



STILLWATER BOARD OF EDUCATION
Tuesday, January 14, 2025

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. Fall Sports (Football & Cross Country)
 - 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. December 10, 2024 Special Meeting Minutes
 - B. December 10, 2024 Regular Meeting Minutes
 - C. December 16, 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: 20250185, 20250246 Totaling: \$13,000.00

2024-2025 General Fund Encumbrances: 20251145-20251150, 20251154-20251155, 20251160, 20251168 Totaling: \$26,121.44

2024-2025 Child Nutrition Fund Encumbrances: 20251157-20251158, 20251165 Totaling: \$1,353.43

2024-2025 Bond 32 (2023) Fund Encumbrances: 20251151-20251153, 20251156, 20251161-20251164, 20251166-20251167 Totaling: \$5,317,387.28

2024-2025 Sinking Fund: 20251159 Totaling: \$8,000.00
- F. Annual Activity Fund Planning and Approval Packages for FY 2024-2025 (Finance)
- G. Consider and Vote to Approve 2024-2025 Sanctioning Accounts (Finance)
- H. Consider and Vote to Approve Form 307 (Finance)
- I. Student Drop out Report (Ed Services)
- J. Consider and Vote to Approve the Out-of-State Travel Requests:

2. Stillwater FFA, traveling to Des Moines, IA for the Iowa Beef Expo for the National Livestock Judging Contest from February 7th, 2025 to February 9th, 2025.
3. SJHS Robotics (Team Eclipse), traveling to Council Bluffs, IA to compete in the CREATE Foundation U.S. Open Robotics Tournament to face elite competitors.
4. SHS Robotics (Team Nexus), traveling to Colorado Springs, CO to compete in a Signature Event to qualify for the World's Tournament.
- K. Consider and Approve a Non-Exclusive Trademark License Agreement with Mayhem Designs, LLC. (Communications)
- L. Consider and Vote to Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project. (Operations)
- M. Consider and Vote to Approve Next Level Roofing, LLC Potential Change Order No. 2 for SPS High School Roof Replacements Project. (Operations)
- N. Consider and Vote to Approve American Roofing and Construction, LLC. Potential Change Order No. 1 for SPS Sangre Ridge Elementary, SPS Middle School Roof Replacements and Mechanical Improvements, and SPS High School PAC and Field House Mechanical Improvements Projects. (Operations)
5. OPERATIONS
 - A. Consider and Vote to Award or not Award the Contract for SPS OES Building Renovation Phase 2 Parking Project.
 - B. Consider Approval of Certificate of Substantial Completion for SPS OES North and South Building Renovation.
 - C. Consider Approval of Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects
 - D. Consider and Vote to Approve the Certificate of Substantial Completion for SPS Richmond Roof Replacement and SJHS Roof Replacement Projects.
 - E. Receive Bond 2023 Update
6. BUSINESS/FINANCE
 - A. Consider and Vote to Approve the Treasurer's Report given by Kristie Newby, CFO
 - B. Consider and Vote to Approve or Not Approve the TIF #3 Memorandum of Understanding (MOU) with the City of Stillwater.
 - C. Consider and vote upon a Tax Incentive Agreement (TIA) to provide Property Tax Exemptions for a Data Center Campus in the City of Stillwater.
7. EDUCATIONAL SERVICES
 - A. Consider and Vote to Approve the following FY 24-25 Contracts:
 5. Shelby Healthcare (Nursing Services Agreement)
 6. Specialty Care Pediatrics (Nursing Services Agreement)
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 on Monday, January 13, 2025 at 4:30p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2024.

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Clerk



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

Minutes of Special Meeting

Tuesday, December 10, 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:

2A. Proposed executive session to discuss the employment of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1) and,

2B. 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 5:02 p.m. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

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

The president acknowledged the return of the board to open session at 6:14 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 5:02 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Roberta Douglas, Dr. Gay Washington (5:02 p.m.-6:14 p.m.), Dr. Janet Vinson (5:02-5:33), and Dr. Trent Swanson (5:02 p.m.-5:08 pm). In the Executive Session the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), and the evaluation of the 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 (5-0)

7. Financial Progress Update from CFO, Kristie Newby

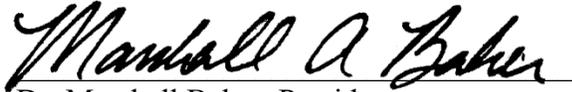
The financial progress update was provided to the board.

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 January 14, 2025.



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

Minutes of Regular Meeting

Tuesday, December 10, 2024 6:30 PM Central

Attendance Taken at 6:30 PM.

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

1. CALL TO ORDER AND ROLL CALL

President Baker called the meeting to order at 6:30 p.m. Roll call was taken by Board Clerk, Tawni Hooten. The record reflects all members of the board are present and a quorum of the board is established.

President Baker entertained a vote to take a 5-minute recess.

I move to take a 5-minute recess. Motion was made by Roberta Douglas, and seconded by Rachel Dillon. Motion **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

President Baker called the meeting back to order at 6:35 p.m. All members of the board are present and a quorum remains established.

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

A. Recognitions

1. OSSAA Special Olympics Cheer, Melisa Kifer

For the first time in Oklahoma history, OSSAA created a competition caption for Unified Special Olympics in Oklahoma. Our team competed back in October at regions here in Stillwater, which earned them a finalist spot in the Varsity Game Day Oklahoma State Championship. We are proud to announce that our team placed 6th in the entire state! We are so proud of our cheerleaders and peer partners! Special thanks to Ms. Darice Small for her efforts and sponsoring this team of athletes.

B. Acting Superintendent's Report

Acting Superintendent highlighted the following during her report:

- Budget
 - Progress being made with the budget by recognition savings. We are halfway to our goal for this year-which is good news.
 - Clarifications- There has not been any misuse or illegal activity.
- United Way Update Board building \$1300 hat day, chili cookoff, sweats days-\$9,000 district-wide totals.
- Congrats to FB, Coach Caywood for an outstanding season, will recognize fall sports in Dec.
- SJHS did AMAZING today at Rudolf's Robotics Tournament in El Reno!
 - 74074E Eclipse and 74074B Brainstorm Tournament Finalist
 - 74074A Paradox Design Award
 - 74074V Oblivion Judges Award
 - So far this season Eclipse, Brainstorm, Seismic, and Paradox are already qualified for the state tournament in March!

C. Board Communication

Each board member provided comments of exciting activities and the positives going on throughout the district.

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

The following individuals spoke on the following topics:

Mr. John Chaffin spoke on "Development of Gender Non-Contentedness During Adolescence" Stacy Laxton spoke on "Advocate for space for STEM programs"

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:

1. 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

I move to approve all items listed in the Consent Agenda as presented. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

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.

I move 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. This motion, made by Roberta Douglas and seconded by Gay Washington, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

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

I move to Award the Contract for SPS OES Building Renovation Phase 2 Project to the lowest responsible bidder. This motion, made by Tim Riley and seconded by Gay Washington, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

C. Receive Bond 2023 Update

The Bond update was given.

6. BUSINESS/FINANCE

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

I move to Approve the Treasurer's Report as presented. This motion, made by Tim Riley and seconded by Rachel Dillin, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

B. Consider and Vote to Approve the Request of Form 307

I move to Approve the Request of Form 307 as presented. This motion, made by Gay Washington and seconded by Roberta Douglas, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

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

I move to Approve the Cash Fund Estimate of Needs and Request Appropriation for the Building Fund Form 308. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried**.

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

D. Presentation of the Audit for FY 23-24 by Auditors Jenkins and Kemper

The FY-23-24 Audit was presented by Jenkins and Kemper.

7. EDUCATIONAL SERVICES

A. Presentation by Kira Frisby on the Oklahoma Prevention Needs Assessment-OPNA Data.

B. Presentation by Austin Hula and Melisa Kifer on the Differentiated Moderation Report (DMR).

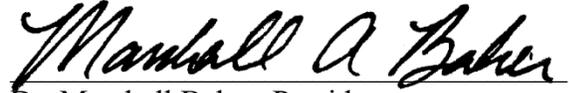
8. ADJOURNMENT

A. Vote to Adjourn (Action)

I move to adjourn at 8:20 p.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried**.

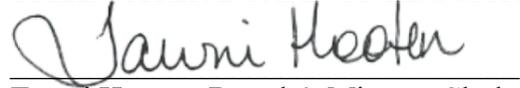
Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, Gay Washington: Yes (5-0)

STILLWATER BOARD OF EDUCATION



Dr. Marshall Baker, President

STILLWATER BOARD OF EDUCATION



(SEAL)

Tawni Hooten, Board & Minutes Clerk

These minutes were officially approved by the Stillwater Board of Education on January 14, 2025.



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

Minutes of Special Meeting

Monday, December 16, 2024 1:30 PM Central

Attendance Taken at 1:30 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 1:30 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 and duties of those employees listed on the attached Exhibit A. 25 O.S. Section 307(B)(1)

3. Vote to Convene in Executive Session (Action)

I move to convene into Executive Session at 1:35 p.m. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried**.

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

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

The president acknowledged the return of the board to open session at 2:59 p.m.

5. Statement of Executive Session Minutes

The following statement was provided by ROBERTA DOUGLAS. The Executive Session convened at 1:35 p.m. During the Executive Session, the following people were present: Dr.

Marshall Baker (1:35-2:25, 2:48-2:59 p.m.), Tim Riley (1:35-2:43, 2:48-2:59 p.m.), Rachel Dillin (1:35-2:43, 2:48-2:59 p.m.), Roberta Douglas (1:35-2:43, 2:48-2:59 p.m.), Dr. Gay Washington (1:35-2:43, 2:48-2:59 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). 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 Employment Recommendation of the Retirement of Mr. Gordon, Superintendent as Listed on Exhibit A of the Agenda. This motion, made by Roberta Douglas and seconded by Tim Riley, **Carried.**

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

7. Discussion regarding possible staffing plans for the second semester of the 2024-2025 school year

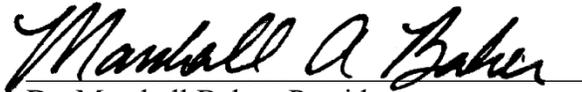
Discussion Item.

8. Vote to adjourn (Action)

I move to adjourn at 3:08 p.m. This motion, made by Rachel Dillin and seconded by Roberta Douglas, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: Yes, Roberta Douglas: Yes, 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 January 14, 2025.



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: January 14, 2025

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.

Request for Transfer of Funds between Activity Accounts

Date: 12/4/24 School: S JHS

Name of Requestor/Sponsor: Susan Ammons

Signature of Requestor/Sponsor: *Susan Ammons*

Approval of Supervisor/Principal: *[Signature]*

877- Language Arts
Move from
Paying Account Name & No

805-Gen Site
Move to
Receiving Account Name & No

Amount to be transferred: 755.40

Reason for Moving funds:
inactive account- no sponsor

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: _____

Keep for Audit Records

Request for Transfer of Funds between Activity Accounts

Date: 12/4/24 School: S JHS

Name of Requestor/Sponsor: Susan Ammans

Signature of Requestor/Sponsor: Susan Ammans

Approval of Supervisor/Principal: [Signature]

884-Social Studies
Move from
Paying Account Name & No

805-Gen. Site
Move to
Receiving Account Name & No

Amount to be transferred: 366.74

Reason for Moving funds:

inactive account - no sponsor

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: _____

Keep for Audit Records

Request for Transfer of Funds between Activity Accounts

Date: 12-5-04 School: SMS

Name of Requestor/Sponsor: Kyle Ferguson

Signature of Requestor/Sponsor: [Signature]

Approval of Supervisor/Principal: [Signature]

809 - Special Events
Move from
Paying Account Name & No

801 - Courtesy
Move to
Receiving Account Name & No

Amount to be transferred: 109.91

Reason for Moving funds:

FY - 2003 budget

TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK

Date Approved by Board of Education: _____

Keep for Audit Records

Request for Transfer of Funds between Activity Accounts

Date: 12-5-24

School: SUIS

Name of Requestor/Sponsor: Kyle Ferguson

Signature of Requestor/Sponsor: [Signature]

Approval of Supervisor/Principal: [Signature]

807 - Special Funds
Move from
Paying Account Name & No

949 - TSA
Move to
Receiving Account Name & No

Amount to be transferred: 104.45

Reason for Moving funds:

FU - 9073 Non-Deposit

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: 12/31/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
ASSET					
60.000.9012.000.000.0000.000.000.2 CASH - ACTIVITY ACC	\$2,124,400.64	\$1,568,675.55	(\$1,213,620.99)	\$355,054.56	\$2,479,455.20
ASSET TOTAL	\$2,124,400.64	\$1,568,675.55	(\$1,213,620.99)	\$355,054.56	\$2,479,455.20
LIABILITY					
60.000.0000.000.996.0000.000.000.3 DW-INTOUCH ON ACCOU	\$0.00	\$1,022,406.34	(\$1,022,406.34)	\$0.00	\$0.00
LIABILITY TOTAL	\$0.00	\$1,022,406.34	(\$1,022,406.34)	\$0.00	\$0.00
FUND BALANCE					
60.800.9902.000.000.0000.000.050.4 050 800 CLEARING SW	(\$80,646.78)	\$0.00	\$0.00	\$0.00	(\$80,646.78)
60.801.9902.000.000.0000.000.053.4 801 CURR STUDENT SU	(\$150,749.70)	\$0.00	\$0.00	\$0.00	(\$150,749.70)
60.801.9902.000.000.0000.000.105.4 FUND BAL HP STUDENT	(\$14,648.21)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$24,648.21)
60.801.9902.000.000.0000.000.115.4 FB SR STUDENT SUPPL	(\$3,464.22)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$13,464.22)
60.801.9902.000.000.0000.000.120.4 FB SK STUDENT SUPPL	(\$9,295.90)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$19,295.90)
60.801.9902.000.000.0000.000.125.4 FB WW STUDENT SUPPL	(\$5,378.01)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$15,378.01)
60.801.9902.000.000.0000.000.130.4 FB WR STUDENT SUPPL	(\$4,452.96)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$14,452.96)
60.801.9902.000.000.0000.000.135.4 FB RI STUDENT SUPPL	(\$947.94)	\$0.00	(\$10,000.00)	(\$10,000.00)	(\$10,947.94)
60.802.9902.000.000.0000.000.115.4 FB SR COURTESY/APPR	(\$584.59)	\$5,000.00	(\$5,000.00)	\$0.00	(\$584.59)
60.802.9902.000.000.0000.000.505.4 505-802-COURTESY FB	(\$160.43)	\$0.00	\$0.00	\$0.00	(\$160.43)
60.802.9902.000.000.0000.000.610.4 610-802-COURTESY/AP	(\$1,522.34)	\$0.00	\$0.00	\$0.00	(\$1,522.34)
60.802.9902.000.000.0000.000.705.4 802 COURTESY FUND	(\$977.50)	\$5,000.00	(\$5,000.00)	\$0.00	(\$977.50)
60.803.9902.000.000.0000.000.105.4 FB HP LIBRARY	(\$4,800.04)	\$0.00	\$0.00	\$0.00	(\$4,800.04)
60.803.9902.000.000.0000.000.115.4 FB SR LIBRARY	(\$4,674.13)	\$0.00	\$0.00	\$0.00	(\$4,674.13)
60.803.9902.000.000.0000.000.120.4 FB SK LIBRARY	(\$796.31)	\$0.00	\$0.00	\$0.00	(\$796.31)
60.803.9902.000.000.0000.000.125.4 FB WW LIBRARY	(\$6,485.65)	\$0.00	\$0.00	\$0.00	(\$6,485.65)
60.803.9902.000.000.0000.000.130.4 FB WR LIBRARY	(\$4,538.17)	\$0.00	\$0.00	\$0.00	(\$4,538.17)
60.803.9902.000.000.0000.000.135.4 FB RI LIBRARY	(\$1,202.20)	\$0.00	\$0.00	\$0.00	(\$1,202.20)
60.803.9902.000.000.0000.000.505.4 505-803-LIBRARY FB	(\$304.39)	\$0.00	\$0.00	\$0.00	(\$304.39)
60.803.9902.000.000.0000.000.610.4 610-803-LIBRARY FB	(\$873.32)	\$0.00	\$0.00	\$0.00	(\$873.32)
60.803.9902.000.000.0000.000.705.4 803 LIBRARY FUND	(\$248.07)	\$0.00	\$0.00	\$0.00	(\$248.07)
60.804.9902.000.000.0000.000.505.4 505-804-GUIDANCE FB	(\$14.79)	\$0.00	\$0.00	\$0.00	(\$14.79)
60.805.9902.000.000.0000.000.115.4 FB SR SITE GENERAL	(\$10,787.31)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,787.31)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.805.9902.000.000.0000.000.135.4 FB RI SITE GENERAL	(\$11,832.85)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$16,832.85)
60.805.9902.000.000.0000.000.610.4 610-805-GENERAL ACT	(\$5,472.82)	\$0.00	\$0.00	\$0.00	(\$5,472.82)
60.805.9902.000.000.0000.000.700.4 700-805-SITE ACTIVI	(\$269.09)	\$0.00	\$0.00	\$0.00	(\$269.09)
60.805.9902.000.000.0000.000.705.4 805 GENERAL ACTIVIT	(\$1,230.18)	\$0.00	\$0.00	\$0.00	(\$1,230.18)
60.806.9902.000.000.0000.000.105.4 FB HP FACILITY RENT	(\$4,736.97)	\$0.00	\$0.00	\$0.00	(\$4,736.97)
60.806.9902.000.000.0000.000.120.4 FB SK FACILITY RENT	(\$465.39)	\$0.00	\$0.00	\$0.00	(\$465.39)
60.806.9902.000.000.0000.000.125.4 FB WW FACILITY RENT	(\$52.22)	\$0.00	\$0.00	\$0.00	(\$52.22)
60.806.9902.000.000.0000.000.130.4 FB WR FACILITY RENT	(\$13,288.55)	\$0.00	\$0.00	\$0.00	(\$13,288.55)
60.806.9902.000.000.0000.000.135.4 FB RI FACILITY RENT	(\$1,240.59)	\$0.00	\$0.00	\$0.00	(\$1,240.59)
60.806.9902.000.000.0000.000.505.4 505-806-SITE RENTAL	(\$2,802.91)	\$0.00	\$0.00	\$0.00	(\$2,802.91)
60.806.9902.000.000.0000.000.610.4 610-806-SITE RENTAL	(\$6,787.66)	\$0.00	\$0.00	\$0.00	(\$6,787.66)
60.807.9902.000.000.0000.000.050.4 050 807 SPECIAL EVE	(\$10,439.59)	\$0.00	\$0.00	\$0.00	(\$10,439.59)
60.807.9902.000.000.0000.000.105.4 FB HP SPECIAL EVENT	(\$10,039.21)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$15,039.21)
60.807.9902.000.000.0000.000.120.4 FB SK SPECIAL EVENT	(\$5,612.41)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$10,612.41)
60.807.9902.000.000.0000.000.125.4 FB WW SPECIAL EVENT	(\$15,041.99)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$20,041.99)
60.807.9902.000.000.0000.000.130.4 FB WR SPECIAL EVENT	(\$8,511.48)	\$0.00	(\$5,000.00)	(\$5,000.00)	(\$13,511.48)
60.807.9902.000.000.0000.000.505.4 505-807-SPECIAL EVE	(\$1,886.70)	\$5,000.00	(\$5,000.00)	\$0.00	(\$1,886.70)
60.807.9902.000.000.0000.000.610.4 610-807-SPECIAL EVE	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	\$0.00
60.807.9902.000.000.0000.000.715.4 715 807 TRANS SPECI	(\$16,361.89)	\$0.00	\$0.00	\$0.00	(\$16,361.89)
60.809.9902.000.000.0000.000.053.4 809 CURR TEXTBOOKS	(\$3,747.81)	\$0.00	\$0.00	\$0.00	(\$3,747.81)
60.811.9902.000.000.0000.000.130.4 FB WR CULTURAL NIGH	(\$59.45)	\$0.00	\$0.00	\$0.00	(\$59.45)
60.812.9902.000.000.0000.000.705.4 812 PARKING FINES	(\$11,443.65)	\$0.00	\$0.00	\$0.00	(\$11,443.65)
60.813.9902.000.000.0000.000.610.4 610-813-LOCKER FB	(\$36.94)	\$0.00	\$0.00	\$0.00	(\$36.94)
60.814.9902.000.000.0000.000.054.4 054 814 CLEARING SW	(\$11,347.83)	\$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)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.828.9902.000.000.0000.000.053.4 828 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)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

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

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 12/31/2024 Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.916.9902.000.000.0000.000.705.4 916 FFA FUND	(\$28,803.75)	\$0.00	\$0.00	\$0.00	(\$28,803.75)
60.917.9902.000.000.0000.000.705.4 917 FRENCH CLUB FUN	(\$165.36)	\$0.00	\$0.00	\$0.00	(\$165.36)
60.918.9902.000.000.0000.000.120.4 FB SK GARDEN CLUB	(\$273.46)	\$0.00	\$0.00	\$0.00	(\$273.46)
60.924.9902.000.000.0000.000.705.4 924 KEY CLUB FUND	(\$59.62)	\$0.00	\$0.00	\$0.00	(\$59.62)
60.925.9902.000.000.0000.000.705.4 925 MOCK TRIAL FUND	(\$572.21)	\$0.00	\$0.00	\$0.00	(\$572.21)
60.926.9902.000.000.0000.000.705.4 926 MU ALPHA THETA	(\$1,125.48)	\$0.00	\$0.00	\$0.00	(\$1,125.48)
60.927.9902.000.000.0000.000.705.4 927 NATIONAL HONOR	(\$9,004.02)	\$0.00	\$0.00	\$0.00	(\$9,004.02)
60.930.9902.000.000.0000.000.705.4 930 ORCHESTRA FUND	(\$39,208.59)	\$0.00	\$0.00	\$0.00	(\$39,208.59)
60.931.9902.000.000.0000.000.705.4 931 ORCHESTRA BOOST	(\$1,882.35)	\$0.00	\$0.00	\$0.00	(\$1,882.35)
60.932.9902.000.000.0000.000.505.4 505-932-ROBOTICS FB	(\$2,133.31)	\$0.00	\$0.00	\$0.00	(\$2,133.31)
60.932.9902.000.000.0000.000.610.4 610-932-ROBOTICS FB	(\$2,891.22)	\$0.00	\$0.00	\$0.00	(\$2,891.22)
60.933.9902.000.000.0000.000.705.4 933 PINK OUT FUND	(\$136.50)	\$0.00	\$0.00	\$0.00	(\$136.50)
60.934.9902.000.000.0000.000.610.4 610-934-PIONEER PEE	(\$665.69)	\$0.00	\$0.00	\$0.00	(\$665.69)
60.936.9902.000.000.0000.000.610.4 610-936-PLTW FB	(\$2,450.13)	\$0.00	\$0.00	\$0.00	(\$2,450.13)
60.937.9902.000.000.0000.000.105.4 FB HP RUNNING CLUB	(\$296.50)	\$0.00	\$0.00	\$0.00	(\$296.50)
60.937.9902.000.000.0000.000.130.4 FB WR RUNNING CLUB	(\$147.37)	\$0.00	\$0.00	\$0.00	(\$147.37)
60.938.9902.000.000.0000.000.105.4 FB HP SCIENCE CLUB	(\$3,748.79)	\$0.00	\$0.00	\$0.00	(\$3,748.79)
60.938.9902.000.000.0000.000.705.4 938 SCIENCE CLUB FU	(\$232.00)	\$0.00	\$0.00	\$0.00	(\$232.00)
60.939.9902.000.000.0000.000.610.4 610-939-FACS FB	(\$254.80)	\$0.00	\$0.00	\$0.00	(\$254.80)
60.940.9902.000.000.0000.000.705.4 940 SIGN LANGUAGE C	(\$179.54)	\$0.00	\$0.00	\$0.00	(\$179.54)
60.941.9902.000.000.0000.000.505.4 505-941-SMS SINGERS	(\$11,794.89)	\$0.00	\$0.00	\$0.00	(\$11,794.89)
60.942.9902.000.000.0000.000.705.4 942 SPANISH CLUB FU	(\$859.60)	\$0.00	\$0.00	\$0.00	(\$859.60)
60.944.9902.000.000.0000.000.705.4 944 SPED TRANSITION	(\$7,579.39)	\$0.00	\$0.00	\$0.00	(\$7,579.39)
60.945.9902.000.000.0000.000.705.4 945 MAKES A CHANGE	(\$5,829.76)	\$0.00	\$0.00	\$0.00	(\$5,829.76)
60.946.9902.000.000.0000.000.505.4 505-946-STUDENT COU	(\$3,612.20)	\$0.00	\$0.00	\$0.00	(\$3,612.20)
60.946.9902.000.000.0000.000.610.4 610-946-STUDENT COU	(\$2,339.44)	\$0.00	\$0.00	\$0.00	(\$2,339.44)
60.946.9902.000.000.0000.000.705.4 946 STUDENT COUNCIL	(\$12,901.01)	\$0.00	\$0.00	\$0.00	(\$12,901.01)
60.947.9902.000.000.0000.000.505.4 505-947-TECH STUDEN	(\$540.35)	\$0.00	\$0.00	\$0.00	(\$540.35)
60.947.9902.000.000.0000.000.610.4 610-947-TECH STUDEN	(\$157.63)	\$0.00	\$0.00	\$0.00	(\$157.63)

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60

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

Stillwater School District 16

Period GL Report

Fiscal Year: 2024-2025 From Date: 7/1/2024 To Date: 12/31/2024 Print accounts with zero balance

SCHOOL ACTIVITY FUND - 60	<u>Opening Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Activity</u>	<u>Ending Balance</u>
FUND BALANCE					
60.981.9902.000.000.0000.000.610.4 610-981-POM FB	(\$3,341.46)	\$0.00	\$0.00	\$0.00	(\$3,341.46)
60.982.9902.000.000.0000.000.705.4 982 BOYS SOCCER FUN	(\$7.70)	\$0.00	\$0.00	\$0.00	(\$7.70)
60.983.9902.000.000.0000.000.705.4 983 GIRLS SOCCER FU	(\$433.13)	\$0.00	\$0.00	\$0.00	(\$433.13)
60.984.9902.000.000.0000.000.705.4 984 SWIMMING FUND	(\$1,579.60)	\$0.00	\$0.00	\$0.00	(\$1,579.60)
60.985.9902.000.000.0000.000.705.4 985 BOYS TENNIS FUN	(\$1,875.78)	\$0.00	\$0.00	\$0.00	(\$1,875.78)
60.986.9902.000.000.0000.000.705.4 986 GIRLS TENNIS FU	(\$2,085.00)	\$0.00	\$0.00	\$0.00	(\$2,085.00)
60.987.9902.000.000.0000.000.705.4 987 BOYS TRACK FUND	(\$2,673.00)	\$0.00	\$0.00	\$0.00	(\$2,673.00)
60.988.9902.000.000.0000.000.705.4 988 GIRLS TRACK FUN	(\$2,768.00)	\$0.00	\$0.00	\$0.00	(\$2,768.00)
60.989.9902.000.000.0000.000.705.4 989 VOLLEYBALL FUND	(\$516.50)	\$0.00	\$0.00	\$0.00	(\$516.50)
60.990.9902.000.000.0000.000.705.4 990 WRESTLING FUND	(\$119.10)	\$0.00	\$0.00	\$0.00	(\$119.10)
60.991.9902.000.000.0000.000.705.4 991 SOFTBALL FUND	(\$163.30)	\$0.00	\$0.00	\$0.00	(\$163.30)
60.995.9902.000.000.0000.000.705.4 995 PIONEER PLAY DA	(\$165,728.00)	\$0.00	\$0.00	\$0.00	(\$165,728.00)
60.996.9902.000.000.0000.000.705.4 996 ALLRED GOLF SCH	(\$21,500.00)	\$0.00	\$0.00	\$0.00	(\$21,500.00)
60.997.9902.000.000.0000.000.705.4 997 WELCH WRESTLING	(\$2,645.00)	\$0.00	\$0.00	\$0.00	(\$2,645.00)
60.998.9902.000.000.0000.000.705.4 998 ESTES SCHOLARSH	(\$5,895.60)	\$0.00	\$0.00	\$0.00	(\$5,895.60)
60.999.9902.000.000.0000.000.705.4 999 FOSTER MEMORIAL	(\$830.00)	\$0.00	\$0.00	\$0.00	(\$830.00)
FUND BALANCE TOTAL	(\$2,124,400.64)	\$146,604.42	(\$120,150.00)	\$26,454.42	(\$2,097,946.22)
REVENUES AND TRANSFERS IN					
SUMMARIZED REVENUES AND TRANSFERS IN	\$0.00	\$476,036.42	(\$1,866,352.28)	(\$1,390,315.86)	(\$1,390,315.86)
REVENUES AND TRANSFERS IN TOTAL	\$0.00	\$476,036.42	(\$1,866,352.28)	(\$1,390,315.86)	(\$1,390,315.86)
EXPENDITURES AND TRANSFERS OUT					
SUMMARIZED EXPENDITURES AND TRANSFERS OUT	\$0.00	\$1,019,629.83	(\$10,822.95)	\$1,008,806.88	\$1,008,806.88
EXPENDITURES AND TRANSFERS OUT TOTAL	\$0.00	\$1,019,629.83	(\$10,822.95)	\$1,008,806.88	\$1,008,806.88
SCHOOL ACTIVITY FUND Totals:	\$0.00	\$4,233,352.56	(\$4,233,352.56)	\$0.00	\$0.00
Grand Total:	\$0.00	\$4,233,352.56	(\$4,233,352.56)	\$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: January 14, 2025

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 20, 2024

BACKGROUND INFORMATION:

This monthly report is highlighting changes to existing Purchase Orders and activity thru December 20, 2024.

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 12/11/2024 12:00:00 AM To Date: 1/14/2025 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	26,121.44
22	CHILD NUTRITION PROGRAMS FUND	1,353.43
32	BOND FUND (2023)	5,317,387.28
41	SINKING FUND	8,000.00
	Total Amount	5,352,862.15
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 12/11/2024 12:00:00 AM To Date: 1/14/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250185	UNIFIRST CORPORATION	CHANGE ORDER JANUARY 14, 2025-INCREASE PO AMOUNT BY \$3800.00	11-GENERAL	3,000.00
20250246	MIDWEST BUS SALES	CHANGE ORDER JANUARY 14, 2025-INCREASE PO AMOUNT BY \$10,000.00	11-GENERAL	10,000.00
20251145	HUGHES LUMBER COMPANY	AG Woodworking Class Supplies	11-GENERAL	2,937.10
20251146	eDYNAMIC HOLDINGS LP	SITE LICENSE - SMS	11-GENERAL	2,500.00
20251147	LOWE'S HOME IMPROVEMENT CENTER	AG Woodworking Class Supplies	11-GENERAL	837.65
20251148	FOLLETT SCHOOL SOLUTIONS, INC.	Library Books	11-GENERAL	2,406.33
20251149	FOLLETT CONTENT SOLUTIONS LLC	Library Book Barcodes	11-GENERAL	125.36
20251150	MEERA LLC	Momentum Conference Hotel Stay	11-GENERAL	428.00
20251151	ALL AMERICAN SPORTS CORP	FIRST AID SUPPLIES	32-BOND	6,023.68
20251152	ALL AMERICAN SPORTS CORP	FIRST AID SUPPLIES	32-BOND	4,755.55
20251153	ALL AMERICAN SPORTS CORP	FIRST AID SUPPLIES	32-BOND	6,135.40
20251154	HILTON -HOME2 SUITES OKLAHOMA CITY SOUTH	LODGING OSBA LEVEL III TRAIN	11-GENERAL	258.00
20251155	OK STATE DEPARTMENT OF CAREER TECH	REGISTRATION	11-GENERAL	30.00
20251156	WENGER CORPORATION	Music Furnishings for New HS	32-BOND	232,268.71
20251157	GRIMSLEYS INC.	Supplies Quote # 513880	22-CHILD NUTRITION	83.43
20251158	MERIDIAN TECHNOLOGY CENTER	Professional Development	22-CHILD NUTRITION	1,145.00
20251159	STATE OF OKLAHOMA_2481	State Auditor-Sanctioned Org Investigation	41-Sinking Fund	8,000.00
20251160	HERTZBERG-NEW METHOD INC	Library Books	11-GENERAL	3,249.00
20251161	AUTOMATION INTEGRATED, LLC	SR/MS& HS Roof Projects	32-BOND	352,265.00
20251162	AMERICAN ROOFING & CONSTRUCTION, LLC	SR/MS/HS PAC & Fieldhouse	32-BOND	3,956,900.00
20251163	FIREBRAND CONSTRUCTION, LLC	OES Ph 2 Building Renovation	32-BOND	674,000.00
20251164	NEXT LEVEL ROOFING	CO's for HS Roof Replacement	32-BOND	43,570.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 12/11/2024 12:00:00 AM To Date: 1/14/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251165	SIMMONS BANK	Bank Deposit Slips	22-CHILD NUTRITION	125.00
20251166	SCHOOL FIX CATALOG	FACILITY SUPPLIES	32-BOND	213.94
20251167	OKLAHOMA NATURAL GAS	ONG Agreement for HS Phase 1	32-BOND	41,255.00
20251168	COUNCIL OF ADM OF SPECIAL EDUCATION	CASE PD	11-GENERAL	350.00
			Total POs: 26 Total Amount	5,352,862.15

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: January 14, 2025

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.

