



STILLWATER BOARD OF EDUCATION
Tuesday, March 11, 2025

6:30 PM Regular Meeting
Stillwater Public Schools Administration Building
Attn: Accounts Payable
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: Wrestling and Swim
 2. Kameoka 2024 Trip to Japan
 3. STEM- Robotics
 4. SPEF
 - B. Board Communication
 - C. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
4. CONSENT AGENDA (Action)

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

 - A. February 11, 2025 Special Meeting Minutes
 - B. February 11, 2025 Regular Meeting Minutes
 - C. Policy Second Reading and Approval:
 5. CFB-EI Plan for Expending Excess Activity Fund Balance
 6. CFBB-E Application for Sanctioning
 7. CFBB-P Sanctioning of Parent Organizations, Booster Clubs, & Assoc (Procedures)
 8. CHA-P1 Purchasing Procedures
 9. CLE Energy Management and Conservation Policy
 10. CLE-R1 Energy Management and Conservation Guidelines
 11. DB-R Teachers Duties and Responsibilities
 - D. Out-of-State Travel Requests:
 12. SHS Vocal Music is traveling to Dallas, TX from March 18, 2025, to March 22, 2025 for a student to audition to the American Choral Director's Association's National Honor Choir. Also in conjunction with the national conference
 - E. Transfer and Summary of Activity Account Funds (Finance)
 - F. Sanctioning Accounts FY 24-25 (Finance)
 - G. Activity Account Fundraising Projects (Finance)
 - H. Annual Activity Fund Planning and Approval Packages for FY 2023-2024 (Finance)
 - I. Change Orders Encumbrances and Accounts Payable (approval of encumbrance numbers as listed)(Finance): **2024-2025 Change Order #s:** 20250671, 20251163
2024-2025 General Fund Encumbrances # 20251269-20251272, 20251276-20251279, 20251282-20251287, 20251291-20251310, 20251312, 20251315-20251318, 20251320-20251321, 20251323-20251329, 20251332, 20251334-1354, 20251358-20251360, 20251362 Totaling: \$109,502.12

2024-2025 Building Fund Encumbrances # 20251333 Totaling: \$127,336.66

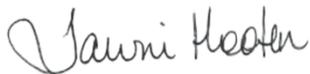
2024-2025 Child Nutrition Fund Encumbrances # 20251281 Totaling: \$135.00

2024-2025 Bond 32 Fund Encumbrances # 20251267-20251268, 20251273-20251275, 20251280, 20251288-20251290, 20251311, 20251313-20251314, 20251319, 20251322, 20251330-20251331, 20251355-20251357, 20251361, 20251363-1366 Totaling: \$898,838.08

- J. Service Order No.25 Bond 2023 HS Building Repurposing Study (Operations)
- K. Consider and Vote to Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project (Operations)
- 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 Potential Change Order Number 02 for SPS OES Transportation Phase 2 Project – (Firebrand Construction) (Operations)
- N. Consider and Vote to Approve the agreement with Oklahoma Natural Gas (ONG) for the Bond 2023 HS Phase I project (Operations)
- O. Consider and Vote to Approve Access Easement Agreement with RCK Homes 1, LLC (Operations)
- 5. OPERATIONS
 - 13. Bond 2023 Update
- 6. BUSINESS/FINANCE
 - A. Treasurer's Report
 - B. Consider and Vote to approve the “Contract for Audit of Public Schools 2024-2025 School Year”.
- 7. OTHER REPORTS / RECOMMENDATIONS
 - A. SPS Policy First Reading:
 - 14. CDC Public Gifts-Donations to the Schools
 - 15. CFB-R1 Activity Funds Regulations
 - B. Waive First Reading and Approval of SPS Policy:
 - 16. EMDB
- 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 March 10, 2025 at 4:00p.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, February 11, 2025 5:00 PM Central

Attendance Taken at 5:00 PM.

Marshall Baker: Present
Rachel Dillin: Present
Roberta Douglas: Absent
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 those four of the five 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 of those employees listed on attached Exhibit A. 25 O.S. Section 307(B)(1)

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

3. Vote to Convene in Executive Session (Action)

I move to convene into executive session at 5:01 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

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

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

5. Statement of Executive Session Minutes

The following statement was provided by TIM RILEY. The Executive Session convened at 5:01 p.m. During the Executive Session the following people were present: Dr. Marshall Baker, Tim Riley, Rachel Dillin, Dr. Gay Washington, (5:01 p.m.-5:41 p.m.) Dr. Janet Vinson (5:01 p.m.-5:41 p.m.), Dr. Trent Swanson (5:01 p.m.-5:06 p.m.), Kristie Newby (5:01 p.m.-5:02 p.m.), Bo Gamble (5:01 p.m.-5:02 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), 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 Tim Riley and seconded by Rachel Dillin, **Carried.**

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

7. Discussion and possible board action to discuss participation of board member(s) in the superintendent's search process.

I move to recuse myself from the participation of the board member superintendent search process. This motion, made by Marshall Baker and seconded by Tim Riley, **Carried.**

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

8. Vote to adjourn (Action)

Motion to adjourn at 5:52 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried.**

Marshall Baker: Yes, Tim Riley: Yes, Rachel Dillin: 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 March 11, 2025.



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

Minutes of General Meeting

Tuesday, February 11, 2025 6:30 PM Central

Attendance Taken at 6:30 PM.

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

1. CALL TO ORDER AND ROLL CALL

President Baker called the meeting to order at 6:30 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board to proceed.

2. PLEDGE OF ALLEGIANCE

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

3. COMMUNICATIONS/PUBLIC INTEREST

A. Recognitions

- Fall Sports
 - Varsity Softball
 - JH Pom

B. Acting Superintendent's Report

The Acting Superintendent's report consisted of the following topics:

- SMAC banquet, a special thank you to Simmons Bank for the Kindergarten grant and SPEF for matching \$30K, Congrats to Pom - 3rd in Nation in Hip Hop last week, the worst flu season in many years - double staff absences compared to last year, and we are still making progress on budget, beginning plans for athletic facilities as part of the bond – subcommittee.

C. Board Communication

The board took the opportunity to give a brief update on the activities and exciting things happening around the district and community.

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 patrons submitted the BED-E form and was approved to speak on the following:

1. **Deanna Homer** “In the interest of the health of our students and reducing greenhouse gases, I want to introduce the idea that Stillwater Public Schools begin to transition to electric school buses. Our local Climate Committee is especially interested in working at the local level to solve the climate crisis.”
2. **Aaron Means** “I request the board respond to my concern regarding SPS school library books in accordance with the SPS handbook policy”
3. **Stacy Laxton** “Advocate for space for STEM extracurricular activities”
4. **John Chaffin** “A second actionable item”

4. CONSENT AGENDA (Action)

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

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

- A. January 14, 2025 Special Meeting Minutes (Superintendent)
- B. January 14, 2025 Regular Meeting Minutes (Superintendent)
- C. January 22, 2025 Special Meeting Minutes (Superintendent)
- D. Board of Education Member Training Report (Superintendent)
- E. Approval of the Out-Of-State Travel for Stillwater Color Guard traveling to Kansas City, MO, on February 14-16, 2025 to compete in the Winter Guard International Regional Competition (Superintendent)
- F. Transfer and Summary of Activity Account Funds (Finance)
- G. Sanctioned Accounts for FY2024-2025 (Finance)
- H. Activity Account Fundraising Projects (Finance)
- I. Change Order, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):(Finance)

2024-2025 Change Orders: 20250210, 20250346, 20251058, 20251162 Totaling:

\$4,113,623.44

2024-2025 General Fund Encumbrances: 20251173-20251191; 20251193-20251199;
20251201-20251202; 20251204-20251205; 20251207-20251230; 20251232-
20251235;

20251237-20251239; 20251241; 20251249-20251261; 20251263-20251266

Totaling:

\$63,733.21

2024-2025 Child Nutrition Encumbrances: 20251200; 20251240 Totaling: \$734.20

2024-2025 Bond Fund 32 Encumbrances: 20251169-20251172; 20251192; 20251203;
20251206; 20251231; 20251236; 20251242-20251248; 20251262 Totaling:

\$4,888,256.79

J. S.A.&I 307 (Finance)

K. Consider and Vote to Approve Lippert Bros., Inc. Potential Change Orders for SPS OES North Building Renovations and SPS OES South Building Renovations Project (Operations)

L. Consider and Vote to Approve Potential Changer Order No. 1 for SPS OES Bldg. Renovation Phase II Project (Operations)

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

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

O. Consider and Vote to Approve Service Order No. 24 for SPS Bond 2023 High School Phase I Project (Operations)

P. Consider and Vote to Declare District Equipment Surplus (Operations)

5. OPERATIONS

A. Consider Approval of Certificate of Substantial Completion for SPS High School Roof Replacements Project.

I move for approval of the Certificate of Substantial Completion for SPS High School Roof Replacements Project. This motion, made by Tim Riley and seconded by Rachel Dillin, **Carried.**

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

B. Receive Bond 2023 Update

Mr. Bo Gamble, Assistant Superintendent of Operations introduced Brian Thomas with 505 Architects to provide the Bond 2023 Update.

6. BUSINESS/FINANCE

A. Consider and Vote to Approve the Treasurer's Report provided by CFO, Kristie Newby

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

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

B. Tyler EPR School Pro Contract Amendment

I move to Approve the Tyler EPR School Pro Contract Amendment as presented. This motion, made by Tim Riley and seconded by Gay Washington, **Carried**.

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

C. SylogistEd ERP System OK Implementation Statement of Work

I move to Approve the SylogistEd ERP System Ok Implementation State of Work as presented. This motion, made by Rachel Dillin and seconded by Tim Riley, **Carried**.

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

7. EDUCATIONAL SERVICES

A. Mid-Year Performance Data Presentation:

- Elementary Education Director, Diane Fix
- Secondary Education Director, Ashley Moore

B. FY 24-25 Contracts

1. OSU School of Community Health Sciences, Counseling and Psychology
2. OSU School Psychology Program
3. Parchment

I move to approve all three FY 24-25 Ed Services contracts as presented. This motion, made by Gay Washington and seconded by Rachel Dillin, **Carried**.

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

8. OTHER REPORTS / RECOMMENDATIONS

A. Receive Policy First Reading:

CFB-EI	Plan for Expending Excess Activity Fund Balance
CFBB-E	Application for Sanctioning
CFBB-P	Sanctioning of Parent Organizations, Booster Clubs, & Assoc (Procedures)
CHA-P1	Purchasing Procedures
CLE	Energy Management and Conservation Policy

CLE-R1	<u>Energy Management and Conservation Guidelines</u>
DB-R	<u>Teachers Duties and Responsibilities</u>

9. ADJOURNMENT

A. Vote to Adjourn (Action)

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

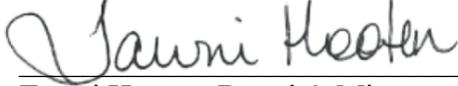
Marshall Baker: Yes, Rachel Dillin: Yes, Tim Riley: Yes, Gay Washington: Yes

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 March 11, 2025.



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Janet Vinson, Acting Superintendent
APPROVED BY: Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM: 8A

SPS Policy Second Readings and Approval:

- 1) CFB-E1 Plan for Expending Excess Activity Fund Balance
- 2) CFBB-E Application for Sanctioning
- 3) CFBB-P Sanctioning of Parent Organizations, Booster Clubs, and Associations(Proc.)
- 4) CHA-P1 Purchasing Procedures
- 5) CLE Energy Management and Conservation Policy
- 6) CLE-R1 Energy Management and Conservation Guidelines
- 7) DB-R Teachers Duties and Responsibilities

BOARD ACTION REQUESTED:

Motion to approve the new or revised policies as presented.

BACKGROUND INFORMATION

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. The Policy Review Committee met on January 28, 2025 to review policy revisions as recommended by administration. Details regarding these policy revisions are listed below.

CFB-E1 –Plan for Expending Excess Activity Fund Balance

Changes reflect changing the due Annual Activity Fund Planning and Approval Package form to be due April 30th each year. I. (Source: Kristie Newby)

CFBB-E - Application for Sanctioning

Changes reflect the Application for Sanctioning to be Due Annually on July 5th each year instead of September. Additional language was added at the bottom of the policy that states the Applicant agrees that any legal or audit expenses incurred by Stillwater Public Schools related to the sanctioned organization will be billed to and paid for by the sanctioned organization. (Source: Kristie Newby)

CFBB-P -Sanctioning of Parent Organizations, Booster Clubs, and Associations (Procedures)

Changes reflect an additional paragraph under number 7 that states a sanctioned organization is at “arms length” and not a part of Stillwater Public Schools, proper internal controls can be ensured by the district

and is the responsibility of the sanctioned organization to provide all financial activities/transactions. Legal and audit expenses incurred by the district related to a sanctioned organization will be billed to and paid for by the corresponding sanctioned organization (Source: Kristie Newby)

CHA-P1 - Purchasing Procedures

Changes reflect the addition of the last paragraph in accordance with the State of Oklahoma law (State Statute Title 70, Chapter 1, Section 5-135). (Source: Kristie Newby)

CLE - Energy Management and Conservation Policy

Changes reflect and update in language to align with district responsible district personnel and current verbiage related to energy management and conservation. (Source: Bo Gamble)

CLE-R1 - Energy Management and Conservation Guidelines (Regulation)

Changes reflect updated language to align with personnel, industry-standard verbiage, and current ASHRA energy management and conservation standards. (Source: Bo Gamble)

DB-R - Teachers Duties and Responsibilities (Regulation)

Changes reflect adding the requirement to have two grades per week in secondary classrooms as has been the practice but it was never in policy. In addition, the changes remove outdated language referencing the WIESE tool that is no longer used.



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: 2/10/2025	Building: SHS	Sponsor Name: Aprill Raines	Organization Requesting Travel: SHS Vocal Music
Date(s) of Travel: 3/18/2025-3/22/2025		Number of Students Traveling: 1	Destination: Dallas, TX
Purpose of Travel: List the purpose of the trip and how students will benefit from the travel. Anna Kiespert was selected by audition to the American Choral Directors Association's National Honor Choir. The rehearsals and concert are in conjunction with the national conference.			
Method of Transportation (vehicles, drivers, bus companies, etc.): School car, requested by Mr. Treat.			
Lodging (hotels, etc): Please provide name and address of hotels, etc. Sheraton Dallas Hotel 400 Olive St. Dallas, TX			
Supervision: Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Aprill Raines	2. Jera Kiespert	3.	
4.	5.	6.	
7.	8.	9.	
Organizational History: What recent (five years or fewer) trip(s) has this organization taken out-of-state? The SHS choir has traveled to Branson, MO, Denver, CO, and will travel to NYC on March 13, 2025			

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

Date:	Itinerary:
3/18/2025	8:00am - Depart SHS
	See attached rehearsal schedule
3/22/2025	9:00pm - Arrive SHS



2025 HONOR CHOIR

SCHEDULE: 8-10 TREBLE CHOIR

Wednesday, March 19, 2025

12:00-4:00 REGISTRATION (Hyatt Ballroom ABC)

4:00-5:00 Rehearsal

6:30-8:30 Rehearsal

Thursday, March 20, 2025

8:00-9:15 Breakfast

9:30-11:30 Rehearsal

11:45-12:30 College Fair

12:45-1:30 Lunch (Hyatt Ballroom DEF)

1:45-4:45 Rehearsal

Friday, March 21, 2025

8:00-9:15 Breakfast

9:30-11:30 Rehearsal

11:45-12:30 Lunch (DEF)

12:45-4:45 Rehearsal

Saturday, March 22, 2025

9:15-10:00 Dress Rehearsal (8-10)

2:45-3:15 Concert (8-10)

This schedule is subject to change



Raines, Aprill <araines@stillwaterschools.com>

ACDA National Honor Choir 2025 - Additional Information for Anna Kiespert,

1 message

ACDA National Honor Choir Applications <nationalhonorchoir@acda.org>
To: araines@stillwaterschools.com

Sun, Oct 27, 2024 at 4:40 PM

**ACDA NATIONAL****2025**

March 18-22 Dallas, TX

Dear Aprill Raines

Congratulations once again on having your student, **Anna Kiespert**, accepted to be a member of the Grade 8-10 SSAA Honor Choir (Soprano 1) for the ACDA National Conference in Dallas, TX from March 19-22, 2025.

If you wish to apply for a need-based scholarship for this singer, please see the additional information below under SCHOLARSHIP needed for that application.

FORMS

Around November 1, 2024, you will receive an email to officially register your student for the honor choir. In the meantime, please download and begin completing the Honor Choir Forms. There are four documents, all of which must be completed and uploaded to complete the registration process:

- Expectations Form (signed by singer, parent/guardian, and sponsoring teacher/director)
- Video/Photograph Release Form (signed by singer and parent/guardian)
- Medical Form
- Liability Form (signed by parent/guardian, and **must** be notarized)

CHAPERONE

Every student is required to have an adult (e.g. parent, guardian, teacher) on-site in the event of an emergency. This person can serve as the chaperone for multiple students. You will be asked to identify the chaperone as well as provide contact information for the individual in order to register the students. Please begin working to identify who the chaperone will be for the honor choir participant.

