770,890.00</b>	<b>5.32%</b>



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**  
307 Request

**BOARD ACTION REQUESTED:**  
Review and Sign S.A.&I. 307 Form

**BACKGROUND INFORMATION:**  
The S.A.&I. 307 Form is the notice of approval of State and/or Federal funds received and currently on file.

**REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS  
GENERAL FUND**

S.A.&I. 307

Payne County School District No. I-16

To the County Clerk of Payne County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of the aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal funds has been received and is currently on file in the school's business office:

1. ACE Remediation (361-3690)	21,600.11
2. ACE Tech (362-3690)	3,471.47
3. Reading Sufficiency (367-3415)	21,183.43
4. SRO Grant (376-3436)	91,829.92
5. Title I Carryover (511-4210)	118,801.76
6. Title I Neglected Carryover (518-4210)	15,787.83
7. Title II Carryover (541-4271)	34,888.66
8. Title IV Carryover (552-4442)	31,379.60
9. Indian Ed Carryover (561-4140)	27,493.00
10. Title III Carryover (571-4281)	987.19
11. Title III Carryover (572-4281)	18,002.75
12. Title V Carryover (587-4470)	55,114.35
13. Title IX Carryover (596-4480)	30,411.61
14. Special Ed (619-4310)	2,500.00
15. IDEA-B Private School (625-4310)	14,160.00
16. IDEA-B High Need (627-4310)	44,944.18
17. Counselor Grant Carryover (722-4689)	9,520.00
18. ARP/ESSER III Carryover (795-4689)	1,107,933.96
19. ARP/ESSER III Homeless C/O (796-4689)	46,051.10
20. Federal prior year reimb. (799)	32,150.87
21. School Based Prevention Grant (770-4689)	300,000.00
22. Maternity Leave (377-3437)	77,904.72
23. State Opioid Abatement Grant (3690)	75,000.00
Total	<u>\$ 2,181,116.51</u>

We further certify that these funds are in addition to and in excess of the State and/or Federal funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

Purpose or Item of Appropriation	Prior Approved	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	58,948,170.07	2,181,116.51	61,129,286.58	2,181,116.51
2. Interest Reserve				
3. Grand Total	58,948,170.07	2,181,116.51	61,129,286.58	2,181,116.51

Submitted, by order of the Board, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Clerk

**CERTIFICATE OF COUNTY CLERK**

**STATE OF OKLAHOMA, COUNTY OF Payne ss:**

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at \_\_\_\_\_ Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
County Clerk

(SEAL)

By \_\_\_\_\_ Deputy



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**  
308 Request

**BOARD ACTION REQUESTED:**  
Review and Sign S.A.&I. 308 Form

**BACKGROUND INFORMATION:**  
The S.A.&I. 308 Form certifies receipt of funds on hand for appropriation.

Cash Fund Estimate of Needs and Request for Appropriation  
 FOR THE General FUND  
 OF Stillwater Public Schools

Certificate of County Treasurer

I, hereby certify that I have received and now hold, in actual cash actually on hand available for and subject to appropriation to the General fund of Stillwater Public Schools Payne County, Oklahoma, derived from the following designated sources and restricted by statute to expenditure for the purposes for which such fund was created as follows, to-wit:

From <u>Building Fund reimb. General Fund for Utilities</u>	The Sum of \$	<u>492,435.93</u>
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
From _____	The Sum of \$	_____
TOTAL	unappropriated available for purposes of said fund - - - - - \$	<u>492,435.93</u>

Said sums include no part of any revenues heretofore reported and appropriated for the purposes of said fund and are being held subject to action by the County Excise Board.

Certified to this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 \_\_\_\_\_ Treasurer  
 By \_\_\_\_\_ Deputy

To the Excise Board of Payne County, Oklahoma

This is to certify that, pursuant to the 5th proviso of 62 Okl.St. Ann. Sec. 331 there has accrued in the Treasury and is hereinbefore certified to as available for appropriation and use in the General fund of the aforesaid district, an amount of money equal to or greater than the total estimated needs hereinafter set out, that the itemized purposes hereinafter named are lawful purposes to which said fund may be put, and we hereby respectfully request approval and appropriation therefore as follows, to-wit:

ACCT. NO.	PURPOSE	AMOUNT REQUESTED	APPROVED BY EXCISE BD
General	Current Expenditures	492,435.93	492,435.93

Done by order of the Governing Board of said District and recorded in the minutes of the Clerk at Stillwater Public Schools

Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
 ATTEST: \_\_\_\_\_  
 \_\_\_\_\_  
 Clerk to the Governing Board

Certificate of the County Excise Board

County of Payne, State of Oklahoma, ss.

We, the undersigned duly qualified and acting members of the Excise Board in aforesaid County and State, having considered the estimate of needs submitted by the Governing Board of said District and, to the extent that the same was within the amount of cash available for such purpose, we have approved the several items of appropriation ascertained to be for purpose authorized by law and have indicated the items and amounts for approval in the last column.

Done at \_\_\_\_\_, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

ATTEST: \_\_\_\_\_ COUNTY EXCISE BOARD OF THE AFORESAID COUNTY AND STATE  
 \_\_\_\_\_ Chairman  
 Secretary of County Excise Board \_\_\_\_\_ Member  
 \_\_\_\_\_ Member



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Uwe Gordon, Superintendent  
Dr. Janet Vinson, Acting Superintendent  
**DATE:** December 10, 2024

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**AGENDA ITEM:**

2023-2024 Financial Audit Report from Jenkins & Kemper

**BOARD ACTION REQUESTED:**

Receive in person results from the 2023-2024 Financial Audit from Jenkins & Kemper

**BACKGROUND INFORMATION:**

Jenkins & Kemper, CPA conducted a financial audit of the School Districts 2023-2024 financials. Auditor Michael Kemper will present the finding to the School Board in person.