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: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

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

N/A

PACKET CONTENTS:

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

* 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: District Wide

ACCOUNT NAME: Facilities Management 843

PURPOSE

To financially support the mission and goals of Facilities Management department and its employees to include the purchase of refreshments, employee appreciation awards and other supplies as needed and not covered by government funds.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Rob Lamecker

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Uwe Gordon

SIGNATURE

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 6/20/24

ACCOUNT NUMBER: 843

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025

Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,996.37</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>*Rentals</u>	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,996.37</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Refreshments - employee training and ap</u>	\$ <u>-500.00</u>	
<u>Equipment & Supplies</u>	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,996.37</u>	\$ _____

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025

Sponsor Name: Rob Lamecker

Name of Activity Fund: Facility Management

Account No: 843

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

N/A

FUNDRAISER DATES: START _____ END _____

AMOUNT 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. _____
(Reconciles to Deposits)

- ACT. EXP. _____
(Reconciles to fundraiser related POs)

= ACT. PROFIT _____
(Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: _____ TO _____

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

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: Ellen Rackley

Name of Activity Fund: Student Supplies Account No: 801

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

PACKET CONTENTS:

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

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 801 School Supply

PURPOSE

To support and enhance the experience of students.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contribution/Donations, Fees/Fines/Dues, Field Trip Collection, Grants/Scholarships, Lost/Damaged Book Fees, PALS profit, Redeposit of Cash-Box/Start Up Cash, Registration Costs, Reimbursement/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/6/24

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>947.94</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocations from District	\$ <u>10,000.00</u>	
Donations	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>10,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,447.94</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-6,000.00</u>	
Field Trip Expenses	\$ <u>-1,000.00</u>	
Student Incentives	\$ <u>-2,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>2,447.94</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Student Supply Account No: 801

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 \$0.00 (N/A)

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: Ellen Rackley

Name of Activity Fund: Library Account No: 803

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

PACKET CONTENTS:

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

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 803 Library

PURPOSE

Reading materials for students.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/6/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,202.20</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Dues from students	\$ <u>100.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,402.20</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Books	\$ <u>-100.00</u>	
Reimbursements	\$ <u>-100.00</u>	
Awards for contest winners	\$ <u>-200.00</u>	
Supplies	\$ <u>-100.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-500.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>902.20</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Richmond

Name of Activity Fund: Library Account No: 803

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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

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: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

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

PACKET CONTENTS:

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

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

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 805 General Activity

PURPOSE

Staff appreciation, conferences for teachers, and office supplies.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/6/24

ACCOUNT NUMBER: 805

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>11,832.85</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>500.00</u>	
Donations	\$ <u>1,000.00</u>	
Soda Commissions	\$ <u>75.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,575.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>13,407.85</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Meals/refreshments	\$ <u>-2,000.00</u>	
Teacher Awards	\$ <u>-1,000.00</u>	
Classroom Supplies	\$ <u>-1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-4,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>9,407.85</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: General Activity Account No: 805

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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

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: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

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

PACKET CONTENTS:

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

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

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Staff Appreciation, conferences for teachers, office supplies.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Karlul B...*

DATE: 12/6/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: Facility Rental Account No: 806

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = 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. (Reconciles to Deposits) - ACT. EXP. (Reconciles to fundraiser related POs) = ACT. PROFIT (Net Increase to acct. due to fundraiser)

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

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: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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

PACKET CONTENTS:

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

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

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025

SITE: Richmond

ACCOUNT NAME: 839 SPEF

PURPOSE

To support and enhance the experience of students and teachers.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Ellen Rackley

SIGNATURE

Ellen Rackley

PRINCIPAL/DIRECTOR

Joy Cawood

SIGNATURE

Joy Cawood

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/6/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>172.38</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,172.38</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Grants	\$ <u>-7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>172.38</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Ellen Rackley

Name of Activity Fund: SPEF Account No: 839

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$400.00 - EST. EXP. -\$100.00 = EST. PROFIT \$300.00

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: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

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

PACKET CONTENTS:

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

**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: Highland Park

ACCOUNT NAME: 801 Student Supply

PURPOSE

To purchase classroom and student supplies, student achievement awards and student refreshments for co-curricular events.

SOURCE(S) OF INCOME

Student Supply Income: AP Testing Fees, Class Supplies, Contributions/Donations, Fees/Fines/Dues, Field Trip Collections, Grants/Scholarships, Lost/Damaged Book Fee, PALS Profit, Redeposit of Cash-Box/Start-up Cash, Registration Costs, Reimbursements/Refunds/Rebates, Student Payments, Student Supply Fees.

PLANNED EXPENSES

Student Supply Expenses: Achievement Awards, Books, Cash-Box/Start-up Cash, Fees/Dues, Field Trip Expenses, Registrations, Reimbursements/Refunds, Subscriptions, Classroom related Supplies/Materials, Student Snacks, Technology Expenses, and Tutoring.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 801

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 14,648.21	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ 5,000.00	
Field Trip Collections	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5,200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 19,848.21	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ -10,000.00	
Field Trip Expenses	\$ -250.00	
Co-curricular subscriptions	\$ -500.00	
End of Year Awards	\$ -100.00	
Pre-K Nap Mats	\$ -700.00	
Student Snacks	\$ -500.00	
Total Expenditures:	\$ -12,050.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 7,798.21	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams

Name of Activity Fund: Student Supply Account No: 801

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>8,255.00</u>	\$ <u>8,844</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Allocation from District	\$ <u>7,000.00</u>	
Field Trip Collections	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,200.00</u>	\$ <u>23,444</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>15,455.00</u>	\$ <u>32,288</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Classroom Supplies	\$ <u>-10,000.00</u>	
Field Trip Expenses	\$ <u>-250.00</u>	
Co-Curricular Subscriptions	\$ <u>-500.00</u>	
End of Year Awards	\$ <u>-100.00</u>	
Prek Nap Mats	\$ <u>-700.00</u>	
Student Snacks	\$ <u>-200.00</u>	
Total Expenditures:	\$ <u>-11,750.00</u>	\$ <u>17,640</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,705.00</u>	\$ <u>14,648</u>

Page 3
Py - Actual

STILLWATER BOARD OF EDUCATION

CFB-EI

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: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

PACKET CONTENTS:

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

**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: Highland Park

ACCOUNT NAME: 803 Library

PURPOSE

To purchase library books, equipment and subscriptions.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Courtney Parks

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/9/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,800.04	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ 10,500.00	
Lost or damaged book fees	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 10,600.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 15,400.04	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ -5,850.00	
Online subscriptions	\$ -2,500.00	
Library Books	\$ -3,500.00	
Supplies	\$ -750.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -12,600.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,800.04	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Courtney Parks
 Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 2,907.93	\$ 2,908
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Scholastic Book Fairs (2)	\$ 10,500.00	
Lost or damaged book fees	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 10,600.00	\$ 13,836
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 13,607.93	\$ 16,794
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Book Fair Expenses	\$ -5,850.00	
Online subscriptions	\$ -2,500.00	
Library Books	\$ -3,500.00	
Supplies	\$ -750.00	
	\$	
	\$	
Total Expenditures:	\$ -12,600.00	\$ 11,994
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 907.93	\$ 4,800

PJ. Actuals

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

Fall Book Fair

PURPOSE OF RAISING FUNDS:

To purchase books & supplies for the library

FUNDRAISER DATES: START 08/15/2024 END 12/20/2024

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,250.00 - EST. EXP. -\$ 2,925.00 = EST. PROFIT \$ 2,325.00

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. (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: Courtney Parks

Name of Activity Fund: Library Account No: 803

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

Spring Book Fair

PURPOSE OF RAISING FUNDS:

To purchase books & supplies for the library

FUNDRAISER DATES: START 02/01/2025 END 03/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 5,250.00 - EST. EXP. \$ 2,925.00 = EST. PROFIT \$ 2,325.00

SPONSOR SIGNATURE [Handwritten Signature]

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

PRINCIPAL AUTHORIZATION [Handwritten Signature: Laura Gordon]

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

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: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 806 Facility Rental

PURPOSE

Bring funds for the use of our facility and spend it on the needs of the school. This includes supplies and refreshments for holidays and staff appreciation.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *[Signature]* DATE: 12/27/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,843.00	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Gym Rental	\$ 1,000.00	
Donations	\$ 200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 1,200.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,043.00	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meeting and staff appreciation	\$ -1,500.00	
Travel expenses & reimbursement	\$ -500.00	
Student awards and party's	\$ -200.00	
Subscriptions	\$ -200.00	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -2,400.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,643.00	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 4,736.97	\$ <u>4,075</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 200.00	
Soda Commissions	\$ 250.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 450.00	\$ <u>2003</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,186.97	\$ <u>4080</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meeting and staff appreciation	\$ -1,500.00	
Teacher Awards	\$ -500.00	
Student awards and parties	\$ -200.00	
Subscriptions	\$ -200.00	
	\$	
	\$	
Total Expenditures:	\$ -2,400.00	\$ <u>1343</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,786.97	\$ <u>4737</u>

STILLWATER BOARD OF EDUCATION	CFB-E1
--------------------------------------	---------------

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No: 807

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

PACKET CONTENTS:

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

**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: Highland Park

ACCOUNT NAME: 807 Special Events

PURPOSE

To allow the faculty and staff to hold special events. This will include student and faculty contests, promote professional development for teachers and hold during school and after school celebrations.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10,039.21</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>PALS</u>	\$ <u>5,000.00</u>	
<u>Donations</u>	\$ <u>200.00</u>	
<u>Soda Commissions</u>	\$ <u>115.00</u>	
<u>School Picture Commissions</u>	\$ <u>1,900.00</u>	
<u>Box Tops</u>	\$ <u>145.00</u>	
_____	\$ _____	
Total Revenues:	\$ <u>7,360.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>17,399.21</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Refreshments for meetings & staff appreciation</u>	\$ <u>-5,500.00</u>	
<u>Travel expenses and reimbursements</u>	\$ <u>-1,700.00</u>	
<u>Student Awards and Parties</u>	\$ <u>-500.00</u>	
<u>Subscriptions</u>	\$ <u>-1,200.00</u>	
<u>5th grade graduation</u>	\$ <u>-500.00</u>	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,400.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,999.21</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Rita Williams
 Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>4,397.00</u>	\$ <u>5,320</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
PALS	\$ <u>5,000.00</u>	
Donations	\$ <u>200.00</u>	
Soda Commissions	\$ <u>115.00</u>	
School Picture Commissions	\$ <u>1,900.00</u>	
Box Tops	\$ <u>145.00</u>	
	\$ _____	
Total Revenues:	\$ <u>7,360.00</u>	\$ <u>10,924</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>11,757.00</u>	\$ <u>16,244</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Refreshments for meetings & staff appreciation	\$ <u>-3,000.00</u>	
Travel expenses and reimbursement	\$ <u>-200.00</u>	
Student Awards & Parties	\$ <u>-200.00</u>	
Subscriptions	\$ <u>-150.00</u>	
5th grade graduation	\$ <u>-300.00</u>	
	\$ _____	
Total Expenditures:	\$ <u>-3,850.00</u>	\$ <u>6,205</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>7,907.00</u>	\$ <u>10,039</u>

PY-Actual

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: Abby Varnum

Name of Activity Fund: Thanks a Latta Account No: 820

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 820 Thanks a Latta

PURPOSE

To teach special ed students how to count money and make change.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Abby Varnum

SIGNATURE

Abby Varnum

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 820

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks A Latta Account No: 820

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>231.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales from customers - coffee cart	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>731.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Restock Snack & drink cart	\$ <u>-400.00</u>	
Classroom treats	\$ <u>-100.00</u>	
Classroom supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>31.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Abby Varnum
 Name of Activity Fund: Thanks a Latta Account No: 820

	NEXT YEAR EST,	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>694.88</u>	\$ <u>231</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Sales from customers - coffee cart	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>500.00</u>	\$ <u>1405</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,194.88</u>	\$ <u>1636</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Restock snack and drink cart	\$ <u>-400.00</u>	
Classroom treats	\$ <u>-100.00</u>	
Classroom supplies	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-700.00</u>	\$ <u>941</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>494.88</u>	\$ <u>695</u>

PY-actuals

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Abby Varnum

Name of Activity Fund: Thanks a Latta Account No: 820

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

Coffee Cart

PURPOSE OF RAISING FUNDS:

To teach special ed students how to count money and make change. Profits to be used for classroom supplies and other expenses.

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

ACCOUNT OF MONEY TO BE RAISED:

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

Sponsor Signature: Abby Varnum

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Laura Gordon

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 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: Rita Williams

Name of Activity Fund: SPEF Grant Account No: 839

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 839 SPEF Grant

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application.

SOURCE(S) OF INCOME

SPEF Grant accounts are solely funded by SPEF grant awards.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Rita Williams

SIGNATURE

Rita Williams

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Rita Williams

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,752.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small)	\$ <u>2,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>9,252.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-4,000.00</u>	
Return of unused portion from prior years	\$ <u>-252.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-9,252.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

HP-839

STILLWATER BOARD OF EDUCATION

CFB-E1

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2022-2023

Sponsor Name: Debbie Schroeder

Name of Activity Fund: SPEF

Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 0	\$ 9,228
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Grant donations from SPEF	\$ 5,000	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 5,000	\$ 11,424
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 5,000	\$ 20,652
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Teacher, Classroom items/supplies	\$ 4,900	
Subscriptions	\$ 100	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ 5,000	\$ 18,038
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 0	\$ 2,614

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

ACTIVITY FUND SUBACCOUNT BUDGET

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

Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,614.00</u>	\$ <u>2744</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
SPEF Grants (estimating one large grant)	\$ <u>5,000.00</u>	
SPEF Grants (estimating one small grant)	\$ <u>2,500.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>7,500.00</u>	\$ <u>16,369</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,114.00</u>	\$ <u>19,113</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Large Grant specific expenditures	\$ <u>-5,000.00</u>	
Small Grant specific expenditures	\$ <u>-5,000.00</u>	
Return of unused portion from prior year	\$ <u>-114.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-10,114.00</u>	\$ <u>17,361</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ <u>1752</u>

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School

ACCOUNT NAME: 876 Art

PURPOSE

To purchase art supplies beyond the standard classroom supplies. Promote art in different media. To purchase art class curriculum.

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

Amy Francen

SIGNATURE

[Handwritten signature of Amy Francen]

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

[Handwritten signature of Laura Gordon]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/9/24

ACCOUNT NUMBER: 876

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 10.02	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 100.00	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 110.02	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Art Supplies	\$ -100.00	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -100.00	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 10.02	\$

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Amy Francen

Name of Activity Fund: Art Account No: 876

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>10.00</u>	\$ <u>10.00</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>500.00</u>	
Donations	\$ <u>100.00</u>	
Yearbooks	\$ <u>180.00</u>	
	\$ _____	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>780.00</u>	\$ <u>0</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>790.00</u>	\$ <u>10</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Deep Space Sparkle subscription	\$ <u>-299.00</u>	
Yearbooks	\$ <u>-190.00</u>	
Classroom Supplies	\$ <u>-200.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-679.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>111.00</u>	\$ <u>10</u>

Inactive for 23-24

PV-actuals

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: Claire Gantzer

Name of Activity Fund: Running Club Account No: 937

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

PACKET CONTENTS:

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

*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: Highland Park

ACCOUNT NAME: 937 Running Club

PURPOSE

To promote physical education.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Claire Gantzer

SIGNATURE

Claire Gantzer

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 937

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Claire Gantzer
 Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>296.50</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
T-shirt prepayment	\$ <u>600.00</u>	
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>700.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>996.50</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
T-shirt purchases based on prepayments	\$ <u>-600.00</u>	
Competition Expenses	\$ <u>-100.00</u>	
Transportation	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-900.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>96.50</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Heather Mastin
 Name of Activity Fund: Running Club Account No: 937

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 476.00	\$ 475
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
T-shirt prepayment	\$ 600.00	
Donations	\$ 100.00	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$ 700.00	\$ 440
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 1,176.00	\$ 915
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
T-shirts purchase based on prepayments	\$ -600.00	
Competition Expenses	\$ -100.00	
Transportation	\$ -200.00	
	\$	
	\$	
	\$	
Total Expenditures:	\$ -900.00	\$ 619
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 276.00	\$ 296

PK actuals

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: Susan WeaverName of Activity Fund: Science Club Account No: 938

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

PACKET CONTENTS:

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

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

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 1 of 4

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: Highland Park

ACCOUNT NAME: 938 Science Club

PURPOSE

To teach students about science and nature.

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

Susan Weaver

SIGNATURE

Susan Weaver

PRINCIPAL/DIRECTOR

Laura Gordon

SIGNATURE

Laura Gordon

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/9/24

ACCOUNT NUMBER: 938

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 3,748.79	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ 100.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 100.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 3,848.79	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Guest Speakers	\$ -500.00	
Class Supplies	\$ -200.00	
Student snacks	\$ -200.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -900.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 2,948.79	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Susan Weaver

Name of Activity Fund: Science Club Account No: 938

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2,521.00</u>	\$ <u>3389</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>100.00</u>	\$ <u>360</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>2,621.00</u>	\$ <u>3749</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Guest Speakers	\$ <u>-500.00</u>	
Supplies	\$ <u>-200.00</u>	
Snacks	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-900.00</u>	\$ <u>0</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,721.00</u>	\$ <u>3749</u>

PL actual

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: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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

PACKET CONTENTS:

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

**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: SMS

ACCOUNT NAME: 802 COURTESY/APPRECIATION FUND

PURPOSE

THIS ACCOUNT IS TO BE USED IN THE EVENT OF A LIFE EVENT TO SUPPORT FACILITY OR STAFF MEMBERS. THIS ACCOUNT CAN ALSO BE USED TO HELP FUND APPRECIATION LUNCHS, SNACK, OR EVENTS. GIFTS, FOOD, SUPPLIES, ETC.

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

KYLE FERGUSON

SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 802

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>100.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>0.00</u>	
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>300.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SUPPLIES	\$ <u>150.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>150.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>450.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: KYLE FERGUSON

Name of Activity Fund: COURTESY/APPRECIATION FUND Account No: 802

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 05/01/2025

ACCOUNT OF MONEY TO BE RAISED:

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

MS

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: Quinn Baldwin

Name of Activity Fund: Library Account No: 803

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

PACKET CONTENTS:

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

*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: 8-22-24 SITE: MS

ACCOUNT NAME: LIBRARY

PURPOSE

To Buy Books/Supplies for Library

SOURCE(S) OF INCOME

BOAS Allocation / Lost Book Payments

PLANNED EXPENSES

Books

SPONSOR NAME

Quinn Brown

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karol Begg DATE: 12/20/24

ACCOUNT NUMBER: 803

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Quinn Baldwin

Name of Activity Fund: Library Account No: 803

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>545</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fines For Books</u>	\$ <u>400</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>400</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>945</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Books - Supplies</u>	\$ <u>400</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>400</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>545</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Quince Baldwin

Name of Activity Fund: Library Account No: 803

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

STILLWATER BOARD OF EDUCATION

CFB-E1

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: Kyle A. Ferguson

Name of Activity Fund: Guidance Account No: 804

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

**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: Middle School

ACCOUNT NAME: 804 Guidance

PURPOSE

To be used for purchase of any guidance office needs and supplies. Provide snacks, refreshments, food when needed.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE

[Handwritten signature of Kyle A. Ferguson]

PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE

[Handwritten signature of Ryan Blake]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/20/24

ACCOUNT NUMBER: 804

BOARD OF EDUCATION APPROVAL DATE:

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: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

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

PACKET CONTENTS:

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

**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: Middle School

ACCOUNT NAME: 806 Facility Rental

PURPOSE

This account is used for purchasing school supplies, technology, furniture for the school, staff training, and travel expenses to trainings, lunches, food, refreshments, decorations, transportation.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 806

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>1,841.71</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Rent for use of Middle School Facilities	\$ <u>3,500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>3,500.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,341.71</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School and Office Supplies	\$ <u>-500.00</u>	
Misc. Transportation	\$ <u>-50.00</u>	
Technology	\$ <u>-1,000.00</u>	
Furniture	\$ <u>-200.00</u>	
Training Expenditures	\$ <u>-1,000.00</u>	
Food, Refreshments, Decorations	\$ <u>-600.00</u>	
Total Expenditures:	\$ <u>-3,350.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,991.71</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Facility Rental Account No: 806

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

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

PACKET CONTENTS:

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

**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: Middle School

ACCOUNT NAME: 807 Special Events

PURPOSE

This account is to be used for all supplies in the building, transportation, decorations, food, refreshments, furniture, parties, gifts, special occasions, or events.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 807

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,597.35</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Soda Commissions	\$ <u>100.00</u>	
Picture Commissions	\$ <u>1,000.00</u>	
Field Trip Money Collected Up Front	\$ <u>100.00</u>	
Donations	\$ <u>200.00</u>	
	\$ _____	
	\$ _____	
Total Revenues:	\$ <u>1,400.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>4,997.35</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School Supplies	\$ <u>-750.00</u>	
Food Supplies	\$ <u>-250.00</u>	
Transportation	\$ <u>-400.00</u>	
SPED Field Trips	\$ <u>-50.00</u>	
	\$ _____	
	\$ _____	
Total Expenditures:	\$ <u>-1,450.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>3,547.35</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: Special Events Account No: 807

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

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

PACKET CONTENTS:

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

**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: Middle School

ACCOUNT NAME: 839 SPEF

PURPOSE

TO PURCHASE TEACHER/CLASS ITEMS FROM FUNDS DONATED BY SPEF GRANT PROGRAM

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Donations	\$ <u>5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>5,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
School Supplies	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
SPED Trips	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-5,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: SPEF Account No: 839

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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: Kyle A. Ferguson

Name of Activity Fund: ART Account No: 904

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

PACKET CONTENTS:

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

**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:** Middle School

ACCOUNT NAME: 904 ART

PURPOSE

PURCHASE ITEMS FOR ART CLASSES, TO INCLUDE SUPPLIES, FOOD, SNACKS, ETC.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

Kyle A. Ferguson

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  **DATE:** 12/20/24

ACCOUNT NUMBER: 904

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: ART Account No: 904

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

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kyle A. Ferguson

Name of Activity Fund: ART Account No: 904

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

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

MS

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: Lean Dollar

Name of Activity Fund: Robotics Account No: 932

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

*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: 8/6/24

SITE: SMS

ACCOUNT NAME: SMS Robotics

PURPOSE To provide a competitive robotics team and create a place for students to grow in their STEM capabilities to get ready for the workforce.

SOURCE(S) OF INCOME

- student dues
- fundraisers

PLANNED EXPENSES

- robotic parts
- team shirts
- competition fees
- travel + lodging for state + worlds competition
- robotics competition equipment

SPONSOR NAME

Leah Dolar

SIGNATURE

Leah Dolar

PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE

Ryan Blake

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 8/20/24

ACCOUNT NUMBER: 932

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>2000</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>student dues</u>	\$ <u>1000</u>	
<u>dance photos</u>	\$ <u>300</u>	
<u>Holiday grams</u>	\$ <u>400</u>	
<u>Hat day</u>	\$ <u>200</u>	
<u>Basketball concessions</u>	\$ <u>2000</u>	
<u>pancake breakfast</u>	\$ <u>300</u>	
<u>Robotics tournament</u>	\$ <u>3000</u>	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>8,300</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>robot parts</u>	\$ <u>2000</u>	
<u>competition fees</u>	\$ <u>2000</u>	
<u>travel + lodging</u>	\$ <u>2000</u>	
<u>tshirts</u>	\$ <u>500</u>	
<u>competition equipment</u>	\$ <u>1000</u>	
<u>technology</u>	\$ <u>500</u>	
Total Expenditures:	\$ <u>8000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>300</u>	\$ _____

world's finest chocolate - \$500

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Leah Dollar

Name of Activity Fund: SMS Robotics Account No: 932

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

- 1. Hat Day - Aug. 1 - May 17th
- 2. Dance photos - Aug. 23 - May 30th
- 3. Holiday Grams - Oct. 1 - Feb 30th
- 4. Basketball concessions Oct. 1 - Mar. 30
- 5. Pancake Breakfast Dec. 1 - May 1
- 6. World's Finest chocolate - Sept. 1 - April 1
- 7. Robotics Tournaments Oct. 1 - April 1

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START _____ END _____

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 9,000 - EST. EXP. 8000 = EST. PROFIT 1000

Sponsor Signature: Leah Dollar

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: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

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

**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: SMS

ACCOUNT NAME: #941 SMS SINGERS

PURPOSE

PERFORMING ARTS SUPPORT FOR SUCCESS.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

S WEISER/O SMITH

SIGNATURE

[Handwritten Signature]

PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 12/20/24

ACCOUNT NUMBER: 941

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>475.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>775.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>775.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-375.00</u>	
Competition Expenses	\$ <u>-200.00</u>	
Fundraising Expenses	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-775.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: SMS SINGERS Account No: #941

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

PURPOSE OF RAISING FUNDS:

Why are you raising the money? (i.e. Cover the cost of student travel expenses for competitions.)

FUNDRAISER DATES: START 07/15/2024 END 4/30/25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 475.00 - EST. EXP. -\$ 200.00 = EST. PROFIT \$ 275.00


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: Quinn Sakelun

Name of Activity Fund: Student Council Account No: 946

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

PACKET CONTENTS:

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

**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: 8-22-24

SITE: MS

ACCOUNT NAME: STUDENT COUNCIL

PURPOSE

TO HELP TEACHERS AND PROMOTE A POSITIVE CLIMATE FOR STUDENTS

SOURCE(S) OF INCOME

DANCES

PLANNED EXPENSES

PLAYBOARDS EQUIPMENT, AUDIO VISUAL EQUIPMENT TEACHER SUPPLIES ETC

SPONSOR NAME

Quinn Baldwin
Josh Zimmerman

SIGNATURE



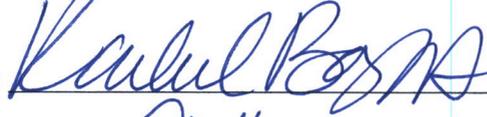
PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 12/20/24

ACCOUNT NUMBER: 946

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Quinn Brown / J. Zimmerman
 Name of Activity Fund: STUDENT COUNCIL Account No: 944

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u> </u>	\$ <u> </u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>FALL DANCE</u>	\$ <u>2500</u>	
<u>SPRING DANCE</u>	\$ <u>2500</u>	
	\$ <u> </u>	
Total Revenues:	\$ <u>5000</u>	\$ <u> </u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u> </u>	\$ <u> </u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>PLAYGROUND EQUIPMENT</u>	\$ <u>500</u>	
<u>AUDIO VISUAL</u>	\$ <u>1000</u>	
<u>SUBSCRIPTION (MUSIC)</u>	\$ <u>250</u>	
<u>TEACHER SUPPLIES</u>	\$ <u>3500</u>	
<u>SOFTWARE</u>	\$ <u>500</u>	
	\$ <u> </u>	
Total Expenditures:	\$ <u>2750</u>	\$ <u> </u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u> </u>	\$ <u> </u>

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Q Barlow / J Zimmerman

Name of Activity Fund: STUDENT COUNCIL Account No:

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

DANCE (ADMISSION FEE, CONCESSION ITEMS)

PURPOSE OF RAISING FUNDS:

TO FUND STUDENT COUNCIL

FUNDRAISER DATES: START DEC 6 END DEC 6

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 2500 3500 - EST. EXP. 1000 = EST. PROFIT 2500

SPONSOR SIGNATURE [Handwritten 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

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Matt Elliott / Leah Dollar

Name of Activity Fund: Technology Student Association Account No: 947

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

PACKET CONTENTS:

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

*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: 8/6/24

SITE: SMS

ACCOUNT NAME: SMS TSA

PURPOSE Technology Student Association pays for the chapter's dues, student projects, uniforms, and contest dues to be in TSA. This is a requirement of Career-tech.

SOURCE(S) OF INCOME
- student dues
- fundraisers

PLANNED EXPENSES
- uniforms - state conference
- chapter dues - national conference
- mini-conferences - student project supplies

SPONSOR NAME
Matt Elliott
Lean Dollar

SIGNATURE
Lean Dollar

PRINCIPAL/DIRECTOR
Ryan Blake

SIGNATURE
Ry R

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Kalvin Brown*

DATE: 8/20/24

ACCOUNT NUMBER: 9417

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025

Sponsor Name: Math Elliott Leah Collier

Name of Activity Fund: SMS TSA

Account No: 947

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>500</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Student Dues</u>	\$ <u>500</u>	
<u>Dance photos</u>	\$ <u>300</u>	
<u>Holiday Grams</u>	\$ <u>400</u>	
<u>Hat pay</u>	\$ <u>700</u>	
<u>Basketball concessions</u>	\$ <u>2000</u>	
<u>pancake breakfast</u>	\$ <u>300</u>	
<u>wond's finest chocolate</u>	<u>300</u>	
Total Revenues:	\$ <u>1050</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>5000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>competition fees</u>	\$ <u>2000</u>	
<u>travel fees</u>	\$ <u>2000</u>	
<u>chapter dues</u>	\$ <u>500</u>	
<u>student supplies</u>	\$ <u>5000</u>	
<u>uniforms</u>	\$ <u>500</u>	
	\$ _____	
Total Expenditures:	\$ <u>5000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Matt Elliott Leah Dollan

Name of Activity Fund: SMS TSA Account No: 947

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

- 1. Hat Day - Aug. 1 - May 31st
2. Dance photos = Aug. 23 - May 30th
3. Holiday Grams - Oct. 1 - Feb 30th
4. Basketball concessions
5. Pancake Breakfast Dec. 1 - May 1
6. World's Finest Chocolate - Sept. 1 - April 1

PURPOSE OF RAISING FUNDS:

Pay for student supplies, competition fees, travel + stay at state + Nationals

FUNDRAISER DATES: START END

ACCOUNT OF MONEY TO BE RAISED:

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

Jean Dollan

SPONSOR SIGNATURE

PRINCIPAL AUTHORIZATION

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

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: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SMS

ACCOUNT NAME: #949 VOCAL MUSIC

PURPOSE

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

S WEISER/O SMITH

SIGNATURE



PRINCIPAL/DIRECTOR

RYAN BLAKE

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: Karlul B... DATE: 12/20/24

ACCOUNT NUMBER: 949

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>475.00</u>	
Donations	\$ <u>200.00</u>	
Dues from students	\$ <u>100.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>775.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>775.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Team Apparel	\$ <u>-375.00</u>	
Competition Expenses	\$ <u>-200.00</u>	
Fundraising Expenses	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-775.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: S WEISER/O SMITH

Name of Activity Fund: VOCAL MUSIC Account No: #949

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.)

FUNDRAISER DATES: START *N/A* ~~07/15/2023~~ END *N/A* ~~12/15/2023~~

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. ~~\$475.00~~ - EST. EXP. ~~\$200.00~~ = EST. PROFIT ~~\$275.00~~

[Signature]
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION
(applicable only if athletic fundraiser)

[Signature]
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: _____ END DATE: _____

FUNDRAISER PROFIT

ACT. INC. _____ - 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: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

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

PACKET CONTENTS:

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

**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:** Middle School

ACCOUNT NAME: 951 YEARBOOK

PURPOSE

TO BE USED FOR YEARBOOKS AND SUPPLIES NEEDED TO COMPLETE YEARBOOK STAFF AND STUDENTS.

SOURCE(S) OF INCOME

All listed BOE approved revenue sources for the 2023-2024 school year.

PLANNED EXPENSES

All listed BOE approved expenditures for the 2023-2024 school year.

SPONSOR NAME

JENNIFER DAFFERN

SIGNATURE



PRINCIPAL/DIRECTOR

Ryan Blake

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  **DATE:** 12/20/24

ACCOUNT NUMBER: 951

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,800.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
FUNDRAISING	\$ <u>3,200.00</u>	
YEARBOOK PURCHASES	\$ <u>3,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>14,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
SUPPLIES	\$ <u>-800.00</u>	
TRAVEL	\$ <u>-800.00</u>	
TECH	\$ <u>-1,000.00</u>	
COST OF YEARBOOKS	\$ <u>-5,000.00</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-7,600.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>6,400.00</u>	\$ _____

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: JENNIFER DAFFERN

Name of Activity Fund: YEARBOOK Account No: 951

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

N/A

PURPOSE OF RAISING FUNDS:

N/A

FUNDRAISER DATES: START 07/01/2024 END 06/30/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 0.00 - EST. EXP. \$ 0.00 = 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: Susan Ammons
~~Garissa Wilkinson~~

Name of Activity Fund: Courtesy Fund Account No: 802

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

N/A

PACKET CONTENTS:

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

**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.*

Emailed to Rachel 12/3/24

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: SJHS

ACCOUNT NAME: 802 Courtesy Fund

PURPOSE

The purpose of this activity fund is to help provide flowers, refreshments, decorations, and other items for employee celebrations and bereavement. Funded by SJHS employees

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Susan Ammons

PRINCIPAL/DIRECTOR

Doug Stafford

SIGNATURE

Susan Ammons

SIGNATURE

Doug Stafford

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/20/24

ACCOUNT NUMBER: [Signature]

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Carissa Wilkinson

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>72.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>272.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, plants, parties, cards, congratulation gifts, etc.	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>72.00</u>	\$ _____

JH - 802

STILWATER BOARD OF EDUCATION

CFB/EI

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-2024 Sponsor Name: Suzanne Birdwell

Name of Activity Fund: Courtesy Fund Account No: 802

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>377.44</u>	\$ <u>287</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations	\$ <u>200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>200.00</u>	\$ <u>569</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>577.44</u>	\$ <u>856</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Flowers, plants, parties, cards, congratulation gifts, etc.	\$ <u>-200.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-200.00</u>	\$ <u>784</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>377.44</u>	\$ <u>72</u>

Adoption Date: February 21, 2012

Revision Date(s): 9/10/19

Page 3 of 4

as of 5/12/24

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 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



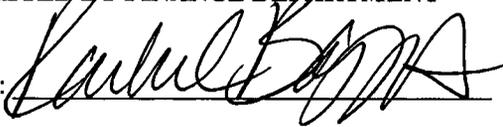
PRINCIPAL/DIRECTOR

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 _____

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: 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

Tawni Hooten

PRINCIPAL/DIRECTOR

Dr. Janet Vinson

SIGNATURE

Dr. Janet Vinson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [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

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: Natalie Brown

Name of Activity Fund: Family Support Services

Account No: ~~818~~ 859
em

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	
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	
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: 12/2/2024

SITE: District Wide

ACCOUNT NAME: Family Support Services

PURPOSE

Provide students throughout the district that are in need the educational and personal support they need to focus on their academic growth.

SOURCE(S) OF INCOME

Donations and grants

PLANNED EXPENSES

School Break Food Bags, Holiday Baskets, Clothing, Shoes, Personal Care Items, etc.

SPONSOR NAME

Natalie Brown

SIGNATURE

Natalie Brown

PRINCIPAL/DIRECTOR

Elizabeth McBee

SIGNATURE

Elizabeth McBee

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: *Carol Brown*

DATE: 12/20/24

ACCOUNT NUMBER: 859

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024 - 2025 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No: 859

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>7,805.96</u>	\$ <u>7,805.96</u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Donations</u>	\$ <u>1,000</u>	
<u>Kicking Child Hunger Grant</u>	\$ <u>5,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>6,000</u>	\$ <u>5,500</u>
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>10,663.55</u>	\$ <u>13305.96</u>
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>School Break Bags</u>	\$ <u>5,174.14</u>	
<u>Beds & Bedding</u>	\$ <u>4,870.00</u>	
<u>Bikes</u>	\$ <u>354.37</u>	
<u>Utilities</u>	\$ <u>219.18</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>10,617.69</u>	\$ <u>10,033.69</u>
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>45.86</u>	\$ <u>3,272.27</u>

FUNDRAISER REQUEST

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

Reporting School Year: 2024 - 2025 Sponsor Name: Natalie Brown

Name of Activity Fund: Family Support Services Account No: 859

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

SPS clothing to be sold through an online store

PURPOSE OF RAISING FUNDS:

To further support our students in need

FUNDRAISER DATES: START 2/1/2025 END 2/28/2025

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$5,000 - EST. EXP. \$4,000 = EST. PROFIT \$1,000

[Signature] SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

[Signature] PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

ACT. INC. - 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: 24-25Sponsor Name: Onalee SantosName of Activity Fund: WILL ROGERS - SPEFAccount No: 839

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 12-5-24

SITE: WILL ROGERS

ACCOUNT NAME: WILL ROGERS - SPEF

839

PURPOSE

To fulfill grant orders approved for teachers.