SCHOLARSHIP

If you wish to apply for a need-based scholarship, please complete the Scholarship Application by Thursday, October 31 at 5PM CST. **This must be completed by the sponsor teacher.**

To complete that application you will need the unique Singer ID # for this singer.

Singer: **Anna Kiespert**

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	\$ 550.00		X			
Ground Transportation / Driver	\$					
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$ 848.00		X			
Food	\$ 100.00				X	
Registration	\$ 350.00				X	
Other – Explain	\$					

Are scholarships provided for students needing financial assistance? Yes No

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

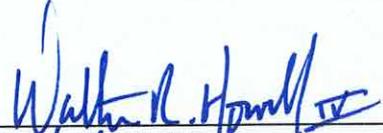
If answer is no, provide reason. _____

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

2/10/25
Date

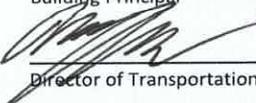
APPROVALS


Director of Athletics/Activities

2/10/2025
Date


Building Principal

2/10/2025
Date


Director of Transportation

2/21/25
Date

Superintendent

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: March 11, 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:

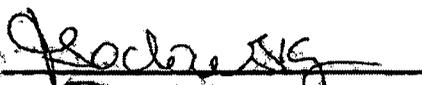
The activity fund transfer report reflects requested transfers of funds between sub-accounts as indicated.

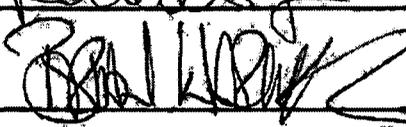
The attached summary of individual site activity fund accounts reveals the name of the itemized accounts, opening balances, debits, credits, activity, and balances of the accounts year-to-date. All accounts are reconciled with bank statements at the closing of each week.

Request for Transfer of Funds between Activity Accounts

Date: 2/5/2025 School: HS

Name of Requestor/Sponsor: Tracy Sodowsky

Signature of Requestor/Sponsor: 

Approval of Supervisor/Principal: 

#971 Concessions

#991 FP Softball

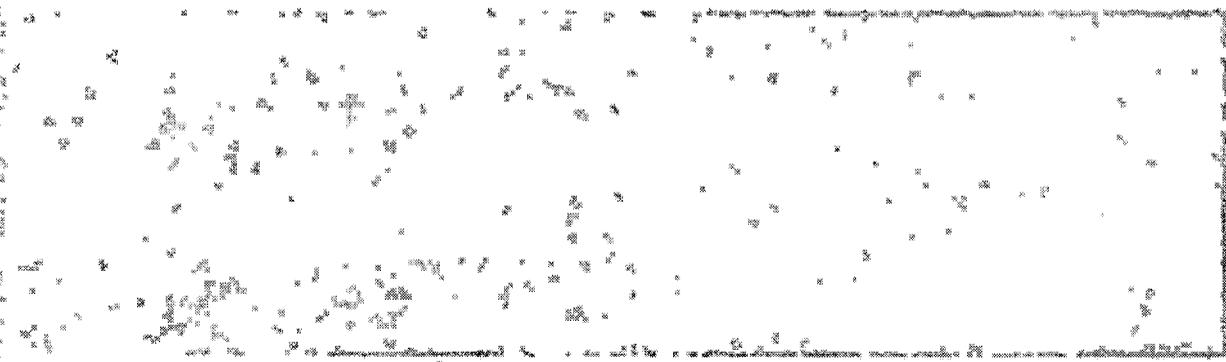
Move from
Paying Account Name & No

Move to
Receiving Account Name & No

Amount to be transferred: \$1000

Reason for Moving funds:

To pay softball boosters and players for working concessions on 10/31/2024 and 11/22/24.



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: 2/28/2025

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	\$1,970,842.32	(\$1,455,874.75)	\$514,967.57	\$2,639,368.21
ASSET TOTAL	\$2,124,400.64	\$1,970,842.32	(\$1,455,874.75)	\$514,967.57	\$2,639,368.21
LIABILITY					
60.000.0000.000.996.0000.000.000.3 DW-INTOUCH ON ACCOU	\$0.00	\$1,257,887.78	(\$1,257,887.78)	\$0.00	\$0.00
LIABILITY TOTAL	\$0.00	\$1,257,887.78	(\$1,257,887.78)	\$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)

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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)

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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)

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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)

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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: 2/28/2025

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: 2/28/2025 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	\$486,520.90	(\$2,219,807.89)	(\$1,733,286.99)	(\$1,733,286.99)
REVENUES AND TRANSFERS IN TOTAL	\$0.00	\$486,520.90	(\$2,219,807.89)	(\$1,733,286.99)	(\$1,733,286.99)
EXPENDITURES AND TRANSFERS OUT					
SUMMARIZED EXPENDITURES AND TRANSFERS OUT	\$0.00	\$1,277,442.69	(\$85,577.69)	\$1,191,865.00	\$1,191,865.00
EXPENDITURES AND TRANSFERS OUT TOTAL	\$0.00	\$1,277,442.69	(\$85,577.69)	\$1,191,865.00	\$1,191,865.00
SCHOOL ACTIVITY FUND Totals:	\$0.00	\$5,139,298.11	(\$5,139,298.11)	\$0.00	\$0.00
Grand Total:	\$0.00	\$5,139,298.11	(\$5,139,298.11)	\$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: March 11, 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.

**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: 02/05/25 Select One: Initial Application Renewal

Name of Sanctioned Organization: westwood Elementary PTO

Official Mailing Address for the organization: 502 S. Kings St.

Organization's Taxpayer I.D. Number: 6A-2132859

Organization President
Name: Jillian Detweiler

Organization Treasurer
Name: Trisha Lyonsi

Phone: (918) 508-4480

Phone: (405) 334-6151

Email: westwoodeglespto@gmail.com

Email: trisha.lyonsi@okstate.edu

Organization's Purpose, Goals, and the Benefit to District Students: support westwood staff and students through fundraising, volunteerism, and events that build the community.

Organizations's Website and/or Social Media Accounts: wweglespto.com

Facebook: westwood Eagles PTO Instagram: @westwood Eagles PTO

(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:

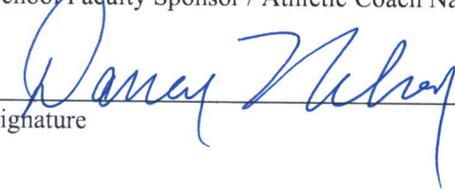
Chief Financial Officer
314 S. Lewis
Stillwater, OK 74074
6. Signing this form certifies that you agree to attend mandatory district training

Julia Detwiler - President
Organization Representative/Office Name and Position (printed)


Signature

02/05/25
Date

Darren Nelson - Principal
School Faculty Sponsor / Athletic Coach Name (printed)


Signature

2-5-25
Date

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2023-24 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Shelli Myers

Date: 2/7/25

Representative: Kristen Hays

Date: 2/7/25

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: westwood Elementary PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023 \$ \$14,914.72 ✓

Collections:

Fundraiser, Merchandise Sales, Etc. \$

Donations \$

Parent/Student Contributions \$

Other (list): \$

sponsorships
winter fundraiser/
silent auction

\$ (total from
bank
statements
highlighted
in blue)
\$

Total Collections

\$ \$43,369.99

Expenditures:

Fundraising Expenses \$

Other (list): \$

food lunches
tshirts
snoodle truck
teacher
reimbursements
movie license
Balloon arch
5th grade suckers

\$ (total from
bank
statements
highlighted
in blue)
\$

Total Expenditures

\$ \$36,876.13

Ending Cash Balance, June 30, 2024 \$ \$21,408.58 ✓

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: [Signature]

Date: 02/05/25

Title: Julian Detwiler - President

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: westwood Elementary PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$ \$21,408.58 ✓

Collections:

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

T-shirt sales
sponsorship
silent auction

\$ [collectively]
 \$ [estimating]
 \$ \$35,000
 \$
 \$

Total Collections Readation \$ \$35,000

Expenditures:

- Fundraising Expenses
- Other (list):

Cost of t-shirts
Eagles on the Run
winter fundraiser
Teacher lunches
movie licensure
Balloon arch
5th grade suckers

\$ [Estimating]
 \$ \$45,000
 \$
 \$
 \$
 \$

Total Expenditures \$ 45,000

Ending Cash Balance, June 30, 2025 \$ 11,408.58
(estimated)

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 2 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: [Signature]

Date: 02/05/25

Title: Julia Detweiler - President

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING
Due Annually on September 1

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

Date Submitted: 02/05/25 Select One: Initial Application Renewal X

Name of Sanctioned Organization: STILLWATER PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

Official Mailing Address for the organization: 5127 RED ROSE DR, STILLWATER, OK 74074

Organization's Taxpayer I.D. Number: 85-3777737

Organization President

Organization Treasurer

Name: KRISTINE WAITS

Name: RYAN REUTER

Phone: 405-707-0713

Phone: 405-628-8258

Email: kristine_waits@hotmail.com

Email: reuter.ryan@gmail.com

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

The purpose of the Club is to foster and promote the development of the Stillwater High School boy's basketball players and program. All assets of the Club are used exclusively for this. The club will raise financial support for the Stillwater High School boy's basketball team, to be used to purchase equipment, food, lodging or other forms of support as needed.

Organizations's Website and/or Social Media Accounts: NA

(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

Kristine Waits - President

Organization Representative/Office Name and Position (printed)

X Kristine Waits
Signature

2.23.25
Date

Sean Morgan

School Faculty Sponsor / Athletic Coach Name (printed)

X Sean Morgan
Signature

2/23/25
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: STILLWATER PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2023-2024

Beginning Cash Balance, July 1, 2023

\$ 2,608.19

\$2605.19
KAS

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, 2024

\$ 3,297.19

OK KAS ✓

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 2023-24 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: *Raye Hunt*

Date: *2/24/25*

Title: 2024-2025 Treasurer

Received and reviewed by Chief Financial Officer:

Name/Title: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: STILLWATER PIONEERS TIP-OFF CLUB BOY'S BASKETBALL

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024		\$ 3297.19	<i>OK CASH</i>
Collections:			
Fundraiser, Merchandise Sales, Etc.	\$ 6000		
Donations	\$		
Parent/Student Contributions	\$ 700		
Other (list):	\$		
_____	\$		
_____	\$		
_____	\$		
_____	\$		
Total Collections		\$ 6700.00	
Expenditures:			
Fundraising Expenses	\$		
Other (list):			
Food	\$ 3750		
Tournament lodging	\$ 600		
Travel gear	\$ 1500		
Promotions (banners, posters, pictures)	\$ 700		
_____	\$		
_____	\$		
_____	\$		
_____	\$		
Total Expenditures		\$ 6550.00	
Ending Cash Balance, June 30, 2025		\$ 3447.19	

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: *Ryan Pente* Date: *02/24/25*
Title: 2024-2025 Treasurer

Received and reviewed by Chief Financial Officer:
Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

**ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION**

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

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

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

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

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

Representative: _____

Date: _____



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: March 11, 2025

AGENDA ITEM:

Annual Activity Account Fund Raising Projects for FY 2024-2025

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

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

WR

FUNDRAISER REQUEST

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

Reporting School Year: 2024-2025 Sponsor Name: Kaella Collins

Name of Activity Fund: Brew Crew Account No:

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

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 01-24-25 END 05-16-25

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. 200 - EST. EXP. 95 = EST. PROFIT 105

Sponsor Signature: Kaella Collins

SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature: Dan Sillars

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

TH

STILLWATER BOARD OF EDUCATION

CFB-E1

FUNDRAISER REQUEST

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

Reporting School Year: 24-25 Sponsor Name: Rebecca Palmatary

Name of Activity/Fund: Robotics Account No. 932

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

Stillwater Tournament #2 Feb 1st

PURPOSE OF RAISING FUNDS:

FUNDRAISER DATES: START 2/1/25 END 2/1/25

AMOUNT OF MONEY TO BE RAISED:

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

[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 _____

Adoption Date: February 21, 2012

Revision Date(s): September 10, 2019

Page 4 of 4

JH

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: Billy Sneed

Name of Activity Fund: Barbook Photo Session Account No: 951

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

Students will offer to take photos of students at school dance. Photos will be delivered via email + print.

PURPOSE OF RAISING FUNDS:

For items other than tech, to be used for video + photography projects including a backdrop and small trivia prizes to encourage student participation.

FUNDRAISER DATES: START 2/29/25 END 2/29/25

AMOUNT OF MONEY TO BE RAISED:

EST. INC. \$100 - EST. EXP. \$10 = EST. PROFIT \$90

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 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: March 11, 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.

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: Kaela Collins

Name of Activity Fund: Brew Crew Account No: _____

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

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	OS
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 SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: Kaela Collins

Name of Activity Fund: Brew Crew Account No: _____

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Coffee sales</u>	\$ <u>75</u>	
<u>Soda Sales</u>	\$ <u>75</u>	
<u>Water sales</u>	\$ <u>50</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ _____	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ 200 <u>200</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Coffee</u>	\$ <u>30</u>	
<u>Coffee cups</u>	\$ <u>15</u>	
<u>creamers</u>	\$ <u>30</u>	
<u>K pods</u>	\$ <u>20</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>95</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>105</u>	\$ _____

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: ANGELA KNOTT

Name of Activity Fund: GIRLS GOLF Account No: 980

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: 2024-2025 SITE: High School Athletics

ACCOUNT NAME: 980 GIRLS GOLF

PURPOSE

INCOME SOURCE FOR ALL ATHLETIC TEAMS TO PERFORM AND COMPLETE

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

ANGELA KNOTT

SIGNATURE



PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE



TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:  DATE: 3/3/25

ACCOUNT NUMBER: 980

BOARD OF EDUCATION APPROVAL DATE: _____

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2024-2025 Sponsor Name: ANGELA KNOTT

Name of Activity Fund: GIRLS GOLF Account No: 980

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>3,032.27</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
DONATIONS	\$ <u>650.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>650.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>3,682.27</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
TEAM EQUIPMENT	\$ <u>-1,800.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,800.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>1,882.27</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: Karje Linsenmeyer

Name of Activity Fund: High School Softball Account No: 991

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

**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: High School Softball

PURPOSE

Fundraising opportunities for Stillwater High School Softball

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

Karie Linsenmeyer

SIGNATURE

[Handwritten signature of Karie Linsenmeyer]

PRINCIPAL/DIRECTOR

Brian Warwick

SIGNATURE

[Handwritten signature of Brian Warwick]

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

[Handwritten signature]

DATE:

3/3/25

ACCOUNT NUMBER:

991

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

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

Name of Activity Fund: FP Softball Account No: #991

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>163.30</u>	\$ <u> </u>
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
FB Concession 2 Games - Game Day Labor	\$ <u>1,000.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,163.30</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Softballs / Nets / Other Equipment as needed	\$ <u>-500.00</u>	
T-shirts / Apparel for Team	\$ <u>-500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>-1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>163.30</u>	\$ _____



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: March 11, 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 March 1, 2025

BACKGROUND INFORMATION:

This monthly report is highlighting changes to existing Purchase Orders and activity thru March 1, 2025.