SOURCE(S) OF INCOME

SPEF grants

PLANNED EXPENSES

Items for the classroom, supplies, books, items for students.

SPONSOR NAME

Dnalee Santos

SIGNATURE

Dnalee Santos

PRINCIPAL/DIRECTOR

Dane Sallaska

SIGNATURE

Dane Sallaska

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature]

DATE: 12/20/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 24-25 Sponsor Name: Onalee Santos

Name of Activity Fund: WILL ROGERS - SPEF Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>112.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>SPEF Grants</u>	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>7,112.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Grant Fulfillment (student items)</u>	\$ <u>7,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>7,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>112.00</u>	\$ _____

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers
 Name of Activity Fund: SPEF Grant Account No: 839

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

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-25 SITE: Westwood

ACCOUNT NAME: SPEF Grant

PURPOSE

To purchase goods and services as specified in the approved SPEF Grant application.

SOURCE(S) OF INCOME

SPEF Grant accounts are solely funded by SPEF grant awards.

PLANNED EXPENSES

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

SPONSOR NAME

Shelli Myers on behalf of SPEF

SIGNATURE

Shelli Myers

PRINCIPAL/DIRECTOR

Darren Nelson

SIGNATURE

Darren Nelson

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/18/24

ACCOUNT NUMBER: 839

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-25 Sponsor Name: Shelli Myers on behalf of SPEF.
 Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ _____	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>SPEF Grant (Estimating one large grant)</u>	<u>\$ 5,000</u>	
<u>SPEF Grant (Estimating one small grant)</u>	<u>\$ 2,500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	<u>\$ 7,500</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 7,500</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Large Grant Specific Expenditures</u>	<u>\$ -5,000</u>	
<u>Small Grant Specific Expenditures</u>	<u>\$ -2,500</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ -7,500</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	<u>\$ 0.00</u>	\$ _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2023-25 Sponsor Name: Shelli Myers on behalf
OF SPEF
 Name of Activity Fund: SPEF Grant Account No: 839

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Grant Donations from SPEF</u>	<u>\$ 5,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	<u>\$ 5,000</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Teacher Classroom Supplies</u>	<u>\$ 4,900</u>	
<u>Subscriptions</u>	<u>\$ 100</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	<u>\$ 5,000</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>0</u>	\$ _____

STILLWATER BOARD OF EDUCATION

CFB-E1

ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE

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

Reporting School Year: 2024-2025 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

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

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	<i>TS</i>
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	<i>TS</i>
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: High School Athletics
ACCOUNT NAME: 971 Concessions

PURPOSE

To help with identified items needed by the Athletic Department to compete.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Tracy Sodowsky

SIGNATURE

[Handwritten signature of Tracy Sodowsky]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature of Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/16/24
ACCOUNT NUMBER: 971

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: Concessions Account No: 971

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 44,516.71 45,485.74	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Concessions	\$ 40,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 40,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 84,516.71 85,485.74	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Product	\$ -18,700.00	
Game Day Labor	\$ -7,800.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -26,500.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ -58,016.71 58,985.74	\$ _____

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: Tracy Sodowsky

Name of Activity Fund: State Playoff Account No: 972

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:

Funding for this account is generated by the OSSAA. When our athletic teams make the state playoffs the Athletic Department is reimbursed for mileage for making playoff games. There will be a carryover each year for this account.

PACKET CONTENTS:

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	CS
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	CS
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: High School Athletics

ACCOUNT NAME: 972 State Playoff

PURPOSE

The balance in this account is to help with hotel rooms during state tournaments.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Tracy Sodowsky

SIGNATURE

[Handwritten signature: Tracy Sodowsky]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature: Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/10/24

ACCOUNT NUMBER: 972

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Tracy Sodowsky

Name of Activity Fund: State Playoff Account No: 972

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ 23,400.50 19,723.85	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Playoff Appearance Travel Reimbursement	\$ 5,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ 5,000.00	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 20,400.50 24,723.85	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Hotel Rooms	\$ -6,000.00	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ -6,000.00	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ 22,400.50 18,723.85	\$ _____

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: Chad Cawood

Name of Activity Fund: Football Account No: 978

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	CB
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	CB
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	DA
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: High School Athletics

ACCOUNT NAME: 978 Football

PURPOSE

To provide additional equipment, Team Shirts, and other items as identified by the head football coach.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

SIGNATURE

Chad Cawood

PRINCIPAL/DIRECTOR

SIGNATURE

Brian Warwick

[Handwritten Signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten Signature] DATE: 5/30/24

ACCOUNT NUMBER: [Handwritten Signature] 12/10/24

978

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Chad Cawood

Name of Activity Fund: Football Account No: 978

1. ESTIMATED BEGINNING CASH BALANCE, JULY 1 NEXT YEAR EST. ACTUALS*
\$ 5,612.23
-12,682.23 \$

2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:

Donations \$ 1,500.00
Total Revenues: \$ 1,500.00

3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2) \$ 7,112.23
-14,482.23 \$

4. EXPENDITURES AND ESTIMATED AMOUNTS:

Team Apparel \$ -375.00
Equipment \$ -5,000.00
Total Expenditures: \$ -5,375.00

5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3) \$ 1,737.23

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: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

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

The balance in this account is to help fund a new Coordinator of Athletic Performance position. This position will benefit all athletes grades 7-12.

New account for 2023-2024. Paying for new strength Performance Coach

PACKET CONTENTS:

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 2024-2025 SITE: High School Athletics

ACCOUNT NAME: 995 Pioneer Playday

PURPOSE

To help fund a new Coordinator of Athletic Performance position and purchase strength and conditioning of equipment for all athletes grade 7-12.

SOURCE(S) OF INCOME

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

PLANNED EXPENSES

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

SPONSOR NAME

Carolyn Walstad

SIGNATURE

[Handwritten signature]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Handwritten signature] DATE: 12/16/24

ACCOUNT NUMBER: 995

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>138,928.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Fundraising Events	\$ <u>95,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>95,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>233,928.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Coordinator of Athletic Performance Position	\$ <u>-65,000.00</u>	
Equipment	\$ <u>-25,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-90,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>143,928.00</u>	\$ _____

164,728
138,928.00

259,728.00
233,928.00

169,728.00

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Carolyn Walstad

Name of Activity Fund: Pioneer Playday Account No: 995

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

Pioneer Playday Golf / Silent Auction

PURPOSE OF RAISING FUNDS:

Cover Coordinator of Athletic Performance position and to purchase equipment

FUNDRAISER DATES: START 07/15/2024 END 12/15/2024

ACOUNT OF MONEY TO BE RAISED:

EST. INC. \$ 95,000.00 - EST. EXP. -\$ 75.00 = EST. PROFIT \$ 94,925.00

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: January 14, 2025

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.

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: 9/3/2024 Select One: Initial Application _____ Renewal X

Name of Sanctioned Organization: Will Rogers Elem. PTA

Official Mailing Address for the organization: 1211 N. Washington St

Organization's Taxpayer I.D. Number: 73-1016553 Stillwater, OK 74075

Organization President

Organization Treasurer

Name: Irene Upson

Name: Sharon Edwards

Phone: 620-755-2916

Phone: 405-747-0485

Email: ireneupson@gmail.com Email: sharifay.edwards@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To support Will Rogers' Elementary Schools' goals and provide opportunities for family involvement and advocate for children. WK PTA has a board of officers and members who serve as volunteers.

Organizations's Website and/or Social Media Accounts: Facebook - Will Rogers PTA

(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

Will Rogers PTA
 Irene Upson - President
 Organization Representative/Office Name and Position (printed)

Irene Upson
 Signature

9-3-2024
 Date

Dane Sallaska
 School Faculty Sponsor / Athletic Coach Name (printed)

D. Sallaska
 Signature

08/28/2024
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Will Rogers PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023 - 2024

Beginning Cash Balance, July 1, See attached \$ _____

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 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: Hlene Upson

Date: 9-3-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

Will Rogers PTA End of Year Financial Report 2023-2024

Income:	Budget Estimate	Year to Date
Memberships	500	325
Game Day Parking	13,000	14,885
T Shirts	2,000	1808.25
5th Grade Fundraising	250	
Running Club	400	
Library	1,000	1218.09
Donations	0	
Yearbook	200	800
Restaurant Fund		1161.14
OK PTA		600
Shop to Give		77.44
Meat Fund		998.45
Total Est. Income:	\$17,350	YTD: \$21,873.37

Expenses:	Estimated Expenses	Year to Date:
State Membership Dues	500	305.5
5th Grade Graduation	2,000	2315.34
Family Involvement	1,800	342.69
Classroom Fun Activities	1,000	160.49
Field trips	10,000	2330.3
Insurance	680	630
Running Club	300	
STEM	300	
PTA Supplies	300	53.5
T Shirts	1,422	1,422
Teacher Appreciation	2,000	3180.66
Teacher Enrichment	1,000	
Teacher Grants	2,000	578.84
Pre-K	1,000	274.75
Specials Teachers	1,000	495.76
Bank Paper Statements	60	15
Principal Fund	1,000	
Library	1,000	
Playground Enhancements	15,000.00	
Yearbook	700	487.6
Conference Registration		375
Total Est. Expenses:	\$43,062.00	YTD: \$12967.43

Checking Account balance as of June 30, 2024= \$43,025.82

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Will Rogers PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

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, _____ \$ _____

ATTACHED
ON
NEXT
PAGE!

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: Irene Upson Date: 9-3-2024

Title: President

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

Will Rogers PTA Estimated Budget For July 1,2024- June 30, 2025

Income:	Estimated Income
Memberships	400
Game Day Parking	12,000
T Shirts	1,500
5th Grade Fundraising	500
Library	1,000
Donations	0
Yearbook	200
Restaurant Fundraising	1,500
OK PTA	600
Shop to Give	100
Total Estimated Income:	17,800

Estimated carry over from 24-25 as of July 1,2024 Checking: \$44,137.65

Expenses:	Estimated Expenses
State Membership Dues	400
5th Grade Graduation	2,000
Family Involvement	1,500
Field trips- ~\$1000 per grade	7,000
Insurance	630
PTA Supplies	150
T Shirts	1,500
Teacher Appreciation	2,000
Teacher & Classroom Grants	5,000
Principal Fund	1,000
Library	1,000
Playground Enhancements	TBD
Total Estimated Expenses:	22,180

Estimated Account Balance at the end of June 30, 2025: \$21,957.65

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 _____ 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: Emily Berry Date: 8-28-24

Representative: Madhrie [Signature] Date: 8-28-24

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: January 14, 2025

AGENDA ITEM:
307 Request

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

BACKGROUND INFORMATION:

This S.A.&I. 307 Form is an addendum to the approved S.A.&I. 307 Form approved at the December 12, 2024 Board Meeting. The following items have been removed from the December 307:

ACE Remediation (361-3690)	(\$21,600.11)
ACE Tech (362-3690)	(\$3,471.47)
Reading Sufficiency (367-3415)	(\$21,183.43)

The items above were carryover balances from the previous school year and were already added to the budget.

The following item has been amended to increase the amount of grant funds:

IDEA-B Private School (625-4310)	Original Amount: \$14,160.00	Amended Amount: \$14,166.00
----------------------------------	------------------------------	-----------------------------

**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. SRO Grant (376-3436)	91,829.92
2. Title I Carryover (511-4210)	118,801.76
3. Title I Neglected Carryover (518-4210)	15,787.83
4. Title II Carryover (541-4271)	34,888.66
5. Title IV Carryover (552-4442)	31,379.60
6. Indian Ed Carryover (561-4140)	27,493.00
7. Title III Carryover (571-4281)	987.19
8. Title III Carryover (572-4281)	18,002.75
9. Title V Carryover (587-4470)	55,114.35
10. Title IX Carryover (596-4480)	30,411.61
11. Special Ed (619-4310)	2,500.00
12. IDEA-B Private School (625-4310)	14,166.00
13. IDEA-B High Need (627-4310)	44,944.18
14. Counselor Grant Carryover (722-4689)	9,520.00
15. ARP/ESSER III Carryover (795-4689)	1,107,933.96
16. ARP/ESSER III Homeless C/O (796-4689)	46,051.10
17. Federal prior year reimb. (799)	32,150.87
18. School Based Prevention Grant (770-4689)	300,000.00
19. Maternity Leave (377-3437)	77,904.72
20. State Opioid Abatement Grant (3690)	75,000.00
Total	<u>\$ 2,134,867.50</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 Appropriations	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	58,948,170.07	2,134,867.50	61,083,037.57	2,134,867.50
2. Interest Reserve				
3. Grand Total	58,948,170.07	2,134,867.50	61,083,037.57	2,134,867.50

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: Dr. Janet Vinson, Assistant Superintendent

APPROVED BY: Dr. Janet Vinson, Acting Superintendent

DATE: January 14, 2025

AGENDA ITEM:

Annual Student Dropout Report in Accordance with Oklahoma Administrative Code 210-35-25-3

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

In accordance with OAC 210:35-25-3, information will be presented on the certified annual dropout report submitted to the State Department of Education. The report reflects exit information from the 2023-2024 school year.

Stillwater Middle School - 32 (Contesting 30)

Stillwater Junior High School - 38 (Contesting 18)

Stillwater High School - 44 (Contesting 8)



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 11/2/24	Building: HS	Sponsor Name: Bailey Kliewer	Organization Requesting Travel: FFA
Date(s) of Travel: 2/7/25-2/9/25		Number of Students Traveling: 4	Destination: Des Moines, IA
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Traveling to the Iowa Beef Expo in Des Moines IA for the National Livestock Judging Contest			
Method of Transportation (vehicles, drivers, bus companies, etc.): Either Ag truck or School Suv			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Hampton Inn 120 SW Water St Des Moines, IA 50309			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Bailey Kliewer-Ag Teacher	2.	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? National FFA Convention- Indianapolis, IN 2021, 2022, 2023, 2024 Iowa Beef Expo- Des Moines, IA 2024			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$150 ^{383⁸⁰}					Fuel Ca
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$500		FFA			
Food	\$					
Registration	\$					
Other – Explain	\$					

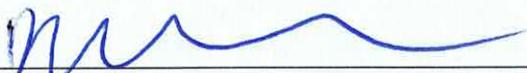
Are scholarships provided for students needing financial assistance?

Yes No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. _____

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

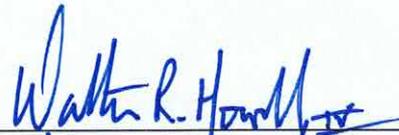


Sponsor Signature

12/9/2024

Date

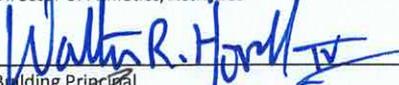
APPROVALS



Director of Athletics/Activities

11/07/2024

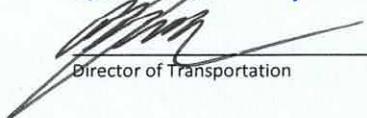
Date



Building Principal

11/07/2024

Date



Director of Transportation

12/9/2024

Date

Superintendent

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
2/7/2025	7am-Leave Stillwater
2/7/2025	4pm- Arrive in Webster City, IA (tour Hild Bro Sheep)
2/7/2025	7pm-Arrive in Des Moines, IA to hotel
2/8/2025	7am- Head to Iowa State Fairgrounds
2/8/2025	10pm- Back at hotel for the evening
2/9/2025	7am- Head back to Stillwater
2/9/2025	5pm- Arrive back at Stillwater



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 12/19	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: SJHS Robotics
Date(s) of Travel: March 24-27, 2025		Number of Students Traveling: 5	Destination: Council Bluffs, Iowa 51501
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. SJHS robotics team Eclipse traveling to compete in the CREATE Foundation U.S. Open Robotics Tournament and face elite competitors.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parent's are providing transportation			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Tina and Chris Richards		2. Melissa Huber	
3.		4.	
5.		6.	
7.		8.	
9.			
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Annual World's Competition in Dallas, RX April 2024 and April 2023.			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$ 200				X	
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 500				X	
Food	\$ 200				X	
Registration	\$ 505				X	
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?

Yes

No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. Multiple fundraisers are provided

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.

Rebecca Palmatey

Sponsor Signature

12/19/2024

Date

APPROVALS

[Signature]

Director of Athletics/Activities

12/19/2024

Date

[Signature]

Building Principal

12/19/2024

Date

[Signature]

Director of Transportation

12/19/2024

Date

[Signature]

Superintendent

12/19/2024

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
March 23	Travel to Council Bluffs, IA
March 24-26	Tournament
March 27	Travel to Stillwater, OK



STILLWATER PUBLIC SCHOOLS

OUT-OF-STATE TRAVEL APPLICATION

Instructions: The sponsor requesting out-of-state travel should complete this application in full one month in advance of the trip. A complete itinerary along with any other pertinent information should accompany this application. The sponsor should also have full knowledge that this application must have administrative and Board of Education approval before travel may commence.

The following criteria will be used in approving out-of-state travel:

1. Funding availability
2. Time and effort required to raise funds
3. Benefit of the program
4. Success at state contests
5. School time to be missed
6. Other reasons for justification of trip, i.e. lack of state competition, etc.

All travel must comply with Policy CN of the Stillwater Public Schools Policies and Procedures manual regarding out-of-state field trips.

Application Date: 12/19	Building: SHS	Sponsor Name: Rebecca Palmatary	Organization Requesting Travel: SHS Robotics
Date(s) of Travel: Feb. 8-11, 2025		Number of Students Traveling: 5	Destination: Colorado Springs, Colorado 80906
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. SHS robotics team Nexus traveling to compete in a Signature Event to qualify for Worlds Tournament and face elite competitors.			
Method of Transportation (vehicles, drivers, bus companies, etc.): Parent's are providing transportation			
Lodging (hotels, etc): Please provide name and address of hotels, etc. TBD			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Will and Rachelle Joyce	2. Sarah Chaloner	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? Annual World's Competition in Dallas, RX April 2024 and April 2023.			

OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

Instructions: The table below should include total costs in all categories including the cost of fuel, driver that will be reimbursed to the district. Please provide an answer to all questions or information sought below the table. If not applicable, please indicate using N/A.

Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$ 200				X	
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$					
Food	\$ 200				X	
Registration	\$ 505				X	
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

If answer is yes, what is source of funding for scholarship? _____

If answer is no, provide reason. Multiple fundraisers are provided

Sponsor: Before travel may occur, emergency release forms for each student must be on file along with a complete travel roster and itinerary in the Stillwater Public Schools Activities Office. Itineraries should also be provided to each parent before departure.



Sponsor Signature

12/19/2024

Date

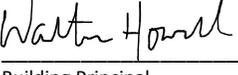
APPROVALS



Director of Athletics/Activities

12/19/2024

Date



Building Principal

12/19/2024

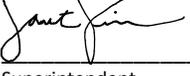
Date



Director of Transportation

12/19/2024

Date



Superintendent

12/19/2024

Date

**OUT-OF-STATE TRAVEL APPLICATION
TRIP ITINERARY**

Date:	Itinerary:
Feb. 8	Travel to Colorado Springs, Colorado
Feb. 9-10	Tournament
Feb. 11	Travel to Stillwater, Oklahoma

**STILLWATER PUBLIC SCHOOLS
NON-EXCLUSIVE
TRADEMARK LICENSE AGREEMENT**

THIS AGREEMENT is entered into, this 18 Nov, 2024, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and Mayhem Designs LLC ("LICENSEE").

TRADEMARKS, LOGOS AND TRADE NAMES - Stillwater Public Schools recognizes the importance of protecting its trademarks, logos and trade names from unauthorized use. Therefore, the board actively defends their trademark status in order to achieve the following objectives:

- Protect the school district's trademarks and logos through licensing and enforcement and
- Protect and promote the school district's positive image.

All of the names, trademarks, logos, and/or symbols of Stillwater Public Schools, as identified on Exhibit "A," including but not limited to the names "Stillwater Public Schools" and "Stillwater Pioneers" are trademarks registered with the Oklahoma Secretary of State or are otherwise entitled to protection under Oklahoma and federal law (collectively "Licensor's Marks"). Any use of Licensor's Marks must have prior written approval from Stillwater Public Schools, be subject to this agreement, and must be produced, manufactured or sold under license from Stillwater Public Schools. The board delegates to the Superintendent authority to enter into contracts for licensing of Licensor's Marks.

LICENSOR is the sole and exclusive owner of Licensor's Marks and has the power and authority to grant to LICENSEE the right, privilege and license to use the Licensor's Marks on or in association with the goods and/or services covered by the agreement (the "Licensed Products").

The parties, each intending to be legally bound hereby, and in consideration of the mutual promises herein contained, agree as follows:

- 1) LICENSE GRANT: LICENSOR hereby grants to LICENSEE a non-exclusive, non-transferable license to use the Licensed Marks on or in association with Licensed Products, as well as on packaging, promotional and advertising material associated therewith. LICENSOR further grants to LICENSEE the non-exclusive, non-transferable right and license to use, manufacture, have manufactured, sell, distribute, and advertise the Licensed Products. All rights not specifically granted and licensed to LICENSEE hereunder are reserved by LICENSOR.
- 2) TERM OF THE AGREEMENT: The initial term of this agreement shall be for one (1) year. Thereafter, this agreement will automatically renew for consecutive one (1) year periods, unless either party notifies the other not less than thirty (30) days prior to the end of the initial or subsequent renewal term of that party's intention not to renew the agreement for an additional year.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 3) **FUNDRAISING:** When participating in the manufacture or sale of Licensed Products for purposes of fundraising for Stillwater Public Schools and its schools, departments, or sanctioned organizations, no royalty fee for items sold under that fundraising effort shall be paid to the LICENSOR. All funds generated, over and above the LICENSEE'S agreed upon expenses and costs for that fundraiser will be given directly to the affiliated organization, which represents other good and valuable consideration in exchange for the license granted herein. LICENSOR shall have the right to inspect, at reasonable times, LICENSEE's financial records to confirm that proceeds of the sales are being used solely for the purpose of supporting Stillwater Public Schools and its schools, departments, and sanctioned organizations.
- 4) **USE OF LICENSED MARKS:** No fee shall be assessed to LICENSEES for approved use of signs, sculptures, or other items that bear Licensor's Marks for purposes such as display in yards or other locations.
- 5) **COMPENSATION:** The LICENSEE shall pay the LICENSOR a royalty of **Eight Percent (8%)** (the "Royalty") of the revenue received from all sales by the LICENSEE of Licensed Products. Royalties shall be paid to the LICENSOR thirty (30) days after each quarter end (or within thirty (30) days of March 31, June 30, September 30, and December 31). All royalty payments shall be accompanied by an accounting that sets forth in reasonable detail all sales by the LICENSEE employing Licensee's Marks during the period. LICENSOR shall have the right, at reasonable times, to inspect LICENSEE's records of sales of Licensed Products to determine if correct and accurate royalty payments are being made. Any product that is sold directly to LICENSOR will be exempted from licensing royalty.
- 6) **LICENSED PRODUCTS:** "Licensed Products" shall mean men's, women's, and children's and youth t-shirts, long sleeve, crews and hoodies, headwear, decals, drinkware, notebooks, and writing utensils. The production of any item that endorses or promotes illegal activity or the consumption of drugs or alcohol, including glassware such as pilsner, cocktail, wine, and shot glasses, shall not be allowed and will result in the immediate termination of this agreement. Additional items may be added with a mutually agreed addendum to this agreement.
- 7) **OWNERSHIP AND TITLE:** LICENSEE hereby acknowledges the validity of the LICENSOR's title and ownership of the Licensor's Marks and agrees not to contest or in any way dispute said title and ownership. LICENSEE acknowledges the existence and value of LICENSOR's goodwill in the Licensor's Marks and the goodwill generated by LICENSEE shall insure to the benefit of LICENSOR and shall be the exclusive property of LICENSOR, regardless of duration of this license, or the extent of use of the Licensor's Marks by LICENSEE.
- 8) **NOTICE AND PAYMENT:** Any notice required to be given pursuant to this agreement shall be in writing and delivered personally to the other designated party at the below stated address or mailed by certified or registered mail, return receipt requested, or delivered by a recognized national overnight courier service, except e-mail may be used for day-to-day operations and contacts but not for 'notice' or other communications required under this agreement or by law. Either party may change the address to which notice or payment is to be sent by written notice to the other in accordance with the provisions of this paragraph.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

If to LICENSOR: Stillwater Public Schools
Attn: Superintendent
314 South Lewis Street
Stillwater, Oklahoma 74074

If to LICENSEE: Mayhem Designs LLC Attn: Sarah Filtz
621 E Kinder Wells Blvd.
Perkins, OK 74059

- 9) INDEMNIFICATION AND HOLD HARMLESS PROVISION. LICENSEE shall defend, indemnify, and hold harmless LICENSOR, its officers, employees, board members, insurers, attorneys, and agents from and against any losses and expenses (including attorneys' fees, expert witness fees, and other costs and expenses), claims, suits, or other liability, including claims based on product liability, resulting from injury to or death of any person or damage to property arising out of or in any way connected with the use of the license granted by this agreement, provided such injuries to persons or damage to property are due to the acts or omissions of LICENSEE, its officers, employees, or agents, or the products manufactured or sold by LICENSEE.
- 10) JURISDICTION AND DISPUTES: In any action to enforce the terms and conditions of this agreement or to recover damages for its breach, the prevailing party shall be entitled to recover its attorneys' fees expended, expert witness fees, mediation fees and all other costs and expenses associated with the claim or cause of action from the non-prevailing party. Furthermore, this agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Oklahoma, and any claim or cause of action, of any nature, relating to this agreement, shall be brought in any court of competent jurisdiction having Stillwater, Oklahoma, within its judicial circuit or district.
- 11) NON-ASSIGNMENT. This agreement may not be assigned by LICENSEE to any person, firm, corporation, trustee, receiver or any other person capable of receiving an assignment, without the prior written consent of the LICENSOR.
- 12) SEVERABILITY: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, such provision shall be modified or deleted in such a manner as to render this agreement, as modified, legal and enforceable to the maximum extent permitted by law.
- 13) NO AGENCY OR ENDORSEMENT: LICENSEE agrees that it will not state or imply that Licensee's Products are endorsed, supported by, or sponsored by LICENSOR. Nothing contained herein shall be deemed to create an agency, joint venture, franchise or partnership relationship between the parties and neither party shall hold itself out as such.
- 14) INTEGRATION: This agreement constitutes the entire understanding of the parties, and revokes and supersedes all prior agreements between the parties, and is intended as a final expression of their agreement. It shall not be modified or amended except in writing signed by the parties hereto and specifically referring to this agreement. This agreement shall take precedence over any other documents which may be in conflict with said agreement.

NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)

- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor’s Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE’s goods employing Licensor’s Marks to determine that they are of proper and acceptable quality. Before initial printing of the Licensor’s Marks on any product, LICENSEE shall be required to deliver a sample copy or prototype of the Licensed Products to LICENSOR’s Superintendent or designee for LICENSOR’s prior approval. No use of Licensor’s Marks or sale of Licensee’s Products shall be made prior to receipt of such approval. Depictions of the Licensor’s Marks which are based on registered trademarks or servicemarks of Stillwater Public Schools shall be exhibited with a notification of trademark, where practical.

- 16) **INFRINGEMENT:** LICENSEE agrees to inform LICENSOR of any known use of Licensor’s Marks by any third party which is not using the Licensor’s Marks under a license with LICENSOR.

- 17) **TERMINATION:** LICENSOR shall have the right to terminate this agreement upon breach of any of its terms by LICENSEE, and such termination shall be effective immediately upon occurrence of the breach. LICENSOR may terminate the agreement immediately upon the occurrence of any of the following, including (i) the insolvency (however expressed or indicated), or bankruptcy of the LICENSEE; (ii) any assignments or receivership of, whether in or out of court, or any proceedings in bankruptcy or for the relief of debtors or readjustment of debts filed by or against LICENSEE; (iii) any use of the Licensor’s Marks in a manner which does not meet the standards of the LICENSOR or which are unacceptable to LICENSOR; or (iv) upon failure of the Licensee to keep and perform any covenant herein contained. LICENSOR and LICENSEE shall have the right to terminate this agreement at any time, with or without cause, by providing ninety (90) days’ prior written notice to the other party. Upon termination, LICENSEE shall immediately cease all use of the Licensor’s Marks and all further sale of Licensed Products.

- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound hereby, have each caused to be affixed hereto its or his/her hand and seal the day indicated.

LICENSOR	LICENSEE
Stillwater Public Schools	Mayhem Designs LLC
314 S. Lewis St	621 E Kinder Wells Blvd.
Stillwater, OK 74074	Perkins, OK 74059
By: _____	By: <i>Sarah Filtz</i>
Printed: _____	Printed Sarah Filtz
Title: <u>President, Board of Education</u>	Title: Owner



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2024

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 18 - Reallocate Unused Allowances to Owner Contingency

Owner Contingency Modification : # 18

Date: 12/20/2024 **Date Required:**

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

Remove the remaining balance out of the following allowances and reallocate the funds into Amendment 2 Owner Contingency:

1. Metal Railings Allowance - \$286,300.40
2. Additional Pier Depths Allowance - \$100,000.00
3. Pier Casing Allowance - \$450,000.00"

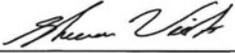
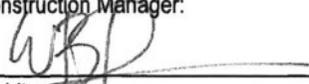
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 18 - Reallocate Unused Allowances to Owner Contingency	0.00	LS	0.00	836,300.0	0.0	0.00	836,300.00	
2 : OMOD 18 - Reallocate Unused Metal Railings Allowance	0.00	LS	0.00	- 286,300.0	0.0	0.00	286,300.00	-
3 : OMOD 18 - Reallocate Unused Additional Pier Depths Allowance	0.00	LS	0.00	- 100,000.0	0.0	0.00	100,000.00	-
4 : OMOD 18 - Reallocate Unused Pier Casings Allowance	0.00	LS	0.00	- 450,000.0	0.0	0.00	450,000.00	-

Total Change Amount: 0.00

Notes:

Approved By:

 12/27/2024
 Construction Manager: _____ Date: _____
 12/27/2024
 Architect: _____ Date: _____
 1/7/25



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 19 - PR 11 & 13 Revisions

Owner Contingency Modification : # 19

Date: 12/23/2024 **Date Required:**

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

1. Revisions to capture red line changes during submittal review process as outlined in PR 011 and gym changes as outlined in PR 13.

2. Changes include the following:

- Plumbing revisions - (-\$15,262.00)
- Gym Equipment Revisions – \$3,819.57
- Polished concrete revisions - \$13,840.00
- Coiling door revisions - \$1,740.00
- Roofing revisions - \$6,917.92
- Athletic flooring revisions - \$11,589.88
- Metal Framing revisions - \$4,108.00
- Bleacher Revisions - \$2,319.00
- Marker board revisions - \$2,450.00"

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 19 - PR 11 & 13 Revisions	0.00	LS	0.00	- 31,522.4	0.0	0.00	- 31,522.37	
2 : Air Technologies	0.00	LS	0.00	- 15,262.0	0.0	0.00	- 15,262.00	
3 : SOPA	0.00	LS	0.00	3,819.6	0.0	0.00	3,819.57	
4 : KCI Concrete Color Systems	0.00	LS	0.00	13,840.0	0.0	0.00	13,840.00	
5 : DH Pace	0.00	LS	0.00	1,740.0	0.0	0.00	1,740.00	
6 : JR & Co	0.00	LS	0.00	6,917.9	0.0	0.00	6,917.92	
7 : Vector Concepts	0.00	LS	0.00	11,589.9	0.0	0.00	11,589.88	



Owner Contingency Modification

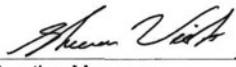
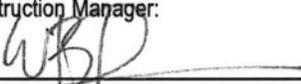
0309b. - Stillwater New High School

8 : Wiljo Interiors	0.00	LS	0.00	4,108.0	0.0	0.00	4,108.00
9 : Y.I. Specialties	0.00	LS	0.00	2,450.0	0.0	0.00	2,450.00
10 : Performance Surface	0.00	LS	0.00	2,319.0	0.0	0.00	2,319.00

Total Change Amount: 0.00

Notes:

Approved By:

	12/27/2024
Construction Manager:	Date:
	12/27/2024
Architect:	Date:
	1/7/25
Owner:	Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 20 - PR 12 Added Electrical in Computer Science Rooms

Owner Contingency Modification : # 20

Date: 12/26/2024 **Date Required:**

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

1. Add power and data in computer science rooms 1186, 1188, and 1190 as outlined in PR 012 rev1."

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 20 - PR 12 Added Electrical in Computer Science Rooms	0.00	LS	0.00	- 10,230.8	0.0	0.00	- 10,230.78	
2 : Colburn Electric	0.00	LS	0.00	10,230.8	0.0	0.00	10,230.78	

Total Change Amount: 0.00

Notes:

Approved By:

 12/27/2024
 Construction Manager: _____ Date: _____

 12/27/2024
 Architect: _____ Date: _____

Owner: _____ Date: _____



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 21 - ASI 08, RFI 067, RFI 090

Owner Contingency Modification : # 21

Date: 12/26/2024 Date Required:

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

1. Increase length of (4) stainless steel corner guards in server room #1176A to full height as outlined in ASI 08.
2. Provide and install 36" HDPE from JB A3 to the temporary sediment basin as outlined in RFI 067.
3. Remove 20 amp three phase electrical service to serving counter load center and add 70 amp three phase electrical service to meet equipment requirements as outlined in RFI 090."

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 21 - ASI 08, RFI 067, RFI 090	0.00	LS	0.00	- 13,516.0	0.0	0.00	- 13,516.00	
2 : Y.I. Specialties	0.00	LS	0.00	600.0	0.0	0.00	600.00	
3 : D Owen Construction	0.00	LS	0.00	11,600.0	0.0	0.00	11,600.00	
4 : Colburn Electric	0.00	LS	0.00	1,316.0	0.0	0.00	1,316.00	

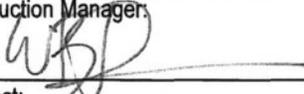
Total Change Amount: 0.00

Notes:

Approved By:

 12/27/2024

Construction Manager: Date:

 12/27/2024

Architect: Date:

 1/7/25

Owner: Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 22 - ASI 07 Utility Tap Box Revision

Owner Contingency Modification : # 22

Date: 12/27/2024 **Date Required:**

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

1. Provide material and labor as required to install the revised utility tap box outlined in ASI 07."

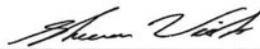
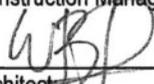
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 22 - ASI 07 Utility Tap Box Revision	0.00	LS	0.00	- 22,938.6	0.0	0.00	- 22,938.63	
2 : Colburn Electric	0.00	LS	0.00	22,938.6	0.0	0.00	22,938.63	

Total Change Amount: 0.00

Notes:

Approved By:

	12/30/2024
Construction Manager:	Date:
	12/30/2024
Architect:	Date:
	1/7/25
Owner:	Date:

COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick.