Stillwater School District 16

PO Board Report Fund Totals

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

Fund	Description	Amount
11	GENERAL FUND	109,502.12
21	BUILDING FUND	127,336.66
22	CHILD NUTRITION PROGRAMS FUND	135.00
32	BOND FUND (2023)	898,838.08
	Total Amount	1,135,811.86
	End of Report	

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20250671	LANGUAGE LINE SERVICES	MARCH 11, 2025 - CHANGE ORDER INCREASE FUNDS BY \$2000.00 FOR PHONE TRANSLATION SERVICES	11-GENERAL	3,300.00
20251163	FIREBRAND CONSTRUCTION, LLC	MARCH 11, 2025 CHANGE ORDER LISTING - INCREASE FUNDS BY \$42,051.68 OES PH 2 BUILDING RENOVATION	32-BOND FUND	716,051.68
20251267	Amazon Capital Services	TECH SUPPLIES	32-BOND FUND	109.67
20251268	KELLOGG & SOVEREIGN CONSULTING	E-Rate Services	32-BOND FUND	9,643.80
20251269	PENDER'S MUSIC CO.	Vocal Music	11-GENERAL	143.39
20251270	RHONDA RINGER-RILEY	SHS Piano Tuning	11-GENERAL	435.00
20251271	OKLAHOMA ASSN FAMILY CONSUMER SCIENCE	LINK Conference Registration	11-GENERAL	60.00
20251272	THE METOCHOI GROUP	Tier 2 and 3 Interventions	11-GENERAL	3,500.00
20251273	DUPREE SPORTING GOODS	UNIFORMS - 2025	32-BOND FUND	1,000.00
20251274	DUPREE SPORTING GOODS	UNIFORMS - 2025	32-BOND FUND	396.00
20251275	DUPREE SPORTING GOODS	UNIFORMS - 2025	32-BOND FUND	4,200.00
20251276	TULSA VIOLIN SHOP	Orchestra Instruments	11-GENERAL	3,025.00
20251277	Amazon Capital Services	Presentation clickers	11-GENERAL	47.64
20251278	OKSPRA	Barry Fuxa Annual Membership	11-GENERAL	75.00
20251279	MERIDIAN TECHNOLOGY CENTER	LUNCH AND LEARN	11-GENERAL	40.00
20251280	GRIMSLEYS INC.	FURNITURE FOR TECHNOLOGY DEPT	32-BOND FUND	15,724.48
20251281	DEARINGER PRINTING	Deposit Books	22-CHILD NUTRITION	135.00
20251282	Zagula, Lily	VI-Mileage remainder of Padens	11-GENERAL	457.25
20251283	JEREMY HOOTEN	BOARD MEETING SECURITY	11-GENERAL	150.00
20251284	Amazon Capital Services	Flash cards	11-GENERAL	65.61
20251285	Amazon Capital Services	Supplies for classroom	11-GENERAL	34.86
20251286	STILLWATER FIRST UNITED METHODIST CHURCH	RENT FOR 2ND SEMESTER	11-GENERAL	10,000.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251287	LANGUAGE TESTING INTERNATIONAL INC	DUES AND FEES	11-GENERAL	240.00
20251288	OVERHEAD DOOR COMPANY OF STILLWATER LLC	TRANS. OVERHEAD DOOR SPRING	32-BOND FUND	312.50
20251289	CDW GOVERNMENT	iiQ10896	32-BOND FUND	1,079.80
20251290	A-1 SEPTIC SYSTEM LLC	OES DRAIN CLEANING REF PO 20250657	32-BOND FUND	1,200.00
20251291	WALMART LOCAL	Transition supplies for 618	11-GENERAL	332.92
20251292	Amazon Capital Services	Library Books	11-GENERAL	17.79
20251293	LOWE'S HOME IMPROVEMENT CENTER	Pathfinders Transition prog supplies	11-GENERAL	575.00
20251294	Amazon Capital Services	Classroom supplies STEM	11-GENERAL	1,543.79
20251295	Amazon Capital Services	LEAH DOLLAR PRINTER TONER	11-GENERAL	179.97
20251296	LOWE'S HOME IMPROVEMENT CENTER	AG Woodworking Class Supplies	11-GENERAL	323.44
20251297	CCOSA	SUMMER LEADERSHIP CONFERENCE	11-GENERAL	2,750.00
20251298	WALMART LOCAL	March 1-15 lab supplies FACS	11-GENERAL	250.00
20251299	WALMART LOCAL	March 16-31 Lab supplies FACS	11-GENERAL	250.00
20251300	WALMART LOCAL	April 1-15 lab supplies FACS	11-GENERAL	300.00
20251301	WALMART LOCAL	April 16-30 Lab supplies FACS	11-GENERAL	300.00
20251302	WALMART LOCAL	May 1-8 lab supplies FACS	11-GENERAL	350.00
20251303	HOBBY LOBBY	FACS supplies	11-GENERAL	250.00
20251304	CAROLINA BIOLOGICAL SUPPLY	SCIENCE KIT REFURB ~ FIX	11-GENERAL	281.46
20251305	E.L. ACHIEVE, INC	REGISTRATION - CONSTR MEANING INSTITUTE	11-GENERAL	4,001.00
20251306	KRUEGER INTERNATIONAL, INC.	AVIATION CLASSROOM SUPPLIES	11-GENERAL	11,053.00
20251307	GLEIM PUBLICATIONS, INC	AVIATION CLASSROOM EQUIPMENT	11-GENERAL	6,067.99
20251308	GARRETT GILL	Camera Install at the MS & SR	11-GENERAL	5,750.00
20251309	GLOWFORGE, INC	BMITE Class Glowforge	11-GENERAL	7,544.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251310	MERRIFIELD OFFICE SUPPLY LLC	Office Furniture	11-GENERAL	2,573.21
20251311	DUPREE SPORTING GOODS	TENNIS UNIFORMS - QUOTE	32-BOND FUND	2,544.00
20251312	Amazon Capital Services	Library Books	11-GENERAL	15.45
20251313	CDW GOVERNMENT	ASUS Expertbook computer	32-BOND FUND	924.07
20251314	SEON DESIGN USA CORP	Cameras	32-BOND FUND	16,024.00
20251315	PROJECT LEAD THE WAY, INC.	Classroom refill supplies	11-GENERAL	504.00
20251316	Amazon Capital Services	STEM classrom supplies	11-GENERAL	327.55
20251317	Amazon Capital Services	Books for Students	11-GENERAL	1,938.98
20251318	SCHOLASTIC BOOK FAIRS	PARENTAL INVOLVEMENT	11-GENERAL	1,375.12
20251319	505 ARCHITECTS LLC	SO24 Bond 2023 HS Phase 1	32-BOND FUND	19,250.00
20251320	OSSBA	Reg School Law Conference 25	11-GENERAL	300.00
20251321	OSSBA	Board Member Req Training	11-GENERAL	160.00
20251322	DELL MARKETING L.P.	2 Dell Rack Servers	32-BOND FUND	20,354.34
20251323	B & C BUSINESS PRODUCTS	AVIATION STORAGE CABINETS	11-GENERAL	1,901.30
20251324	Amazon Capital Services	Supplies Aviation lessons	11-GENERAL	1,225.35
20251325	SPORTY'S	Aviation classroom supplies	11-GENERAL	25.66
20251326	SCHOLASTIC BOOK FAIRS	Books	11-GENERAL	767.23
20251327	WALMART LOCAL	Aviation classroom supplies	11-GENERAL	35.40
20251328	MSKL	Aviation supplies	11-GENERAL	65.09
20251329	VEX ROBOTICS, INC.	Classroom supplies STEM	11-GENERAL	1,144.72
20251330	PALEN MUSIC CENTER, LLC	Instruments RE: PO 20251132	32-BOND FUND	31,696.00
20251331	U.S. BANK NATIONAL ASSOCIATION	FY 24-25 COPIER CONTRACT	32-BOND FUND	48,000.00
20251332	Amazon Capital Services	LIBRARY SUPPLIES	11-GENERAL	43.98
20251333	BANK OF OKLAHOMA FINANCIAL	KICKER/ 2013 LS PAYMENT	21-BUILDING	127,336.66

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251334	CCOSA	SUMMER LEADERSHIP CONFERENCE REGISTRATION	11-GENERAL	550.00
20251335	Amazon Capital Services	Library Books	11-GENERAL	605.68
20251336	SGS/JOSTENS	2025 SHS Diplomas	11-GENERAL	2,172.90
20251337	RAM PRODUCTS CHEMICALS & PRESSURE WASHER	CHEMICALS FOR PRESSURE WASHER	11-GENERAL	440.10
20251338	RHONDA RINGER-RILEY	PIANO TUNING	11-GENERAL	580.00
20251339	RHONDA RINGER-RILEY	PIANO TUNING	11-GENERAL	580.00
20251340	SGS/JOSTENS	2025 SHS Diploma Covers	11-GENERAL	3,515.45
20251341	LOWE'S HOME IMPROVEMENT CENTER	Storage for BMITE Glowforge	11-GENERAL	399.00
20251342	JOURNEY HOUSE TRAVEL SERVICE INC	Airfare for FACS Natl Leader Conf	11-GENERAL	599.00
20251343	WALMART LOCAL	STEM SUMMER CAMP SUPPLIES	11-GENERAL	50.00
20251344	Amazon Capital Services	STEM CAMP SUMMER SUPPLIES	11-GENERAL	650.00
20251345	TRAFERA HOLDINGS, LLC	3D printer/Promethean Board	11-GENERAL	5,456.00
20251346	Amazon Capital Services	Toner for printer	11-GENERAL	46.99
20251347	PALEN MUSIC CENTER, LLC	Instrument supplies & repairs	11-GENERAL	200.00
20251348	PALEN MUSIC CENTER, LLC	Instrument supplies & repairs	11-GENERAL	180.00
20251349	Amazon Capital Services	SUPPLIES	11-GENERAL	3,579.73
20251350	OKLAHOMA TSA	TSA CONFERENCE REGISTRATION	11-GENERAL	60.00
20251351	Amazon Capital Services	FOAM SHEETS	11-GENERAL	162.16
20251352	CDW GOVERNMENT	3D PRINTER STEM	11-GENERAL	4,725.06
20251353	OKLAHOMA FCCLA	OK FCCLA NLC Advisor Package	11-GENERAL	110.00
20251354	NATIONAL FCCLA	2025 FCCLA NLC Registration	11-GENERAL	390.00
20251355	PROVANTAGE SUPERSTORE	POWER SUPPLY	32-BOND FUND	1,000.00
20251356	PROVANTAGE SUPERSTORE	HP GUMDROP TECH	32-BOND FUND	450.00
20251357	TYLER TECHNOLOGIES INC	TRANS-manage, install & overvi	32-BOND FUND	2,150.00

Stillwater School District 16

PO Board Report Over Threshold

Fiscal Year: 2024-2025

From Date: 2/12/2025 12:00:00 AM To Date: 3/11/2025 12:00:00 AM Threshold 1

PO Number	Vendor	Description	For	Amount
20251358	GARRETT GILL	OES Cameras	11-GENERAL	5,520.00
20251359	DG INVESTMENT INTERMEDIATE HOLDINGS 2	SPS OES Genetec Camera License	11-GENERAL	2,332.90
20251360	WALMART LOCAL	FCS SUPPLIES	11-GENERAL	100.00
20251361	BLUUM OF TEXAS, LLC	TECH EQUIPMENT	32-BOND FUND	2,885.00
20251362	PERKINS, MEGAN E	Mileage April 1-May 21st	11-GENERAL	400.00
20251363	DELL MARKETING L.P.	POWEREDGE UPGRADES	32-BOND FUND	1,657.84
20251364	PROVANTAGE SUPERSTORE	WINDOWS 11	32-BOND FUND	710.00
20251365	TRAFERA HOLDINGS, LLC	TECH SUPPLIES	32-BOND FUND	159.90
20251366	PROVANTAGE SUPERSTORE	TECH SUPPLIES	32-BOND FUND	1,315.00
			Total POs: 102	Total Amount 1,135,811.86

End of Report



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

Consider and Vote to Approve Service Order No. 25 for SPS Bond 2023 High School Building Repurposing Study

BOARD ACTION REQUESTED:

Vote to Approve Service Order No. 25 for SPS Bond 2023 High School Building Repurposing Study

BACKGROUND INFORMATION:

The Architect will provide continued pre-planning professional services to assist the Owner with the facilitation of the Bond 2023 Long-Range Planning Committee (LRPC) evaluation of the SPS High School Repurposing Study of the existing High School building located at 1224 North Husband Street in Stillwater, Oklahoma.

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

SERVICE ORDER number 25 made as of the eleventh day of March in the year two thousand and twenty-five.

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

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

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

505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 74104

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

SPS High School Building Repurposing Study
Pre-Planning professional services to assist the Owner with facilitation of the Bond 2023 Long-Range Planning Committee (LRPC) evaluation of the SPS High School Repurposing Study of the existing High School building located at 1224 N Husband Street in Stillwater, Oklahoma.

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the
(Paragraphs deleted)
thirteenth day of April in the year two thousand and twenty-one form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

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

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

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

1	INITIAL INFORMATION
2	SERVICES UNDER THIS SERVICE ORDER
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	COMPENSATION
5	INSURANCE
6	PARTY REPRESENTATIVES
7	ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(Paragraph deleted)

1.1.1 Pre-Planning professional services to assist the Owner with facilitation of the Bond 2023 Long-Range Planning Committee (LRPC) evaluation of the SPS High School Repurposing Study of the existing High School building located at 1224 N Husband Street in Stillwater, Oklahoma

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

The Architect will assist the Owner with facilitation of the Bond 2023 Long-Range Planning Committee (LRPC) evaluation of the SPS High School Repurposing Study of the existing High School building located at 1224 N Husband Street in Stillwater, Oklahoma.

The Architect will meet with the Owner, key users or stakeholders, and the LRPC to review the SPS High School Building Repurposing Study. The Architect will assist the Owner to facilitate up to four (4) meetings to discuss and review the SPS High School Building Repurposing Study with the LRPC in order to make a recommendation(s) to the Board of Education.

The Architect anticipates the proposed scope of Services to take approximately twelve (12) weeks to complete depending on the Owner's and LRPC availability.

Provision of supplemental brochures or other presentation materials beyond those described above may be provided by Architect as an Additional Service upon written request from the Owner.

The Architect has included limited preliminary conceptual consultation with engineering consultants if deemed necessary.

§ 2.1.2 Additional Services

Init.

/

None

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner’s anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

NA

.2 Substantial Completion date:

NA

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

Compensation shall be a fixed fee plus reimbursable expenses billed as follows:

(Paragraphs deleted)

Phase 701 HS Building Repurposing Study LRPC Fixed \$3,000.00 plus reimbursable expenses per Section 4.3

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)

The Architect shall endeavor to provide a fixed fee for Additional Services when a scope of services can be clearly defined. In all instances, the Architect shall notify the Owner in writing of the need for Additional Services. If a scope of Work cannot be clearly defined, upon written approval from the Owner the Architect shall perform the Work on an hourly basis until such a time as the scope of Work can be defined and a fixed fee can be established.

Hourly billing rates at the time of this Agreement are set forth as follows:

505 Architects LLC

Principal	\$200	Architect	\$185
Project Manager	\$195	Architectural Intern	\$140
Interior Designer	\$175	Administrative	\$90

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect’s Services document, list the exhibit below.)

Reimbursable Expenses are estimated to not exceed \$1,500.00.

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

Init.

(Table deleted)

(Paragraphs deleted)

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

Assistant Superintendent of Operations
Bo Gamble
Stillwater Public Schools
314 South Lewis Street
Stillwater, Oklahoma 74074

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

Brian Thomas, AIA, RID, LEED AP
Principal
505 Architects LLC
1631 South Delaware Avenue
Tulsa, Oklahoma 741014

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

(Paragraphs deleted)

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

OWNER *(Signature)*

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



ARCHITECT *(Signature)*

Brian Thomas, AIA, RID, LEED AP Principal
(Printed name, title, and license number, if required)



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

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

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



CM Contingency Modification

0309b. - Stillwater New High School

Title: CMOD 5 - Storm Shelter Roof Void Infill

CM Contingency Modification : # 5

Date: 02/10/2025 **Date Required:**

Description of Work: This contingency modification is to cover costs associated with infilling the storm shelter double-T roof voids with Polyiso insulation. \$6,750 will be funded from the allocated allowance and the remaining \$5,887.54 funded through this CM Contingency mod.

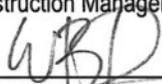
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 5 - Storm Shelter Roof Void Infill	0.00	LS	0.00	- 5,887.5	0.0	0.00	- 5,887.54	
2 : JR&CO	0.00	LS	0.00	5,887.5	0.0	0.00	5,887.54	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

The attached report lists the requested use of Owner Contingency and Allowances by Willowbrook, Inc. for 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 29 - Ladder Allowance Reallocation

Owner Contingency Modification : # 29

Date: 02/10/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO: Reallocate the Ladder Allowance funds to Owner contingency as this scope of work has been provided by the structural steel package.

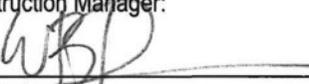
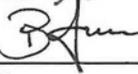
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 29 - Ladder Allowance Reallocation	0.00	LS	0.00	- 30,000.0	0.0	0.00	- 30,000.00	
2 : Owner's Contingency	0.00	LS	0.00	30,000.0	0.0	0.00	30,000.00	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 30 - PR 05 Plumbing Revisions

Owner Contingency Modification : # 30

Date: 02/10/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:

1. Provide all material and labor associated with revisions outlined in PR 05 plumbing scope of work to accept the PA Wing.

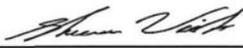
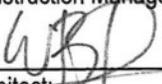
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 30 - PR 05 Plumbing Revisions	0.00	LS	0.00	- 63,457.8	0.0	0.00	- 63,457.75	
2 : Air Technologies	0.00	LS	0.00	63,457.8	0.0	0.00	63,457.75	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:

October 25, 2024

TO CMSWillowbrook
620 NE 36th Street
Oklahoma City, OK 73105

FROM Erik Van Winkle
Project Manager/ Estimator
evanwinkle@airtech-ok.com
405-203-9286

REGISTERED QUOTATION # EV 10061

Dear Shawn Vick,

Air Technologies of Oklahoma City, LLC (referred to in this agreement as "CONTRACTOR") and CMSWillowbrook (referred to in this agreement as "CUSTOMER") agree that the services as described herein will be provided at the following location(s)

Change Order Request PR 5

- Labor and material for P115 changes. (4" Copper, Insulation costs, adjusted gas piping, added Cast iron piping, Hangers and Labor) \$19,700.00M \$7,400.00L
- Labor and material for P125 changes. (Upsized drain piping down to first floor, additional labor, adjusted gas piping labor) \$18,000.00M \$5,400.00L
- Labor and material for P175 changes. (Added gas piping and material for two RTUs, additional roof drain and labor) \$2,300.00 \$650.00L
- Labor and material for P202 changes. (Added cast iron for roof drain, downspout nozzle, remove and relocate 4" floor drain, added clean out in riser) 13,153.00 \$1,050.00L
- Updated Roof/ Overflow Drain Schedule – No change in price across scope

PRV Credit - \$2,195.25

~~TOTAL PRICE = \$65,653.00~~ **Total Price = \$63,457.75**
Material Costs- \$53,153.00
Labor Costs- \$14,500.00

This proposal is valid for 15 days, and if not accepted within that timeframe, the proposal will be automatically rescinded. Excluding electrical, this price is complete including start-up cost and a one (1) year warranty on parts and labor. This installation shall be performed in a workmanship-like manner. Invoices will be sent accordingly. Payments are due within thirty (30) days of CUSTOMER's receipt of invoice. This quotation, including the Terms and Conditions, constitute the rights and obligations of both CUSTOMER and CONTRACTOR. This quotation shall become a valid agreement only after acceptance below by CUSTOMER and the CONTRACTOR. In the event of price increase of material and/or equipment occurring during the performance of the contract through no fault of CONTRACTOR, the contract sum, time of performance, and contract requirements shall be equitably adjusted.

Change Order Breakdown Page

(1) Materials	Unit	Unit Cost	Total	Mark up
Copper 3"	80	31.78	\$ 2,542.40	3203.42
10" Cast Iron	160	82.765	\$ 13,324.24	16,324.24
8" Cast Iron	160	51.6031	\$ 8,256.50	10,403.19
4" Gas Pipe	100	8.32	\$ 832.00	1,048.32
Misc. Gas Fittings			\$ 740.00	932.4
Misc. Cast Iron Fittings			\$ 5,260.00	6,627.60
Insulation	80	4.26	\$ 340.80	429.40
Hangers and Supports			\$ 1,800.00	2,268
Plumbing Specialties			\$ 3,600.00	4,536
PRV	1	-1756.2	\$ (1,756.20)	-2195.25
Subtotal (1)			\$ 34,999.14	42,644.92

(2) Labor	No. Of Hours	Hourly Cost	Total	
Total Labor	120	120	\$ 14,400.00	
Over head			\$ 5,119.04	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Subtotal (2)			\$ 19,619.04	19619.04

(3) Equipment	No. Of Hours	Hourly Cost	Total	
Additional Lift time			\$ 600.00	769.23
Warranty			\$ 331.16	424.56
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
Subtotal (3)			\$ 931.16	1193.79
				63,457.75

(4) Suncontractors (List each Subcontractor)	Total
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Subtotal (4)	\$

AIR TECHNOLOGIES OF OKLAHOMA CITY, LLC

Erik Van Winkle

Signature

Erik Van Winkle

Printed Name

10/23/24

Date

CMSWillowbrook

Signature

Printed Name

Title

Date

Terms and Conditions

These Terms and Conditions (the "T&C's") apply to the Proposal (the "Proposal") between the Customer identified on the Proposal (the "Customer") and Air Technologies of Oklahoma City, LLC (the "Contractor") for the project identified in the Proposal (the "Project"). The Customer and Contractor are referred to herein as the "Parties".

By signing the Proposal, Customer agrees to be bound by these T&C's. Regardless of whether the Proposal is signed by the Customer, if the Customer: (a) directs Contractor to proceed with the work of the Proposal (the "Work"), the Proposal and these T&C's will be deemed accepted by Customer; (b) issues a purchase order with separate terms and conditions, the terms and conditions of such purchase order are hereby rejected by the Contractor, and the Proposal and these T&C's shall govern the Work; and/or (c) requires Contractor to enter into a separate written contract ("Separate Contract"): (i) the Separate Contract must be acceptable to Contractor and must attach the Proposal as an exhibit and incorporate the Proposal by reference; (ii) to the extent there is a conflict between the Separate Contract and this Proposal, the scope of work of the Proposal and the T&C's shall prevail over any conflicting terms of the Separate Contract; and (iii) if the Parties are unable to agree upon a mutually acceptable Separate Contract, Contractor shall have the right to rescind the Proposal without any liability to Contractor. Under no circumstances will Contractor be liable for liquidated or consequential damages, and such damages are expressly waived by the Customer, even if included in a Separate Contract.

Contractor will use reasonable efforts to purchase materials and equipment for the Work in this Proposal to limit the potential impact of escalation of costs of such materials and equipment. However, if Contractor is unable to supply these products at the same or similar costs as carried in its estimate, Contractor reserves its right to seek any such additional costs through a change order. Delivery times for equipment and materials for the Work are estimates only. Contractor will use reasonable efforts to secure the delivery of equipment and materials as soon as practicable. If delivery of equipment and/or material exceeds the estimated delivery time for reasons beyond its control, Contractor will be entitled to an extension of time for such delayed delivery time.

Payments for the Work shall be due within thirty (30) days of Customer's receipt of each partial and final invoice from Contractor. Any past due invoices shall be subject to interest calculated at the legal rate. In the event the Parties enter a Separate Contract: (a) and such contract attempts to shift onto Contractor the risk of non-payment by the Customer's customer, the Project owner and/or the prime contractor (collectively "Higher-Tier Entity"), such payment provision is null and void; (b) at all times, the risk of such non-payment shall be on the Customer; and (c) in the event the Customer has delayed payment of Contractor based on a Higher-Tier Entity's delay and/or refusal of payment, Customer shall pay Contractor upon demand of Contractor, and if such

payment is not received by Contractor within five (5) days of such demand, Contractor shall be entitled to suspend its Work (without any penalty to Contractor) until such time that Contractor receives all outstanding payments from Customer).

Subject to the other limitations contained in the T&C's, under no circumstances shall Contractor be required to indemnify, defend or hold harmless the Customer or any Higher-Tier Entity (or their agents, representatives, employees, architects, or any person or entity identified in a Separate Contract) against any damages, except to the extent such damages are proven to be caused by the Contractor.

Any disputes associated with the Work shall be resolved by litigation in a court of competent jurisdiction in Oklahoma County or in the county in which the Project is located, and the prevailing party in such litigation shall be entitled to reimbursement of its court costs, interest, reasonable attorney's fees. IN THE EVENT LITIGATION IS FILED IN CONNECTION WITH THE WORK, THE PARTIES EXPRESSLY AGREE TO WAIVE THEIR RESPECTIVE RIGHTS TO A TRIAL BY JURY. This Proposal and/or a Separate Contract shall be governed by the laws of the State of Oklahoma, without regard to its conflicts of laws principles.



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 31 - PR 17 TIA Comments

Owner Contingency Modification : # 31

Date: 02/10/2025 Date Required:

Description of Work: The following scope of work is included in this PCO:

1. Provide and install pedestrian walk, striping, ADA ramp, and required signage off of Franklin Ln.
2. Provide and install (2) 20' gates at each end of the drive on the NW corner of the site.

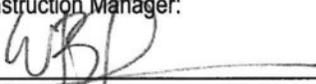
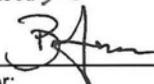
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 31 - PR 17 TIA Comments	0.00	LS	0.00	- 22,660.0	0.0	0.00	- 22,660.00	
2 : Turning Point	0.00	LS	0.00	12,400.0	0.0	0.00	12,400.00	
3 : Superior Fence	0.00	LS	0.00	10,260.0	0.0	0.00	10,260.00	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



turningPOiNT

T.J. Abla
turningpoint.abla@gmail.com
Cell: 405-313-9637
Office: 405-579-7663
Fax: 405-579-1693
Federal ID: 71-0913108
PO Box 1805 | Blanchard OK 73010

January 13, 2025

RE: Stillwater High School – 410 West Franklin Lane, Stillwater, Oklahoma

RE: Cost Impact for PR 17

Walk, Striping, and Signage Items Added Plans Dated 12/6/24 (C1100)

- 1060 SF ADDED Public Walk
- 2 Added Handicap Sidewalk Ramps w/ Tactile Warning Strips
- 2 Added Pedestrian Stop Signs
- 1 Added Continental Crosswalk
- Solid Slab Sod along added sidewalk
- (Labor, Material & Equipment included to perform above scope of work, U.N.O)

TOTAL COST :

\$12,400.00



P.O. BOX 892928
 Oklahoma City, OK 73189
 (405) 616-9203 Phone
 (405) 616-9204 Fax
 www.superiorfenceok.com

Estimate

Date	Estimate #
1/22/2025	44281

Name / Address
Willowbrook 620 NE 36th Street OKC OK 73105 Shawn Vick shawn.vick@willowbrook.build

Ship To
STILLWATER HIGH SCHOOL PR 17 Stillwater High School

Rep
Joe

Description	Total
CHANGE ORDER #1 Add 2 - 20' Opening Double Drive Pipe Gates, 3" x BF40 Galvanized Frames, 6 5/8" x Sch. 40 Posts, 36" deep x 24" concrete footers, 6 5/8" Inside Diameter/ 8" Outside Diameter sleeve hinges, 1 - pad lock receiver per Double Drive Gate 2 - Commercial Knox Boxes	10,260.00

Proposed By: _____ Date: _____	Total \$10,260.00
-----------------------------------	-----------------------------

This proposal may be withdrawn by Superior Fence Construction Inc. if not accepted within 7 days. The above prices, specifications and conditions are satisfactory and accepted. Superior Fence Construction Inc. is hereby authorized to perform the work as specifies: LOCATING LINES DOES NOT INCLUDE sprinkler lines, french drains, or utility drops to the home, therefore Superior Fence Construction Inc. WILL NOT BE RESPONSIBLE FOR ALL SAID LINES _____. All balances due upon completion. **NOTICE TO OWNER:** you are hereby notified that any person performing labor on your property or furnishing materials for the construction, repair, or improvements of your property will be entitled to put a lien against your property, if they are not paid in full. This lien can be enforced by the sale of your property. Above prices are based on normal digging conditions. **ALL CREDIT CARD PAYMENTS WILL HAVE A 3% FEE THAT WILL BE ADDED TO YOUR BILL.**
 Accepted: _____ Date: _____



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 33 - PR 21 Nurse Waiting Glazing Revisions

Owner Contingency Modification : # 33

Date: 02/10/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:

1. Remove alternate 3 from scope of work and provide typical non-fire rated aluminum storefront system and film for Frame Type S-28 for Door 1040 as shown in Base Bid Documents. Credit of -\$45,500.00
2. Provide fire sprinkler water curtain sprinkler system above Door Opening 1040 as shown in Base Bid documents. Add of \$185.00

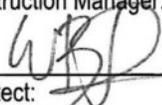
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 33 - PR 21 Nurse Waiting Glazing Revisions (Owner Con)	0.00	LS	0.00	45,315.0	0.0	0.00	45,315.00	
2 : Kanske Fire	0.00	LS	0.00	185.0	0.0	0.00	185.00	
3 : Lee Glass	0.00	LS	0.00	- 45,500.0	0.0	0.00	- 45,500.00	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



CHANGE ORDER #26821-8 DATE 1/23/2025 EXPIRATION DATE 2/22/2025

CUSTOMER
 CMS WILLOWBROOK
 (405) 224-1554
 hilary.peters@willowbrook.build
 PO Box 807
 Chickasha, ok, 73023

JOB INFO
CMS WILLOWBROOK-Stillwater High School
 410 W Franklin Ln
 Stillwater, OK, 74075

LEE GLASS & WINDOW, LLC
 1002 S Lewis St
 Stillwater, OK, 74074
 +1 (405) 372-6600
 phil@leeglassco.com

PR-021

Subtotal: -\$45,500.00

ITEMS	QTY	COST/UNIT	SUBTOTAL
Deduct Alt.3 S-28R fire rated opening and replace with standard aluminum storefront.	-	-	-\$45,500.00
Subtotal:			-\$45,500.00

Subtotal: -\$45,500.00

Total: -\$45,500.00

Upon receipt of your signed quote, and down payment we will activate this order. Please be aware that the products listed will be ordered as per the noted specifications. Due to order dates and lead times, changes to this order may not be possible. We ask that you examine the products, sizes, colors, etc., to verify that they meet the specifications for your project prior to signing and returning this form. ALL SALES ARE FINAL AND MAY NOT BE RETURNED OR "RE-STOCKED". This quote is valid for 30 days. Price excludes overtime, liquidated damages, and permits. All colors are to be selected from manufactures' standards. Painting, staining, Drywall or any other finish work that may be needed is NOT included in this quote unless otherwise stated. Owner/Purchaser agrees to furnish complete access to work areas, free and clear of obstruction, and electrical power at no additional cost. All delivery dates are estimates only and not a guarantee of delivery or installation dates.

I understand that my account is subject to a 1.5% monthly finance charge (18% annually/\$5.00 minimum monthly) for any invoice past due by 30 days or more. I understand that Lee Glass & Window, LLC may pursue legal action against me should I be delinquent on an account, and that I may be responsible for attorney fees/collection fees should such an action take place. Federal and State building codes require "safety glazing" materials in some applications. It is the purchasers responsibility to specify each unit that requires "safety glazing". These terms supersede any other agreement.



CHANGE ORDER	DATE	EXPIRATION DATE
#26821-8	1/23/2025	2/22/2025

CUSTOMER WILL PAY CORRECT SALES TAX SPECIFIC TO THEIR PROJECT REGARDLESS OF WHAT IS LISTED ON THIS QUOTE. APPLIED WINDOW TINT VOIDS ALL WARRANTIES.



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 34 - Spray Fire Proofing Credit

Owner Contingency Modification : # 34

Date: 02/10/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:

1. Reallocate Spray Fire Proofing contract amount of \$12,500.00 to Owner Contingency. Base Bid documents included spray fire proofing, but this scope of work was deleted in PR 05.

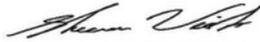
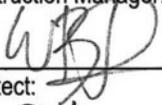
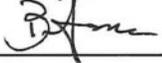
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 34 - Spray Fire Proofing Credit	0.00	LS	0.00	12,500.0	0.0	0.00	12,500.00	
2 : True Fire Proofing Co.	0.00	LS	0.00	- 12,500.0	0.0	0.00	- 12,500.00	

Total Change Amount: 0.00

Notes:

Approved By:

	2/18/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 35 - Mirror Credit

Owner Contingency Modification : # 35

Date: 03/03/2025 Date Required:

Description of Work: The following scope of work is included in this PCO:

1. Provide credit to Owner Contingency in the amount of \$5,600.00 for mirrors that were double scoped at time of bid.

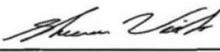
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

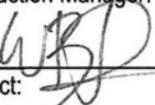
Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 35 - Mirror Credit	0.00	LS	0.00	5,600.0	0.0	0.00	5,600.00	
2 : Lee Glass	0.00	LS	0.00	- 5,600.0	0.0	0.00	- 5,600.00	

Total Change Amount: 0.00

Notes:

Approved By:

 3/03/2025
 Construction Manager: Date:

 3/03/2025
 Architect: Date:

 3/3/25
 Owner: Date:



CHANGE ORDER #26821-9 DATE 1/23/2025 EXPIRATION DATE 2/22/2025

CUSTOMER
 CMS WILLOWBROOK
 (405) 224-1554
 hilary.peters@willowbrook.build
 PO Box 807
 Chickasha, ok, 73023

JOB INFO
CMS WILLOWBROOK-Stillwater High School
 410 W Franklin Ln
 Stillwater, OK, 74075

LEE GLASS & WINDOW, LLC
 1002 S Lewis St
 Stillwater, OK, 74074
 +1 (405) 372-6600
 phil@leeglassco.com

Mirror deduct change order for double scoped mirrors. Subtotal: -\$5,600.00

ITEMS	QTY	COST/UNIT	SUBTOTAL
Deduct All 18" x 36" mirrors.	-	-	-\$5,600.00
Subtotal:			-\$5,600.00

Subtotal: -\$5,600.00
 Total: -\$5,600.00

Upon receipt of your signed quote, and down payment we will activate this order. Please be aware that the products listed will be ordered as per the noted specifications. Due to order dates and lead times, changes to this order may not be possible. We ask that you examine the products, sizes, colors, etc., to verify that they meet the specifications for your project prior to signing and returning this form. ALL SALES ARE FINAL AND MAY NOT BE RETURNED OR "RE-STOCKED". This quote is valid for 30 days. Price excludes overtime, liquidated damages, and permits. All colors are to be selected from manufactures' standards. Painting, staining, Drywall or any other finish work that may be needed is NOT included in this quote unless otherwise stated. Owner/Purchaser agrees to furnish complete access to work areas, free and clear of obstruction, and electrical power at no additional cost. All delivery dates are estimates only and not a guarantee of delivery or installation dates.