GC/CM: CMS Willowbrook

BY: Ed Webber

JOB: Stillwater High School

DATE: 12/18/2024

PR for: Tap Box Changes

DESCRIPTION: Utility Secondary tap box increase in size pricing. Up from 4000 amp to 6000 amp, Add room for CT's etc.

Subcontract

Totals

Data
Fire Alarm
Security
Lightning Protection
Excavation

Total Subcontractor \$ -

Labor & Supervision

Hours

Labor Cost

Totals

	Electrician	\$ 70.80	-
	Foreman	\$ 79.50	-
	Superintendent	\$ 79.50	-
3.0	Project Manager/Estimator	\$ 95.00	285.00
	Electrician Mobilization/Demobilization	\$ 70.80	-
	Delivery	\$ 75.80	-
	Electrician OT	\$ 106.20	-
	Foreman OT	\$ 119.25	-
	Superintendent OT	\$ 119.25	-
	Electrician Mobilization/Demobilization OT	\$ 106.20	-
	Per Diem	\$ 125.00	-

Tool Box Safety Meetings (1.25% of labor cost)

3.56

As-built fees (1% of labor cost)

2.85

Safety Equipment (2% of labor cost)

5.70

3.0

Total Labor \$ 297.11

Materials

Quantity

Item Cost

Labor Hours

Labor Total

Material Total

-1	Original Tap Box Pricing	\$ 7,635.00	-	-	(7,635.00)
1	New Tap Box Pricing per changes	\$ 26,063.33	-	-	26,063.33
					-
					-
					-
					-

Subtotal Labor Hrs./Material

18,428.33

Warranty % of labor costs

2.65%

7.87

Total Material \$ 18,436.20

Tools, Rentals, Misc. Costs

Unit Cost

Totals

	Other		
	Trencher rental		
	Scissor Lift rental		
	Boom Truck rental		
	Equipment/tools % of labor costs	7.00%	\$ 20.80
	Consumables/DJC % of labor costs	7.00%	\$ 20.80
	Sales Tax material/misc.		-

Total Tools, Rentals, Misc. Costs \$ 41.60

Subtotal w/subcontractor \$ 18,774.91

Subcontractor Markup 10.00% \$ -

Bond 3.00% \$ 563.25

Overhead on Direct Cost 10.00% \$ 1,933.82

Subtotal Subcontractor and Direct Cost with Markups \$ 21,271.97

Profit 5.00% \$ 1,063.60

Subtotal \$ 22,335.57

Insurance 2.70% \$ 603.06

Subtotal \$ 22,938.63

Miscellaneous added 0.00% \$ -

Total Cost for Price Request \$ 22,938.63

Prices are only valid for 15 days from date above. The Approving Party accepts the terms of this change order. Acceptance shall be evidenced by signature below or by permitting Colburn Electric to commence with the work as listed. Once work has been completed by Colburn Electric, the Approving Party acknowledges that payment will be made in full within 60 days or be subject to 5% of the balance added to the total amount due each month until paid in full.

By: _____

Date: _____

Company Name

Signature, Title

Customer Quote For: COLBURN ELECTRIC

CED - TULSA

Quote: Q5001929 Revision #: 000



4380 S. 91ST EAST AVE.
TULSA OK 74145
Tel: (918)628-0080 Fax: (918)622-1949

Contact Name: GUNNAR SKIDMORE
Email: gunnar@cedtulsa.com

Quote Date: 09/18/24
Updated On: 09/18/24
Expires On: 09/23/24

Job Name:
Attn:
Ship To: COLBURN ELECTRIC
4380 S. 91ST E. AVE.
TULSA, OK 74145-0000

Customer PO #:
Customer PO Date:
FOB: SHIPPING POINT
Freight: PREPAID

LN	Product	Lead Time	Qty	Price	Per *	Ext Price
01	AMPCO XCLSCC40-4A 4000A SERVICE CONNECTION CABINET	13 Weeks	1	\$7,635.00	E	\$7,635.00
02	**INCLUDES 8 LA1000 LUGS PER PHASE & NEUTRAL (LINE)					
03	**INCLUDES 11 LA750 LUGS PER PHASE & NEUTRAL (LOAD)					
04	**ALUMINUM BUSSING					

Merchandise: \$7,635.00
~~**Tax: \$650.27**~~
~~**Total: \$8,285.27**~~

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

* Per E = Each, C = Hundred, M = Thousand

Customer Quote For: COLBURN ELECTRIC

CED - TULSA

Quote: Q5001883 Revision #: 000



4380 S. 91ST EAST AVE.
TULSA OK 74145
Tel: (918)628-0080 Fax: (918)622-1949

Contact Name: MATT BUTLER
Email: mbutler@cedtulsa.com

Job Name:
Attn:
Ship To: COLBURN ELECTRIC
4380 S. 91ST E. AVE.
TULSA, OK 74145-0000

Quote Date: 09/12/24
Updated On: 09/12/24
Expires On: 09/17/24

Customer PO #: STILLWATER HS
Customer PO Date:
FOB: SHIPPING POINT
Freight: PREPAID

LN	Product	Qty	Price	Per *	Ext Price
01	AMPCO SCC60-4CTRL	1	\$26,063.33	E	\$26,063.33
02	8 500KCMIL-1000KCMIL MECHANICAL LUGS PER PH AND N				
03	18 #6-750KCMIL MECHANICAL LUGS PER PH AND N				

Merchandise:	\$26,063.33
Tax:	\$2,219.81
Total:	\$28,283.14

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

* Per E = Each, C = Hundred, M = Thousand



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: January 14, 2024

AGENDA ITEM: 4M

Consider and Vote to Approve Change Order Number 02 for Stillwater Public Schools High School Roof Replacements Project.

BOARD ACTION REQUESTED:

Vote to Approve Change Order Number 02 for Stillwater Public Schools High School Roof Replacements Project in the amount of \$28,000.00.

BACKGROUND INFORMATION:

This proposal includes the removal and replacement of roof metal deck to allow repair and tightening of eight (8) existing roof drains.

The original contract sum was \$930,900.00

- Board approved change order No. 01 November 12, 2024 in the amount of 15, 570.00
- The contract sum will be increased by this change order in the amount of \$28,000.00
- The new contract sum including this change order will be \$974,470.00

The contract time will be increased by 93 days; the new date of substantial completion will be 11/25/24.

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> SPS High School Roof Replacements 1224 N. Husband Street Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction Date: 7/09/2024	CHANGE ORDER INFORMATION: Change Order Number: 02 Date: 12/10/2024
OWNER: <i>(Name and address)</i> Independent School District No. 16 of Payne County Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(Name and address)</i> 505 Architects LLC 1631 South Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(Name and address)</i> Next Level Roofing, LLC 6515 E 153 rd Street South Bixby, Oklahoma 74008

THE CONTRACT IS CHANGED AS FOLLOWS:

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

Remove and replace roof and metal deck to allow repair and tightening of (8) eight existing roof drains as located on attached sketch. \$28,000.00.

Attachments: PCO #2 for \$28,00.00. Sketch indicating the eight drain locations.

The original Contract Sum was	\$ 930,900.00
The net change by previously authorized Change Orders	\$ 15,570.00
The Contract Sum prior to this Change Order was	\$ 946,470.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,000.00
The new Contract Sum including this Change Order will be	\$ 974,470.00

The Contract Time will be increased by Ninety (93) days.
The new date of Substantial Completion will be 11/25/2024

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

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

505 Architects LLC

ARCHITECT *(Firm name)*

SIGNATURE

Brian Thomas, AIA, LEED AP;
Principal

PRINTED NAME AND TITLE

12.10.2024

DATE

Next Level Roofing, LLC

CONTRACTOR *(Firm name)*

SIGNATURE

Skyler Bates, Owner

PRINTED NAME AND TITLE

12-10-2024

DATE

Independent School District No. 16 of
Payne County Oklahoma

OWNER *(Firm name)*

SIGNATURE

Dr. Marshall Baker, SPS Board President

PRINTED NAME AND TITLE

DATE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Uwe Gordon, Superintendent
DATE: January 14, 2024

AGENDA ITEM: 4N

Consider and Vote to Approve Potential Change Order Number 01 for Stillwater Public Schools Sangre Ridge Elementary, SPS Middle School Roof Replacements and Mechanical Improvements, and SPS High School PAC and Field House Mechanical Improvements Projects

BOARD ACTION REQUESTED:

Vote to Approve Potential Change Order Number 01 for Stillwater Public Schools Sangre Ridge Elementary, SPS Middle School Roof Replacements and Mechanical Improvements, and SPS High School PAC and Field House Mechanical Improvements Projects in the amount of \$136,073.44.

BACKGROUND INFORMATION:

This proposal includes civil grading and landscaping at Sangre Ridge Elementary and Stillwater Middle School.

The original contract sum was \$3,956,900.00

- The contract sum will be increased by this change order in the amount of \$136,073.44
- The new contract sum including this change order will be \$4,092,973.44

The contract time will be unchanged.

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
 SPS Sangre Ridge Elementary Roof Replacement and Mechanical Equipment Improvements
 SPS Middle School Roof Replacement and Mechanical Equipment Improvements
 SPS High School PAC and Field House Mechanical Equipment Improvements
 Stillwater, Oklahoma 74075

CONTRACT INFORMATION:
 Contract For: General Construction

CHANGE ORDER INFORMATION:
 Change Order Number: 01

Date: 12/11/2024

Date: 12/13/2024

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

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

CONTRACTOR: *(Name and address)*
 American Roofing and Construction, LLC
 735 N Union
 Ponca City, Oklahoma 74601

THE CONTRACT IS CHANGED AS FOLLOWS:

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

SPS Sangre Ridge Elementary - Civil Grading and Landscaping Scope of Work per Sheet C100 dated 12.05.2024
 SPS Middle School - Civil Grading and Landscaping Scope of Work per Sheet C200 dated 12.05.2024

Attachments:

PCO #1 Detail cost breakdown dated 12/12/2024 for \$136,073.44

The original Contract Sum was	\$ 3,956,900.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 3,956,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 136,073.44
The new Contract Sum including this Change Order will be	\$ 4,092,973.44

The Contract Time will be unchanged by zero (0) days.
 The new date of Substantial Completion will be 07/31/2024

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

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

505 Architects LLC

American Roofing and Construction, LLC

Independent School District No. 16 of Payne County Oklahoma

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

SIGNATURE

SIGNATURE

SIGNATURE

Brian Thomas, AIA, LEED AP;
 Principal

Jeff Beets, Vice President

Dr. Marshall Baker, SPS Board President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

12/13/2024

12/13/24

DATE

DATE

DATE



December 12, 2024

SPS Sangre, MS, and HS Roof & HVAC – Summer 2025 Project
c/o Jeff Thomas
1900 N. Skyline St.
Stillwater, OK 74075



RE: PCO #01 – Civil Grading and Landscaping

Per request, American Roofing is proposing the following change order for the SPS Sangre, MS, and HS Roof & HVAC Summer 2025 Project. All necessary work will be coordinated with Nate’s Tree Service and supervised by American Roofing and Construction:

▪

Includes (Details on Following Page):

- Materials & Freight Charges
- All Labor for Installation
- Supervision
- Overhead & Profit
- Bonding

Excludes:

- Sales Tax
- Any Work Performed Outside Normal Business Hours (8am-5pm)

<u>Item Description</u>	<u>Unit Cost</u>	<u>Quantity</u>	<u>Total Cost</u>
Sangre Ridge Roof Replacement & HVAC Perform Work to Restore Slope Along West Side of School per Plans	\$76,550.00	1	\$76,550.00
Middle School Roof Replacement & HVAC Perform Work to Restore Slope Along West Side of School per Plans	\$45,325.00	1	\$45,325.00
American Roofing O&P	\$12,187.50	1	\$12,187.50
American Roofing Bonding (1.5%)	\$2,010.94	1	\$2,010.94

Total Proposed Cost:

\$136,073.44

If you have any questions, please contact me or our office staff at your convenience.

Respectfully Submitted,

Joe Vaden, Jr., Commercial Estimator
American Roofing & Construction, LLC

Confidential Notice This document and any information contained within it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This document contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this document. Please notify the sender immediately by e-mail if you have received this document by mistake and then dispose of this document. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



PCO #01 – Civil Grading and Landscaping – Detailed Information

The pricing on the previous page includes the following materials and scope of work:

Sangre Ridge Elementary School – Civil Grading and Landscaping

- Mobilize Crew and Heavy Equipment to Job Site
- Remove North Pecan Tree and Stump, Adjacent Wall
- Prune Two Other Large Pecan Trees to Remove Vines and Brush and Raise Canopies
- Clear and Grub Brush and Vegetation from Entire Slope
- Remove Chain-Link Fence, Haul, and Dispose
- Install Clay Fill Dirt and Grade to Specifications
- Install Landscape Fabric (Approx. 10,000 sqft)
- Install 3" – 9" Rip Rap
- Install Concrete Splash Guards (4) and Small Downspout
- Install 6' Aggregate Walkway Along Building
- Install Topsoil, Grade, and Install Bermuda Sod to Restore Damaged Turf Areas
- Clean Site and Haul and Dispose of Debris

Middle School – Civil Grading and Landscaping

- Mobilize Crew and Heavy Equipment to Job Site
- Clear and Grub Brush and Vegetation from Entire Slope
- Install Clay Fill Dirt and Grade to Specifications
- Install Landscape Fabric (Approx. 4,000 sqft)
- Install 3" – 9" Rip Rap
- Install Concrete Splash Guards Below Downspouts
- Install Aggregate Walkway
- Install Topsoil, Grade, and Install Sod to Restore Outlying Damaged Turf Areas
- Clean Site and Haul and Dispose of Debris



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2024

AGENDA ITEM: 5A

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

BOARD ACTION REQUESTED:

Vote to Award the Contract for SPS OES Building Renovation Phase 2 Parking Project to the lowest responsible bidder Firebrand Construction, LLC in the amount of \$677,000.00

BACKGROUND INFORMATION:

A solicitation for bids was issued in accordance with Oklahoma statutes. Bids were received, opened, and read aloud at 3:30 pm Thursday, December 19, 2024 for SPS OES Building Renovation Phase 2 Parking Project. Plans and specifications were provided by 505 Architects, LLC. All requested bidding information was provided by this bidder. Total bid price is \$677,000.00.

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 PARKING
5021 N. PERKINS ROAD
STILLWATER, OKLAHOMA 74075

3 January 2025

Re: Bid Tabulation Review

Dear Bo:

Bids for the above-mentioned project were received and opened publicly on December 19, 2024. Of the six (6) bidders that attended the mandatory pre-bid meeting three (3) bids were received, with Lump-Sum Base Bids ranging from \$677,000 to \$999,500.

SPS budget for this project is \$1.3 million for the Scope of Work.

The three (3) apparent low bidders are:

Firebrand Construction with a total bid of \$677,000.00.

MK Excavation with a total bid of \$728,250.00.

Rudy Construction Co. with a total bid of \$999,500.00.

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 in the amount of \$677,000.

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 Parking 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 fourteenth day of January in the year two-thousand and twenty-five.

(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 9th Avenue
Stillwater, Oklahoma 74074

for the following Project:

(Name, location and detailed description)

SPS OES Building Renovation Phase 2 Parking
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.)

January 14, 2025

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 18, 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-Seven Thousand Dollars and Zero Cents (\$ 677,000.00), 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
N/A	N/A

§ 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:

AIA Document A101 – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017. All rights reserved. "The American Institute of Architects," "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are trademarks of The American Institute of Architects. This document was produced at 20:08:09 CT on 12/22/2024 under Order No.4104251427 which expires on 03/23/2025, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail docinfo@aiaccontracts.com.
User Notes:

Int.
/

§ 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 9th 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 0000 TABLE OF CONTENTS
- 00 0001 PROJECT DIRECTORY
- 00 0002 SOILS INVESTIGATION REPORTS
- 00 0003 SPECIFICATION INDEX
- 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

	Digital File Release Form
01 4000	QUALITY REQUIREMENTS
01 4200	REFERENCES
01 5000	TEMPORARY FACILITIES AND CONTROLS
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

.6 Addenda, if any:

Number	Date	Pages
Addendum 01	09 December 2024	11
Addendum 02	12 December 2024	5

(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 11.15.2024

(Paragraphs deleted)

.2 "Division 0 Bidding Requirements and Contractor Forms" Documents contained within the Project Manual dated 11.15.2024

(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: January 14, 2024

AGENDA ITEM: 5B

Consider Approval of Certificate of Substantial Completion for SPS OES North and South Building Renovation Project.

BOARD ACTION REQUESTED:

Vote to Approve Certificate of Substantial Completion for SPS OES North and South Building Renovation Project.

BACKGROUND INFORMATION:

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools OES North and South Building Renovation Project. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.

AIA[®] Document G704[®] – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
SPS OES North Building Renovation
5021 North Perkins Road
Stillwater, Oklahoma

CONTRACT INFORMATION:
Contract For: General Construction
Date: 5/14/2024

CERTIFICATE INFORMATION:
Certificate Number: 01
Date: 12/16/2024

SPS OES South Building Renovation
5005 North Perkins Road
Stillwater, Oklahoma 74075

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

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

1631 S. Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: *(name and address)*
Lippert Bros., Inc.

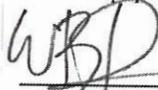
PO Box 17450
Oklahoma City, Oklahoma 73136

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)
Entire project except boiler and chiller equipment.

505 Architects LLC

ARCHITECT *(Firm Name)*


SIGNATURE

Brian Thomas, AIA,
LEED AP; Principal

PRINTED NAME AND TITLE

12/13/2024

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)
One-year period for correction of the Work

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

Refer to attached Punch Lists dated 12.13.2024

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$25,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)
Owner

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Lippert Bros., Inc.

CONTRACTOR (*Firm Name*)

Independent School District
No. 16 of Payne County of
Oklahoma

OWNER (*Firm Name*)

T.M. Lippert

SIGNATURE

SIGNATURE

T.M. Lippert, President

PRINTED NAME AND TITLE

Dr. Marshall Baker, Board
of Education President

PRINTED NAME AND TITLE

12-16-24

DATE

DATE



Lippert Bros., Inc.
PO Box 17450
Oklahoma City, Oklahoma 73136
United States
(405) 478-3580

Punch Items for 1747 - Stillwater Public Schools - OES North & South Building Renovations 34 Items

#46: NB 1C1 - clean up/touch up base at tech space east entry

Type:	Location:
NB - OAC Punch List 12/13/24	
Date Created:	Due Date:
12/13/2024	12/16/2024
Priority:	Status:
	Work Required
Creator:	Reference:
Shelby Lippert	
Punch Item Manager:	Final Approver:
Mike Jones	Mike Jones
Ball in Court:	Assignee Name:
Mike Jones (Lippert Bros., Inc.)	Jones, Mike (Lippert Bros., Inc.)
	<i>Work Required</i>



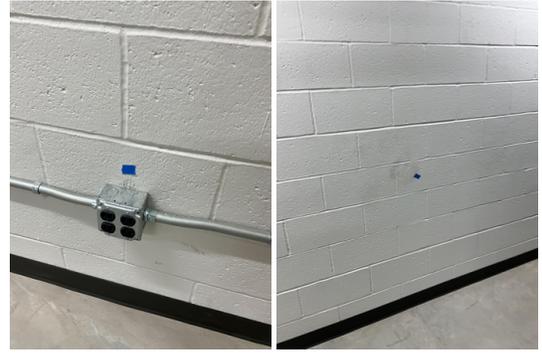
Description:

#47: NB - paint touch up throughout, typ

Type:	Location:
NB - OAC Punch List 12/13/24	
Date Created:	Due Date:
12/13/2024	12/16/2024
Priority:	Status:
	Work Required
Creator:	Reference:
Shelby Lippert	
Punch Item Manager:	Final Approver:
Mike Jones	Mike Jones
Ball in Court:	Assignee Name:
Guillermo Lopez (Silva Spray Foam, Inc.)	Lopez, Guillermo (Silva Spray Foam, Inc.)
	<i>Work Required</i>



Description:



#48: NB - add wall/floor stop to any door that does not call for one / have one, typ

Type:
NB - OAC Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

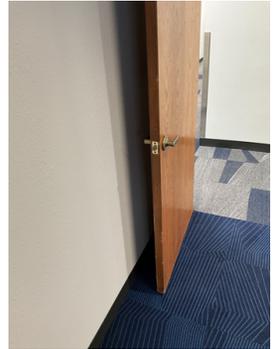
Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:
Mike Jones (Lippert Bros., Inc.)

Assignee Name:
Jones, Mike (Lippert Bros., Inc.)
Work Required

Description:



#49: NB - base adjustment add adhesive throughout, typ

Type:
NB - OAC Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

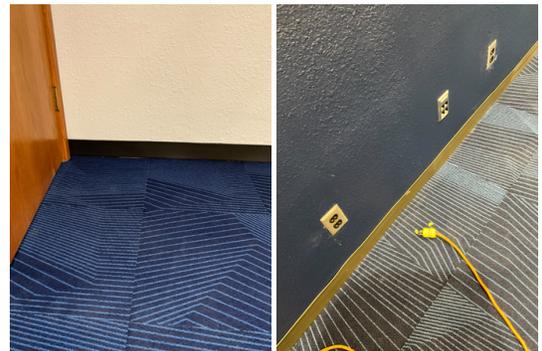
Punch Item Manager:
Mike Jones

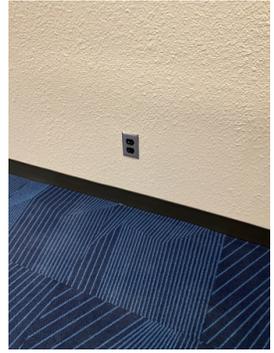
Final Approver:
Mike Jones

Ball in Court:
Alan Schiete (Akin Brothers Flooring)

Assignee Name:
Schiete, Alan (Akin Brothers Flooring)
Work Required

Description:





#50: NB 103 - remove paint from window shade chain

Type: **NB - OAC Punch List 12/13/24** Location:

Date Created: **12/13/2024** Due Date: **12/16/2024**

Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: **Guillermo Lopez (Silva Spray Foam, Inc.)** Assignee Name: **Lopez, Guillermo (Silva Spray Foam, Inc.)**
Work Required



Description:

#51: NB 1C1 - west hall adjust light switch cover plate

Type: **NB - OAC Punch List 12/13/24** Location:

Date Created: **12/13/2024** Due Date: **12/16/2024**

Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: **Ayden Hargrove (Stolhand Wells Plumbing, Heating & Air)** Assignee Name: **Hargrove, Ayden (Stolhand Wells Plumbing, Heating & Air)**
Jason Hillhouse (Stolhand Wells Plumbing, Heating & Air) *Work Required*
Hillhouse, Jason (Stolhand



Wells Plumbing, Heating & Air)

Work Required

**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**

**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**

Work Required

Description:

#52: NB 100 - install entry vestibule light fixture

Type:
NB - OAC Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Assignee Name:
**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**
Work Required
**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**
Work Required
**Hargrove, Ayden (Stolhand
Wells Plumbing, Heating & Air)**
Work Required

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**
**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**
**Ayden Hargrove (Stolhand
Wells Plumbing, Heating & Air)**



Description:

#53: NB 1C1 - remove paint from wood trim in south hallway

Type:
NB - OAC Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

**Guillermo Lopez (Silva Spray
Foam, Inc.)**

Assignee Name:
**Lopez, Guillermo (Silva Spray
Foam, Inc.)**
Work Required



Description:

#54: NB 134 - paint along window jamb

Type: Location:

NB - OAC Punch List 12/13/24

Date Created: Due Date:
12/13/2024 12/16/2024

Priority: Status:
Work Required

Creator: Reference:
Shelby Lippert

Punch Item Manager: Final Approver:
Mike Jones Mike Jones

Ball in Court: Assignee Name:
Guillermo Lopez (Silva Spray Foam, Inc.) Lopez, Guillermo (Silva Spray Foam, Inc.)
Work Required

Description:



#55: NB 1C1 - caulk and paint corner guard outside of tech space at SW corner

Type: Location:

NB - OAC Punch List 12/13/24

Date Created: Due Date:
12/13/2024 12/16/2024

Priority: Status:
Work Required

Creator: Reference:
Shelby Lippert

Punch Item Manager: Final Approver:
Mike Jones Mike Jones

Ball in Court: Assignee Name:
Mike Jones (Lippert Bros., Inc.) Jones, Mike (Lippert Bros., Inc.)
Work Required

Description:



#56: NB 123 - regrout/ caulk crack grout joint

Type: Location:

NB - OAC Punch List 12/13/24

Date Created: Due Date:

12/13/2024

12/16/2024

Priority:

Status:

Work Required

Creator:

Shelby Lippert

Reference:

Punch Item Manager:

Mike Jones

Final Approver:

Mike Jones

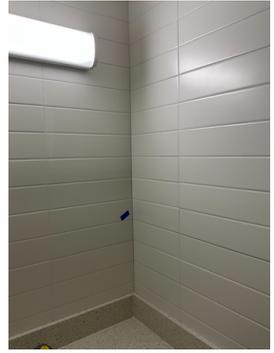
Ball in Court:

Alan Schiete (Akin Brothers Flooring)

Assignee Name:

Schiete, Alan (Akin Brothers Flooring)
Work Required

Description:



#57: NB 123 - seal backsplash to wall

Type:

NB - OAC Punch List 12/13/24

Location:

Date Created:

12/13/2024

Due Date:

12/16/2024

Priority:

Status:

Work Required

Creator:

Shelby Lippert

Reference:

Punch Item Manager:

Mike Jones

Final Approver:

Mike Jones

Ball in Court:

Kenneth Warner (NexSpaces)

Assignee Name:

Warner, Kenneth (NexSpaces)
Work Required

Description:



#58: NB 120 - seal backsplash to wall

Type:

NB - OAC Punch List 12/13/24

Location:

Date Created:

12/13/2024

Due Date:

12/16/2024

Priority:

Status:

Work Required

Creator:

Shelby Lippert

Reference:

Punch Item Manager:

Mike Jones

Final Approver:

Mike Jones

Ball in Court:

Assignee Name:



Kenneth Warner (NexSpaces)

Warner, Kenneth (NexSpaces)
Work Required

Description:

#59: NB 120 - install wall light fixture

Type:

Location:

NB - OAC Punch List 12/13/24

Date Created:

Due Date:

12/13/2024

12/16/2024

Priority:

Status:

Work Required

Creator:

Shelby Lippert

Reference:

Punch Item Manager:

Mike Jones

Final Approver:

Mike Jones

Ball in Court:

Assignee Name:

**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**

**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**

Work Required

**Ayden Hargrove (Stolhand
Wells Plumbing, Heating & Air)**

**Hargrove, Ayden (Stolhand
Wells Plumbing, Heating & Air)**

Work Required

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**

**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**

Work Required

Description:



#60: NB 121 - install face plate at light switch

Type:

Location:

NB - OAC Punch List 12/13/24

Date Created:

Due Date:

12/13/2024

12/16/2024

Priority:

Status:

Work Required

Creator:

Shelby Lippert

Reference:

Punch Item Manager:

Mike Jones

Final Approver:

Mike Jones

Ball in Court:

Assignee Name:

**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**

**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**

Work Required

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**

**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**

Work Required

**Ayden Hargrove (Stolhand
Wells Plumbing, Heating & Air)**



**Hargrove, Ayden (Stolhand
Wells Plumbing, Heating & Air)**
Work Required

Description:

#61: NB 120 - adjust handicap stall door

Type: **NB - OAC Punch List 12/13/24** Location:

Date Created: **12/13/2024** Due Date: **12/16/2024**

Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: **Mike Jones (Lippert Bros., Inc.)** Assignee Name: **Jones, Mike (Lippert Bros., Inc.)**
Work Required

Description:



#62: NB 123 - install mirror

Type: **NB - OAC Punch List 12/13/24** Location:

Date Created: **12/13/2024** Due Date: **12/16/2024**

Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: **Mike Jones (Lippert Bros., Inc.)** Assignee Name: **Jones, Mike (Lippert Bros., Inc.)**
Work Required

Description:



#63: NB 110 - install cord reels

Type: Location:

NB - OAC Punch List 12/13/24

Date Created: **12/13/2024** Due Date: **12/16/2024**
Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: Assignee Name: **Legg, Luke (Stolhand Wells Plumbing, Heating & Air)**
Work Required
Hargrove, Ayden (Stolhand Wells Plumbing, Heating & Air)
Work Required
Jason Hillhouse (Stolhand Wells Plumbing, Heating & Air)
Work Required
Mike Jones (Lippert Bros., Inc.)
Work Required
Jones, Mike (Lippert Bros., Inc.)
Work Required

Description:



#64: NB 120 - install mirror

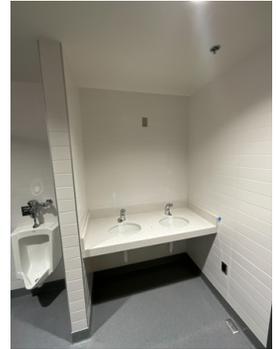
Type: **NB - OAC Punch List 12/13/24** Location:
Date Created: **12/13/2024** Due Date: **12/16/2024**
Priority: Status: **Work Required**

Creator: **Shelby Lippert** Reference:

Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**

Ball in Court: Assignee Name: **Jones, Mike (Lippert Bros., Inc.)**
Work Required

Description:



#65: NB - Ensure occupancy sensor controls in all offices and storage spaces are set to occupancy sensing

Type: **NB - MEP Punch List 12/13/24** Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Assignee Name:
**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**
**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**
**Ayden Hargrove (Stolhand
Wells Plumbing, Heating & Air)**

Work Required
**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**
Work Required

**Hargrove, Ayden (Stolhand
Wells Plumbing, Heating & Air)**
Work Required

Description:

#66: NB General - remove dirt, dust, debris and fingerprints from all fixtures

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Assignee Name:
**Jones, Mike (Lippert Bros.,
Inc.)**

**Mike Jones (Lippert Bros.,
Inc.)**

Work Required

Description:

#67: NB - Adjust all downlight fixture trims tight to ceiling with no gaps or spaces

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:

Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Assignee Name:
**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**
Work Required
**Hargrove, Ayden (Stolhand
Wells Plumbing, Heating & Air)**
Work Required
**Legg, Luke (Stolhand Wells
Plumbing, Heating & Air)**
Work Required

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**
**Ayden Hargrove (Stolhand
Wells Plumbing, Heating & Air)**
**Luke Legg (Stolhand Wells
Plumbing, Heating & Air)**

Description:

#68: NB - remove dust and paint from duplex receptacles, devices and cover plates

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

**Guillermo Lopez (Silva Spray
Foam, Inc.)**
**Mike Jones (Lippert Bros.,
Inc.)**

Assignee Name:
**Lopez, Guillermo (Silva Spray
Foam, Inc.)**
Work Required
**Jones, Mike (Lippert Bros.,
Inc.)**
Work Required

Description:

#69: NB - verify operations of emergency fixtures

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Assignee Name:
Hillhouse, Jason (Stolhand Wells Plumbing, Heating & Air)

Jason Hillhouse (Stolhand Wells Plumbing, Heating & Air)
Ayden Hargrove (Stolhand Wells Plumbing, Heating & Air)
Luke Legg (Stolhand Wells Plumbing, Heating & Air)

Work Required
Hargrove, Ayden (Stolhand Wells Plumbing, Heating & Air)
Work Required
Legg, Luke (Stolhand Wells Plumbing, Heating & Air)
Work Required

Description:

#70: NB 1C1 - ceiling mounted WAP's not installed in Hallway

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:

Garrett Gil (Scout Systems)

Assignee Name:
Gil, Garrett (Scout Systems)
Work Required

Description:

#71: NB - adjust toilet flush valves as best as possible to assist with water pressure issues

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court: Aaron Short (Stolhand Wells Plumbing, Heating & Air)
Assignee Name: Short, Aaron (Stolhand Wells Plumbing, Heating & Air)
Work Required

Description:

#72: NB - ensure water piping identification has been provided

Type: NB - MEP Punch List 12/13/24
Location:
Date Created: 12/13/2024
Due Date: 12/16/2024
Priority:
Status: **Work Required**

Creator: Shelby Lippert
Reference:

Punch Item Manager: Mike Jones
Final Approver: Mike Jones

Ball in Court: Aaron Short (Stolhand Wells Plumbing, Heating & Air)
Assignee Name: Short, Aaron (Stolhand Wells Plumbing, Heating & Air)
Work Required

Description:

#73: NB - Adjust "run time" for all automatic sensor faucets. LBI to assist with Owner's desired run time

Type: NB - MEP Punch List 12/13/24
Location:
Date Created: 12/13/2024
Due Date: 12/16/2024
Priority:
Status: **Work Required**

Creator: Shelby Lippert
Reference:

Punch Item Manager: Mike Jones
Final Approver: Mike Jones

Ball in Court: Aaron Short (Stolhand Wells Plumbing, Heating & Air)
Assignee Name: Short, Aaron (Stolhand Wells Plumbing, Heating & Air)
Work Required

Mike Jones (Lippert Bros., Inc.)
Jones, Mike (Lippert Bros., Inc.)
Work Required

Description:

#74: NB - provide return air grilles in rooms 109, 111, & 129 as indicated on drawings

Type: **NB - MEP Punch List 12/13/24** Location:
Date Created: **12/13/2024** Due Date: **12/16/2024**
Priority: Status: **Work Required**
Creator: **Shelby Lippert** Reference:
Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**
Ball in Court: **Jason Troutman (Stolhand Wells Plumbing, Heating & Air)** Assignee Name: **Troutman, Jason (Stolhand Wells Plumbing, Heating & Air)**
Work Required
Description:

#75: NB - Add two 24x24 return air grilles in room 110

Type: **NB - MEP Punch List 12/13/24** Location:
Date Created: **12/13/2024** Due Date: **12/16/2024**
Priority: Status: **Work Required**
Creator: **Shelby Lippert** Reference:
Punch Item Manager: **Mike Jones** Final Approver: **Mike Jones**
Ball in Court: **Jason Troutman (Stolhand Wells Plumbing, Heating & Air)** Assignee Name: **Troutman, Jason (Stolhand Wells Plumbing, Heating & Air)**
Work Required
Description:

#76: NB - replace all ceiling grilles in Science Kit Storage 800

Type: **NB - MEP Punch List 12/13/24** Location:
Date Created: **12/13/2024** Due Date: **12/16/2024**
Priority: Status: **Work Required**

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:
**Jason Troutman (Stolhand
Wells Plumbing, Heating & Air)**

Assignee Name:
**Troutman, Jason (Stolhand
Wells Plumbing, Heating & Air)**
Work Required

Description:

#77: (OWNER) NB - AI to complete installation of all HVAC temperature controls

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:
**Tory Friesen (Automations
Integrated, LLC)**

Assignee Name:
**Friesen, Tory (Automations
Integrated, LLC)**
Work Required

Description:

#78: NB - complete TAB and submit report

Type:
NB - MEP Punch List 12/13/24

Location:

Date Created:
12/13/2024

Due Date:
12/16/2024

Priority:

Status:
Work Required

Creator:
Shelby Lippert

Reference:

Punch Item Manager:
Mike Jones

Final Approver:
Mike Jones

Ball in Court:
**Jason Troutman (Stolhand
Wells Plumbing, Heating & Air)**

Assignee Name:
**Troutman, Jason (Stolhand
Wells Plumbing, Heating & Air)**
Work Required

Description:

#79: NB - provide as-built drawings

Type: Location:

NB - MEP Punch List 12/13/24

Date Created: Due Date:

12/13/2024

12/16/2024

Priority: Status:

Work Required

Creator: Reference:

Shelby Lippert

Punch Item Manager: Final Approver:

Mike Jones

Mike Jones

Ball in Court: Assignee Name:

**Jason Hillhouse (Stolhand
Wells Plumbing, Heating & Air)**

**Hillhouse, Jason (Stolhand
Wells Plumbing, Heating & Air)**

Work Required

**Aaron Short (Stolhand Wells
Plumbing, Heating & Air)**

**Short, Aaron (Stolhand Wells
Plumbing, Heating & Air)**

Work Required

**Jason Troutman (Stolhand
Wells Plumbing, Heating & Air)**

**Troutman, Jason (Stolhand
Wells Plumbing, Heating & Air)**

Work Required

Description:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2024

AGENDA ITEM: 5C

Consider Approval of Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects

BOARD ACTION REQUESTED:

Vote to Approve Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects

BACKGROUND INFORMATION:

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools Richmond HVAC Replacement and SJHS HVAC Replacement Projects. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.



Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> SPS Richmond HVAC and Roof Improvements 201 West Richmond Road Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction Date: 3/18/2024	CERTIFICATE INFORMATION: Certificate Number: 01 Date: 12/27/2024
SPS JRHS HVAC and Roof Improvements 1900 North Skyline Street Stillwater, Oklahoma 74075		
OWNER: <i>(name and address)</i> Independent School District No. 16 of Payne County of Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(name and address)</i> 505 Architects LLC 1631 S. Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(name and address)</i> American Roofing and Construction, LLC 735 N Union Ponca City, Oklahoma 74601

The Work identified below has been reviewed and found, to the Architect’s best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Mechanical scope of work; RTUs Replacement, Exhaust Fans Replacement, and replace gas piping.

505 Architects LLC
ARCHITECT *(Firm Name)*


SIGNATURE

Brian Thomas, AIA,
LEED AP; Principal
PRINTED NAME AND TITLE

12/13/2024
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

One-year period for correction of the Work

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Refer to attached Punch List dated 11.27.2024

Test & Balance Reports, Closeout and Record Documents.

JCI report on mechanical units.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$50,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner’s and Contractor’s legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

American Roofing and
Construction, LLC

CONTRACTOR (*Firm
Name*)

Independent School District
No. 16 of Payne County of
Oklahoma

OWNER (*Firm Name*)


SIGNATURE

Jeff Beets, President

PRINTED NAME AND TITLE

12/31/24

DATE

Dr. Marshall Baker; Board
of Education President

PRINTED NAME AND TITLE

DATE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2024

AGENDA ITEM: 5D

Consider Approval of Certificate of Substantial Completion for SPS Richmond Roof Replacement and SJHS Roof Replacement Projects

BOARD ACTION REQUESTED:

Vote to Approve Certificate of Substantial Completion for SPS Richmond Roof Replacement and SJHS Roof Replacement Projects

BACKGROUND INFORMATION:

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools Richmond Roof Replacement and SJHS Roof Replacement Projects. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> SPS Richmond HVAC and Roof Improvements 201 West Richmond Road Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction Date: 3/18/2024	CERTIFICATE INFORMATION: Certificate Number: 01 Date: 12/27/2024
SPS JRHS HVAC and Roof Improvements 1900 North Skyline Street Stillwater, Oklahoma 74075		
OWNER: <i>(name and address)</i> Independent School District No. 16 of Payne County of Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	ARCHITECT: <i>(name and address)</i> 505 Architects LLC 1631 S. Delaware Avenue Tulsa, Oklahoma 74104	CONTRACTOR: <i>(name and address)</i> American Roofing and Construction, LLC 735 N Union Ponca City, Oklahoma 74601

The Work identified below has been reviewed and found, to the Architect’s best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Roof replacements and civil scope of work.

505 Architects LLC
ARCHITECT *(Firm Name)*


SIGNATURE

Brian Thomas, AIA,
LEED AP; Principal
PRINTED NAME AND TITLE

08/08/2024
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

One-year period for correction of the Work

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Closeout and Record Documents

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$10,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner’s and Contractor’s legal and insurance counsel should review insurance requirements and coverage.)

Owner

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

American Roofing and
Construction, LLC

CONTRACTOR (*Firm
Name*)

Independent School District
No. 16 of Payne County of
Oklahoma

OWNER (*Firm Name*)


SIGNATURE

SIGNATURE

Jeff Beets, President

PRINTED NAME AND TITLE

Dr. Marshall Baker; Board
of Education President

PRINTED NAME AND TITLE

12/31/24

DATE

DATE



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2024

AGENDA ITEM: 5E

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
01.14.2025*



SPS OES TRANSPORTATION IMPROVEMENTS

SPS OES Phase 2 Transportation Improvements to allow SPS Transportation Department to relocate to OES. Scope of the improvements include office/administration area, bus maintenance area, and new bus parking area. Project is under construction.

- Construction is scheduled to be completed late May 2025.
- Bid Opening for parking lot on 12/19 with three bidders submitting bids.
- Firebrand Construction, LLC is on BOE agenda to award construction contract, they are also the Contractor on the Transportation interior scope of Work and are a local construction firm.
- Planning and Zoning: Map Amendment to combine various lots at the site is scheduled for City review on 1/7.
- Planning and Zoning: ROW (Right of Way) Closure is scheduled for City Council on 2/4 for approval.

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 under Construction.

- Construction is scheduled to be completed end of July 2025.
- Grading improvements portion of the scope of Work for the Sangre Ridge and Middle School will be added by a Change Order to the Project.

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- SPS IT has relocated to OES. Cimarron Plaza Demolition Phase 3 begins in February.
- Phase 1 Building Permit: SPS and 505 Architects received on 12/26 a TIA Conditional Approval letter from the City. It is anticipated to have the full building permit for Phase 1 by February.
- 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.
- Phase 2 PA Wing Building Permit was approved and has been received.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- 505 Architects is coordinating various furniture samples for in-classroom testing by SPS HS teachers and students as we begin finalization of furniture selections this Spring for bidding of the FF&E late summer 2025.

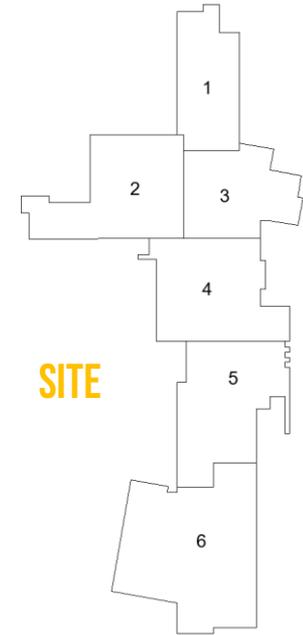
HS PHASE 1 AND 2 – CONSTRUCTION PHASE

SITE WORK ACCOMPLISHED LAST MONTH

Site storm water and sanitary sewer are in progress

SITE WORK UPCOMING NEXT TWO WEEKS

Site storm water and sanitary sewer are in progress



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



DECEMBER 2024



JANUARY 2025

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 1 WORK ACCOMPLISHED LAST MONTH

Exterior framing and sheathing have been completed

Overhead HVAC duct installation is in progress

Overhead plumbing is in progress

Overhead electrical is in progress

Polished concrete has been completed

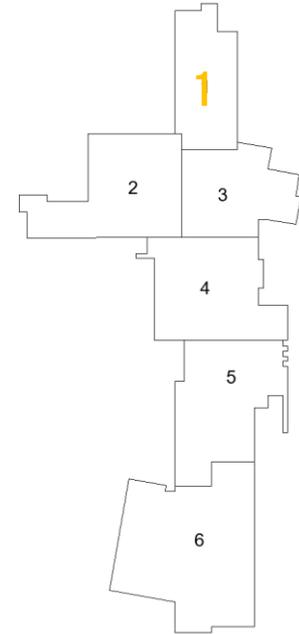
AREA 1 WORK UPCOMING NEXT TWO WEEKS

Begin roofing (weather permitting)

Begin exterior waterproofing (weather permitting)

Begin interior framing

Continue all overhead and in-wall MEP rough-in



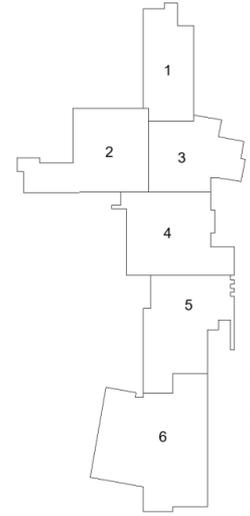
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – 1ST FLOOR SCIENCE HALLWAY



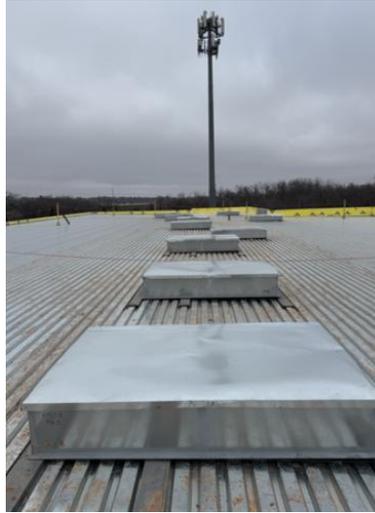
AREA 1 – 2ND FLOOR MATH HALLWAY



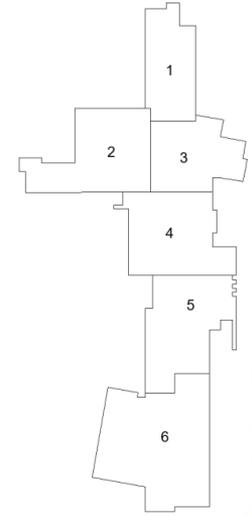
HS PHASE 1 AND 2 - CONSTRUCTION PHASE



AREA 1 - NW EXTERIOR



AREA 1 - ROOF



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

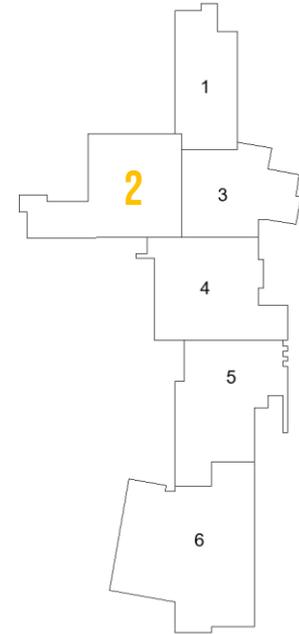
AREA 2 WORK ACCOMPLISHED LAST MONTH

Slab on grade next to storm shelter has been poured

Storm shelter erection has been completed

AREA 2 WORK UPCOMING NEXT TWO WEEKS

None



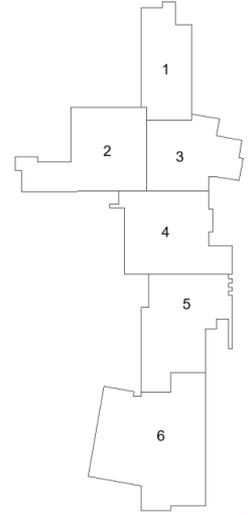
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – ICC 500 STORM SHELTER - GYM



AREA 2 – ICC 500 STORM SHELTER – LOCKER AREA



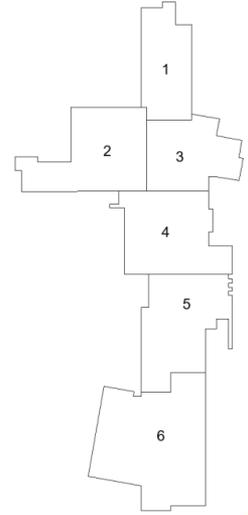
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – ICC 500 STORM SHELTER - GYM



AREA 2 – ICC 500 STORM SHELTER – GYM - ROOF



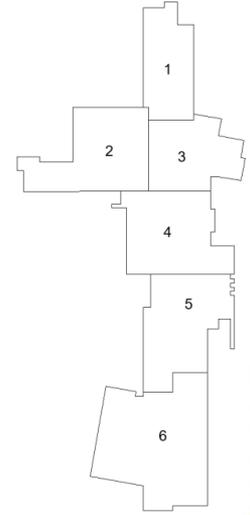
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – ICC 500 STORM SHELTER - GYM



AREA 2 – ICC 500 STORM SHELTER – GYM



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 3 WORK ACCOMPLISHED LAST MONTH

Exterior framing and sheathing have begun

Steel erection is complete

Metal decking is complete

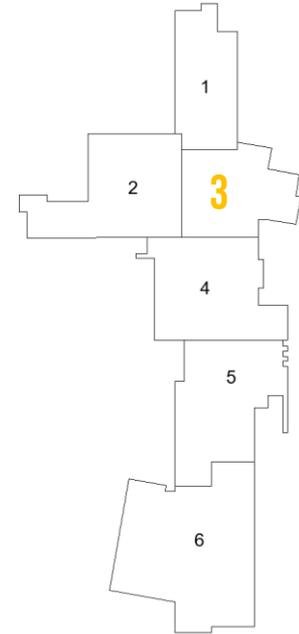
Metal roof deck is in progress

AREA 3 WORK UPCOMING NEXT TWO WEEKS

Pour remainder of slab on grade (weather permitting)

Continue exterior wall framing and sheathing

Begin overhead MEP rough-in



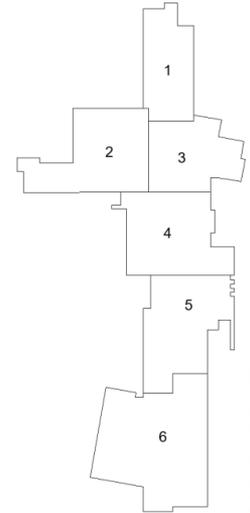
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING



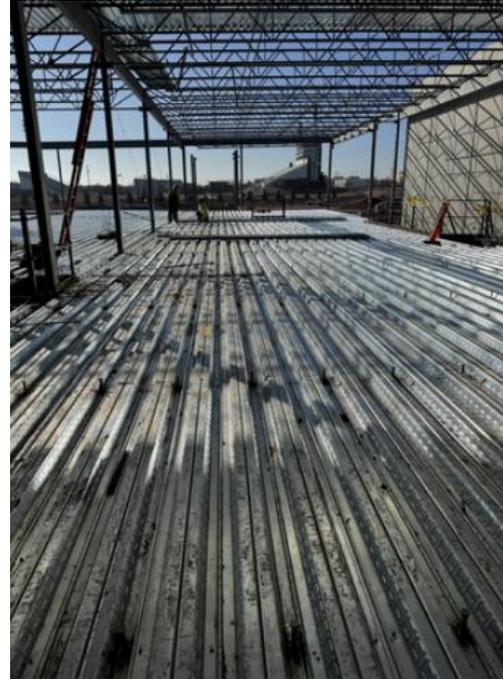
AREA 3 – VISUAL ARTS WING HALLWAY



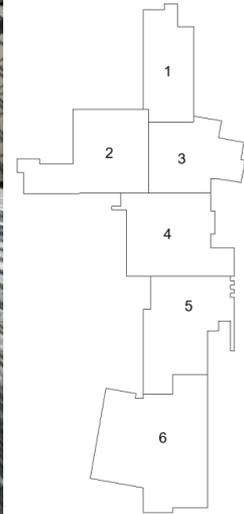
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING



AREA 3 – 2ND FLOOR COMMON AREA



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

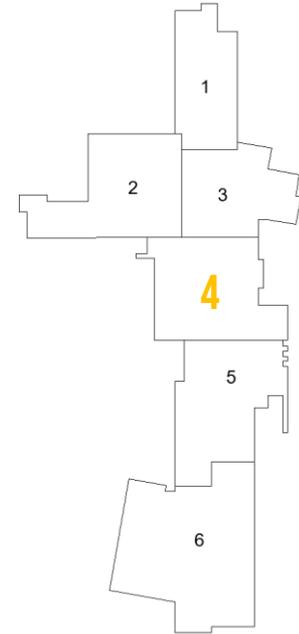
AREA 4 WORK ACCOMPLISHED LAST MONTH

Steel erection is in progress

AREA 4 WORK UPCOMING NEXT TWO WEEKS

Complete steel erection

Begin joist and decking



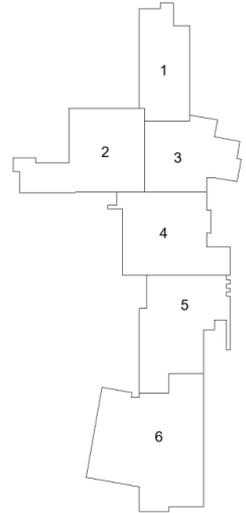
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 / 4 - FIREWALL



AREA 4 – STUDENT CENTER 2ND FLOOR



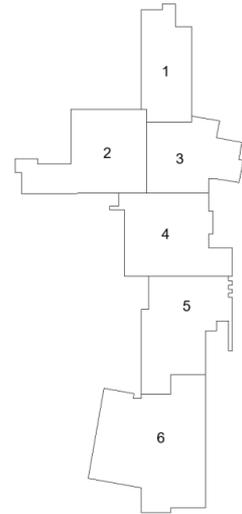
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – STUDENT CENTER / VISUAL ARTS (AREA 3)



AREA 4 – STUDENT CENTER / JOURNALISM AREA



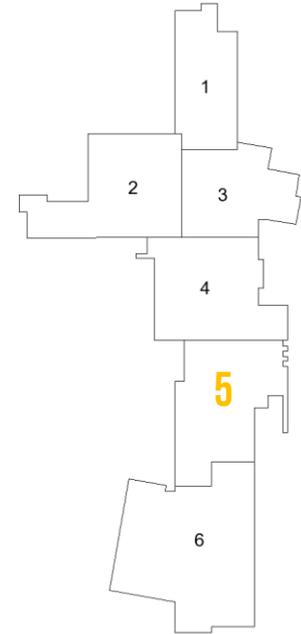
HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 5 WORK ACCOMPLISHED LAST MONTH

North half of slab on grade has been poured

AREA 5 WORK UPCOMING NEXT TWO WEEKS

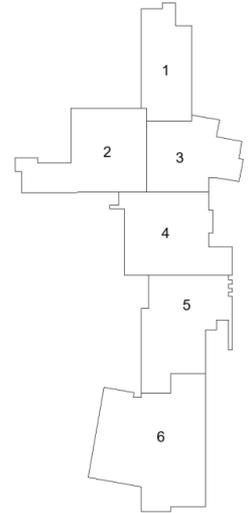
Pour south half of slab on grade (weather permitting)



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – STUDENT CENTER / FACS AREA



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

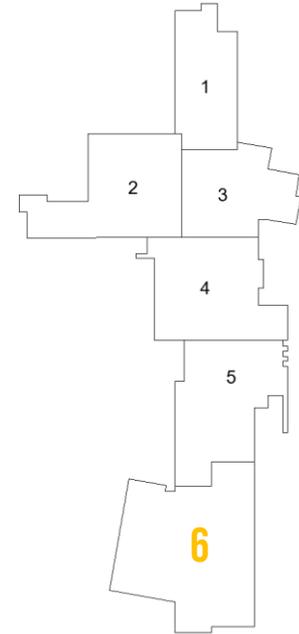
AREA 6 WORK ACCOMPLISHED LAST MONTH

Underground electrical has been completed

AREA 6 WORK UPCOMING NEXT TWO WEEKS

Begin digging grade beams

Begin underground MEP





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: January 14, 2025

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 December 31, 2024

BACKGROUND INFORMATION:
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru December 31, 2024.

The monthly Bond Expenditures and Revenues Report for December 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 12/10/24

GENERAL FUND (11)

LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 12/31/2024	EON and FORM 307 BUDGET	PERCENTAGE RECEIVED
		FY 2024-2025	
1110 Property Taxes Current Year	\$ 2,352,529.97	\$ 18,371,856.00	12.81%
1120 Property Taxes Prior Year	\$ 303,030.67	\$ -	N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 10,358.12	\$ -	N/A
1300 Interest Earnings	\$ 342,711.77	\$ 500,000.00	68.54%
1400 Total Rentals, Disposals and Commissions	\$ 1,200.00	\$ -	N/A
1500 Total Reimbursements	\$ 2,528,558.46	\$ 2,082,147.93	121.44%
1600 District Services	\$ 840.00	\$ -	N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 5,539,228.99	\$ 20,954,003.93	26.44%

INTERMEDIATE SOURCES OF REVENUES:

2100 County 4 Mill Ad Valorem Tax	\$ 295,126.61	\$ 2,548,083.45	11.58%
2200 County Apportionment (Mortgage Tax)	\$ 132,305.93	\$ 239,332.33	55.28%
2300 Resale of Property	\$ -	\$ -	N/A
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 427,432.54	\$ 2,787,415.78	15.33%

STATE SOURCES OF REVENUES:

3110 Gross Production Tax	\$ 83,863.44	\$ 209,354.26	40.06%
3120 Motor Vehicle Collections	\$ 1,130,033.83	\$ 2,574,267.61	43.90%
3130 Rural Electric Cooperative Tax	\$ 110,009.66	\$ 202,375.65	54.36%
3140 State School Land Earnings (State Apportionment)	\$ 460,799.97	\$ 1,018,605.80	45.24%
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	\$ 8,160,838.58	\$ 18,135,196.85	45.00%
3250 State Flexible Benefit Allowance	\$ 2,358,206.51	\$ 5,207,414.49	45.29%
3310 Alt Ed, Statewide Prog. (388)	\$ 87,237.14	\$ 185,000.00	47.16%
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)	\$ 424,234.34	\$ 636,734.64	66.63%
3811 ODCTE Salary Supplement (411)	\$ 31,730.00	\$ 63,460.00	50.00%
3812 ODCTE Program Assistance (412, 421)	\$ 89,874.00	\$ 179,750.00	50.00%
3879 High Schools That Work	\$ -	\$ -	N/A
3892 OK Education Lottery Fund (469)	\$ -	\$ -	N/A
TOTAL STATE SOURCES OF REVENUE	\$ 13,330,139.80	\$ 28,962,350.69	46.03%

FEDERAL SOURCES OF REVENUES:

4140 Title 7, Indian Ed. (561)	\$ 75,455.83	\$ 147,493.00	51.16%
4210 Title 1A (511, 515 & 518)	\$ 701,815.03	\$ 1,333,938.20	52.61%
4271 Title 2 (541)	\$ 69,907.78	\$ 254,516.30	27.47%
4281 Title 3 ELL (571, 572)	\$ 3,514.28	\$ 56,885.64	6.18%
4310 IDEA Basic (615, 618, 621)	\$ 574,144.91	\$ 1,507,123.39	38.10%
4340 IDEA Preschool (641)	\$ 5,020.19	\$ 34,560.23	14.53%
4442 Title 4 Part A (551, 552)	\$ 42,086.90	\$ 113,137.10	37.20%
4470 Title V RLIS (587)	\$ -	\$ 158,753.55	0.00%
4480 McKinney Vinto Homeless Title IX (596)	\$ 21,477.84	\$ 87,911.61	24.43%
4550 Johnson-O'Malley Program	\$ -	\$ -	N/A
4580 Medicaid Reimbursement (697, 698)	\$ 42,155.83	\$ -	N/A
4689 Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799)	\$ 2,234,478.17	\$ 4,217,284.46	52.98%
4821 Carl Perkins, Vocational and Applied Tech	\$ -	\$ -	N/A
TOTAL FEDERAL SOURCES OF REVENUE	\$ 3,770,056.76	\$ 7,911,603.48	47.65%

5000 Non Revenue Receipts	\$ -	\$ -	N/A
---------------------------	------	------	-----

TOTAL REVENUES	\$ 23,066,858.09	\$ 60,615,373.88	38.05%
-----------------------	-------------------------	-------------------------	---------------

6000 Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63	100.00%
--------------------------------------	-----------------	-----------------	---------

6140 Estopped Warrants	\$ -	\$ -	
------------------------	------	------	--

TOTAL ALL SOURCES OF REVENUE	\$ 25,616,663.72	\$ 63,165,179.51	40.56%
-------------------------------------	-------------------------	-------------------------	---------------

Stillwater Public Schools Expenditures Summary

As of 12/10/24

GENERAL FUND (11)	ACTUAL AS OF 12/31/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
	0000 Non-Categorical	\$ 9,558.43	\$ -
1000 Instruction	\$ 13,187,961.80	\$ 35,577,904.72	37.07%
SUPPORT SERVICES:			
2100 Tech Repair	\$ 9,267.36	\$ -	N/A
2110 Attendance and Social Work Services	\$ 142,897.40	\$ 482,711.91	29.60%
2120 Guidance Services	\$ 873,262.81	\$ 2,288,500.00	38.16%
2130 Health Services	\$ 428,208.62	\$ 963,000.00	44.47%
2140 Psychological Services	\$ 303,516.38	\$ 821,000.00	36.97%
2150 Speech Pathology and Audiology Services	\$ 276,741.37	\$ 930,104.18	29.75%
2170 Physical Therapy	\$ 73,199.85	\$ 160,000.00	45.75%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00	153.83%
2190 Other Student Services	\$ 501,019.15	\$ 1,738,202.39	28.82%
2100 Total Student Support Services	\$ 2,608,882.10	\$ 7,384,018.48	35.33%
2210 Improvement of Instructional Services	\$ 591,669.94	\$ 1,273,857.85	46.45%
2220 Educational Media Services	\$ 369,503.44	\$ 986,000.00	37.47%
2230 Instruction Technology	\$ 98,671.45	\$ 216,071.58	45.67%
2240 Student Assessment	\$ -	\$ 9,400.00	0.00%
2200 Total Support Services-Instructional Staff	\$ 1,059,844.83	\$ 2,485,329.43	42.64%
2310 Board of Education Services	\$ 532,595.76	\$ 503,500.00	105.78%
2320 Office of Superintendent Services	\$ 509,464.29	\$ 986,000.00	51.67%
2330 Special Area Administration Services	\$ -	\$ -	N/A
2340 Other Administration Services	\$ 85,920.95	\$ 103,000.00	83.42%
2300 Total Support Services-General Administration	\$ 1,127,981.00	\$ 1,592,500.00	70.83%
2410 Office of the Principal Services	\$ 1,633,467.41	\$ 3,244,000.00	50.35%
2490 Other School Administration Services	\$ 160,577.01	\$ 320,000.00	50.18%
2400 Total Support Services-School Administration	\$ 1,794,044.42	\$ 3,564,000.00	50.34%
2510 Fiscal Services	\$ 366,580.63	\$ 1,438,000.00	25.49%
2520 Internal Services	\$ 115,578.34	\$ 311,000.00	37.16%
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	\$ 45,613.50	\$ 42,300.00	107.83%
2570 Personnel Services	\$ 337,080.82	\$ 612,600.00	55.02%
2580 Admin Tech Services	\$ 379,595.62	\$ 1,204,733.96	31.51%
2500 Total Support Services-Business	\$ 1,265,952.91	\$ 3,673,333.96	34.46%
2620 Operation of Building Services	\$ 2,914,433.40	\$ 3,700,135.93	78.77%
2630 Care and Upkeep of Grounds Services	\$ 82,810.92	\$ 70,000.00	118.30%
2640 Care and Upkeep of Equipment Services	\$ 40,458.18	\$ 75,000.00	53.94%
2650 Vehicle Operations & Maint Service	\$ 15,314.42	\$ 70,000.00	21.88%
2660 Security Services	\$ 143,919.64	\$ 435,829.92	33.02%
2670 Safety	\$ 12,760.91	\$ 69,500.00	18.36%
2600 Total Operation and Maintenance of Plant Services	\$ 3,209,697.47	\$ 4,420,465.85	72.61%
2720 Vehicle Operation and Maintenance	\$ 710,152.59	\$ 1,424,000.00	49.87%
2730 Monitoring Services	\$ 101,112.85	\$ 145,500.00	69.49%
2740 Vehicle Servicing and Maintenance	\$ 185,043.94	\$ 517,000.00	35.79%
2700 Total Student Transportation Services	\$ 996,309.38	\$ 2,086,500.00	47.75%
TOTAL SUPPORT SERVICES	\$ 12,062,712.11	\$ 25,206,147.72	47.86%
3120 Food PR & Dispensing Svc	\$ -	\$ -	N/A
3300 Community Services	\$ 115,969.48	\$ 228,500.00	50.75%
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%
Total Other Uses of Funds	\$ 701,876.04	\$ 1,210,500.00	57.98%
TOTAL EXPENDITURES	\$ 25,962,108.38	\$ 61,994,552.44	41.88%

Stillwater Public Schools Revenue Summary

As of 12/10/24

BUILDING FUND (21)

LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 12/31/2024	EON and FORM 307 BUDGET	PERCENTAGE RECEIVED
		FY 2024-2025	
1110 Ad Valorem Tax Levy (Current)	\$ 336,199.13	\$ 2,625,279.48	12.81%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 43,145.36	-	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	\$ (748,808.73)	\$ (948,449.32)	78.95%
3000 State Revenue	\$ 120,066.14	\$ 353,372.43	33.98%
TOTAL LOCAL SOURCES OF REVENUE	\$ (249,398.10)	\$ 2,030,202.59	-12.28%
5000 Non Revenue Receipts		\$ -	\$ -
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98	100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 2,684,897.88	\$ 4,964,498.57	54.08%

Stillwater Public Schools Expenditures Summary

As of 12/10/24

BUILDING FUND (21)

	ACTUAL AS OF 12/31/2024	307 BUDGET	PERCENTAGE SPENT
		FY 2024-2025	
1000 Instruction	\$ -	\$ 2,220.00	0.00%
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 4,180.16	\$ 28,400.00	14.72%
2400 Support Services-Office Of Principal and School Administration	\$ 6,866.44	\$ 18,000.00	38.15%
2500 Support Services-Business, Technology, Information and Tax	\$ 1,258.14	\$ 7,500.00	16.78%
2600 Operation and Maintenance of Plant Services	\$ 1,272,460.37	\$ 3,317,564.07	38.36%
Total Operation and Maintenance of Plant Services	\$ 1,284,765.11	\$ 3,371,464.07	38.11%
OTHER USES OF FUNDS:			
4200 Site Improvement Services	\$ -	\$ -	N/A
4300 Land Improvement Services	\$ -	\$ -	N/A
4400 Architecture and Engineering Services	\$ -	\$ -	N/A
4600 Building Acquisition and Construction Services	\$ -	\$ -	N/A
4700 Building Improvement Services	\$ -	\$ -	N/A
5100 Debt Service	\$ -	\$ 266,750.00	0.00%
5600 Correcting Entries	\$ -	\$ -	N/A
Total Other Uses of Funds	\$ -	\$ 266,750.00	0.00%
TOTAL FISCAL YEAR BUDGET	\$ 1,284,765.11	\$ 3,635,994.07	35.33%

Stillwater Public Schools Revenue Summary

As of 12/10/24

CHILD NUTRITION FUND (22)	ACTUAL AS OF	EON and FORM	PERCENTAGE
	12/31/2024	307 BUDGET FY 2024-2025	RECEIVED
LOCAL SOURCES OF REVENUES:			
1710 Student Lunches	\$ 322,788.80	\$ 686,754.46	47.00%
1720 A La Carte Food	\$ 18,843.12	\$ 40,100.94	46.99%
1730-40 Adult Meals	\$ 2,283.59	\$ 4,839.10	47.19%
1760 Contract meals	\$ -	\$ -	N/A
1790-99 Other Revenue	\$ 62.37	\$ 27,025.48	0.23%
TOTAL LOCAL SOURCES OF REVENUE	\$ 343,977.88	\$ 758,719.98	45.34%
STATE SOURCES OF REVENUES:			
3250 State Flexible Benefit Allowance	\$ 101,547.81	\$ 283,724.72	35.79%
3720 State Matching	\$ -	\$ 28,308.42	0.00%
TOTAL STATE SOURCES OF REVENUE	\$ 101,547.81	\$ 312,033.14	32.54%
FEDERAL SOURCES OF REVENUES:			
4705 Emergency Oper Costs Reimb-SBP/NSLP	\$ -	\$ -	
4710 National School Lunch Program	\$ 544,581.57	\$ 1,410,214.69	38.62%
4720 School Breakfast Program	\$ 234,277.31	\$ 573,239.60	40.87%
4740 Summer Feeding Program	\$ 211,768.34	\$ 107,646.56	196.73%
4780 National School Lunch Eq Grant	\$ 23,967.61	\$ -	
TOTAL FEDERAL SOURCES OF REVENUE	\$ 1,014,594.83	\$ 2,091,100.85	48.52%
TOTAL REVENUES	\$ 1,460,120.52	\$ 3,161,853.97	46.18%
5000 Non Revenue Receipts	\$ -	\$ -	N/A
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43	100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 3,157,757.95	\$ 4,859,491.40	64.98%

Stillwater Public Schools Expenditures Summary

As of 12/10/24

CHILD NUTRITION FUND (22)	ACTUAL AS OF	307 BUDGET	PERCENTAGE
	12/31/2024	FY 2024-2025	SPENT
CHILD NUTRITION PROGRAM SERVICES:			
3110 Food a la carte	\$ 51,699.64	\$ 93,000.00	55.59%
3120 Food Preparation and Dispensing	\$ 789,892.94	\$ 1,700,000.00	46.46%
3130 Food and Supplies Delivery Services	\$ 54,095.50	\$ 125,000.00	43.28%
3140 Other Direct Services	\$ 126,106.12	\$ 533,490.00	23.64%
3150 Food Procurement Services	\$ 608,492.65	\$ 1,320,000.00	46.10%
3155 Food Adult	\$ 7,992.52	\$ 9,000.00	88.81%
3160 Non Reimbursed Services	\$ 7,659.65	\$ 3,000.00	255.32%
3180 Nutrition Education	\$ 858.00	\$ 5,500.00	15.60%
3190 Other Child Nutrition Program Operations	\$ 125,478.97	\$ 70,000.00	179.26%
5000 Fund Transfers and Correcting Entry	\$ -	\$ 500.00	0.00%
7400 Workers Compensation	\$ -	\$ -	N/A
8900 Other Transfers	\$ -	\$ -	N/A
Total Child Nutrition Services	\$ 1,772,275.99	\$ 3,859,490.00	45.92%
TOTAL FISCAL YEAR BUDGET	\$ 1,772,275.99	\$ 3,859,490.00	45.92%