I understand that my account is subject to a 1.5% monthly finance charge (18% annually/\$5.00 minimum monthly) for any invoice past due by 30 days or more. I understand that Lee Glass & Window, LLC may pursue legal action against me should I be delinquent on an account, and that I may be responsible for attorney fees/collection fees should such an action take place. Federal and State building codes require "safety glazing" materials in some applications. It is the purchasers responsibility to specify each unit that requires "safety glazing". These terms supersede any other agreement. CUSTOMER WILL PAY CORRECT SALES TAX SPECIFIC TO THEIR PROJECT REGARDLESS OF WHAT IS LISTED ON THIS QUOTE. APPLIED WINDOW TINT VOIDS ALL WARRANTIES.



CHANGE ORDER	DATE	EXPIRATION DATE
#26821-9	1/23/2025	2/22/2025



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 36 - PR 016R Utility Revisions

Owner Contingency Modification : # 36

Date: 03/03/2025 **Date Required:**

Description of Work: The following scope of work is included in the PCO:

1. Provided underground electrical service to heated meter vault per City of Stillwater request and as outlined in PR 016R.

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 36 - PR 016R Utility Revisions	0.00	LS	0.00	- 5,151.0	0.0	0.00	- 5,151.00	
2 : Colburn Electric	0.00	LS	0.00	5,151.0	0.0	0.00	5,151.00	

Total Change Amount: 0.00

Notes:

Approved By:

 3/03/2025
 _____ Date:

 3/03/2025
 _____ Date:

 3/3/25
 _____ Date:

COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick

GC/CM: CMS Willowbrook

BY: Ed Webber

JOB: Stillwater High School

DATE: 1/23/2025

PR for: PR16R City Rev.

DESCRIPTION: Add Power for Heated enclosure. Trenching, conduit, wire, device etc.

Subcontract

Totals

- Data
- Fire Alarm
- Security
- Lightning Protection
- Excavation

Total Subcontractor \$ -

Labor & Supervision

Hours		Labor Cost	Totals
31.0	Electrician	\$ 70.80	2,194.80
3.0	Foreman	\$ 79.50	238.50
2.0	Superintendent	\$ 79.50	159.00
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)		35.97
	As-built fees (1% of labor cost)		28.77
	Safety Equipment (2% of labor cost)		57.55
39.0			Total Labor \$ 2,999.59

Materials

Quantity	Item Cost	Labor Hours	Labor Total	Material Total
1	See attached breakout	\$ 357.00	31.0	31.0
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			31.0	357.00
	Subtotal Labor Hrs./Material			79.49
	Warranty % of labor costs	2.65%		
				Total Material \$ 436.49

Tools, Rentals, Misc. Costs

	Unit Cost	Totals
Other		
Trencher rental		\$ 325.00
Fuel		\$ 35.00
Boom Truck rental		
Equipment/tools % of labor costs	7.00%	\$ 209.97
Consumables/DJC % of labor costs	7.00%	\$ 209.97
Sales Tax material/misc.		-
		Total Tools, Rentals, Misc. Costs \$ 779.94
		Subtotal w/subcontractor \$ 4,216.02
	<i>Subcontractor Markup</i>	10.00% \$ -
	<i>Bond</i>	3.00% \$ 126.48
	<i>Overhead on Direct Cost</i>	10.00% \$ 434.25
		Subtotal Subcontractor and Direct Cost with Markups \$ 4,776.75
	<i>Profit</i>	5.00% \$ 238.84
		Subtotal \$ 5,015.58
	<i>Insurance</i>	2.70% \$ 135.42
		Subtotal \$ 5,151.00
	<i>Miscellaneous added</i>	0.00% \$ -
		Total Cost for Price Request \$ 5,151.00

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

Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 12: PR-16 City Utility Watt Box power

Takeoff

Phase: SITE UTILITIES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	247.00	EA	M	3/4	SCH 40 DIR-BURIED 1-DUCT W/TRENCH	0.00	0.00
10140	247.00	FT	M	3/4	PVC SCH 40	109.89	10.67
40326	4.94	OZ	M	OUNCE	PVC (GLUE) CEMENT	5.03	0.06
4000461	247.00	FT	E	4">6"W 30"D	DITCH WITCH RT12 CLAY TRENCH	0.00	11.46
4000340	260.00	FT	M	3"	RED PLASTIC TRENCH TAPE	11.30	1.12
70034	520.00	FT	M	10	THHN/THWN CU (STR)	136.81	3.49
70228	260.00	FT	M	12.	GREEN THHN CU (GRD 20A)	53.64	1.87
TITLE	1.00	EA	M	#10 3/4" PVC-40	20A 1G GFCI COML	0.00	0.00
140040	1.00	EA	M	20A	DX GFCI RECEPT WEATHER RESIST	24.71	0.53
141068	1.00	EA	M	NON-METALLIC	1G WP UNIV PLATE -IN USE	8.07	0.30
150554	1.00	EA	M	2" DEEP 16.5-CI	1G BELL BOX W/ 3 x 3/4"HUBS	6.91	0.90
100053	1.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	0.72	0.10
100032	2.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.38	0.20
						357.46	30.71
						357.46	30.71



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 37 - PR 22 Added Cord Reels

Owner Contingency Modification : # 37

Date: 03/03/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:

1. Provide and install (6) electrical cord reels each in rooms 1186, 1188, and 1190 as outlined in PR 22.

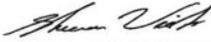
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 37 - PR 22 Added Cord Reels	0.00	LS	0.00	- 22,182.8	0.0	0.00	- 22,182.75	
2 : Colburn Electric	0.00	LS	0.00	22,182.8	0.0	0.00	22,182.75	

Total Change Amount: 0.00

Notes:

Approved By:

	3/03/2025
Construction Manager:	Date:
	3/03/2025
Architect:	Date:
	3/3/25
Owner:	Date:



REXEL 2440 TUL TULSA
 METRO PARK EAST 2
 13655 E 61ST ST SOUTH
 BROKEN ARROW, OK 74012-1118
 918-583-1212
 Fax 918-599-0324

QUOTE TO:

COLBURN ELECTRIC
 829 W ELGIN ST
 BROKEN ARROW, OK 74012-2426



Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
01/28/2025	S141592632	1 of 1
CUST PO#:	2522EW	
JOB/REL#:		

SHIP TO:

COLBURN ELECTRICS/STILLWATER HIGH S
 410 W FRANKLIN
 STILLWATER, OK 74075

CUSTOMER NUMBER	CUSTOMER PHONE#	ORDERED BY	OUTSIDE SALESPERSON
1412319			Greyson Estes
WRITER	WRITER PHONE#	WRITER EMAIL	
Kevin Corley 2440	918 806 0214	Kevin.Corley@rexelusa.com	
INSIDE SALESPERSON	SHIP VIA	TERMS	SHIP DATE
Kevin Corley 2440		.5% 10th, PROX 25th	01/28/2025
			FREIGHT ALLOWED
			No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
18ea	HUB HBLI25123GF20 IND REEL W/GF & 1 DPLX 25FT 12/3 WH *Currently 18 in stock at the *factory. Our Pn: 1576365 UPC: 78358558626	556.434/EA	10015.81

Prices are subject to change at any time prior to shipment unless agreed to otherwise in writing signed by an authorized Seller representative. Orders related to this quotation must be received, accepted and released by Seller within 48 hours of issuance of the quotation and are subject to availability. Seller reserves the right to pass through any changes in delivery date, price, scope and quantity of supply arising from actions of Seller's manufacturing partners or vendors and/or resulting from any Force Majeure event including any imposition of new or additional tariffs that occurs after the issuance of the quotation. Delivery dates are estimated only. Seller shall not be liable for failure to meet such dates resulting from product shortages or manufacturing delays. Be advised that Seller considers any changes imposed by its manufacturing partners and other vendors or government agencies outside of Seller's reasonable control and therefore subject to Force Majeure provisions or similar common law doctrines such as "frustration" or "impossibility". Seller's Standard Terms and Conditions of Sale are incorporated by reference into this quotation. A copy of the most current version of Seller's Standard Terms and Conditions of Sale is available at <https://www.rexelusainc.com/terms/terms.html>
 Full phone support at (888) 739-3577

Subtotal	10015.81
S&H Charges	0.00
Sales Tax	0.00
Total	10015.81



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 14: PR-22 Add 6 Cord Reels in three rooms

Takeoff

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
	0.00	--			mounting cord reels		
TITLE	18.00	EA	M	GALV	PNL MTG KIT STRUT	0.00	0.00
240063	108.00	FT	M	1 5/8" x 7/8"H	12G STRUT CHNL 1-1/8"SLOT PRE-GALV	432.33	12.79
161718	144.00	FT	M	3/8-16	THREADED ROD	64.79	15.21
160873	108.00	EA	M	1/4"	PLTD FLAT WASHER	4.95	0.16
160146	108.00	EA	M	3/8-16	PLTD BEAM CLAMP	546.13	31.10
240241	72.00	EA	M	3/8-16EG	STRUT SPRING NUT (1 5/8H)	88.48	5.44
240290	72.00	EA	M	1/4-20 x1	STRUT SCREWS	1.30	1.09
160893	72.00	EA	M	1/4 x 1"	PLTD FENDER WASHER	4.74	0.11
						1,142.73	65.90
						1,142.73	65.90

COLBURN ELECTRIC LLC

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

Phone: (918) 251-
Web:



Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 38 - Storm Shelter Revision

Owner Contingency Modification : # 38

Date: 03/03/2025 **Date Required:**

Description of Work: The following scope of work is included in this PCO:

1. Provide revised frame and hardware for storm shutters 1052.9 and 1052.10 to meet requirements as outlined in RFI 110.

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 38 - Storm Shelter Revision	0.00	LS	0.00	- 5,100.0	0.0	0.00	- 5,100.00	
2 : Piper Weatherford	0.00	LS	0.00	5,100.0	0.0	0.00	5,100.00	

Total Change Amount: 0.00

Notes:

Approved By:

 _____ 3/03/2025
 Construction Manager: _____ Date:

 _____ 3/03/2025
 Architect: _____ Date:

 _____ 3/3/25
 Owner: _____ Date:

**PIPER-WEATHERFORD COMPANY
DISTRIBUTOR OF ARCHITECTURAL SPECIALTIES**

**210 NE 31 Street
OKLAHOMA CITY, OK. 73105
PHONE: (405) 896-3795**

QUOTATION

Willowbrook, LLC

Date: 01/20/2025
Job: Stillwater High School
Location: Stillwater, OK.

Reference: FEMA Shutter Opening's 1052.9 and 1052.10

Hollow Metal Doors and Frames ADD \$ 600.00
-Add (2) Center HM Mullion as required as of 2023

Door Hardware ADD \$4,500.00
-Deduct (4) Surface Bolts (Inactive now Active Leaf)
-Add (2) ICC-500 Rated Locks (Inactive now Active Leaf)

Total Material ADD \$ 5,100.00

TO COMPLY WITH THE REQUIREMENTS OF YOUR PURCHASE ORDER THE MATERIAL LISTED IN THIS QUOTATION WILL NOT BE ORDERED OR RELEASED FOR FABRICATION UNTIL A CHANGE ORDER OR, IF ACCEPTABLE BY YOUR PO, A SIGNED ACCEPTANCE OF THIS QUOTATION IS RETURNED TO OUR OFFICE.

- THE PRICES REFLECTED IN THIS PROPOSAL WILL BE HELD FOR THIRTY (30) DAYS, AFTER WHICH THEY WILL BE SUBJECT TO REVIEW BEFORE ANY ORDER CAN BE ACCEPTED.
- THIS PROPOSAL IS FOR MATERIAL ONLY F.O.B. FACTORY FREIGHT ALLOWED TO JOB SITE.
- TERMS OF PAYMENT ARE NET THIRTY DAYS. NO RETAINAGE ALLOWED.
- CURRENT SHIPPING SCHEDULE IS _____ WEEKS AFTER RECEIPT OF ALL APPROVED INFORMATION REQUIRED TO FABRICATE MATERIAL AND A DEFINITIVE SIGNED AGREEMENT (PURCHASE ORDER, CHANGE ORDER, CONTRACT, ETC.) BY THE PURCHASER.
- EXCLUSIONS: SALES TAX, UNLOADING, GLASS, GLAZING, INSTALLATIONS, FINISH PAINT, ASPHALT EMULSION, FIELD MEASUREMENTS, AND FASTENING DEVICES.

SINCERELY,


Terry Lane

PIPER-WEATHERFORD CO. OKLAHOMA
Direct Line 817-546-4142



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

Consider and Vote to Approve Potential Change Order Number 02 for SPS OES Transportation Phase 2 Project

BOARD ACTION REQUESTED:

Vote to Approve Potential Change Order Number 02 for SPS OES Transportation Phase 2 Project in the amount of \$1,559.33.

BACKGROUND INFORMATION:

This proposal includes supplying and installing five (5) solid surface window sills at SPS OES North building.

The original contract sum was \$674,000.00

- Change Order #1 was board approved on 2/11/25 in the amount of \$42,051.68
- The contract sum will be increased by this change order in the amount of \$1,559.33
- The new contract sum including this change order will be \$717,611.01

The contract time will be unchanged.



AIA Document G701[®] – 2017

Change Order

PROJECT: <i>(Name and address)</i> SPS OES Building Renovation Phase 2 5021 N. Perkins Road Stillwater, Oklahoma 74075	CONTRACT INFORMATION: Contract For: General Construction Date: 12/10/2024	CHANGE ORDER INFORMATION: Change Order Number: 02 Date: 02/24/2025
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> Firebrand Construction LLC 221 E 9 th Avenue Stillwater, Oklahoma 74074

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.)

PCO #10 Window Sills for \$1,559.33

The original Contract Sum was	\$ 674,000.00
The net change by previously authorized Change Orders	\$ 42,051.68
The Contract Sum prior to this Change Order was	\$ 716,051.68
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,559.33
The new Contract Sum including this Change Order will be	\$ 717,611.01

The Contract Time will be unchanged by zero (0) days.
The new date of Substantial Completion will be 07/05/2025

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

Firebrand 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

Kyler McCommas, President

Dr. Marshall Baker, SPS Board President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

03/11/2025

2/24/2025

DATE

DATE

DATE

DATE



Firebrand Construction
Powered by RedTeam

FIXED PRICE CHANGE PROPOSAL

01/31/2025

Rob Lamecker
Stillwater Public Schools
314 South Lewis St
Stillwater, OK 74074

Re: Our Change Proposal 2418-10 for **Solid Surface Window Sill**

Project: SPS OES Building Renovation Phase 2

Stillwater Public Schools

OES Building, 5021 N Perkins Rd, Stillwater, OK 74075

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

Supply and install (5) solid surface window sills (window Type A) from suppliers standard stock material.

Price: \$ 1,559.33 *One Thousand Five Hundred Fifty Nine Dollars and Thirty Three Cents*

Time: The duration of the Work to achieve Substantial Completion will be **UNCHANGED**.

Clarification(s): - None.

Expiration: This Proposal shall remain open for 30 calendar day(s).

Attachment(s): Schedule Of Values

Please contact me at 405-624-2500 or via e-mail bryan@firebrandgc.com if you have any questions or require additional information.

Regards,
Firebrand Construction
Bryan Huckabay
Project Manager

ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature:  Date: 3/4/25

Stillwater Public Schools



SCHEDULE OF VALUES

Project: 2418 - Solid Surface Window Sill

Date: 01/31/2025

Document: 2418-10

	Description of Work	Scheduled Value (\$)
1	Solid Surface Sills	887.00
2	Install Labor	450.00
3	Bonds, Ins., OH, Profit	222.33
	Total (\$)	1,559.33



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

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

BOARD ACTION REQUESTED:

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

BACKGROUND INFORMATION:

This Amended Agreement with ONG reduces the district's copay amount for Oklahoma Natural Gas abandonment of the existing line around the new development allowing for the installation of a new line along W. Franklin that can meet the demands of the requested load, and serve the new Stillwater High School.

The total cost of the project is \$124,269. The adjusted copay amount for the district totals \$23,359.00.