Stillwater Public Schools Revenue Summary

As of 12/10/24

	ACTUAL AS OF 12/31/2024	EON and FORM 307 BUDGET	PERCENTAGE RECEIVED
		FY 2024-2025	
BOND FUNDS (31-39)			
LOCAL SOURCES OF REVENUES:			
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00	0.00%
1310 Interest	\$ 391,916.81	\$ 760,000.00	51.57%
TOTAL LOCAL SOURCES OF REVENUE	\$ 391,916.81	\$ 14,860,000.00	51.57%
TOTAL REVENUES	\$ 391,916.81	\$ 14,860,000.00	51.57%
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61	100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 24,677,414.42	\$ 39,145,497.61	63.04%

Stillwater Public Schools Expenditures Summary

As of 12/10/24

	ACTUAL AS OF 12/31/2024	BUDGET	PERCENTAGE SPENT
		FY 2024-2025	
BOND FUNDS (31-39)			
1000 Instruction	\$ 25,787.62	\$ 200,000.00	12.89%
SUPPORT SERVICES:			
2100 Other Support Services-Student	\$ 337,812.16	\$ 100,000.00	337.81%
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	\$ 503,039.28	\$ -	N/A
2620 Operation of Building Services	\$ 1,265,850.65	\$ 2,455,000.00	51.56%
2630 Care and Upkeep of Grounds Services	\$ 1,011.98	\$ 1,000,000.00	0.10%
2640 Care and Upkeep of Equipment Services	\$ 23,015.89	\$ 100,000.00	23.02%
2660 Security Services	\$ 9,762.00	\$ 100,000.00	9.76%
2670 Safety	\$ 36,836.80	\$ 200,000.00	18.42%
2720 Bus Operation Services	\$ -	\$ 100,000.00	0.00%
3300 Athletics Supplies and Uniforms	\$ -	\$ -	N/A
Total Support Services	\$ 2,197,290.69	\$ 5,260,000.00	41.77%
OTHER USES OF FUNDS			
4200 Land Acquisition Services	\$ -	\$ -	N/A
4300 Land Improvement Services	\$ 655,798.80	\$ -	N/A
4400 Architectural and Engineering Services	\$ -	\$ 20,000,000.00	0.00%
4600 Facilities Acquisition and Construction Services	\$ 1,676,892.96	\$ 10,000,000.00	16.77%
4700 Facilities Improvement Services	\$ 2,692,749.39	\$ -	N/A
5600 Correcting Entry	\$ -	\$ -	N/A
Total Other Uses of Funds	\$ 5,025,441.15	\$ 30,000,000.00	16.75%
TOTAL FISCAL YEAR BUDGET	\$ 7,248,519.46	\$ 35,460,000.00	20.44%

Stillwater Public Schools Revenue Summary

As of 12/10/24

DEBT SERVICE FUND (41)

LOCAL SOURCES OF REVENUES:

	ACTUAL AS OF 12/31/2024	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE RECEIVED
1110 Ad Valorem Tax Levy (Current)	\$ 1,727,096.76	\$ 14,850,384.17	11.63%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 218,071.30	\$ -	N/A
1130 Revenue In Lieu of Taxes	\$ -	\$ -	N/A
1190 Other Taxes	\$ -	\$ -	N/A
1300 Total Earnings on Investments	\$ -	\$ -	N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 1,945,168.06	\$ 14,850,384.17	13.10%

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%
TOTAL ALL SOURCES OF REVENUE	\$ 9,854,717.75	\$ 22,902,147.43	43.03%

Stillwater Public Schools Expenditures Summary

As of 12/10/24

DEBT SERVICE FUND (41)

USES OF FUNDS:

	ACTUAL AS OF 12/31/2024	307 BUDGET FY 2024-2025	PERCENTAGE SPENT
5100 Debt Service	\$ 786,122.16	\$ 14,770,890.00	5.32%
Total Uses of Funds	\$ 786,122.16	\$ 14,770,890.00	5.32%
5600 Correcting Entries	\$ -	\$ -	0.00%
TOTAL FISCAL YEAR BUDGET	\$ 786,122.16	\$ 14,770,890.00	5.32%

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding, executed the ___ day of _____, 2024, between the City of Stillwater, Oklahoma, a municipal corporation ("Stillwater"), Stillwater Economic Development Authority, a public trust ("SEDA"), and the Board of Education of Independent School District Number 16 of Payne County, Oklahoma ("SPS"), witnesseth:

WHEREAS, the Amended Stillwater (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan) (Project Plan) is the framework to authorize legal, financial and community strategies to accelerate redevelopment of the core areas of Stillwater; and

WHEREAS, Stillwater approved the Project Plan creating Increment District No. 3, City of Stillwater ("TIF3") on June 18, 2018 with a July 18, 2018 effective date; and

WHEREAS, Project Plan was amended on November 19, 2018 to provide direct and indirect increment language; and

WHEREAS, Project Plan was amended on October 7, 2019 to correct the formula for allocation of indirect increment to the taxing jurisdictions; and

WHEREAS, minor amendments to the Project Plan were approved on March 27, 2023 including clarifying the methods by which the capital payment obligations to the SPS may be satisfied; and

WHEREAS, the Project Plan provides for payment of \$2,882,500 to SPS; and

WHEREAS, Stillwater and SPS have agreed to the amount and timeframe for payment of the \$2,882,500; and

WHEREAS, Stillwater intends to authorize the Stillwater Economic Development Authority, a public trust ("SEDA"), to approve a funding plan for the payments to SPS; and

WHEREAS, Stillwater or SEDA will render payments to SPS on the schedule listed below; and

WHEREAS, the funding plan is subject to compliance with applicable law.

THE CITY OF STILLWATER AND THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, OKLAHOMA HEREBY ENTER INTO THIS MEMORANDUM OF UNDERSTANDING SETTING FORTH THEIR SHARED INTENT AND TENTATIVE AGREEMENT REGARDING THE PAYMENT OF FUNDS PROVIDED FOR IN THE AMENDED STILLWATER (RE) INVESTMENT PLAN (A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN). SHOULD ACTUAL TAX COLLECTIONS DIFFER FROM PROJECTED TAX COLLECTIONS IN A MATERIAL WAY (POSITIVE OR NEGATIVE), THE AGREED-UPON PAYMENT SCHEDULE IS SUBJECT TO AMENDMENT.

Payment by June 30	Amount
2025	\$375,000
2026	\$115,000
2027	\$118,000
2028	\$120,000
2029	\$123,000
2030	\$125,000
2031	\$128,000

2032	\$131,000
2033	\$134,000
2034	\$137,000
2035	\$140,000
2036	\$143,000
2037	\$146,000
2038	\$149,000
2039	\$153,000
2040	\$156,000
2041	\$160,000
2042	\$163,000
2043	\$166,500

CITY OF STILLWATER, OKLAHOMA
a municipal corporation

William H. Joyce, Mayor

BOARD OF EDUCATION SCHOOL DISTRICT NUMBER 16 OF
PAYNE COUNTY, OKLAHOMA

Marshall Baker, President

RESOLUTION NO. _____

A RESOLUTION APPROVING AN OKLAHOMA LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT BETWEEN THE CITY OF STILLWATER, THE BOARD OF COUNTY COMMISSIONERS OF PAYNE COUNTY, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, THE BOARD OF EDUCATION OF MERIDIAN TECHNOLOGY CENTER, THE BOARD OF THE PAYNE COUNTY HEALTH DEPARTMENT, AND KIPPER LLC.

WHEREAS, Kipper LLC (the "Company") intends to develop, in phases, on certain parcels of property within the City of Stillwater, Oklahoma (the "City") one or more data center facilities and may develop certain ancillary buildings, structures, and infrastructure that support or are related to the data center operations, including but not limited to, utility buildings, structures, and appurtenances and office buildings, all of which are part of the computer infrastructure, data processing, hosting, and related services classification (collectively the "Project"); and

WHEREAS, Section 6C of Article X of the Oklahoma Constitution and the Oklahoma Local Development Act, 62 O.S. § 850 et seq (the "Act"), authorize the governing bodies of cities and counties to create project plans whereby tax incentives or exemptions may be granted for reinvestment areas and enterprise areas; provided that the tax incentives and exemptions may only be granted for the portion of the tax under the jurisdiction of other local taxing entities by written agreement between the City and the local taxing entities; and

WHEREAS, by Ordinance No. 3546, adopted on January 13, 2025 (the "Project Plan Ordinance"), the City approved the Stillwater Data Center Economic Development Project Plan (the "Project Plan"), created six (6) tax incentive districts (each an "Incentive District" or, collectively, the "Incentive Districts"), and approved the adoption of a tax incentive agreement (the "Agreement") (attached to this Resolution and incorporated herein by reference as Exhibit A), all in accordance with the Act; and

WHEREAS, the Project Plan and the Agreement provide for a one hundred percent (100%), twenty-five (25) year ad valorem tax exemption on property value attributable to qualifying new investment made by the Company within each Incentive District (the "Incentive District Exemptions") from the ad valorem real and personal property taxes under the jurisdiction of the Board of Education of Independent School District Number 16 of Payne County, Oklahoma ("Stillwater Public Schools"), Board of Education of Meridian Technology Center ("Meridian Technology Center"), the Board of County Commissioners of Payne County (the "County"), the Board of the Payne County Health Department (the "Health Department") (each a "Taxing Entity" and, collectively, the "Taxing Entities"), and the City; and

WHEREAS, Stillwater Public Schools, as one of the Taxing Entities, has determined that it is appropriate, desirable, and in the public interest to approve the Incentive District Exemptions pursuant to the terms of the Agreement, and desires to enter into the Agreement to, among other things, satisfy the requirements of Section 865 of the Act, which provides that each Taxing Entity must enter into an agreement with the City in order for tax incentives or exemptions to be granted under the Act for that Taxing Entity's portion of the ad valorem real and personal property tax; and

WHEREAS, in consideration of the Incentive District Exemptions to be provided under the Agreement, the Company has agreed to make Community Betterment Payments (as defined in the Agreement) to the City and payments in lieu of taxes to the Taxing Entities in such amounts and at such times as described in the Agreement; and

WHEREAS, Stillwater Public Schools now wishes to approve and enter into the Agreement in order to grant the Company the Incentive District Exemptions with respect to the ad valorem real and personal property taxes under the jurisdiction of Stillwater Public Schools;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY:

1. **Approval and Authorization to Execute:** Stillwater Public Schools hereby (i) approves the Agreement between the City, the Taxing Entities, and the Company, in the form attached hereto as Exhibit A and (ii) authorizes and directs the President of the Board to execute and deliver the Agreement on behalf of Stillwater Public Schools.
2. **Authorization of Incentive District Exemptions:** The Incentive District Exemptions described in the Project Plan and the Agreement are hereby authorized and approved for that portion of the exempted ad valorem real and personal property tax under the jurisdiction of Stillwater Public Schools.

PASSED AND APPROVED by the Board of Education of Independent School District Number 16 of Payne County, Oklahoma this 14th day of January, 2025.

THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, OKLAHOMA

By: _____
Dr. Marshall Baker, Board President

ATTEST:

By: _____
Tawni Hooten, Board Clerk

EXHIBIT A

LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and among Kipper LLC, a Delaware limited liability company (the “**Company**”), the City of Stillwater, Oklahoma, a municipal corporation (the “**City**”), the Board of Education of Independent School District Number 16 of Payne County, Oklahoma (the “**Stillwater Public Schools**”), the Board of Education of the Meridian Technology Center (“**Meridian Technology Center**”), the Board of County Commissioners of Payne County (the “**County**”), and the Board of the Payne County Health Department (the “**Health Department**”) (collectively, Stillwater Public Schools, Meridian Technology Center, the County, and the Health Department are the “**Taxing Entities**”) (the Company, the City, and the Taxing Entities are collectively referred to as the “**Parties**”, each a “**Party**”).

WITNESSETH:

WHEREAS, the Company intends to develop on certain parcels of property within the City, as more particularly described in Exhibit A attached hereto (the “**Property**”), one or more data center facilities and may develop certain ancillary buildings, structures and infrastructure that support or are related to the data center operations, including but not limited to, utility buildings, structures, and appurtenances and office buildings, all of which are part of the computer infrastructure, data processing, hosting and related services classification (collectively the “**Project**”¹); and

WHEREAS, on July 16, 2024, the Stillwater Planning Commission by its Resolution No. PC-2024-1, a true and correct copy of which is attached hereto as Exhibit B, recommended the approval of the Stillwater Data Center Economic Development Project Plan (the “**Project Plan**”) pursuant to the Oklahoma Local Development Act, 62 O.S. § 851, et seq. (the “**Act**”), without any amendments thereto in accordance with Section 858 of the Act; and

WHEREAS, on July 10, 2024, the Stillwater Local Development Act Review Committee by its Resolution, a true and correct copy of which is attached hereto as Exhibit C, recommended the approval of the Project Plan pursuant to the Act in order to provide ad valorem property tax abatements for the Project; and

WHEREAS, after the public hearings required by the Act, the City adopted and approved the Project Plan and this Agreement by Ordinance No. 3546, a true and correct copy of which is attached hereto as Exhibit D (the “**Project Plan Ordinance**”), and created six (6) tax incentive districts, Incentive Districts “1,” “2,” “3,” “4,” “5,” and “6” (the “**Incentive Districts**” and each an “**Incentive District**”); and

WHEREAS, each of the Taxing Entities and the City have determined that it is appropriate and desirable, in order to ensure the economic viability of the Project, that the Taxing Entities, which would otherwise share in the ad valorem taxes applicable to the Property, provide each Phase (as defined below) a one hundred percent (100%) twenty-five (25) year ad valorem tax

¹ The term “Project” shall refer to all Phases that are constructed on the Property.

exemption on all new investment attributable to property qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 revision within each Incentive District, upon the terms and conditions as provided for herein (collectively, the “**Incentive District Exemptions**”), all as authorized by Article 10, §6(C) of the Oklahoma Constitution, Section 860(B) of the Act, the Project Plan, the Project Plan Ordinance, and other applicable authorizations; and

WHEREAS, the Company desires to develop the Project in phases (each a “**Phase**”) with the term Phase as used herein referring to all structures developed or improved within an Incentive District, as well as all new investment in personal property located or installed within an Incentive District, at any time after approval of the Project Plan that would be subject to ad valorem taxation but for the Incentive District Exemptions; and

WHEREAS, the Company anticipates that each Phase will include an approximately 300,000 square foot data center (each, a “**Data Center**”); however, the precise number, location, and size of Data Centers is subject to change in the Company’s sole discretion as a result of market and other business conditions; and

WHEREAS, the Company anticipates that the Phases may include ancillary buildings, structures and infrastructure that support or are related to the data center campus operations, including but not limited to, utility buildings, structures, and appurtenances and office buildings; and

WHEREAS, the Taxing Entities and the City intend to create the Incentive Districts, in order (i) to promote economic development within the Project Area (as defined in the Project Plan) or Property which is an existing enterprise zone as defined by Section 853(6) of the Act, and (ii) to reverse economic stagnation or decline, to serve as a catalyst for expanding employment, and to attract investment and to preserve and enhance the tax base within the Property, which the City designated as a reinvestment area as defined by the Section 853(17) of the Act in the Project Plan Ordinance; and

WHEREAS, the Taxing Entities, City, and Company are entering into this Agreement to, among other things, satisfy the requirements of Sections 865 and 866 of the Act, which provide, respectively that (i) each Taxing Entity must enter into an agreement with the City in order for tax incentives or exemptions to be granted under the Act for that Taxing Entity’s portion of the ad valorem tax, and (ii) the City must enter into an agreement with the Company as the prospective owner of the Property and the recipient of the Incentive District Exemptions to set forth the terms and conditions applicable to the Incentive District Exemptions; and

WHEREAS, in consideration of the Incentive District Exemptions to be provided under this Agreement, the Company has agreed to make Community Betterment Payments (defined herein) to the City and payments in lieu of taxes to the other Taxing Entities in such amounts and at such times as further described in Section 5 of this Agreement; and

WHEREAS, the City and Taxing Entities have determined that it is appropriate, desirable, and in the public interest to approve the Incentive District Exemptions, pursuant to the terms of this Agreement, and that the Incentive District Exemptions will assist in strengthening the

economic viability of the City of Stillwater, Oklahoma, as a whole, and more particularly in relation to the Project Plan; and

WHEREAS, the City, through the Project Plan Ordinance, has approved the adoption of this Agreement; and ,

WHEREAS, the Stillwater Public Schools through Resolution _____ adopted on _____ (a true and correct copy of which is attached hereto as Exhibit E), Meridian Technology Center through Resolution _____ adopted on _____ (a true and correct copy of which is copy attached hereto as Exhibit F), the County through Resolution _____ adopted on _____ (a true and correct copy of which is attached hereto as Exhibit G), the Health Department through Resolution _____ adopted on _____ (a true and correct copy of which is attached hereto as Exhibit H) have approved the adoption of this Agreement (collectively, the “**Taxing Entity Approvals**” and each a “**Taxing Entity Approval**”); and

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

1. Incorporation of Recitals.

The Parties acknowledge and agree that the recitals set forth above are a material part of this Agreement and are incorporated herein by reference.

2. Project.

a. Purpose.

The objectives of this Agreement are:

- (i) To attract the Project and the accompanying investment and development to the City, which would not occur without the tax incentives described in this Agreement.
- (ii) To generate new revenues for the City in the form of Community Betterment Payments and for each of the Taxing Entities in the form of annual payments in lieu of taxes (“**PILOTS**”) for each Data Center constructed as part of the Project, in accordance with Section 5 of this Agreement.

b. Project Scope.

The Project will consist of up to six (6) Phases corresponding to the six (6) Incentive Districts, with each Phase of the Project estimated to consist of at least five hundred million dollars (\$500,000,000) in private investment by the Company.

The Parties further acknowledge that the Company retains complete control and discretion over the number of Phases developed as well as the rate, timing, and order of development of the Project, and that nothing herein shall be construed to require the Company to construct or develop any particular Phase, Data Center, structure, building, or facility, or to develop the Incentive Districts in any particular order or according to any particular timeline, except as otherwise provided in the Economic Development Agreement described in Section 4.b(ii) below. Except as

expressly provided otherwise in Section 4 herein, the Taxing Entities and City shall have no right to condition the amount or term of the Incentive District Exemptions provided herein based on the rate, timing, or order of development of the Project or the Incentive Districts.

Further, because the Project will be constructed in Phases over an extended period, the Parties acknowledge that, although the Company anticipates developing one Data Center per Phase, the Company may construct Data Centers that overlap the boundaries of more than one Incentive District or multiple Data Centers in one Phase, as discussed Section 4 herein, subject to the payment of PILOTs and Community Betterment Payments for each Data Center constructed, per Section 5.

3. Approval of the Tax Abatement.

Pursuant to Section 865 of the Act, the City and each of the Taxing Entities hereby (i) agree to the Incentive District Exemptions, subject to the terms and conditions of this Agreement; (ii) approve the form of the Project Plan Ordinance, the creation of each Incentive District pursuant to the Project Plan Ordinance, and all Incentive District Exemptions provided pursuant to the Project Plan Ordinance and this Agreement; (iii) waive any defects within or relating to the Project Plan Ordinance and this Agreement; and (iv) agree to relinquish for the duration of the Incentive District Term for each Incentive District any and all tax revenues attributable to the Phase, including, for the avoidance of doubt, all real property taxes and personal property taxes in excess of the Base Value, as defined herein, which the Parties agree is the value attributable to new investment after approval of the Project Plan.

Each of the Taxing Entities and the City represents and warrants that, in accordance with Sections 857 and 865 of the Act, its respective Taxing Entity Approval was made by a majority vote of its governing body, and that no member of the governing body was ineligible under Section 857 of the Act to vote on the Taxing Entity Approval.

4. Tax Abatement Terms.

a. The Incentive District Exemptions.

In accordance with Section 860(B) of the Act and the Project Plan Ordinance, all new value attributable to investment qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 revision within each Incentive District made after the effective date of the Project Plan shall be afforded a one hundred percent (100%) exemption for the duration of the Incentive District Term, during which no ad valorem taxes shall be assessed against such property. The incentive provided under the Act and this Agreement shall not include Public Service Property, if any, located within each Incentive District; provided that "Public Service Property" shall be defined as property of all railroads, air carriers and public service corporations assessed annually by the State Board of Equalization pursuant to 68 O.S. § 2847 and Article 10, § 21 of the Oklahoma Constitution.

b. Activation of the Incentive District Exemptions.

(i) In accordance with the Project Plan Ordinance, each Incentive District shall, unless sooner terminated pursuant to the terms of the Economic Development Agreement described in subsection (ii) below, become effective and provide the Incentive District Exemption upon the

earlier of (a) January 1 of the year immediately following the completion of a Data Center within that Incentive District, as evidenced by the issuance of a certificate of occupancy or delivery of written notice by the Company to the City of substantial completion, or (b) January 1 of the year in which the tenth anniversary of the Project Plan Ordinance occurs, which the Parties anticipate to be January 1, 2035 (each an “**Exemption Activation Condition**” with the date of activation being the “**Exemption Effective Date**”). In accordance with Section 856(B)(2) of the Act, no Incentive District Exemptions may become effective more than ten years after approval of the Project Plan.

Upon or prior to the occurrence of an Exemption Activation Condition, as applicable, the City will, in accordance with the Project Plan Ordinance, confirm the Exemption Effective Date, designation, and name of each Incentive District by resolution or by action of the City Manager; provided, however, that if City Council has not passed such resolution: (a) within thirty (30) days following the issuance of a certificate of occupancy or delivery of written notice by the Company to the City of substantial completion or (b) by December 15, whichever is earlier, the City Manager shall immediately, and in all cases prior to the Exemption Effective Date, confirm the Exemption Effective Date, designation, and name of each Incentive District. Upon confirmation of the Exemption Effective Date, designation, and name of any Incentive District, the City Manager shall promptly deliver written notice to the Payne County Assessor (“**County Assessor**”), each of the other Taxing Entities, and the Company identifying the Incentive District activated and the Exemption Effective Date (the “**Incentive District Commencement Notice**”).

(ii) Concurrently with this Agreement, the City, the Stillwater Economic Development Authority, a public trust (“**SEDA**”), and the Company shall enter into an Economic Development Agreement providing for the development of Phase 1 and Phase 2 of the Project. The Company must provide written notice to the City that it intends to commence Phase 2 within two (2) years of completion of Phase 1. If the Company fails to commence development of Phase 2 within two (2) years of such notice, the City may terminate the undeveloped Incentive Districts, and, pursuant to the terms set forth in the Economic Development Agreement, SEDA may acquire the Company’s remaining portions of the Property.

Upon execution of a Supplemental Economic Development Agreement by the City, SEDA, and the Company for Phases 3 through 6 of the Project, whether one or more, the Company shall undertake the development of each such Phase in accordance with the Supplemental Economic Development Agreement(s). If Phase 2 has been developed but the development of Phase 3 has not commenced within 10 years of adoption of the Project Plan, then any remaining undeveloped Incentive Districts shall terminate. If Phase 2 has been developed and Phase 3 has commenced development (including design, engineering, permitting, construction for the site and/or associated infrastructure) within 10 years of the adoption of the Project Plan, the remaining undeveloped Incentive Districts will become effective. Thereafter, if development of Phase 4 has not commenced within 12 years of the adoption of the Project Plan, then any remaining undeveloped Incentive Districts shall terminate. If development of Phase 5 has not commenced within 14 years of the adoption of the Project Plan, then any undeveloped Incentive Districts shall terminate.

c. Exemption Term.

In accordance with the Project Plan Ordinance, the Incentive District Exemption for each Incentive District shall be effective for a period of twenty-five (25) tax years following the applicable Exemption Effective Date (the “**Incentive District Term**”).

d. Exemption Calculation.

Pursuant to an assessment performed by the County Assessor promptly after adoption of the Project Plan (in any event no later than the assessment performed for tax year 2026 setting the assessed value as of January 1, 2026), the County Assessor shall determine the base value of each Incentive District (the “**Base Values**” and each a “**Base Value**”). The Base Value shall be the total market value of real and personal property within an Incentive District multiplied by the assessment ratio. When determined, the Base Values shall be provided on Exhibit I, and deemed approved by all Parties pursuant to this Agreement. The Base Value shall not include any value attributable to construction-in-process, personal property owned by contractors or other, unrelated entities on the site (even if subject to taxation), or personal property owned by the Company or its affiliates that will be used in Data Center operations qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 (even if subject to taxation prior to the Exemption Effective Date). The Parties waive any defect or irregularities with respect to the determination of the Base Values. The Base Value shall be subject to ad valorem taxation. Upon receipt of an Incentive District Commencement Notice, the County Assessor shall ensure that, as of the applicable Exemption Effective Date and for the duration of the applicable Incentive District Term, no ad valorem taxes are assessed against any qualifying exempt property (including land value) above the Base Value in that Incentive District. For clarity, the exemption extends to any increases in land value over the base land value provided that the use of the land remains eligible for the exemption, and for avoidance of doubt, the Incentive District Exemption shall apply to all new investment attributable to property qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 revision made in the Incentive District above the applicable Base Value, in accordance with Section 860(B) of the Project Plan. For additional clarity, if any improvements supporting the Data Center operations and qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 are constructed or located within an Incentive District prior to the construction of a Data Center, such improvements shall be subject to property taxation until such time as the construction of a Data Center triggers the Exemption Commencement Date for that Incentive District. On and after the Exemption Commencement Date, such improvements shall be exempt throughout the Incentive District Term.

e. Minor Amendments to the Incentive District Boundaries.

Although the Company anticipates that it will construct one Data Center per Incentive District, the Parties acknowledge and agree that the site plan, including the anticipated size, location, and number of Data Centers, is subject to change at the Company’s sole discretion. If the Company constructs a Data Center that is located within the boundaries of more than one Incentive District, then the City Manager, acting on behalf of the City in accordance with Section VI of the Project Plan, shall first endeavor to adjust the Incentive District boundaries in accordance with the following: If an adjustment of the Incentive District boundaries can be made

that would result in the Data Center being located within a single Incentive District and would not result in an addition to an Incentive District constituting more than five percent (5%) of that Incentive District, then the City Manager in accordance with Sections VIII.D and VIII.F of the Project Plan, Section 858(D) of the Act, and this Agreement will, prior to sending the Incentive District Commencement Notice, administratively approve an amendment to the Project Plan adjusting the boundaries of the Incentive Districts such that the Data Center is in one Incentive District, without any further legislation required. The Company shall reasonably cooperate with the City Manager in providing information necessary for the City Manager to make the foregoing determinations.

f. Activation if a Data Center is Located Within Multiple Incentive Districts.

If the City Manager cannot adjust the Incentive District boundaries in accordance with the previous Section, then the occurrence of the Exemption Activation Condition will trigger the activation of each Incentive District in which a portion of the Data Center is located, with the Incentive District Exemption Effective Date for each such Incentive District being January 1 of the immediately subsequent calendar year.

If, for example, construction of a Data Center is completed in 2027 and a portion of the Data Center is located in Incentive District 3 and another portion is located in Incentive District 4, the Incentive District Commencement Notice would indicate that both Incentive Districts 3 and 4 will have an Exemption Effective Date of January 1, 2028.

The Parties further acknowledge and agree that, in accordance with Section 4(a) of this Agreement, any buildings, including Data Centers, that are subsequently constructed within an Incentive District after the Exemption Effective Date will be subject to the Incentive District Exemption for the remaining Incentive District Term. In accordance with Section 5 of this Agreement, the Company will pay one annual PILOT for each Data Center constructed on the Property regardless of the number of Incentive Districts activated.

5. Payments in Lieu of Taxes (“PILOTS”) and Community Betterment Payments.

For each Data Center constructed on the Property, the Company will make an annual PILOT payment for each year that the Data Center is exempted from ad valorem taxation pursuant to an Incentive District Exemption (each, an “**Exemption Year**”), generally commencing in the year immediately following the year in which a certificate of occupancy is issued for the Data Center or in the year immediately following the year in which the Company provides written notice to the City of substantial completion (the “**PILOT Commencement Year**”) until the last year of the applicable Incentive District Term.

Phase 1 and 2. For each of Phase 1 and Phase 2 of the Project, the Company shall make annual PILOT payments to the Taxing Entities beginning in the PILOT Commencement Year. The initial annual PILOT payment for Phase 1 will total Eight Hundred Sixty-Seven Thousand Five Hundred Sixty-Eight and No/100 Dollars (\$867,568.00). This amount will be disbursed to the Taxing Entities as follows:

Taxing Entity	Initial Annual Payment for Phase 1	Share of Total PILOT Payments
Stillwater Public Schools	\$624,022.98	71.93%
Meridian Technology Center	\$135,599.18	15.63%
Payne County	\$89,984.51	10.37%
County Health Department	\$17,961.33	2.07%
Total	\$867,568.00	100%

After the first annual payment, the PILOT payments to each Taxing Entity will increase by one percent (1.00%) each year, as illustrated in Exhibit J. The PILOT payments for Phase 2 will be set using the same schedule as Phase 1. For instance, if Phase 1 is completed in 2026 with a PILOT Commencement Year of 2027, and Phase 2 is completed in 2032 with a PILOT Commencement Year of 2033, then in 2033, the Company shall pay two equal PILOTS, each in the total amount of \$920,941. These payments will be allocated to the Taxing Entities in the same proportions established above for Phase 1.

Phases 3 through 6. For Phases 3 through 6 of the Project, the initial PILOT for each Phase will be the product of the PILOT applicable to Phase 1 in the amount indicated in the table above and the quotient of the CPI in the PILOT Commencement Year for the applicable Phase divided by the CPI in the year 2024. In other words, the initial PILOT for each Phase shall be calculated as follows:

$$\text{Initial Phase 1 PILOT from the table above} \times \frac{\text{CPI in PILOT Commencement Year for applicable Phase}}{\text{CPI in 2024}}$$

Thereafter, the PILOT for that Phase will increase by one percent (1.00%) each year. For purposes of this Project Plan, CPI refers to the annual average of United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for All Urban Consumers (CPI-U): U.S. Cities Average, all items index (Reference Base 1982-84 equal 100) (“CPI”).

For the avoidance of doubt, the Company shall not be obligated to make an annual PILOT associated with any Incentive District unless or until the completion of a Data Center within that Incentive District triggers a PILOT Commencement Year. The Parties agree that, in the event an Incentive District becomes effective before a Data Center is completed within that Incentive District, all increases in assessed property value within the Incentive District, if any, will remain taxable until the PILOT Commencement Year as though the Incentive District Exemption had not commenced. For all such Incentive Districts, the City Manager will promptly, upon issuance of a certificate of occupancy for a Data Center or upon receipt from the Company of notice of substantial completion of a Data Center, provide written notice of the PILOT Commencement Year to the County Assessor, each of the other Taxing Entities, and the Company and thereafter, all value within the Incentive District attributable to property qualifying under U.S. Industry Number 518210 of the North American Industry Classification System (NAICS) Manual, 2017 revision in excess of Base Value shall be subject to the exemption.

Community Betterment Payments. The Company shall make an annual payment to the City, herein a “**Community Betterment Payment**”, for each Phase of the Project, beginning in the PILOT Commencement Year. The initial annual Community Betterment Payment for Phase 1

shall be One Hundred Thirty-Two Thousand Four Hundred Thirty-Two and No/100 Dollars (\$132,432.00). After the first annual payment, the amount of the Community Betterment Payment to the City will increase by one percent (1.00%) each year for each Phase, as illustrated in Exhibit J. The Community Betterment Payment for Phase 2 will follow the same payment schedule as Phase 1. For example, if Phase 1 is complete in 2026, with a PILOT Commencement Year of 2027, and Phase 2 is complete in 2032, with a PILOT Commencement Year of 2033, then in 2033, the Company shall make two equal Community Betterment Payments to the City, one for each Phase, each in the amount of \$140,579. For Phases 3 through 6 of the Project, the Community Betterment Payment for each Phase will be determined as provided in Supplemental Development Agreement(s) between the City and the Company.

The Company shall make the PILOTs and Community Betterment Payments described in this Section 5 to the applicable Taxing Entities and City by January 1 of each Exemption Year for the duration of the Incentive District Term of each Incentive District (the “**Payment Date**”) delivered to the City and Taxing Entities at their respective notice addresses provided in Section 14 below, unless written payment instructions are otherwise provided to the Company by the Taxing Entities and the City no later 30 days prior to the Payment Date. All PILOT amounts paid to Meridian Technology Center shall be donations for capital projects and improvements, to be deposited into Meridian Technology Center’s building fund.

6. Annual Report.

Pursuant to Section 860(F) and Section 867(B) of the Act (collectively, the “**Reporting Statutes**”), on or before the ninetieth (90th) day following the end of each fiscal or tax year, the City Manager or his or her designee shall prepare and submit the reports required by those sections (the “**Annual Reports**”) for each Incentive District to the Oklahoma Department of Commerce and the chief executive officer of each Taxing Entity. For each Incentive District, commencing in the year following the Exemption Commencement Year and each year thereafter during the Incentive District Term, the Company shall provide to the City by no later than February 1 a report in the form attached hereto as Exhibit K to assist the City with its Annual Reports.

Pursuant to Section 860(F) of the Act, a copy of each Annual Report shall be provided to any member of the public by the Oklahoma Department of Commerce upon request. The City shall also publish a summary of the Annual Report in a newspaper of general circulation in the City of Stillwater, as required by Section 867(C) of the Act.

7. Term.

This Agreement shall be effective upon execution by the City and the Company, and shall be effective with respect to each Taxing Entity upon execution by that Taxing Entity (with the provisions hereof effective as to each portion of the Property upon the Company closing on and accepting fee simple title to that portion of the Property), and shall remain in effect, unless terminated earlier subject to its terms, until the final Payment Date for the final Exemption Year of any Incentive District Term. The Company reserves the right to terminate this Agreement at any time at its sole discretion; provided, however, that the Company shall remain liable for any PILOTs and Community Betterment Payments owed for any Exemption Years in which a Data Center was exempted pursuant to this Agreement.

8. Default.

a. Default by the Company.

The Company shall be in default of this Agreement only if it breaches an obligation under this Agreement and such breach or failure is not cured within ninety (90) days after the date of written notice by the City or any of the Taxing Entities. If such breach is not susceptible to cure within 90 days, the Company shall not be in default so long as it commences curative action within 90 days and continues to diligently pursue cure thereafter.

Notwithstanding the above, in the event the Company fails to make a PILOT payment to a Taxing Entity or a Community Betterment Payment to the City on or before the Payment Date, the overdue amounts will incur interest at an annual rate of six percent (6%) until paid in full. Furthermore, the City and each Taxing Entity reserve the right to file a lien against the Property where the Data Center is located until all outstanding PILOT amount(s) and Community Betterment Payment(s) are paid in full.

b. Default by the City or Taxing Entities.