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

This Agreement for Gas Installation by Oklahoma Natural Gas Company (the “Agreement”) is made effective as of February 13th, 2025 (the “Effective Date”), by and between Oklahoma Natural Gas Company, a division of ONE Gas, Inc., an Oklahoma corporation (“ONG”), and the following named “Applicant:”

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

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

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

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

1. Commencement Date. After receipt of (i) this Agreement executed by Applicant and (ii) any confirmation of Site Readiness, then installation and abandonment of the Facilities shall be commenced and completed as soon as is practicable. Any applicable Co-Payment shall be as set forth in Addendum 2 attached hereto and incorporated herein.

2. Delays in Construction; Termination. ONG shall not be responsible for delays in construction, installation or abandonment of any Facilities caused by ONG’s inability to obtain access or rights of way, inclement weather, strikes, government actions or any other cause beyond ONG’s reasonable control.

If for any reason beyond ONG’s control (including without limitation the delays mentioned in the first paragraph of this Section 2), ONG has not commenced construction, installation or abandonment of the Facilities within 60 days after ONG’s execution hereof, ONG may at its sole option: (1) cancel this Agreement by giving Applicant 15 days’ notice; or (2) re-determine the cost of the Facilities Requested and adjust the amount of the Co-Payment

to be made by Applicant in accordance with such cost; or (3) install and abandon the Facilities pursuant to the terms and conditions set forth herein.

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

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

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

5. Miscellaneous. The parties further agree as follows:

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

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

5.3 Entire Agreement. This Agreement, together with the Addenda and Exhibits attached hereto, constitutes the entire agreement between the parties and supersedes all previous agreements, promises, and representations, whether written or oral, between the parties with respect to the subject matter of the Agreement. No modification, amendment, supplement to or waiver of this Agreement or any of its provisions shall be binding upon the parties unless made in writing and duly signed by authorized representatives of both parties. ONG EXPRESSLY DISCLAIMS ANY REPRESENTATIONS, AGREEMENTS OR WARRANTIES NOT EXPRESSLY SET FORTH HEREIN.

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

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

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

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

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

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

[Signature Page Follows]



Legend

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

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

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

Notes

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

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

By:  DocuSigned by:
71B39E14C77544F...

Mark Funck Director - Project Management
Printed name Title
Date Signed: 2/13/2025

APPLICANT: Stillwater Public Schools

By: _____
Authorized Signatory

Printed name Title
Date Signed: _____

ADDENDUM 1

CONSTRUCTION

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

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

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

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

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

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

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

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

1.5 Grading and Staking. Prior to commencement of installation of the Facilities Requested, Applicant shall grade to subgrade \pm .50 feet (6 inches) all streets, alleys, roadways or easements in which the services shall be installed. **In the event that the Applicant must grade after the installation of gas infrastructure, ONG must be notified to ensure minimum cover is maintained. If grading activities after gas installation cause the installation to not meet standards, Applicant is fully responsible for all costs associated with lowering and/or relocation required.**

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

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

1.8 Coordination of Trenching. All required pre-blasting of utility trenches, including natural gas trenches, shall be coordinated by Applicant prior to the commencement of installation of any underground utility systems. Should blasting be required within 200 feet of any natural gas facilities which are active and gas carrying or under installation, Applicant shall provide ONG a detailed blasting plan which requires ONG engineering approval prior to the commencement of blasting.

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

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

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

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

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

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

3. Initiation of Gas Service. ONG may refuse to initiate gas service to the Service Site until Applicant has reimbursed ONG for any additional expenses as set forth in this Addendum.

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

ADDENDUM 2

Applicant Co-Payment

1. **Applicant Co-Payment.** In order to compensate ONG for the cost to construct, install and abandon the Facilities Requested, Applicant agrees to pay ONG the Co-Payment set forth below. Applicant has provided, or shall provide at time of execution of this Agreement, a Purchase Order (PO) for the Facilities Requested in an amount equal to the Applicant Co-Payment amount. Any terms and conditions in such PO shall NOT govern the relationship between ONG and Applicant and ONG expressly rejects any and all such terms and conditions. Applicant understands and agrees that Applicant is responsible for the Applicant Co-Payment amount upon completion of installation and abandonment of the Facilities Requested and receipt of an invoice from ONG. If Applicant fails to remit the invoiced amount payable when due, interest on the unpaid portion shall accrue from the date due until the date of payment at a rate equal to the lower of (i) the then-effective prime rate of interest published under "Money Rates" by The Wall Street Journal, plus two percent per annum; or (ii) the maximum applicable lawful interest rate.
 - 1.1. **Extension Policy.** The extension necessary to furnish service to the Service Site or Extension Area described herein is greater than allowed as a free extension, as described in the Oklahoma Natural Gas Company Rate Schedule 1081, authorized by the Oklahoma Corporation Commission (the "Rate Schedule") and Oklahoma Administrative Code 165:45-3-4. Accordingly, the Applicant shall be responsible for the Co-Payment described in Section 1.3 below (the "Co-Payment").
 - 1.2. **Calculation of Co-Payment.** Applicant Co-Payment is calculated in accordance with the Rate Schedule and Oklahoma Administrative Code 165:45-3-4.
 - 1.3. **Co-Payment.**

Description	
Estimated Cost of Line Extension	\$124,269.00
Applicant Co-Payment	\$23,359.00
Total due to ONG	\$23,359.00

Upon execution, please return signed agreement to:

Oklahoma Natural Gas
 4901 North Santa Fe Avenue
 Oklahoma City, OK 73118
 Attn: Derek Dotson

For ONG Accounting use only:

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

Project /Banner Number: 021.051.2960.010045



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM:

Consider and Vote to Approve Access Easement Agreement with RCK Homes 1, LLC

BOARD ACTION REQUESTED:

Vote to Approve Access Easement Agreement with RCK Homes 1, LLC

BACKGROUND INFORMATION:

RCK Homes 1, LLC. has requested the district to grant an access easement to construct a private driveway through, over, under, and across the identified property.

ACCESS EASEMENT

That the undersigned **Independent School District No. 16**, (Grantor) certifies that it owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the Southwest Quarter (SW/4) of Section 11, Township 19 North, Range 2 East, Indian Meridian, Payne County, Oklahoma

and further that the undersigned, in consideration of the sum of One Dollar (\$1.00), in hand paid and other good and valuable consideration, for them, their heirs, successors, executors, administrators, and assigns do hereby grant, bargain, sell, and convey unto **RCK Homes I, LLC**, an Oklahoma Limited Liability Company, (Grantee) its successors and assigns, a permanent and perpetual easement through, over, under and across the following described real property and premises situated in Payne County, State of Oklahoma as follows:

Commencing at the at the NE Corner of the SW/4 of Section 11, T 19 N, R 2 E, I.M.; Thence South 89°00'00" West, along the north line of the SW/4 a distance of 30.00 feet to a point on the west right-of-way line of Husband Street, being the point of beginning; Thence continuing South 89°00'00" West, a distance of 290.25 feet, along the quarter section line and south line of the parcel recorded in Warranty Deed, Book 2754, Page 637 to the southwest corner of said parcel; Thence South 2.00 feet to a point on the north line of the Street and Road Easement and Right-of-Way recorded in Book 358, Page 247; Thence North 89°00'00" East a distance of 290.25 feet along the north line of said Street and Road Easement and Right-of-Way, to its northeast corner; Thence North 2.00 feet to the Point of Beginning

Said tract of land contains 581 square feet (0.0133 acres) more or less

for the purpose of permitting Grantee to construct a private driveway through, over, under, and across said property, together with all necessary and convenient appurtenances on the premises; and to use and maintain the same and of affording, its officers, agents, employees, and all persons under contract with it, the right to enter upon the premises and strip of land for the purpose of surveying, excavating for, laying, constructing, operating, repairing, relaying and maintaining said driveway, and for the further purpose of enabling Grantee to do any and all convenient things incident to the construction, operation, repairing, and maintaining of the driveway.

TO HAVE AND TO HOLD such easement unto the Grantee, forever. In witness whereof, the parties have duly executed this agreement this ___ day of _____, 2025.

INDEPENDENT SCHOOL DISTRICT NO. 16

Dr. Marshall Baker, School Board President

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this ___ day of _____, 2025, personally appeared, Dr. Marshall Baker, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____ and acknowledged to me that they executed the same as their free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership, LLC, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

(SEAL)

NOTARY PUBLIC

My Commission Expires: _____
My Commission Number: _____



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations

APPROVED BY: Dr. Janet Vinson, Acting Superintendent

DATE: March 11, 2025

AGENDA ITEM: 5A

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
03.11.2025***



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 July 2025.
- Interior Renovation Work includes metal stud framing, and MEP rough-in is approximately 95% complete.
- Bus Parking Work includes site clearing is complete and rough grading is approximately 45% complete.

SPS OES TRANSPORTATION IMPROVEMENTS



INTERIOR TRANSPORTATION OFFICE AREA FRAMING



EXISTING BREAKROOM RENOVATION

SPS OES TRANSPORTATION IMPROVEMENTS



BUS PARKING AREA ROUGH GRADING



BUS PARKING AREA ROUGH GRADING

DEFERRED MAINTENANCE PROJECTS

SPS Sangre Ridge and Middle School 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.
- 505 Architects has received and reviewed the mechanicals submittals.
- American Roofing is working to confirm delivery dates for materials and equipment to coordinate construction sequencing with each of the sites.
- Construction is currently scheduled to begin the end of the 2024 school year.

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- 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 April pending Developer Agreement Approval.
- Construction is proceeding under a conditional building permit that allows all construction to proceed except for activities within active utility easements that are currently in the process of being vacated.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- 505 Architects has coordinated the installation of various furniture samples for in-classroom testing by SPS HS teachers and students as we begin finalization of furniture selections. FF&E package development will begin in late March with bidding of the FF&E in August 2025.

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

SITE WORK ACCOMPLISHED LAST MONTH

Cimarron Plaza remaining demolition

Formwork, rebar and concrete installation of the approaches off Franklin Lane

Site storm water and sanitary sewer are in progress

Tie-ins of building roof drain lines to storm line

Site Paving began

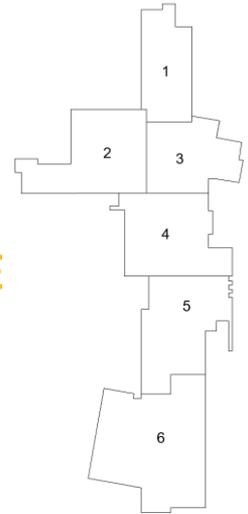
SITE WORK UPCOMING NEXT TWO WEEKS

Cimarron Plaza remaining demolition

Site storm water and sanitary sewer are in progress

Site paving are in progress

SITE



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



FEBRUARY 2025



MARCH 2025

HS PHASE 1 AND 2 – CONSTRUCTION PHASE



CIMARRON PLAZA DEMOLITION



WEST APPROACH INTO SITE

HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 1 WORK ACCOMPLISHED LAST MONTH

Exterior waterproofing completed

Overhead HVAC duct installation completed

Overhead plumbing progressed

Interior wall MEP rough-in completed

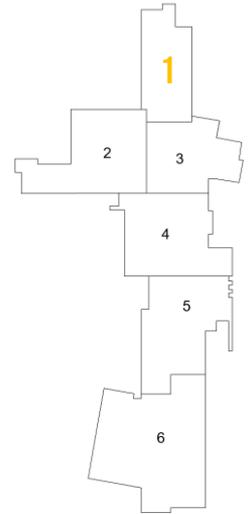
Window installation began

AREA 1 WORK UPCOMING NEXT TWO WEEKS

Complete window installation

Drywall installation continues

Begin setting RTU's



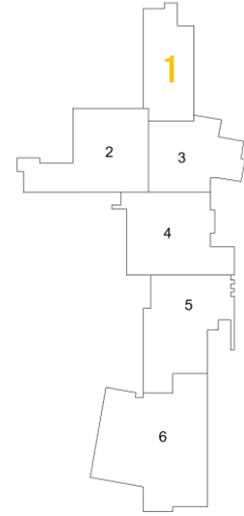
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – NW EXTERIOR WATERPROOFING



AREA 1 – NE CORNER



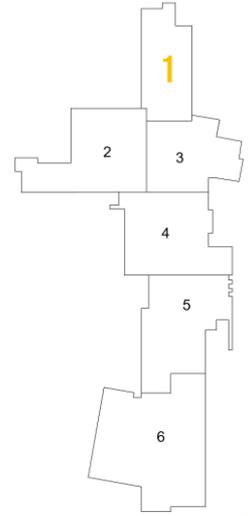
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



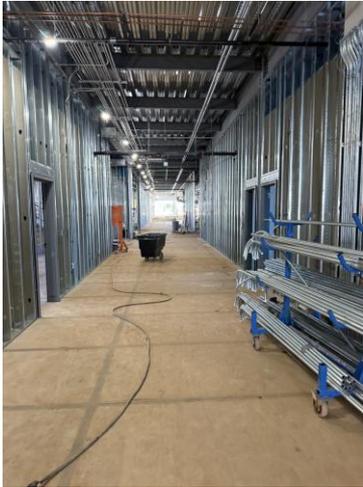
AREA 1 – TYPICAL CLASSROOM



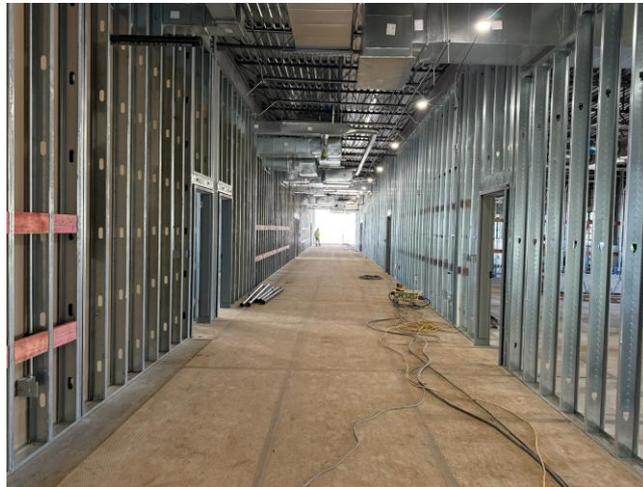
AREA 1 – TYPICAL CLASSROOM



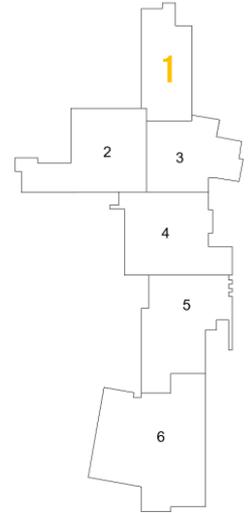
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – 1ST FLOOR SCIENCE HALLWAY



AREA 1 – 2ND FLOOR MATH WING HALLWAY



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 2 WORK ACCOMPLISHED LAST MONTH

Precast panel erection completed

Structural Steel erection completed

AREA 2 WORK UPCOMING NEXT TWO WEEKS

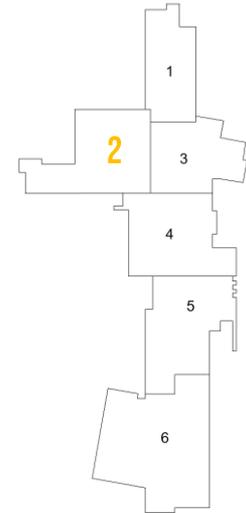
Begin joist and deck erection

Begin prepping slab on grade

Install roof curbs

Begin roofing storm shelter area

Begin overhead MEP rough-in



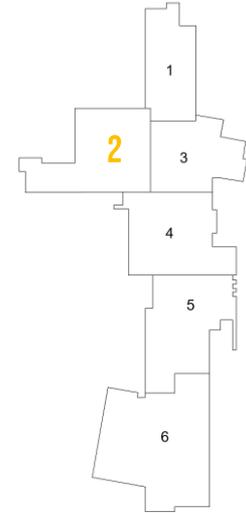
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – EXERIOR PRECAST WEST END



AREA 2 – EXTERIOR PRECAST SOUTH WALL



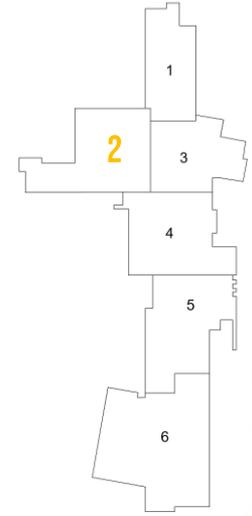
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – 1ST FLOOR SPED WING



AREA 2 – 2ND FLOOR SOCIAL STUDIES WING



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 3 WORK ACCOMPLISHED LAST MONTH