The City or any of the other Taxing Entities shall be in default of this Agreement if it breaches an obligation under this Agreement, and such breach or failure is not cured within ninety (90) days after the date of written demand by the Company or any other Taxing Entity, as applicable. If the breach is not susceptible to cure within 90 days, the Taxing Entity shall not be in default so long as it commences curative action within 90 days and continues to diligently pursue cure thereafter. Neither the City nor any Taxing Entity shall be permitted to terminate this Agreement or take any action that would decrease the amount or term of the Incentive District Exemptions provided herein based on the breach of the City or another Taxing Entity without the consent of the Company.

9. Remedies.

After the passage applicable notice and cure periods as provided herein, the non-defaulting Party shall have the right to terminate this Agreement, and to pursue all remedies available hereunder at law and in equity. The rights and remedies of the Parties, whether provided by law or by this Agreement, shall be cumulative, and the exercise by either Party of any one or more of such remedies shall not preclude the exercise by it, at the same or different times, of any other such remedies for the same default or breach or of any of its remedies for any other default or breach by the other Party. In addition, upon termination of this Agreement, the City shall be entitled to terminate, dissolve, or modify the Incentive Districts.

10. Force Majeure.

For the purpose of any of the provisions of the Agreement, none of the City, the Taxing Entities or the Company, as the case may be, or any successor in interest, shall be considered in breach of, or default in, its obligations under an event of force majeure in the performance of such obligations due to unforeseeable causes beyond a Party's control and without its fault or negligence, including, but not restricted to, acts of God, acts of public enemies, acts of terrorism, acts of the federal government, acts of any of the other persons or entities not Parties to this

Agreement, fires, floods, tornadoes, epidemics, pandemics, quarantine restrictions, strikes, industrial disputes, freight, embargoes, and unusually severe weather or delays of contractors or subcontractors due to such causes; it being the purpose and intent of this provision that in the event of the occurrence of any such forced delay, the time or times for performance of the obligations of the Taxing Entities or the City, as the case may be, shall be extended for the period of the force majeure as reasonably determined by the Parties; provided, that a Party seeking the benefit of the provisions of this Section shall, within thirty (30) days after the beginning of any such forced delay, have first notified the other Parties thereof in writing, and of the cause or causes thereof, and requested an extension for the anticipated period of the forced delay.

11. Successors and Assigns.

This Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors, and permitted assigns. The Company may assign or partially assign this Agreement at its sole discretion, without the express approval of the City or any other Taxing Entity, to another entity (each a “**Successor**”), including to any Successor controlling, controlled by, or under common control with the Company (each an “**Affiliate**”). After any assignment, all references to Company herein shall thereafter be a reference to such Successor with respect to any rights, entitlements, and obligations occurring or arising after the date of such assignment and within the scope of such assignment.

Provided, however, that as a condition to the right to receive tax exemptions as set forth in this Agreement, any Successor shall execute and deliver to the City and all other Taxing Entities a full or partial assignment agreement (each an “**Assignment**”) in substantially the forms attached hereto as Exhibit L.1 and Exhibit L.2, as applicable, pursuant to which such Successor assumes all or a portion of the rights, entitlements, and obligations of the Company under this Agreement as provided therein; provided that the Company may reasonably modify or supplement the form of the Assignments to accurately reflect the rights, entitlements, or obligations being assigned so long as such assignment does not purport to assign any rights, entitlements, or obligations beyond those provided in this Agreement. Upon the receipt by the City and all other Taxing Entities of an Assignment, the Successor shall have all or a portion of the rights and entitlements, including without limitation, rights to tax exemptions, and obligations as the “Company” under this Agreement, in the same manner and with like effect as if the Successor had been the original Company and a signatory to this Agreement, all as specified in the Assignment.

In the event the Company transfers fee ownership by a total or partial sale of the Project Area, or any portion thereof, to a third party (“**Third Party Purchaser**”) without a corresponding full or partial assignment of this Agreement to the Third Party Purchaser in accordance with the terms of this Section 11, the City shall be entitled to terminate, dissolve, or modify the corresponding Incentive Districts and amend this Agreement.

12. Cooperation.

The Parties agree to reasonably cooperate with one another and take all actions necessary to effectuate the intent of this Agreement and the Project Plan. The City Manager shall reasonably accommodate requests by the Company for minor amendments as permitted in the Act.

13. Estoppel Certificate.

Within thirty (30) days after a request from the Company, the City and any other Taxing Entities shall execute and deliver to Company a certificate stating: (i) that this Agreement is in full force and effect, if the same is true; (ii) that Company is not in default under any of the terms, covenants or conditions of the Agreement, or, if Company is in default, specifying same; and (iii) such other matters as Company reasonably requests.

14. Notice.

Any and all notices required by this Agreement shall be addressed to the following, or other such party or address as either party designates in writing, by certified mail, postage prepaid, or by hand or overnight delivery:

If to the City:

The City of Stillwater Oklahoma
Attn: City Manager
723 S. Lewis St.
Stillwater, OK 47074

If to Stillwater Public Schools:

Board of Education of Stillwater Public Schools
Attn: Board President
314 S. Lewis St.
Stillwater, OK 74074

If to Meridian Technology Center:

Board of Education of Meridian Technology Center
Attn: Board President
1312 S. Sangre Rd.
Stillwater, OK 74074

If to the Board of County Commissioners of Payne County:

Board of County Commissioners of Payne County
Payne County Administration Building
315 W. 6th Ave., Suite 200/201
Stillwater, OK 74074

If to the Payne County Health Department:

Payne County Health Department

Attn: Director
1321 W. 7th Ave.
Stillwater, OK 74074

If to the Company:

McAfee & Taft
% Kipper LLC
Attn: Simon Bright
8th Floor, Two Leadership Square
211 N Robinson Ave
Oklahoma City, OK 73102
Email: simon.bright@mcafeetaft.com

With a copy to:

Vorys, Sater, Seymour and Pease LLP
Attn: Rebecca E. Wilson
52 E. Gay St.
Columbus, OH 43215
Email: rewilson@vorys.com

15. Amendment.

This Agreement may not be supplemented or modified except in a written agreement properly executed by the Parties. All Exhibits and documents referenced in this Agreement are incorporated into this Agreement by reference and are an integral part of this Agreement.

16. Severability.

If any provision of this Agreement is determined to be to any extent invalid, illegal, or unenforceable, it will be deemed stricken from this Agreement. All other provisions of this Agreement will remain in full force and effect. The stricken provision will then be deemed replaced with one that is valid and enforceable and that comes closest to expressing the Parties' original intent.

17. Applicable Law.

The laws of the State of Oklahoma (excluding its conflict of laws rules that would apply the laws of another jurisdiction) exclusively apply to this Agreement. Any claim arising directly or indirectly from or relating to this Agreement must be filed and maintained exclusively in a court of competent jurisdiction in the state or federal courts located in Oklahoma. The Parties submit to that jurisdiction and venue for all purposes.

18. Authority.

Each Party represents and warrants to the other that: (1) it has full authority and power to enter into and perform its obligations under this Agreement; (2) the person executing this Agreement is fully empowered to do so; and (3) no consent or authorization is necessary from any third party.

19. Counterparts

This Agreement may be executed in multiple counterparts, each of which shall constitute an original of this instrument. It shall not be necessary for the signature of more than one party to appear on any single counterpart. The exchange of executed counterparts of this Agreement or of signature pages by facsimile or other electronic transmission shall constitute effective execution and delivery of this Agreement, and such counterparts may be used in lieu of the original for all purposes.

20. Entire Agreement

This Agreement, including its Exhibits and documents delivered by its terms and incorporated in it, together with the Economic Development Agreement and its exhibits, constitute the entire agreement between the Parties pertaining to its subject matter. All prior and contemporaneous written or oral agreements and communications between the Parties are superseded by this Agreement and the Economic Development Agreement.

21. Section Headings

Section and subsection headings are included herein for the convenience of the Parties and shall not affect the meaning or interpretation of this Agreement.

[Signatures follow on separate pages.]

CITY SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“CITY”

The City of Stillwater, Oklahoma,
a municipal corporation

ATTEST:

Teresa Kadavy, City Clerk

By: _____
William H. Joyce, Mayor

(SEAL)

Approved as to form and legality this ____ day of _____, 2025.

[Name], Special Counsel for Economic Development

SCHOOL DISTRICT SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“STILLWATER PUBLIC SCHOOLS”

Board of Education of Independent School District Number
16 of Payne County, Oklahoma

By: _____
Dr. Marshall Baker, Board President

(SEAL)

ATTEST:

By: _____
Secretary

MERIDIAN TECHNOLOGY CENTER SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“MERIDIAN TECHNOLOGY CENTER”

Board of Education of School District
Number 16 of Payne County, Oklahoma

By: _____
Sherri Huneycutt, Board President

(SEAL)

ATTEST:

By: _____
Secretary

COUNTY SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“COUNTY”

Board of County Commissioners, Payne County

By: _____
Zach Cavett, District 1 Commissioner, Chairman

By: _____
Seth Condley, District 2 Commissioner

By: _____
Rhonda Markum, District 3 Commissioner

ATTEST:

Glenna Craig, Payne County Clerk

(SEAL)

Approved as to form this ___ day of _____, 2025.

_____, District Attorney

HEALTH DEPARTMENT SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“HEALTH DEPARTMENT”

Payne County Health Department

By: _____
Kerri Marks- Chair

By: _____
Joe Payne-Vice Chair

By: _____
Zach Cavett

By: _____
Caryl Talley

By: _____
Darren “Todd” Green, MD

(SEAL)

ATTEST:

By: _____
Secretary

COMPANY SIGNATURE PAGE FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

“COMPANY”

Kipper LLC,
a Delaware limited liability company

By: _____
Name: _____
Title: _____

COUNTY ASSESSOR ACKNOWLEDGEMENT FOR
LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

Reviewed and Acknowledged:

“COUNTY ASSESSOR”

By: _____

Name: _____

Title: _____

Exhibit Table of Contents

Exhibit A: Description of the Property

Exhibit B: Copy of Stillwater Planning Commission Resolution

Exhibit C: Copy of Stillwater Local Development Act Review Committee Resolution

Exhibit D: Copy of Project Plan Ordinance

Exhibit E: Copy of Stillwater Public Schools Agreement Adoption Resolution

Exhibit F: Copy of Meridian Technology Center Agreement Adoption Resolution

Exhibit G: Copy of County Agreement Adoption Resolution

Exhibit H: Copy of Health Department Agreement Adoption Resolution

Exhibit I: Incentive District Base Values

Exhibit J: PILOT Escalation Schedule

Exhibit K: Annual Reporting Form

Exhibit L.1: Form of Assignment and Assumption Agreement (Project Site Transfer)

Exhibit L.2: Form of Assignment and Assumption Agreement (Exempt Property)

Exhibit A

Description of the Property

Total Project Area or Property Legal Description

A tract of land located in the Northeast Quarter (NE/4), Northwest Quarter (NW/4), and Southwest Quarter (SW/4), and Southeast Quarters (SE/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on March 13, 2024 as follows:

COMMENCING at the SW/C, SW/4, S36-T20-R2E monumented by a 1" Rail Road Spike; thence with a BASIS OF BEARING of N 00°41'24" W along the west line of the SW/4 a distance of 2638.58 feet to the NW/C, SW/4, SEC36-T20N-R3E monumented by a 1/2" Rebar AND the POINT OF BEGINNING;

Thence along the west line of the NW/4 with a bearing of N 00°42'47" W a distance of 2630.81 feet to the NW/C, NW/4 SEC36-T20N-R2E monumented by a Railroad Spike;

Thence with a bearing of N 89°13'38" E along the north line of the NW/4 a distance of 2629.53 feet to the NE/C, NW/4 SEC36-T20N-R2E monumented by a 1/2" Rebar;

Thence with a bearing of N 89°18'29" E along the north line of the NE/4 a distance of 2630.74 feet to the NE/C, NE/4, SEC36-T20N-R2E monumented by a Mag Nail;

Thence with a bearing of S 00°49'51" E along the east line of the NE/4 a distance of 2122.35 feet to a point on the East Line of NE/4, SEC36-T20N-R2E, also being a point on the Northerly Rail Road R/W line of Eastern Oklahoma Railway particularly described in Book 7, Page 208;

Thence in a southwesterly direction with a non-tangent curve turning to the right with a radius of 2793.96 feet, having a chord bearing of S 27°41'11" W and a chord distance of 761.36, and an arc length of 763.73 feet to a point on said Northerly Rail Road R/W Line;

Thence with a bearing of N 54°28'57" E a distance of 20.00 feet to a point on said Northerly Rail Road R/W Line;

Thence in a southwesterly direction with a non-tangent curve turning to the right with a radius of 2773.96 feet, having a chord bearing of S 40°33'13" W and a chord distance of 487.07 feet, and an arc length of 487.70 to a point on said Northerly Rail Road R/W Line monumented by a 1/2" Rebar w/ cap PLS 1802;

Thence with a bearing of S 44°24'34" E a distance of 20.00 feet to a point on said Northerly Rail Road R/W Line monumented by a 1/2" Rebar w/ cap PLS 1802;

Thence in a southwesterly direction with a non-tangent curve turning to the right with a radius of 2793.69 feet, having a chord bearing of S 51°55'38" W and a chord distance of 616.73, and an arc length of 617.99 feet to a point on said Northerly Rail Road R/W Line monumented by a 1/2" Rebar w/ cap PLS 1802;

Thence with a bearing of S 59°21'10" W a distance of 1676.22 feet to a point on said Northerly Rail Road R/W Line;

Thence with a bearing of S59°21'10" W a distance of 614.77 feet to a point on said Northerly Rail Road R/W Line;

Thence in a southwesterly direction with a tangent curve turning to the left with a radius of 2915.05 feet, having a chord bearing of S 55°26'11" W and a chord distance of 387.62 feet, and an arc length of 387.91 feet to a point on said Northerly Rail Road R/W Line monumented by a 1/2" Rebar w/ cap Hitech;

Thence with a bearing of N 00°47'43" W along the west line of the east 60 acres of the SW/4 a distance of 2333.99

feet to a point on the north line of the SW/4, SEC36-T20N-R2E monumented by a 1/2" pipe; Thence along said north line of said SW/4 with a bearing of S 89°28'48" W a distance of 1645.64' back to the POINT OF BEGINNING.

Less and Except:

A tract of land located in the Northwest Quarter (NW/4) and Northeast Quarters (NE/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

BEGINNING at the Northeast Corner of the Northwest Quarter of said Section 36, Thence along the North line of the Northeast Quarter of said Section 36 N 89° 18' 29" E, a distance of 452.85 feet;

Thence departing said North line S 00° 00' 42" W, a distance of 1143.51 feet;

Thence S 89° 59' 34" W, a distance of 1,189.48 feet;

Thence N 00° 00' 04" E, a distance of 1,128.25 feet to a point on the North line of the Northwest Quarter of said Section 36;

Thence along said North line N 89° 13' 38" E, a distance of 736.95 feet back to the POINT OF BEGINNING.

Containing 16,844,572 square feet OR 386.698 acres more or loss

Incentive District 1 Legal Description

A tract of land located in the Northeast Quarter (NE/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

BEGINNING at the Northeast Corner of the Northeast Quarter of said Section 36, Thence along the East line of the said Northeast Quarter S 00° 49' 50" E, a distance of 1542.63 feet; Thence departing said East line, S 89° 59' 44" W, a distance of 2,200.10 feet; Thence N 00° 00' 01" E, a distance of 1,516.34 feet to a point on the North line of said Northeast Quarter; Thence along said North line N 89° 18' 29" E, a distance of 2,177.89 feet back to the POINT OF BEGINNING.

Containing 3,347,887 square feet OR 76.857 acres more or less.

Incentive District 2 Legal Description

A tract of land located in the Southeast Quarter (SE/4) and Northeast Quarter (NE/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

COMMENCING at the Northeast Corner of the Northeast Quarter of said Section 36, Thence along the East line of the said Northeast Quarter S 00° 49' 50" E, a distance of 1542.63 feet to the POINT OF BEGINNING;

Thence S 00° 49' 52" E, a distance of 579.72 feet to a point being a non-tangent curve to the right also being a point on the Northeasterly Railroad Right-Of-Way line recorded at Book 7, Page

208 in the records of Payne County Clerk's Office; Thence along the Northwesterly Right-Of-Way line for the next six (6) calls:

- (1) Along said curve to the right having a radius of 2,799.14 feet, an arc length of 763.70 feet, and having a chord bearing of S 27° 41' 41" W, a chord length of 761.34 feet to a point of non-tangency;
 - (2) Thence N 54° 28' 57" W, a distance of 20.00 feet to a non-tangent curve to the right;
 - (3) Thence along curve to the right having a radius of 2773.96 feet, an arc length of 487.70 feet, and having a chord bearing of S 40° 33' 14" W, a chord length of 487.07 feet to a point of non-tangency;
 - (4) Thence S 44° 24' 34" E, a distance of 20.00 feet to a non-tangent curve to the right;
 - (5) Thence along curve to the right having a radius of 2793.69 feet, an arc length of 617.99 feet, and having a chord bearing of S 51° 55' 38" W, a chord length of 616.73 feet to a point of non-tangency;
 - (6) Thence S 59° 19' 00" W, a distance of 1,221.25 feet;
- Thence departing from said Northwesterly Right-Of-Way line N 00° 00' 12" E, a distance of 1,155.08 feet;
- Thence N 00° 00' 00" W, a distance of 1,075.36 feet;
- Thence N 00° 00' 00" E, a distance of 399.42 feet;
- Thence N 89° 59' 44" E, a distance of 2,200.12 feet back to the POINT OF BEGINNING.

Containing 4,111,928 square feet OR 94.397 acres more or less.

Incentive District 3 Legal Description

A tract of land located in the Southeast Quarter (SE/4) and Southwest Quarter (SW/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

COMMENCING at the Southwest Corner of the Northwest Quarter of said Section 36;

Thence along the South line of said Northwest Quarter S 89° 28' 48" E, a distance of 1645.61 feet;

Thence along the West line of Lot Four (4) Richmond Road & Highway 177 Addition, S 00° 48' 02" E, a distance of 334.80 feet to the POINT OF BEGINNING;

Thence N 89° 59' 20" E, a distance of 1,399.15 feet; Thence S 00° 00' 12" W, a distance of 1,155.08 feet to a point on the Northwesterly line of a Railroad Right-Of-Way recorded at Book 7, Page 208 in the records of Payne County Clerk's Office; Thence continuing along said Northwesterly line S 59° 19' 00" W, a distance of 1,223.40 feet to a non-tangent curve to the left;

Thence along said curve having a radius of 2915.00 feet, an arc length of 387.91 feet, and having a chord bearing of S 55° 26' 11" W, a chord length of 387.62 feet to a point of non-tangency;

Thence departing said Northwesterly line N 00° 47' 43" W, a distance of 1999.19 feet back to the POINT OF BEGINNING.

Containing 2,172,023 square feet OR 49.878 acres more or less.

Incentive District 4 Legal Description

A tract of land located in the Southeast Quarter (SE/4) and Southwest Quarter (SW/4) and Northeast Quarter (NE/4) and Northwest Quarter (NW/4) of Section Thirty-Six (36), Township

Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

COMMENCING at the Southwest Corner of the Northwest Quarter of said Section 36; Thence along the South line of said Northwest Quarter S 89° 28' 48" E, a distance of 1622.33 feet to the POINT OF BEGINNING;

Thence N 00° 00' 46" W, a distance of 740.78 feet; Thence N 89° 59' 20" E, a distance of 1427.27 feet;

Thence S 00° 00' 00" W, a distance of 1075.36 feet; Thence S 89° 59' 20" W, a distance of 1399.15 feet;

Thence N 00° 48' 02" W, a distance of 334.80 feet; Thence continuing along said South line S 89° 28' 48" W, a distance of 23.28 feet back to the POINT OF BEGINNING.

Containing 1,526,135 square feet OR 35.035 acres more or less.

Incentive District 5 Legal Description

A tract of land located in the Northwest Quarter (NW/4) and Northeast Quarters (NE/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

COMMENCING at the Northeast Corner of the Northwest Quarter of said Section 36, Thence along the North line of the Northeast Quarter of said Section 36, N 89° 18' 29" E, a distance of 452.85 feet;

Thence departing said North line and along the East line of Lot Seven (7) in Richmond Road & Highway 177 Addition, S 00° 00' 42" W, a distance of 1143.51 feet to the POINT OF BEGINNING;

Thence S 00° 02' 04" E, a distance of 372.20 feet; Thence S 00° 00' 00" W, a distance of 399.42 feet;

Thence S 89° 59' 20" W, a distance of 1,427.27 feet; Thence N 00° 00' 17" E, a distance of 210.20 feet;

Thence N 90° 00' 00" E, a distance of 237.55 feet; Thence N 00° 00' 00" W, a distance of 562.17 feet;

Thence N 89° 59' 34" E, a distance of 1,189.48 feet to the POINT OF BEGINNING.

Containing 968,675 square feet OR 22.238 acres more or less.

Incentive District 6 Legal Description

A tract of land located in the Northwest Quarter (NW/4) of Section Thirty-Six (36), Township Twenty (20) North, Range Two (2) East of the Indian Base and Meridian (I.B. & M.), Payne County, Oklahoma, being more particularly described as metes and bounds by Darrel Ray Mason OKLS1690 on August 3, 2024 as follows:

BEGINNING at the Northwest Corner of the Northwest Quarter of said Section 36, Thence along the North line of said Section 36 N 89° 13' 38" E, a distance of 1,892.59 feet;

Thence departing from said North line S 00° 00' 03 " W, a distance of 1690.42 feet;

Thence S 89° 56' 04" W, a distance of 237.57 feet;
Thence S 00° 00' 00" W, a distance of 209.93 feet;
Thence S 00° 00' 46" E, a distance of 740.78 feet to a point on the South line of the Northwest Quarter of said Section 36; Thence along said South line S 89° 28' 48" W, a distance of 1622.33 feet to the Southwest corner of the Northwest Quarter; Thence departing said South line and along the West line of the Northwest Quarter of said Section 36 N 00° 42' 47" W, a distance of 2630.81 feet back to the POINT OF BEGINNING.

Containing 4,717 996 square feet OR 108.310 acres more or less.

Map of Property and Incentive Districts

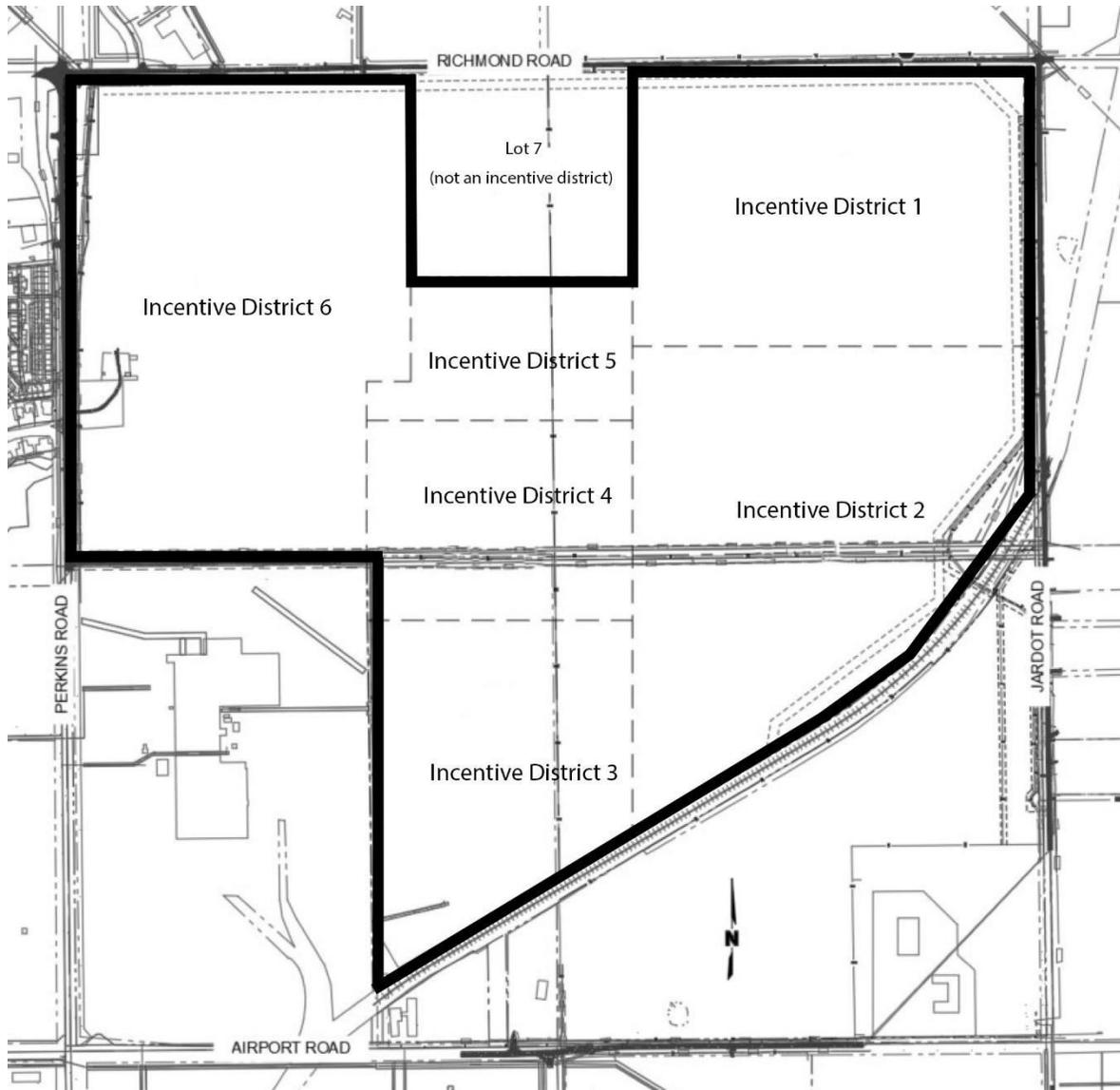


Exhibit B

Copy of Stillwater Planning Commission Resolution

RESOLUTION NO. PC-2024-1

RESOLUTION DETERMINING THAT THE STILLWATER DATA CENTER ECONOMIC DEVELOPMENT PROJECT PLAN IS IN CONFORMANCE WITH THE STILLWATER 2030 C3 COMPREHENSIVE PLAN AND RECOMMENDING TO THE CITY OF STILLWATER APPROVAL AND ADOPTION OF THE STILLWATER DATA CENTER ECONOMIC DEVELOPMENT PROJECT PLAN

WHEREAS, it is an objective of the City of Stillwater, Oklahoma (“City”) to promote economic development within its boundaries in order to attract investment, enhance the tax base, stimulate economic growth, and improve the quality of life in and around the City; and

WHEREAS, development within the City will promote the public good, general welfare, economic security, and prosperity of the City and its inhabitants; and

WHEREAS, the Stillwater Data Center Economic Development Project Plan (the “Project Plan”) is a project plan as defined under the Oklahoma Local Development Act, 62 O.S. §850, *et seq.* (“Act”); and

WHEREAS, the provisions of the Act provide procedures for developing a qualified area such as the project area described in the Project Plan; and

WHEREAS, the Project Plan establishes a project area and six (6) incentive districts, creates a budget of estimated project costs to support and implement public funding initiatives and economic development activities within the City utilizing funding sources created under the Project Plan, and offers incentives to attract the development of a data center campus within the proposed project area, which is comprised of real property located south of East Richmond Road, north of East Airport Road, east of North Perkins Road (Hwy-177) and west of North Jardot Road, in the City of Stillwater, Payne County, State of Oklahoma; and

WHEREAS, the Project Plan provides an economic structure and incentives authorized by the Act necessary to generate private investment; and

WHEREAS, the Project Plan is designed to achieve the City’s development objectives, stimulate private investment, increase quality jobs, and enhance the tax base for the City; and

WHEREAS, consistent with the Local Development Act, the Planning Commission has reviewed the Stillwater 2030 C3 Comprehensive Plan, as amended from time to time, and the Project Plan; and

WHEREAS, the Project Plan is appropriate and desirable in order to support efforts to achieve the objectives of the Stillwater 2030 C3 Comprehensive Plan, as amended from time to time; and

WHEREAS, the Planning Commission finds it appropriate and desirable to recommend to the City Council of the City that it approve and adopt the Project Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF STILLWATER, OKLAHOMA:

1. That the Stillwater Data Center Economic Development Project Plan is hereby declared to be in conformance with the Stillwater 2030 C3 Comprehensive Plan, as amended from time to time; and
2. That the Planning Commission recommends to the City Council of the City of Stillwater that it approve and adopt the Stillwater Data Center Economic Development Project Plan.

PASSED AND APPROVED this 16th day of July, 2024.



Anna K. Phillips

Chairperson

ATTEST:

Jerex Kadany

City Clerk

Exhibit C

Copy of Stillwater Local Development Act Review Committee Resolution

**FINDINGS OF THE DATA CENTER ECONOMIC DEVELOPMENT
PROJECT PLAN REVIEW COMMITTEE**

WHEREAS, the Local Development Act, 62 O.S. § 850, et seq. (“Act”) was passed by the Oklahoma Legislature to implement Section 6C of Article X of the Oklahoma Constitution, and empowers the governing bodies of cities, towns, and counties to provide incentives, exemptions and other forms of relief from taxation for historic preservation, reinvestment, or enterprise areas that are exhibiting economic stagnation or decline; and

WHEREAS, the City Council of the City of Stillwater (“City Council”) may consider the creation of one or more tax incentive districts to facilitate, support, encourage, or incentivize public and private economic development to carry out development or redevelopment of areas within the City of Stillwater (“City”) qualifying under the Act; and

WHEREAS, by adoption of Resolution No. CC-2024-8 on April 1, 2024, the City Council declared an intent to consider the creation and adoption of a proposed project plan and potential incentive districts pursuant to the Act to help facilitate a data center project located generally north of E. Airport Road, south of E. Richmond Road, east of N. Perkins Road and west of N. Jardot Road (the “Project Area”), and established this Review Committee to review, make findings with respect to the eligibility and financial impacts of, and to make a recommendation to the City Council concerning the proposed project plan and incentive district; and

WHEREAS, the membership of the Review Committee consists of representatives from every taxing jurisdiction whose taxes or special assessments might be impacted by the project plan and incentive districts plus three members representing the public-at-large who were selected by the other Review Committee members at an initial meeting held on July 9, 2024, from a list of seven names submitted by Mayor Will Joyce, chairperson of the Review Committee; and

WHEREAS, the Review Committee has completed its review of the proposed Data Center Economic Development Project Plan (“Project Plan”), and such other information as it has deemed relevant, and makes the following findings:

A. Findings Regarding Project Plan; Eligibility of the Project Area and Incentive Districts.

1. The Project Area and the proposed Incentive Districts “1”, “2”, “3”, “4”, “5”, and “6”, City of Stillwater (“Incentive Districts”) proposed in the proposed Data Center Economic Development Project Plan are entirely within a state designated enterprise zone and therefore meet the definition of an “enterprise area” under the Local Development Act (62 O.S. § 853(5), (6)). Enterprise Areas qualify for use of the tools of the Local Development Act pursuant to 62 O.S. §856(B)(4)(a).
2. The Project Area and the Incentive Districts proposed in the proposed Data Center Economic Development Project Plan comply with the statutory definition of a “reinvestment area” under the Local Development Act (62 O.S. § 853(17)) due to the fact that the area lacks public improvements necessary to reverse economic stagnation and to attract major investment in the area. Reinvestment Areas qualify

for use of the tools of the Oklahoma Local Development Act pursuant to 62 O.S. §856(B)(4)(a).

3. The level of investment, development, and economic growth desired by the City is difficult, but possible, within the Project Area and Incentive Districts if the provisions of the Local Development Act are utilized.
4. The incentives to be provided through the Incentive Districts are a necessary component in stimulating the proposed investment in the Project Area and Incentive Districts, which would not have occurred without the provision of the incentive pursuant to the Act.
5. The incentives to be provided through the Incentive Districts will be used in conjunction with existing programs and efforts and other locally implemented economic development efforts.

B. Findings Regarding Financial Impacts on the Affected Taxing Jurisdictions and Business Activities within the Project Area and Incentive Districts.

1. As described in Section IX of the Project Plan, substantial public costs that may arise will be funded directly by the private development within the Incentive Districts.
2. The development anticipated by the project may result in a modest increase in demand for services by or in costs to the affected taxing jurisdictions, but that the PILOT Payments to be paid by the Company to the affected taxing jurisdictions, as described in Section X.B. of the Project Plan and other positive impacts will offset any increased costs for additional service demands upon those affected taxing jurisdictions.
3. The public revenue anticipated to result from the development described in the Project Plan includes increased tax revenue from economic growth and benefits outside of the Incentive Districts.
4. The economic benefits of the Project Plan for the affected taxing jurisdictions and the community as a whole offset any adverse financial impacts of the Project Plan on the affected taxing jurisdictions.
5. The aggregate impacts of the affected taxing jurisdictions and on business activities from implementation of the Project Plan are positive and include the achievement of the objectives set forth in Section V of the Project Plan.

RESOLUTION RECOMMENDING APPROVAL

WHEREAS, the Data Center Economic Development Project Plan Review Committee (“Review Committee”), comprised of a representative of the City of Stillwater, a representative of the Stillwater Planning Commission (“Planning Commission”), a representative of each of the affected taxing jurisdictions, namely including Payne County, Stillwater Planning Commission, Stillwater Public Schools, Payne County Health Department, and Meridian Technology Center, and three members of the public at large, one of whom is a representative of the business community in the City of Stillwater, has reviewed the Project Plan; and

WHEREAS, the findings of the Review Committee demonstrate that the proposed Project Area and Incentive Districts meet the conditions for eligibility; and

WHEREAS, the findings of the Review Committee demonstrate that the probable financial impacts on the affected taxing jurisdictions and business activities within the Project Area and Incentive Districts are positive; and

WHEREAS, the findings of the Review Committee demonstrate that approval of the Project Plan by the City of Stillwater is appropriate, including revised legal descriptions of the Project Area and Incentive Districts based on final, updated surveys.

NOW, THEREFORE, BE IT RESOLVED by the Data Center Economic Development Project Plan Review Committee that approval of the proposed Data Center Economic Development Project Plan, including creation of the proposed Incentive Districts “1”, “2”, “3”, “4”, “5”, and “6”, City of Stillwater, as set forth in the Project Plan, is hereby recommended.

ADOPTED by the Data Center Economic Development Project Plan Review Committee this 10 day of July, 2024, and **SIGNED** by its Chairperson.

APPROVED:



CHAIRPERSON

I, Ashlyn Garis, acting Secretary of the Data Center Economic Development Project Plan Review Committee, certify that the foregoing resolution was duly adopted at a special meeting of the Data Center Economic Development Project Plan Review Committee, held at Stillwater City Hall, 723 S. Lewis, Room 2073, in Stillwater, Oklahoma, on the 10 day of July, 2024; that said meeting was held in accordance with the Open Meeting Act of the State of Oklahoma; that any notice required to be given of such meeting was properly given; that a quorum was present at all times during such meeting; and that said resolution was adopted by a majority of those present.