Exterior framing and sheathing complete

Tectum roof deck installed

Overhead electrical progressed

Overhead HVAC duct installation progressed

Overhead and in-wall plumbing progressed

Interior framing progressed

AREA 3 WORK UPCOMING NEXT TWO WEEKS

Complete overhead HVAC duct installation

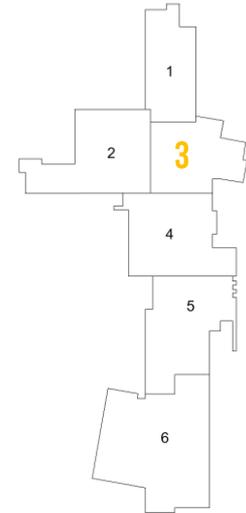
Completed overhead plumbing rough-in

Complete in-wall plumbing rough-in

Complete in-wall electrical rough-in

Complete roof system

Continue air barrier system



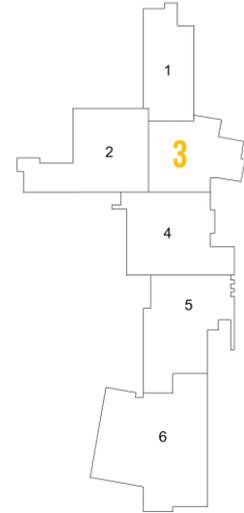
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING EXTERIOR



AREA 3 – VISUAL ARTS WING EXTERIOR



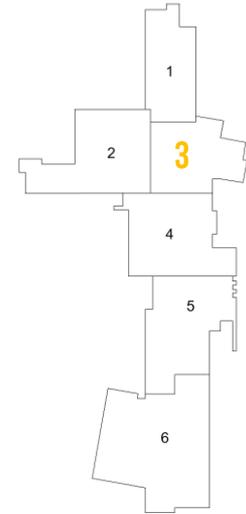
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – VISUAL ARTS WING ART CLASSROOM



AREA 3 – VISUAL ARTS WING ART CLASSROOM



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 4 WORK ACCOMPLISHED LAST MONTH

Exterior wall framing progressed

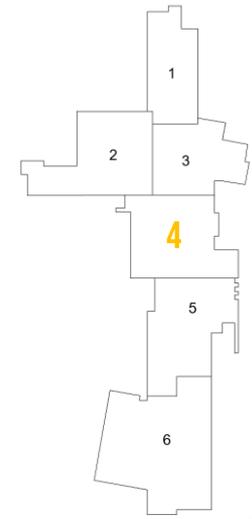
2nd concrete floor slab complete

Roofing complete

AREA 4 WORK UPCOMING NEXT TWO WEEKS

Interior wall framing in progress

Begin overhead MEP rough-in 1st floor



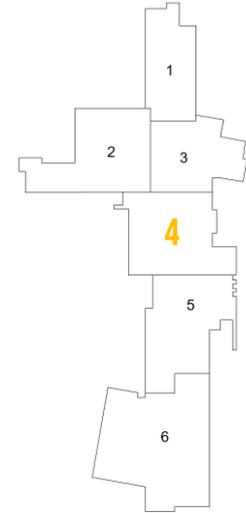
HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – 2ND FLOOR STUDENT CENTER



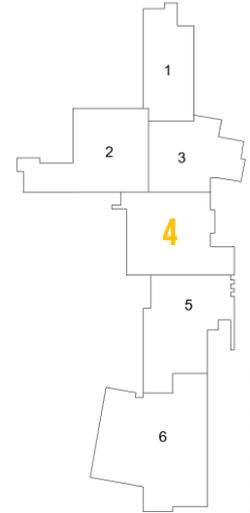
AREA 4 – 2ND MEDIA CENTER PATIO



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – STUDENT CENTER



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 5 WORK ACCOMPLISHED LAST MONTH

Structural steel in progress

Joist and decking in progress

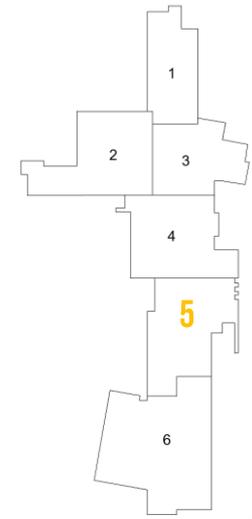
2nd floor decking in progress

AREA 5 WORK UPCOMING NEXT TWO WEEKS

Structural steel in progress

Joist and decking in progress

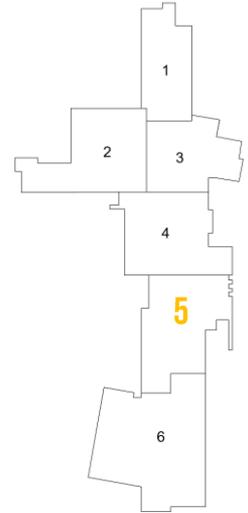
2nd floor decking in progress



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – STEEL ERECTION



HS PHASE 1 AND 2 – CONSTRUCTION PHASE

AREA 6 WORK ACCOMPLISHED LAST MONTH

West half of grade beams in progress

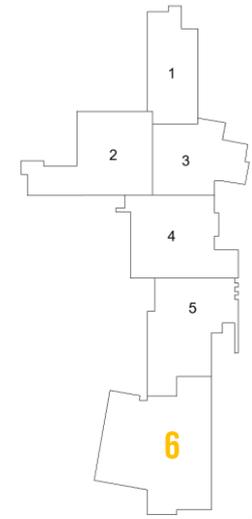
Underground plumbing completed

Pour east slab on grade

AREA 6 WORK UPCOMING NEXT TWO WEEKS

Complete west grade beams

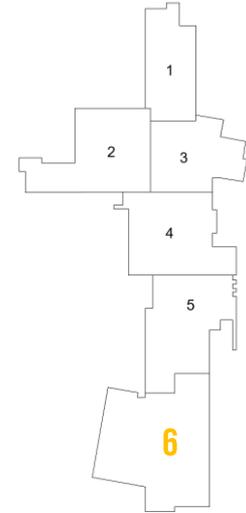
Prep west slab on grade



HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 6 – SLAB





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: March 11, 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 March 1, 2025

BACKGROUND INFORMATION:
The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru March 1, 2025.

The monthly Bond Expenditures and Revenues Report for February 2025 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 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
GENERAL FUND (11)				
LOCAL SOURCES OF REVENUES:				
1110 Property Taxes Current Year	\$ 17,750,324.52	\$ 18,371,856.00		96.62%
1120 Property Taxes Prior Year	\$ 336,515.50	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 10,557.35	\$ -		N/A
1300 Interest Earnings	\$ 518,366.97	\$ 500,000.00		103.67%
1400 Total Rentals, Disposals and Commissions	\$ 4,942.50	\$ -		N/A
1500 Total Reimbursements	\$ 583,138.14	\$ -		N/A
1600 District Services	\$ 840.00	\$ -		N/A
TOTAL LOCAL SOURCES OF REVENUE	\$ 19,204,684.98	\$ 18,871,856.00		101.76%
INTERMEDIATE SOURCES OF REVENUES:				
2100 County 4 Mill Ad Valorem Tax	\$ 2,140,412.25	\$ 2,548,083.45		84.00%
2200 County Apportionment (Mortgage Tax)	\$ 184,610.53	\$ 239,332.33		77.14%
2300 Resale of Property	\$ -	\$ -		N/A
TOTAL INTERMEDIATE SOURCES OF REVENUE	\$ 2,325,022.78	\$ 2,787,415.78		83.41%
STATE SOURCES OF REVENUES:				
3110 Gross Production Tax	\$ 111,488.37	\$ 209,354.26		53.25%
3120 Motor Vehicle Collections	\$ 1,574,450.31	\$ 2,574,267.61		61.16%
3130 Rural Electric Cooperative Tax	\$ 143,090.21	\$ 202,375.65		70.71%
3140 State School Land Earnings (State Apportionment)	\$ 695,593.78	\$ 1,018,605.80		68.29%
3150 Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51		198.35%
3160 Farm Implement	\$ 2,087.02	\$ 2,951.23		70.72%
3190 Other Dedicated Revenue	\$ -	\$ -		N/A
3210 Foundation And Salary Incentive Aid	\$ 11,899,803.70	\$ 18,888,577.30		63.00%
3250 State Flexible Benefit Allowance	\$ 3,274,207.35	\$ 5,236,444.66		62.53%
3310 Alt Ed, Statewide Prog. (388)	\$ 130,855.71	\$ 174,474.28		75.00%
3412 National Board Bonus	\$ 70,000.00	\$ 80,000.00		87.50%
3415 Reading Sufficiency Act (367)	\$ 149,310.36	\$ 149,310.36		100.00%
3420 State Textbook (333)	\$ 390,019.50	\$ 390,019.50		100.00%
3440 Drivers Education	\$ -	\$ -		N/A
3470 Advanced Placement	\$ -	\$ -		N/A
3620 State Land Reimburse	\$ 100.37	\$ -		N/A
3690 Other State Sources (190, 361, 362, 376, 377)	\$ 477,234.34	\$ 636,734.64		74.95%
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	\$ 19,048,633.10	\$ 29,810,755.80		63.90%
FEDERAL SOURCES OF REVENUES:				
4140 Title 7, Indian Ed. (561)	\$ 99,734.05	\$ 147,493.00		67.62%
4210 Title 1A (511, 515 & 518)	\$ 703,739.28	\$ 1,333,938.20		52.76%
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)	\$ 946,973.62	\$ 1,507,129.39		62.83%
4340 IDEA Preschool (641)	\$ 25,084.48	\$ 34,560.23		72.58%
4442 Title 4 Part A (551, 552)	\$ 61,617.63	\$ 113,137.10		54.46%
4470 Title V RLIS (587)	\$ 9,897.57	\$ 158,753.55		6.23%
4480 McKinney Vinto Homeless Title IX (596)	\$ 36,868.75	\$ 87,911.61		41.94%
4550 Johnson-O'Malley Program	\$ -	\$ -		N/A
4580 Medicaid Reimbursement (697, 698)	\$ 53,221.29	\$ -		N/A
4689 Misc Sources of Fed Rev (722, 723, 793, 795, 796, 797, 799)	\$ 3,134,941.71	\$ 4,331,735.72		72.37%
4821 Carl Perkins, Vocational and Applied Tech	\$ -	\$ -		N/A
TOTAL FEDERAL SOURCES OF REVENUE	\$ 5,145,500.44	\$ 8,026,060.74		64.11%
5000 Non Revenue Receipts	\$ -	\$ -		N/A
TOTAL REVENUES	\$ 45,723,841.30	\$ 59,496,088.32		76.85%
6000 Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63		100.00%
6140 Estopped Warrants	\$ -	\$ -		
6200 Inter-Fund Transfers via Form 308	\$ 2,082,147.93	\$ 2,082,147.93		
TOTAL ALL SOURCES OF REVENUE	\$ 50,355,794.86	\$ 64,128,041.88		78.52%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

GENERAL FUND (11)	ACTUAL AS OF 2/28/2025	EON and FORM 307/308 BUDGET FY 2024-2025	PERCENTAGE SPENT
0000 Non-Categorical	\$ 325.00	\$ -	N/A
1000 Instruction	\$ 18,940,742.87	\$ 35,606,934.89	53.19%
SUPPORT SERVICES:			
2100 Tech Repair	\$ 9,267.36	\$ -	N/A
2110 Attendance and Social Work Services	\$ 203,473.26	\$ 482,711.91	42.15%
2120 Guidance Services	\$ 1,153,971.04	\$ 2,288,500.00	50.42%
2130 Health Services	\$ 590,740.08	\$ 963,000.00	61.34%
2140 Psychological Services	\$ 476,274.15	\$ 821,000.00	58.01%
2150 Speech Pathology and Audiology Services	\$ 429,608.52	\$ 930,110.18	46.19%
2170 Physical Therapy	\$ 100,259.85	\$ 160,000.00	62.66%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00	153.83%
2190 Other Student Services	\$ 713,490.94	\$ 1,775,803.60	40.18%
2100 Total Student Support Services	\$ 3,677,854.36	\$ 7,421,625.69	49.56%
2210 Improvement of Instructional Services	\$ 830,160.54	\$ 1,273,857.85	65.17%
2220 Educational Media Services	\$ 542,748.10	\$ 993,209.85	54.65%
2230 Instruction Technology	\$ 130,856.33	\$ 191,000.00	68.51%
2240 Student Assessment	\$ -	\$ 9,400.00	0.00%
2200 Total Support Services-Instructional Staff	\$ 1,503,764.97	\$ 2,467,467.70	60.94%
2310 Board of Education Services	\$ 540,936.70	\$ 503,500.00	107.44%
2320 Office of Superintendent Services	\$ 673,433.71	\$ 986,000.00	68.30%
2330 Special Area Administration Services	\$ -	\$ -	N/A
2340 Other Administration Services	\$ 65,367.25	\$ 103,000.00	63.46%
2300 Total Support Services-General Administration	\$ 1,279,737.66	\$ 1,592,500.00	80.36%
2410 Office of the Principal Services	\$ 2,187,403.33	\$ 3,244,000.00	67.43%
2490 Other School Administration Services	\$ 214,259.31	\$ 320,000.00	66.96%
2400 Total Support Services-School Administration	\$ 2,401,662.64	\$ 3,564,000.00	67.39%
2510 Fiscal Services	\$ 483,504.33	\$ 1,438,000.00	33.62%
2520 Internal Services	\$ 155,593.35	\$ 311,000.00	50.03%
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	\$ 48,223.22	\$ 42,300.00	114.00%
2570 Personnel Services	\$ 425,514.27	\$ 612,600.00	69.46%
2580 Admin Tech Services	\$ 531,820.72	\$ 1,204,733.96	44.14%
2500 Total Support Services-Business	\$ 1,666,159.89	\$ 3,673,333.96	45.36%
2620 Operation of Building Services	\$ 3,188,761.37	\$ 3,700,135.93	86.18%
2630 Care and Upkeep of Grounds Services	\$ 88,436.37	\$ 70,000.00	126.34%
2640 Care and Upkeep of Equipment Services	\$ 48,857.81	\$ 75,000.00	65.14%
2650 Vehicle Operations & Maint Service	\$ 17,091.92	\$ 75,000.00	22.79%
2660 Security Services	\$ 189,522.42	\$ 435,835.92	43.48%
2670 Safety	\$ 12,930.71	\$ 69,500.00	18.61%
2600 Total Operation and Maintenance of Plant Services	\$ 3,545,600.60	\$ 4,425,471.85	80.12%
2720 Vehicle Operation and Maintenance	\$ 974,011.77	\$ 1,424,000.00	68.40%
2730 Monitoring Services	\$ 121,691.30	\$ 145,500.00	83.64%
2740 Vehicle Servicing and Maintenance	\$ 286,327.83	\$ 517,000.00	55.38%
2700 Total Student Transportation Services	\$ 1,382,030.90	\$ 2,086,500.00	66.24%
TOTAL SUPPORT SERVICES	\$ 15,456,811.02	\$ 25,230,899.20	61.26%
3120 Food PR & Dispensing Svc	\$ -	\$ -	N/A
3300 Community Services	\$ 149,977.44	\$ 228,500.00	65.64%
4400 Architectural Services	\$ -	\$ -	N/A
4720 Building Improvement Services	\$ 576,383.05	\$ 947,000.00	60.86%
5500 Tech Supplies	\$ 17,823.51	\$ -	N/A
5000 Fund Transfers, Correcting Entries	\$ -	\$ 35,000.00	0.00%
Total Other Uses of Funds	\$ 744,184.00	\$ 1,210,500.00	61.48%
TOTAL EXPENDITURES	\$ 35,142,062.89	\$ 62,048,334.09	56.64%

Stillwater Public Schools Revenue Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
BUILDING FUND (21)				
LOCAL SOURCES OF REVENUES:				
1110 Ad Valorem Tax Levy (Current)	\$ 2,536,494.61	\$ 2,625,279.48		96.62%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 47,930.24	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 375,000.00	\$ -		N/A
1300 Total Earnings on Investments	\$ -	\$ -		N/A
1400 Rentals and Sales	\$ -	\$ -		N/A
1500 Insurance Loss Recovery and Reimbursements	\$ 1,333,339.20	\$ 1,133,698.61		117.61%
3000 State Revenue	\$ 167,188.97	\$ 267,372.43		62.53%
TOTAL LOCAL SOURCES OF REVENUE	\$ 4,459,953.02	\$ 4,026,350.52		110.77%
5000 Non Revenue Receipts	\$ -	\$ -	\$ -	-
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98		100.00%
6200 Inter-Fund Transfers via Form 308	\$ (2,082,147.93)	\$ (2,082,147.93)		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 5,312,101.07	\$ 4,878,498.57		108.89%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307/308 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
BUILDING FUND (21)				
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	\$ 45,123.75	\$ 7,500.00		601.65%
2600 Operation and Maintenance of Plant Services	\$ 2,025,850.62	\$ 3,317,564.07		61.06%
Total Operation and Maintenance of Plant Services	\$ 2,082,020.97	\$ 3,371,464.07		\$ 7.16
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	\$ 2,082,020.97	\$ 3,635,994.07		57.26%