ACTING SECRETARY

Exhibit D

Copy of Project Plan Ordinance

Exhibit E

Copy of Stillwater Public Schools Agreement Adoption Resolution

Exhibit F

Copy of Meridian Technology Center Agreement Adoption Resolution

Exhibit G

Copy of County Agreement Adoption Resolution

Exhibit H

Copy of Health Department Agreement Adoption Resolution

Exhibit I

Incentive District Base Value Assessments

The Base Value for each Incentive District is equal to the total market value of real and personal property within the Incentive District multiplied by the assessment ratio. Within 90 days of the adoption of the Project Plan, the County Assessor has certified the Base Value for each Incentive District, as set forth in the table below. The Parties acknowledge that the County Assessor has taken into consideration the prospective purchase price of the property at \$10,500 per acre in calculating Base Value. The Company will reasonably cooperate with the County Assessor to provide documentation required to verify the prospective purchase price to the reasonable satisfaction of the County Assessor.

<u>Parcel</u>	<u>Acreage</u>	<u>Percentage of Total Project Area Acreage</u>	<u>TID Base Value</u>
<u>Total Project Area</u>	<u>386.698</u>	<u>100%</u>	
<u>Incentive District 1</u>	<u>76.857</u>		
<u>Incentive District 2</u>	<u>94.397</u>		
<u>Incentive District 3</u>	<u>49.878</u>		
<u>Incentive District 4</u>	<u>35.035</u>		
<u>Incentive District 5</u>	<u>22.238</u>		
<u>Incentive District 6</u>	<u>108.310</u>		

Exhibit J

PILOT and Community Betterment Payment Escalation Schedule (per Data Center)

The following tables illustrate the estimated PILOT and Community Betterment Payment escalation schedule for Phase 1 and Phase 2, assuming that 2027 is the first PILOT Commencement Year for the first Data Center and 2033 is the first PILOT Commencement Year for the second Data Center.

Phase 1 PILOT and Community Betterment Payments						
Calendar Year		Stillwater Public Schools PILOT	Tech. Center PILOT	County PILOT	Health Dept. PILOT	Community Betterment Payments
Year	2024	Project Plan Approval				
Year	2025	Construction Year				
Year	2026	Earliest Possible Construction Completion Year				
Year 1	2027	\$ 624,023	\$ 135,599	\$ 89,985	\$ 17,961	\$ 132,432
Year 2	2028	\$ 630,263	\$ 136,955	\$ 90,884	\$ 18,141	\$ 133,756
Year 3	2029	\$ 636,566	\$ 138,325	\$ 91,793	\$ 18,322	\$ 135,094
Year 4	2030	\$ 642,932	\$ 139,708	\$ 92,711	\$ 18,506	\$ 136,445
Year 5	2031	\$ 649,361	\$ 141,105	\$ 93,638	\$ 18,691	\$ 137,809
Year 6	2032	\$ 655,854	\$ 142,516	\$ 94,575	\$ 18,878	\$ 139,187
Year 7	2033	\$ 662,413	\$ 143,941	\$ 95,520	\$ 19,066	\$ 140,579
Year 8	2034	\$ 669,037	\$ 145,381	\$ 96,476	\$ 19,257	\$ 141,985
Year 9	2035	\$ 675,727	\$ 146,834	\$ 97,440	\$ 19,450	\$ 143,405
Year 10	2036	\$ 682,485	\$ 148,303	\$ 98,415	\$ 19,644	\$ 144,839
Year 11	2037	\$ 689,310	\$ 149,786	\$ 99,399	\$ 19,840	\$ 146,287
Year 12	2038	\$ 696,203	\$ 151,284	\$ 100,393	\$ 20,039	\$ 147,750
Year 13	2039	\$ 703,165	\$ 152,797	\$ 101,397	\$ 20,239	\$ 149,228
Year 14	2040	\$ 710,196	\$ 154,325	\$ 102,411	\$ 20,442	\$ 150,720
Year 15	2041	\$ 717,298	\$ 155,868	\$ 103,435	\$ 20,646	\$ 152,227
Year 16	2042	\$ 724,471	\$ 157,426	\$ 104,469	\$ 20,853	\$ 153,749
Year 17	2043	\$ 731,716	\$ 159,001	\$ 105,514	\$ 21,061	\$ 155,287
Year 18	2044	\$ 739,033	\$ 160,591	\$ 106,569	\$ 21,272	\$ 156,840

Phase 1 PILOT and Community Betterment Payments

Calendar Year		Stillwater Public Schools PILOT	Tech. Center PILOT	County PILOT	Health Dept. PILOT	Community Betterment Payments
Year 19	2045	\$ 746,424	\$ 162,197	\$ 107,635	\$ 21,484	\$ 158,408
Year 20	2046	\$ 753,888	\$ 163,819	\$ 108,711	\$ 21,699	\$ 159,992
Year 21	2047	\$ 761,427	\$ 165,457	\$ 109,798	\$ 21,916	\$ 161,592
Year 22	2048	\$ 769,041	\$ 167,111	\$ 110,896	\$ 22,135	\$ 163,208
Year 23	2049	\$ 776,731	\$ 168,782	\$ 112,005	\$ 22,357	\$ 164,840
Year 24	2050	\$ 784,499	\$ 170,470	\$ 113,125	\$ 22,580	\$ 166,489
Year 25	2051	\$ 792,344	\$ 172,175	\$ 114,256	\$ 22,806	\$ 168,153
TOTAL						
		\$ 17,624,406	\$ 3,829,755	\$ 2,541,450	\$ 507,285	\$ 3,740,303

Phase 2 PILOT and Community Betterment Payments

Calendar Year		Stillwater Public Schools PILOT	Tech. Center PILOT	County PILOT	Health Dept. PILOT	Community Betterment Payments
Year 1	2033	\$ 662,413	\$ 143,941	\$ 95,520	\$ 19,066	\$ 140,579
Year 2	2034	\$ 669,037	\$ 145,381	\$ 96,476	\$ 19,257	\$ 141,985
Year 3	2035	\$ 675,727	\$ 146,834	\$ 97,440	\$ 19,450	\$ 143,405
Year 4	2036	\$ 682,485	\$ 148,303	\$ 98,415	\$ 19,644	\$ 144,839
Year 5	2037	\$ 689,310	\$ 149,786	\$ 99,399	\$ 19,840	\$ 146,287
Year 6	2038	\$ 696,203	\$ 151,284	\$ 100,393	\$ 20,039	\$ 147,750
Year 7	2039	\$ 703,165	\$ 152,797	\$ 101,397	\$ 20,239	\$ 149,228
Year 8	2040	\$ 710,196	\$ 154,325	\$ 102,411	\$ 20,442	\$ 150,720
Year 9	2041	\$ 717,298	\$ 155,868	\$ 103,435	\$ 20,646	\$ 152,227
Year 10	2042	\$ 724,471	\$ 157,426	\$ 104,469	\$ 20,853	\$ 153,749
Year 11	2043	\$ 731,716	\$ 159,001	\$ 105,514	\$ 21,061	\$ 155,287
Year 12	2044	\$ 739,033	\$ 160,591	\$ 106,569	\$ 21,272	\$ 156,840
Year 13	2045	\$ 746,424	\$ 162,197	\$ 107,635	\$ 21,484	\$ 158,408
Year 14	2046	\$ 753,888	\$ 163,819	\$ 108,711	\$ 21,699	\$ 159,992
Year 15	2047	\$ 761,427	\$ 165,457	\$ 109,798	\$ 21,916	\$ 161,592
Year 16	2048	\$ 769,041	\$ 167,111	\$ 110,896	\$ 22,135	\$ 163,208
Year 17	2049	\$ 776,731	\$ 168,782	\$ 112,005	\$ 22,357	\$ 164,840
Year 18	2050	\$ 784,499	\$ 170,470	\$ 113,125	\$ 22,580	\$ 166,489
Year 29	2051	\$ 792,344	\$ 172,175	\$ 114,256	\$ 22,806	\$ 168,153
Year 20	2052	\$ 800,267	\$ 173,897	\$ 115,399	\$ 23,034	\$ 169,835
Year 21	2053	\$ 808,270	\$ 175,636	\$ 116,553	\$ 23,265	\$ 171,533

Phase 2 PILOT and Community Betterment Payments						
Calendar Year		Stillwater Public Schools PILOT	Tech. Center PILOT	County PILOT	Health Dept. PILOT	Community Betterment Payments
Year 22	2054	\$ 816,352	\$ 177,392	\$ 117,719	\$ 23,497	\$ 173,249
Year 23	2055	\$ 824,516	\$ 179,166	\$ 118,896	\$ 23,732	\$ 174,981
Year 24	2056	\$ 832,761	\$ 180,958	\$ 120,085	\$ 23,969	\$ 176,731
Year 25	2057	\$ 841,089	\$ 182,767	\$ 121,286	\$ 24,209	\$ 178,498
TOTAL		\$ 18,708,662	\$ 4,065,362	\$ 2,697,801	\$ 538,494	\$ 3,970,407

Exhibit K

Annual Reporting Form

City of Stillwater – TID Annual Reporting Form

Project Name: _____

Project Location: _____

Incentive District: # _____

Reporting Period: _____ to _____

Reporting Criteria	
Entities receiving exemptions	
Description of exempted property and improvements	
Fair market value of property exempted	
Exemption term remaining	

EXHIBIT L.1

TO LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

Form of Assignment and Assumption Agreement to be utilized if all or a portion of the Project Area and all development thereon is transferred

ASSIGNMENT AND ASSUMPTION AGREEMENT

This ASSIGNMENT AND ASSUMPTION AGREEMENT (the “**Assignment Agreement**”) is made and entered into by and between Kipper LLC (the “**Company**”) and _____, a _____ (the “**Successor**”). Except as otherwise provided herein, capitalized terms used herein shall have the same meanings as in the Local Development Act Tax Incentive Agreement between Kipper, LLC, a Delaware limited liability company (“**Company**”), the City of Stillwater, Oklahoma, a municipal corporation (the “**City**”), the Board of Education Independent School District Number 16 of Payne County, Oklahoma (“**Stillwater Public Schools**”), the Board of Education of Meridian Technology Center (the “**Technology Center**”), the Board of County Commissioners of Payne County (the “**County**”), and the Board of the Payne County Health Department (the “**Health Department**”) (collectively, Stillwater Public Schools, Meridian Technology Center, the County, and the Health Department are the “**Taxing Entities**”) (the Company, the City and the Taxing Entities are collectively referred to as the “**Parties**”, each a “**Party**”), dated _____ (the “**Tax Incentive Agreement**,” a copy of which is attached hereto as Exhibit A and incorporated herein).

WITNESSETH:

WHEREAS, on _____, the City adopted the Project Plan Ordinance, approving the Project Rohan Economic Development Project Plan in order to provide ad valorem property tax abatements for the Project on the Property (both as defined in the Tax Incentive Agreement), and at the same time passed six (6) Incentive District Ordinances approving six (6) Incentive Districts on the Property, all as specified in the Incentive District Ordinances and the Tax Incentive Agreement; and

WHEREAS, on _____, the Company and the Taxing Entities entered into the Tax Incentive Agreement setting forth the terms and conditions of the Incentive District Exemptions; and

WHEREAS, by virtue of a transfer of [a portion of] the Property, the Successor on _____, 20__ (the “**Transfer Date**”) has or will succeed to the interest of the Company (or a successor to the Company) in [all of the Property] [a portion of the Property] as identified on Exhibit B, including all personal and real property thereon (the “**Transferred Property**”); and

WHEREAS, the Successor wishes to obtain all of the benefits and incur all of the obligations of the Tax Incentive Agreement with respect to the Transferred Property, as well as any additional property later developed, located or installed within or on the Transferred Property, and, as agreed in the Tax Incentive Agreement, the City and other Taxing Entities shall make these benefits available to the Successor on the terms set forth in the Tax Incentive Agreement as long as the Successor executes this Assignment Agreement.

NOW, THEREFORE, in consideration of the circumstances described above, the covenants contained in the Tax Incentive Agreement, and the benefit to be derived by the Successor from the execution hereof, the Parties hereto agree as follows:

1. From and after the Transfer Date, the Company hereby assigns (a) all of the obligations, agreements, covenants and restrictions set forth in the Tax Incentive Agreement to be performed and observed by the Company with respect to the Transferred Property, and (b) all of the benefits, rights and entitlements of the Tax Incentive Agreement with respect to the Transferred Property. From and after the Transfer Date, the Successor hereby (i) agrees to be bound by, assume and perform, or ensure the performance of, all of the obligations, agreements, covenants and restrictions set forth in the Tax Incentive Agreement to be performed and observed by the Company with respect to the Transferred Property; and (ii) certifies to the validity, as to the Successor as of the Transfer Date, of all of the representations, warranties and covenants made by or required of the Company that are contained in the Tax Incentive Agreement; provided, however, that to the extent such representations, warranties and covenants are related to the Property, the Successor's certification is limited to the Transferred Property (if less than the Property). Such obligations, agreements, covenants, restrictions, representations, and warranties include, but are not limited to, those contained in the following Sections of the Tax Incentive Agreement: Section 2 ("Project"), Section 4 ("Tax Abatement Terms"), Section 5 ("Payments in Lieu of Taxes"), Section 6 ("Annual Report"), Section 8 ("Default"), Section 9 ("Remedies"), and Section 11 ("Successors and Assigns").

2. Pursuant to Section 11 of the Tax Incentive Agreement, the Company and Successor acknowledge that the City and other Taxing Entities have permitted this assignment to Successor as provided herein, such that Successor shall have all of the benefits, rights, and entitlements, including without limitation the right to utilize Incentive District Exemptions for all Transferred Property and any other property within or on the Transferred Property, in the same manner and with like effect as if the Successor had been an original signatory (i.e., the Company) to the Tax Incentive Agreement.

3. The City, on behalf of each of the Taxing Entities, acknowledges through the Transfer Date that the Tax Incentive Agreement is in full force and effect, confirms the Company has complied with the Tax Incentive Agreement with respect to the Transferred Property, and releases the Company from liability for any defaults occurring after the Transfer Date with respect to the Transferred Property.

4. Notices to the Successor with respect to the Tax Incentive Agreement shall be given as stated in Section 14 thereof, addressed as follows:

[Successor Name
Successor Mailing Address
Successor Email Address]

IN WITNESS WHEREOF, the parties have caused this Assignment Agreement to be executed by their duly authorized representatives to be effective as of _____.

COMPANY

Kipper, LLC a [state limited liability company]

By: _____

Print Name: _____

Title: _____

SUCCESSOR

[Name of Successor]

By: _____

Print Name: _____

Title: _____

ACKNOWLEDGED AND AGREED

The City of Stillwater, Oklahoma

By: _____

Print Name: _____

Title: City Manager

**EXHIBIT A
TO ASSIGNMENT AND ASSUMPTION AGREEMENT**

Copy of the Tax Incentive Agreement

EXHIBIT B
TO ASSIGNMENT AND ASSUMPTION AGREEMENT

Description of the Transferred Property

EXHIBIT L.2
TO LOCAL DEVELOPMENT ACT TAX INCENTIVE AGREEMENT

**Form of Partial Assignment and Assumption Agreement to be utilized for any Successor
that will own exempt property within the Project Area**

PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT

This PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT (the “**Partial Assignment Agreement**”) is made and entered into by and between Kipper LLC (the “**Company**”) and _____, a _____ (the “**Successor**”), effective this ____ day of ____, [Year] (the “**Effective Date**”). Except as otherwise provided herein, capitalized terms used herein shall have the same meanings as in the Local Development Act Tax Incentive Agreement between Kipper, LLC, a Delaware limited liability company (“**Company**”), the City of Stillwater, Oklahoma (the “**City**”) and the Board of Education of the Independent School District Number 16 of Payne County, Oklahoma (“**Stillwater Public Schools**”), the Board of Education of (“**Meridian Technology Center**”), the Board of County Commissioners of Payne County (the “**County**”), and the Board of the Payne County Health Department (the “**Health Department**”) (collectively, Stillwater Public Schools, the Technology Center, the County, and the Health Department are the “**Taxing Entities**”) (the Company, the City and the Taxing Entities are collectively referred to as the “**Parties**”, each a “**Party**”), dated _____ (the “**Tax Incentive Agreement**,” a copy of which is attached hereto as Exhibit A and incorporated herein).

WITNESSETH:

WHEREAS, on _____, the City adopted the Project Plan Ordinance, approving the Project Rohan Economic Development Project Plan in order to provide ad valorem property tax abatements for the Project on the Property (both as defined in the Tax Incentive Agreement), and at the same time passed Incentive District Ordinances approving six (6) Incentive Districts on the Property, all as specified in the Incentive District Ordinances and the Tax Incentive Agreement; and

WHEREAS, on _____, the Company and the Taxing Entities entered into the Tax Incentive Agreement setting forth the terms and conditions of the Incentive District Exemptions; and

WHEREAS, the Successor will own certain real or personal property constituting a portion of the Project, as described more particularly on Exhibit B attached hereto and incorporated herein, and which property may be supplemented or replaced from time to time (“**Successor Property**”); and

WHEREAS, the Successor wishes to obtain a portion of the benefits of the Tax Incentive Agreement, and, as agreed in the Tax Incentive Agreement, the City and other Taxing Entities shall make these benefits available to the Successor on the terms set forth in the Tax Incentive Agreement as long as the Successor executes this Partial Assignment Agreement.

NOW, THEREFORE, in consideration of the circumstances described above, the covenants contained in the Tax Incentive Agreement, and the benefit to be derived by the Successor from the execution hereof, the Parties hereto agree as follows:

1. From and after the Effective Date, the Company hereby assigns a portion of the benefits of the Tax Incentive Agreement, including without limitation, the right to utilize Incentive District Exemptions for all Successor Property, subject to the terms and conditions of the Tax Incentive Agreement.

2. From and after the Effective Date, the Company hereby (i) agrees to remain bound by and perform all obligations, agreements, covenants and restrictions set forth in the Tax Incentive Agreement to be performed and observed by the Company; and (ii) certifies to the validity of all of the representations, warranties and covenants made by or required of the Company that are contained in the Tax Incentive Agreement. Such obligations, agreements, covenants, restrictions, representations, and warranties of the Company include, but are not limited to, those contained in the following Sections of the Tax Incentive Agreement: Section 2 (“Project”), Section 4 (“Tax Abatement Terms”), Section 5 (“Payments in Lieu of Taxes”), Section 6 (“Annual Report”), Section 8 (“Default”), Section 9 (“Remedies”), and Section 11 (“Successors and Assigns”).

3. Pursuant to Section 11 of the Tax Incentive Agreement, the Company and Successor acknowledge that the City and other Taxing Entities have permitted this assignment to Successor, such that Successor shall certain, benefits, entitlements, and rights as provided herein, including without limitation, the right to Incentive District Benefits for all Successor Property, in the same manner and with like effect as if the Successor had been an original signatory (i.e., the Company) to the Tax Incentive Agreement.

4. Notices to the Successor with respect to the Tax Incentive Agreement shall be given as stated in Section 14 thereof, addressed as follows:

[Successor Name
Successor Mailing Address
Successor Email Address]

IN WITNESS WHEREOF, the parties have caused this Partial Assignment Agreement to be executed by their duly authorized representatives to be effective as of _____.

COMPANY

Kipper, LLC a [state limited liability company]

By: _____

Print Name: _____

Title: _____

SUCCESSOR

[Name of Successor]

By: _____

Print Name: _____

Title: _____

EXHIBIT A
TO PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT

Copy of the Tax Incentive Agreement

EXHIBIT B
TO PARTIAL ASSIGNMENT AND ASSUMPTION AGREEMENT

Description of Successor Property



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Dr. Janet Vinson, Assistant Superintendent
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: January 14, 2025

AGENDA ITEM:

Educational Services Contracts for FY 24-25:

- 1) Parchment (Records Management Agreement)
- 2) Shelby Healthcare (Nursing Services Agreement)
- 3) Specialty Care Pediatrics (Nursing Services Agreement)

BOARD ACTION REQUESTED:

Motion to Approve Contracts for 2024-2025.

BACKGROUND INFORMATION:

1) Parchment Records Management Agreement - NEW CONTRACT

Parchment provides secure, professional, digital access to transcripts for students and alums of Stillwater Public Schools. The vendor has a contract with the State Department of Education for three more years which allows free transcripts for current students of Stillwater High School and Lincoln Academy.

2) Shelby Healthcare Nursing Services Agreement - NEW CONTRACT

Shelby Healthcare provides student-specific nursing services for their clients. This agreement is being submitted for consideration at this time due to a student who receives private nursing services from Shelby Healthcare. This student's private nurse began attending school with the student after the start of the school year therefore the district needs an agreement in place to cover liability and outline expectations and limitations. These services may be provided during the school day on district property. This agreement does NOT provide for any billing to the district. All billing from the company is made directly to the client's private or public insurance benefits.

3) Specialty Care Pediatrics Nursing Services Agreement - EXISTING CONTRACT

Specialty Care Pediatrics provides student-specific nursing services for their clients. This agreement is being submitted for consideration at this time due to a student who receives private nursing services from Specialty Care Pediatrics. This student's private nurse began attending school with the student after the start of the school year therefore the district needs an agreement in place to cover liability and outline expectations and limitations. These services may be provided during the school day on the district property. This agreement does NOT provide for any billing to the district. All billing from the company is made directly to the client's private or public insurance benefits.

**Stillwater Public Schools Supplemental Staffing Agreement
School Year 2024-2025**

This Supplemental Staffing Agreement (“Agreement”) is entered on the 15th day of January 2025 (the Effective Date”) by and between independent **School District No. 16 of Payne County, Oklahoma** (“Stillwater Schools”) with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Shelby Healthcare (the “Agency”), collectively referred to as the Parties. The purpose of this Agreement is to ensure the provision of nursing services to those students mutually agreed upon by the Parties each day school is in session.

Term and Termination of Agreement

This Agreement shall commence on the Effective Date and shall automatically terminate on June 30, 2025. Either Party may cancel this Agreement by giving the other Party 14 days written notice. Amendments to this Agreement require the written consent of both Parties.

Description of Services

The Agency shall, upon request of the Facility, supply qualified health care personnel licensed by the State of Oklahoma to the Facility for supplemental staffing. The Agency shall be responsible for the screening of all nursing personnel supplied pursuant to this Agreement and to confirm the qualifications and competence of the personnel assigned. The Agency shall determine the screening process. However, the Agency agrees that all personnel sent to the Facility shall meet no less than the qualifications below. If the primary caregiver is unable to work on any given day that services are required, the Agency agrees to send a qualified replacement.

Agency Personnel Requirements

- TB screening
- Hepatitis screening
- Valid driver’s license
- Knowledge of universal precautions to prevent the transmission of bloodborne pathogens from exposure to blood and other potentially infectious materials
- Must satisfactorily pass competency evaluation
- Ability to read and write English
- Present in a professional manner
- Emotional maturity and ability to deal effectively with the demands of the job
- Adhere to the Facility’s dress code
- OK Screen (Oklahoma National Background Check Program)
- Copy of current nursing license
- CPR certified

The Agency staff rendering services to the Facility shall read and sign a confidentiality statement prior to reporting to work. The Agency’s employees are required to be familiar with and act in compliance with the Facility’s policies and procedures.

Liability Insurance

The Agency shall obtain and maintain general and professional liability insurance, including malpractice insurance, in the amount of not less than \$1,000,000 for each occurrence, at its own expense, and will provide written proof of such coverage to the Facility upon request.

Agency-Independent Contractor

The Agency acknowledges and agrees that it is an independent contractor, and all Agency personnel who perform services at the Facility shall be deemed employees of the Agency and not the Facility. Nothing in this Agreement shall be construed to constitute the Agency as an agent or employee of the Facility, nor shall anything contained in this Agreement. The Facility shall have no control or direction over the methods by which the Agency shall perform services and functions under this Agreement. The Agency shall withhold from compensation payable to its personnel, Federal income tax, FICA, and any other amounts required by law to be withheld by employers.

Indemnification

The Agency agrees to indemnify, defend, and hold harmless the Facility from all liability, claims, demands, costs, or judgments arising out of injury and damages caused (a) to the Agency's personnel or (b) by the Agency's employees and negligence and/or intentional acts unless liability is caused by or arises from the negligence or intentional acts or omissions of the Facility's agents, employees, officers or partners.

The Facility agrees to notify the Agency within five working days of any claim made against it based on negligence and/or intentional acts of the Agency's agents, employees, officers, or partners. To the extent permitted by law, the Facility agrees to indemnify and hold harmless the Agency from all claims, suits, demands, costs, or judgments arising out of negligence and/or acts of the Facility's employees, agents, officers or partners.

The Facility, upon request, will supply to the Agency evidence of premise liability coverage. The Agency will furnish evidence of Workers' Compensation insurance for its employees, agents, officers or partners.

Recruitment of Agency and Facility Personnel

Recognizing the special nature of the relationship existing between each Party and that the recruiting and training of personnel by each Party is a costly and time-consuming endeavor, each Party agrees that it will not actively recruit each other's personnel. If such practice occurs, this would constitute a breach of this Agreement, and the Agreement will be terminated immediately. Furthermore, the Party in violation of this Agreement not to recruit personnel, shall pay a \$1,500 fee to the other Party.

Right to Remove Personnel

If at the sole discretion of the Facility, an employee of the Agency is deemed substandard while performing his/her duties, the Facility may direct the employee to leave the Facility's premises.

The Facility shall promptly notify the Agency immediately of such action, and the Facility will be billed for hours worked up to the time of removal.

Ordered Services

If the student that the Agency is caring for is absent for any reason, the Facility may, at its discretion, reassign the employee sent by the Agency for any purpose within the scope of this Agreement or may cancel services for the day or part of the day, the student is absent. There will be no charge by the Agency for days that services are completely canceled.

There is a four (4) hour minimum visit and visit charge for every shift worked.

Compensation

In the event a parent or guardian of the student that the Agency is caring for provides the Facility consent for the billing of Agency's services to private or public insurance available for the student, Agency agrees to directly bill the private or public insurance provider and to accept, as payment in full, that payment authorized by the private or public insurance provider. The Agency agrees not to bill the Facility for services rendered. If the Agency cannot bill a student's private or public insurance, the terms of this agreement must be renegotiated. The Facility will not pay for services until new terms are agreed upon.

Safety

The Facility and Agency agree that student safety is a top priority. Agency agrees that it shall not allow any Agency employee on Facility property, whether as an officer, agent, employee or contractor of Agency, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving (a) illegal chemical substances, or (b) a sexual offense. The Agency hereby certifies that no representative or employee of Agency is currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Offender Registration Act. Agency shall, upon request, submit written proof to the Facility's Department of Special Education and Student Services that its personnel have passed background checks, including a nationwide criminal check, multistate sex offender check, OSBI criminal record check, and a current drug screening before entering upon Facility property.

COVID-19

Agency acknowledges Facility's COVID-19 requirements for individuals on Facility's campuses and agrees that Agency's employees: shall not enter any Facility site without checking their temperature to ensure a temperature below 100.4 degrees; have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Agency also agrees to adhere to Facility's mask requirements for individual present on its campuses as well as requirements for physical distancing and disinfection.

Miscellaneous

This Agreement is not assignable, and the obligations of this Agreement may not be subcontracted or otherwise delegated to others.

This Agreement shall be governed by, interpreted, and construed in accordance with the procedural and substantive laws of the State of Oklahoma.

The Parties shall conduct their relationship and perform their duties under this Agreement in full compliance with applicable federal, state, and local laws, regulations and ordinances.

This Agreement constitutes the entire agreement of the parties with respect to the subject matter, hereof, and may be amended only in writing signed by both parties.

In witness hereof, the Parties hereto have executed this Agreement.

Shelby Healthcare (Agency)



Name: Tom Keneda

Title: Client Relations Director

Address: 310 N. Harvey, Suite 315, OKC, OK 73102

Date 12/3/2024

Stillwater Public Schools

President, Board of Education

Address: 314 South Lewis, Stillwater, OK 74074

Date _____

**Stillwater Public Schools Supplemental Staffing Agreement
School Year 2024-2025**

This Supplemental Staffing Agreement (“Agreement”) is entered on the 15th day of January 2025 (the Effective Date”) by and between independent **School District No. 16 of Payne County, Oklahoma** (“Stillwater Schools”) with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Specialty Care Pediatrics (the “Agency”), collectively referred to as the Parties. The purpose of this Agreement is to ensure the provision of nursing services to those students mutually agreed upon by the Parties each day school is in session.

Term and Termination of Agreement

This Agreement shall commence on the Effective Date and shall automatically terminate on June 30, 2025. Either Party may cancel this Agreement by giving the other Party 14 days written notice. Amendments to this Agreement require the written consent of both Parties.

Description of Services

The Agency shall, upon request of the Facility, supply qualified health care personnel licensed by the State of Oklahoma to the Facility for supplemental staffing. The Agency shall be responsible for the screening of all nursing personnel supplied pursuant to this Agreement and to confirm the qualifications and competence of the personnel assigned. The Agency shall determine the screening process. However, the Agency agrees that all personnel sent to the Facility shall meet no less than the qualifications below. If the primary caregiver is unable to work on any given day that services are required, the Agency agrees to send a qualified replacement.

Agency Personnel Requirements

- TB screening
- Hepatitis screening
- Valid driver’s license
- Knowledge of universal precautions to prevent the transmission of bloodborne pathogens from exposure to blood and other potentially infectious materials
- Must satisfactorily pass competency evaluation
- Ability to read and write English
- Present in a professional manner
- Emotional maturity and ability to deal effectively with the demands of the job
- Adhere to the Facility’s dress code
- OK Screen (Oklahoma National Background Check Program)
- Copy of current nursing license
- CPR certified

The Agency staff rendering services to the Facility shall read and sign a confidentiality statement prior to reporting to work. The Agency’s employees are required to be familiar with and act in compliance with the Facility’s policies and procedures.

Liability Insurance

The Agency shall obtain and maintain general and professional liability insurance, including malpractice insurance, in the amount of not less than \$1,000,000 for each occurrence, at its own expense, and will provide written proof of such coverage to the Facility upon request.

Agency-Independent Contractor

The Agency acknowledges and agrees that it is an independent contractor, and all Agency personnel who perform services at the Facility shall be deemed employees of the Agency and not the Facility. Nothing in this Agreement shall be construed to constitute the Agency as an agent or employee of the Facility, nor shall anything contained in this Agreement. The Facility shall have no control or direction over the methods by which the Agency shall perform services and functions under this Agreement. The Agency shall withhold from compensation payable to its personnel, Federal income tax, FICA, and any other amounts required by law to be withheld by employers.

Indemnification

The Agency agrees to indemnify, defend, and hold harmless the Facility from all liability, claims, demands, costs, or judgments arising out of injury and damages caused (a) to the Agency's personnel or (b) by the Agency's employees and negligence and/or intentional acts unless liability is caused by or arises from the negligence or intentional acts or omissions of the Facility's agents, employees, officers or partners.

The Facility agrees to notify the Agency within five working days of any claim made against it based on negligence and/or intentional acts of the Agency's agents, employees, officers, or partners. To the extent permitted by law, the Facility agrees to indemnify and hold harmless the Agency from all claims, suits, demands, costs, or judgments arising out of negligence and/or acts of the Facility's employees, agents, officers or partners.

The Facility, upon request, will supply to the Agency evidence of premise liability coverage. The Agency will furnish evidence of Workers' Compensation insurance for its employees, agents, officers or partners.

Recruitment of Agency and Facility Personnel

Recognizing the special nature of the relationship existing between each Party and that the recruiting and training of personnel by each Party is a costly and time-consuming endeavor, each Party agrees that it will not actively recruit each other's personnel. If such practice occurs, this would constitute a breach of this Agreement, and the Agreement will be terminated immediately. Furthermore, the Party in violation of this Agreement not to recruit personnel, shall pay a \$1,500 fee to the other Party.

Right to Remove Personnel

If at the sole discretion of the Facility, an employee of the Agency is deemed substandard while performing his/her duties, the Facility may direct the employee to leave the Facility's premises.

The Facility shall promptly notify the Agency immediately of such action, and the Facility will be billed for hours worked up to the time of removal.

Ordered Services

If the student that the Agency is caring for is absent for any reason, the Facility may, at its discretion, reassign the employee sent by the Agency for any purpose within the scope of this Agreement or may cancel services for the day or part of the day, the student is absent. There will be no charge by the Agency for days that services are completely canceled.

There is a four (4) hour minimum visit and visit charge for every shift worked.

Compensation

In the event a parent or guardian of the student that the Agency is caring for provides the Facility consent for the billing of Agency's services to private or public insurance available for the student, Agency agrees to bill the private or public insurance provider directly and to accept, as payment in full, that payment authorized by the private or public insurance provider. The Agency agrees not to bill the Facility for services rendered. If the Agency cannot bill a student's private or public insurance, the terms of this agreement must be renegotiated. The Facility will not pay for services until new terms are agreed upon.

Safety

The Facility and Agency agree that student safety is a top priority. Agency agrees that it shall not allow any Agency employee on Facility property, whether as an officer, agent, employee or contractor of Agency, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving (a) illegal chemical substances, or (b) a sexual offense. The Agency hereby certifies that no representative or employee of Agency is currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Offender Registration Act. Agency shall, upon request, submit written proof to the Facility's Department of Special Education and Student Services that its personnel have passed background checks including a nationwide criminal check, multistate sex offender check, OSBI criminal record check, and a current drug screening prior to entering upon Facility property.

COVID-19

Agency acknowledges Facility's COVID-19 requirements for individuals on Facility's campuses and agrees that Agency's employees: shall not enter any Facility site without checking their temperature to ensure a temperature below 100.4 degrees; have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Agency also agrees to adhere to Facility's mask requirements for individual present on its campuses as well as requirements for physical distancing and disinfection.

Miscellaneous

This Agreement is not assignable, and the obligations of this Agreement may not be subcontracted or otherwise delegated to others.

This Agreement shall be governed by, interpreted, and construed in accordance with the procedural and substantive laws of the State of Oklahoma.

The Parties shall conduct their relationship and perform their duties under this Agreement in full compliance with applicable federal, state, and local laws, regulations and ordinances.

This Agreement constitutes the entire agreement of the parties with respect to the subject matter, hereof, and may be amended only in writing signed by both parties.

In witness hereof, the Parties hereto have executed this Agreement.

Specialty Care Pediatrics

CEO, Jami Reed



Name Jami Reed

Title Chief Executive Officer

Address 14324 North Western, Edmond, OK 73013

Date 1/7/2025

Stillwater Public Schools

President, Board of Education

Address: 314 South Lewis, Stillwater, OK 74074

Date _____