Stillwater Public Schools Revenue Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
CHILD NUTRITION FUND (22)				
LOCAL SOURCES OF REVENUES:				
1710 Student Lunches	\$ 434,190.22	\$ 686,754.46		63.22%
1720 A La Carte Food	\$ 25,346.29	\$ 40,100.94		63.21%
1730-40 Adult Meals	\$ 3,071.71	\$ 4,839.10		63.48%
1760 Contract meals	\$ -	\$ -		N/A
1790-99 Other Revenue	\$ 572.37	\$ 27,025.48		2.12%
TOTAL LOCAL SOURCES OF REVENUE	\$ 463,180.59	\$ 758,719.98		61.05%
STATE SOURCES OF REVENUES:				
3250 State Flexible Benefit Allowance	\$ 176,697.70	\$ 283,724.72		62.28%
3720 State Matching	\$ 13,439.52	\$ 28,308.42		47.48%
TOTAL STATE SOURCES OF REVENUE	\$ 190,137.22	\$ 312,033.14		60.93%
FEDERAL SOURCES OF REVENUES:				
4705 Emergency Oper Costs Reimb-SBP/NSLP	\$ -	\$ -		
4710 National School Lunch Program	\$ 1,018,973.08	\$ 1,410,214.69		72.26%
4720 School Breakfast Program	\$ 435,186.16	\$ 573,239.60		75.92%
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	\$ 1,689,895.19	\$ 2,091,100.85		80.81%
TOTAL REVENUES	\$ 2,343,213.00	\$ 3,161,853.97		74.11%
5000 Non Revenue Receipts	\$ -	\$ -		
6000 Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 4,040,850.43	\$ 4,859,491.40		83.15%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
CHILD NUTRITION FUND (22)				
CHILD NUTRITION PROGRAM SERVICES:				
0000 Non Categorical	\$ 635.00	\$ -		N/A
3110 Food a la carte	\$ 72,282.83	\$ 93,000.00		77.72%
3120 Food Preparation and Dispensing	\$ 1,067,104.75	\$ 1,700,000.00		62.77%
3130 Food and Supplies Delivery Services	\$ 75,522.33	\$ 125,000.00		60.42%
3140 Other Direct Services	\$ 489,302.97	\$ 533,490.00		91.72%
3150 Food Procurement Services	\$ 843,989.52	\$ 1,320,000.00		63.94%
3155 Food Adult	\$ 9,736.01	\$ 9,000.00		108.18%
3160 Non Reimbursed Services	\$ 7,659.65	\$ 3,000.00		255.32%
3180 Nutrition Education	\$ 1,942.00	\$ 5,500.00		35.31%
3190 Other Child Nutrition Program Operations	\$ 126,509.06	\$ 70,000.00		180.73%
5000 Fund Transfers and Correcting Entry	\$ -	\$ 500.00		0.00%
7400 Workers Compensation	\$ -	\$ -		N/A
8900 Other Transfers	\$ -	\$ -		N/A
Total Child Nutrition Services	\$ 2,694,684.12	\$ 3,859,490.00		69.82%
TOTAL FISCAL YEAR BUDGET	\$ 2,694,684.12	\$ 3,859,490.00		69.82%

Stillwater Public Schools Revenue Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
LOCAL SOURCES OF REVENUES:				
5112 Proceeds from Sale of Original Bonds	\$ -	\$ 14,100,000.00		0.00%
1310 Interest	\$ 483,890.44	\$ 760,000.00		63.67%
TOTAL LOCAL SOURCES OF REVENUE	\$ 483,890.44	\$ 14,860,000.00		63.67%
TOTAL REVENUES	\$ 483,890.44	\$ 14,860,000.00		63.67%
Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61		100.00%
TOTAL ALL SOURCES OF REVENUE	\$ 24,769,388.05	\$ 39,145,497.61		63.28%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ 35,360.62	\$ 200,000.00		17.68%
SUPPORT SERVICES:				
2100 Other Support Services-Student	\$ 340,708.16	\$ 100,000.00		340.71%
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	\$ 3,500.00	\$ 5,000.00		70.00%
2340 Other General and Administrative Services	\$ -	\$ 100,000.00		0.00%
2530 Printing Equipment	\$ 58,915.98	\$ -		N/A
2580 Tech Supplies	\$ 524,167.64	\$ -		N/A
2620 Operation of Building Services	\$ 1,429,364.13	\$ 2,455,000.00		58.22%
2630 Care and Upkeep of Grounds Services	\$ 1,011.98	\$ 1,000,000.00		0.10%
2640 Care and Upkeep of Equipment Services	\$ 27,733.94	\$ 100,000.00		27.73%
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	\$ 16,541.00	\$ 100,000.00		16.54%
3300 Athletics Supplies and Uniforms	\$ 10,890.95	\$ -		N/A
Total Support Services	\$ 2,459,478.32	\$ 5,260,000.00		46.76%
OTHER USES OF FUNDS				
4200 Land Acquisition Services	\$ -	\$ -		N/A
4300 Land Improvement Services	\$ 714,703.50	\$ -		N/A
4400 Architectural and Engineering Services	\$ -	\$ 20,000,000.00		0.00%
4600 Facilities Acquisition and Construction Services	\$ 2,228,168.78	\$ 10,000,000.00		22.28%
4700 Facilities Improvement Services	\$ 2,966,052.03	\$ -		N/A
5600 Correcting Entry	\$ -	\$ -		N/A
Total Other Uses of Funds	\$ 5,908,924.31	\$ 30,000,000.00		19.70%
TOTAL FISCAL YEAR BUDGET	\$ 8,403,763.25	\$ 35,460,000.00		23.70%

Stillwater Public Schools Revenue Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE RECEIVED
DEBT SERVICE FUND (41)			
LOCAL SOURCES OF REVENUES:			
1110 Ad Valorem Tax Levy (Current)	\$ 13,040,353.10	\$ 14,850,384.17	87.81%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 242,298.40	\$ -	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	\$ 13,282,651.50	\$ 14,850,384.17	89.44%
3000 State Receipts	\$ 1,333.84	\$ 2,200.00	60.63%
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	\$ 21,192,548.60	\$ 22,902,147.43	92.54%

Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 2/28/2025	EON and FORM 307 BUDGET FY 2024-2025	PERCENTAGE SPENT
DEBT SERVICE FUND (41)			
USES OF FUNDS:			
5100 Debt Service	\$ 668,316.30	\$ 14,770,890.00	4.52%
Total Uses of Funds	\$ 668,316.30	\$ 14,770,890.00	4.52%
5600 Correcting Entries	\$ -	\$ -	0.00%
TOTAL FISCAL YEAR BUDGET	\$ 668,316.30	\$ 14,770,890.00	4.52%



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: March 11, 2025

AGENDA ITEM:

Contract for Audit of Public Schools 2024-2025 School Year

BOARD ACTION REQUESTED:

Consider and Vote to approve the "Contract for Audit of Public Schools 2024-2025 School Year".

BACKGROUND INFORMATION:

This contract with Jenkins & Kemper, CPAs, P.C. provides an annual assessment of the financial affairs and transactions of all funds and activities of the school district.

STILLWATER BOARD OF EDUCATION		CDC
<i>Adoption Date: October 9, 2007</i>	<i>Revision Date(s): 2/16/16, 10/8/19</i>	<i>Page 1 of 2</i>

PUBLIC GIFTS/DONATIONS TO THE SCHOOLS

The Stillwater Board of Education assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies, and services that may be required in the interest of education in the school units under its jurisdiction. Gifts, donations, grants, or bequests may be accepted and the action recorded, provided the conditions of acceptance do not remove any degree of control of the school district from the board and will not cause inequitable treatment of any student(s) or student group(s).

A gift shall be defined as money, real or personal property, and personal services provided without consideration. Gifts from organizations, community groups, and/or individuals that will benefit the district shall be encouraged by district administration. Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss, in advance, with the building principal or the superintendent what gifts are appropriate and needed.

Community groups or individuals may donate equipment to the district. Such equipment shall be added to the district's inventory, provided it is operative at the time of donation and meets an educational purpose of the district. Public gifts to the schools that affect building structure or maintenance must be approved by the superintendent's office (see CDC-R1). District facility and equipment standards may restrict the gifts that can be purchased by sanctioned organizations for individual schools, teams, or student organizations.

The district reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, goals, and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students).

Propositions giving funds, equipment, or materials to the school with a "matching agreement" or restriction are generally not acceptable.

Any person or organization desiring to give a gift or make a donation, grant, or bequest to the board should contact the superintendent who may accept the gift, thank the donors, and inform the board. However, all conditional gifts and offers of real property must be approved by the board.

Any gift or grant accepted by the board or the superintendent as its executive officer shall become the property of the board of education and will comply with all state and federal laws.

Any gift, donation, grant, or bequest that is given or awarded to a Stillwater Public Schools employee and is intended to purchase equipment or instructional materials and uses the employee's district employment status as a factor is the property of Stillwater Public Schools. If the employee changes assignments, departments, or schools they must receive permission from their supervisor before moving the property. If the employee leaves Stillwater Public Schools, the property must remain at Stillwater Public Schools.

All donations (monetary or goods) must be approved in advance by the Superintendent before they are received. The Superintendent will decide if the donation will be received by the site/department or if it should be delivered to the Superintendent's office. Regardless of whether the donation is provided to the Superintendent's office or is received by a site/department, a monetary donation (exclusive of Child Nutrition donations, which are discussed below) will be deposited into a corresponding Activity Fund, with all rules established for the spending of Activity Funds being observed. Any goods (such as equipment or furniture) donated may be delivered to the specific site/department.

STILLWATER BOARD OF EDUCATION		CDC
<i>Adoption Date: October 9, 2007</i>	<i>Revision Date(s): 2/16/16, 10/8/19</i>	<i>Page 2 of 2</i>

All donations of funds outside of the Child Nutrition accounting software to cover Child Nutrition meals of students shall be deposited into the Stillwater Public Schools Meals For Students Activity Fund. All donations of excess funds less than \$100 inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be transferred to a general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as needs arise, as determined by the Child Nutrition Director. All donations of excess funds \$100 or more inside the Child Nutrition accounting software that are not being transferred to an account within the donator's family (children, nieces/nephews) will be remitted via check from the Local Child Nutrition checking account to the Stillwater Public Schools Meals For Students Activity Fund. As needed, the Child Nutrition Director will evaluate accounts receivable for student meals to determine the need for donations to cover unpaid balances and will communicate with the Activity Funds Custodian to determine the fund balance in the Stillwater Public Schools Meals For Students Activity Fund. The Child Nutrition Director may invoice the Activity Funds Custodian for an amount up to the remaining balance to cover any outstanding balances from meal charges and the Activity Funds Custodian will pay the invoice via a check to be deposited into the Local Child Nutrition checking account and funds placed into the general Child Nutrition donations account in the Child Nutrition accounting software to be distributed as the Child Nutrition Director deems appropriate.

REFERENCE: Title IX, Education Amendment of 1972, 20 U.S.C. §1681, et seq.

ACTIVITY FUNDS (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern school activity funds:

1. **Authority for Activity Funds:** Under the general provisions of Title 70, Section 5-129 and the specific provisions of Title 70, Section 5-135, Oklahoma Statutes, and the board of education shall exercise control over all activity funds. The cost of surety bonds and audit services are payable from the school activity fund or the general fund.
2. **Record of Funds:** Records shall be kept of all funds collected, handled, or disbursed by any school or activity by the sponsor of the activity and the school district treasurer.
3. **Audits:** The activity funds auditor is appointed by and is responsible to the board of education. The auditor will make random audits of activity fund accounts and will furnish a detailed report to the board of education at the conclusion of the audit showing the receipts, disbursements, and financial position of the audited accounts so far as may be determined from the records. The auditor will give assistance and advice when necessary to insure adequate compliance with activity fund procedure.
4. **Sponsors**
 - A. Each student group, class, or organization that carries a separate account or subaccount in the activity fund shall have a sponsor. The principal of the school shall approve the sponsor. Sponsors shall be held responsible for the collection and expenditure of each organization's funds and for following the procedures for both purchasing items and depositing funds.
 - B. **No sponsor of any account shall make purchases or obligations in excess of funds on hand.**
 - C. **Sponsor Receipt Books:** Each sponsor will have a receipt book containing duplicate receipts. When a student turns in money for any purpose, the sponsor will **immediately** prepare a receipt and provide the original of the receipt to the student. The sponsor will add the amount of receipts written since the date of the last deposit and will take the money **and** the classroom receipt book to the finance secretary on a daily basis. The finance secretary will then again add the receipts and the money and prepare a receipt to be sent to the activity fund custodian or the assistant treasurer for deposit. If collections are for amounts less than \$10.00, the sponsor may use a sign-in sheet in lieu of individual receipts. The sign-in sheet shall have each student's name, amount paid, date paid, and item purchased. The sign-in sheet shall be reconciled in the same manner as individual receipts.

No money shall be held in any location other than the school office beyond the end of the school day that the money is collected. Money shall be turned in daily for activities which take place over a period of time.
5. **Disbursements** from each fund must be made only for the specific purpose for which the fund was created. The sponsor shall request, by purchase order that funds are to be encumbered for items to be purchased. After the purchase order is approved, the sponsor may make the purchase and present the invoice to the activity fund custodian for payment. Invoices must be on file to support each check issued. These may be direct invoices from companies or, in some cases; they may be signed requests for payment from individuals. Invoices will be

ACTIVITY FUNDS, REGULATIONS (Cont.)

numerically filed according to purchase order number for audit and reference purposes. (Financial transactions with board members or employees/employers of board members or their families are prohibited by law.)

6. **Bank Deposits:** The board approved bank will be used as the school depository for all activity funds. Receipts of less than \$100 shall be turned into the finance secretary in a timely manner. Receipts of more than \$100 will be made by the end of the next business day. (70 O.S. §5-129) In no case will deposits be made less than one time each week. Deposits will be made when received by the assistant treasurer or activity fund custodian. At the end of the month, the sponsor of each organization will have access to a copy of the monthly report. If the sponsor's ledger does not agree with the balance on the report, the sponsor will immediately reconcile the discrepancy with the activity fund custodian or assistant treasurer.
7. **Records:** All necessary documentation including invoices, deposit slips, receipts, bank statements, and other reports will be kept on file in the office of the activity fund custodian or assistant treasurer.
8. **Transfer:** If money is left in a fund account or subaccount after the purpose of the fund has been served, it may be transferred, with approval of the board of education, to some other approved school activity fund.
9. **Donation:** All rules and procedures regarding donations established in Board Policy CDC will be observed. When money or equipment is donated directly to a school by any group or individual donor, the money or equipment so donated shall become the sole property of the school and will be controlled by the rules and regulations of the board of education. Donations of any kind will not be returned to the donor once accepted by the school. Money or equipment donations with restrictions, conditions, or qualifications are generally not acceptable. However, a conditional gift can be approved by the board of education upon the compliance with the board's policy of standardizing materials and equipment in the district.
10. **Teacher Fund (Other Funds):** If approved by the board of education, the activity fund custodian may act as custodian for any money the teachers care to pool and will establish a separate subaccount for such funds. All such collections and expenditures made for the teachers are **not** to be commingled with any other fund account or subaccount. The "Teacher Fund" subaccount will have its own account on the ledger and on the monthly report form. Payment for flowers, professional dues, etc. may be made from this fund. However, **expenditures from such funds are never to exceed the balance in the fund account.**
11. **The principal may not give, donate, or loan money to any group, organization, or individual regardless of circumstances or motive.**

REFERENCE: 70 O.S. §5-129
70 O.S. §5-135

CROSS-REFERENCE: Policy CFB, Activity Funds
Policy CFB-E1, Annual Activity Fund Approval Package
Policy CDC, Public Gifts & Donations
District Activity Fund Handbook



STILLWATER PUBLIC SCHOOLS

STILLWATER BOARD OF EDUCATION

PREPARED BY: Janet Vinson, Acting Superintendent
APPROVED BY: Janet Vinson, Acting Superintendent
DATE: March 11, 2025

AGENDA ITEM: 7B

Receive SPS Policy First Readings and Consider Approval:

- 1) EMDB Flags

BOARD ACTION REQUESTED:

Motion to Waive the First Reading and Approval of the new policy as presented.

BACKGROUND INFORMATION

The district is in an ongoing process of updating policies and procedures in accordance with Oklahoma law and/or current practices. The Policy Review Committee met on February 25, 2025 to review policy revisions as recommended by the administration. Details regarding these policy revisions are listed below.

EMDB - Flags

Policy EMDB is being brought as a new policy to meet the requirements of the accreditation process. Initially, the policy was optional for districts but has been added to the accreditation checklist for this year. (Source: Bo Gamble)

FLAGS

It is the policy of the Stillwater Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

The school day will begin with a flag salute. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

**REFERENCE: 25 O.S. §91.2
25 O.S. §153
70 O.S. §24-106**