



STILLWATER BOARD OF EDUCATION  
Tuesday, August 12, 2025

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

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. COMMUNICATIONS/PUBLIC INTEREST
  - A. Recognitions
    1. Addison Harmon and Laura Bennett recently participated in the FCCLA National Leadership Convention in Orlando with their advisor, Jody Webber (submitted by Mr. Howell, HS Principal)
  - B. Superintendent's Report, Tyler Bridges
  - C. Board Communication
  - D. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
4. CONSENT AGENDA (Action)

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

  - A. July 8, 2025 Special Meeting Minutes
  - B. July 8, 2025 Regular Meeting Minutes
  - C. July 31, 2025, Special Meeting Minutes
  - D. Board of Education Member Training Credit Report (Sup)
  - E. Review, Reading and Approval of the following policy: (Sup)
    2. DO
    3. DABB
    4. FEA
    5. FEG
    6. FNG
  - F. Annual Handbook Review in Accordance with Board Policy BPCAB:
    7. Stillwater Board of Education Member Handbook
    8. Stillwater Public Schools Employee Handbook (HR)
    9. Stillwater Public Schools Certified and Support Payroll Handbook (Finance)
    10. Stillwater Public Schools Parent/Student Handbook (Communications)
    11. Stillwater Public Schools Student Athletics Handbook (Athletics)
    12. Athletic Coaches handbook (Athletics)
    13. Booster/Sanctioned Organization Handbooks (Finance)
  - G. SPS Non-Exclusive Trademark License Agreement (Communications/Superintendent)
    14. The Club Apparel, Megan Rodgers, Manager
  - H. Consider and Vote to approve District Apps (Superintendent)  
Board Approved - SPS Supported (tech support included)
    15. Google Suite
    16. Canvas
    17. Infinite Campus
    18. Google Classroom
    19. School Messenger

- 20. IXL
- 21. GoGuardian
- 22. Edgenuity/Imagine Learning
- I. Not SPS supported (tech support not included)
  - HUDL
  - Sports You
  - Cut Time
  - Remind
  - Rank One
  - Facebook
  - Instagram
  - X (Twitter)
  - GroupMe
  - Text Free
  - Language Line
  - Talking Points

J. Transfer and Summary of Activity Account Funds

K. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed): (Finance)  
**2025-2026 General Fund (11) Encumbrances #2026-11-3 – 2026-11-97, 2026-11-103, 2026-11-128 - 2026-11-133, 2026-11-154, 2026-11-160 - 2026-11-216**  
**Totaling \$375,679.56**

**2025-2026 Child Nutrition Fund (22) Encumbrances #2026-22-30, 2026-22-41 – 2026-22-46**  
**Totaling \$1,094,856.82**

**2025-2026 Bond 31 Fund (31) Encumbrances #2026-31-1 – 2026-31-3 – 2026-31-10**  
**Totaling \$246,319.82**

**2025-2026 Bond 32 Fund (32) Encumbrances #2026-32-2 – 2026-32-24**  
**Totaling \$5,789,526.79**

**2025-2026 Bond 33 Fund (33) Encumbrances #2026-33-112 – 2026-33-147**  
**Totaling \$348,366.91**

L. Sanctioned Organizations Approval Packages for FY 2025-2026

M. Approval of the FY 2025–2026 Contracts:

Educational Services

- 23. ACT WorkKeys
- 24. Oklahoma State University School of Kinesiology, Applied Health and Recreation
- 25. Parchment
- 26. Ripley Public Schools Alternative Education Cooperative Agreement
- 27. Shelby Healthcare
- N. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project - Operations
- O. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project - Operations
- P. Consider and Vote to Approve or Not Approve an Architectural and Engineering Design Assistance Professional Services Agreement with 505 Architects - Operations
- Q. Consider and Vote to Approve or Not Approve Service Order No. 29 for SPS Bond 2023 High School Phase I Project - Operations
- 5. **BUSINESS/FINANCE**
  - A. Consider and Vote to Approve the Treasurer's Report (Action)
- 6. **OPERATIONS**
  - A. Receive Chase Morris Sudden Cardiac Arrest Site Plans
  - B. Receive Stillwater Public Schools Critical Incident Management Plan

- C. Consider and Vote to Approve or Not Approve Certificate of Substantial Completion for SPS OES Building Renovation Phase 2 project
- D. Consider and Vote to Approve or Not Approve Stillwater Public School Long-Range Facility Planning Executive Committee recommendation for the SPS High School Athletics Phase I Project
- E. Consider and Vote to Approve or Not Approve an Amendment to SO 07 for Professional Services with 505 Architects for SPS High School Athletics Phase I Project
- F. Bond 2023 Update
- 7. ADJOURNMENT
  - A. Vote to Adjourn (**Action**)

This agenda was posted on the inside of the front door (visible from outside the building) of the Administration Building (314 S. Lewis), and on the School District's website located [www.stillwaterschools.com](http://www.stillwaterschools.com) on August 11, 2025, at 4:45 p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2024.

STILLWATER BOARD OF EDUCATION



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Tawni Hooten, Clerk



Stillwater Public Schools Administration  
Building  
314 South Lewis Street  
Stillwater, OK 74074

## **Minutes of the Special Meeting**

Tuesday, July 8, 2025 5:00 PM Central

Attendance Taken at 5:00 PM.

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

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

President Douglas called the meeting to order at 5:00 p.m. Roll call was taken by Ms. Hooten, Board/Minutes Clerk. Attendance confirms there is a quorum of the board to proceed.

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

### **3. Vote to Convene in Executive Session**

I move to convene into Executive Session at 5:03 p.m. This motion, made by Rachel Dillin and seconded by Marshall Baker, **Carried.**

Robert Douglas: Yes, Rachel Dillin: Yes, Gay Washington: Yes, Marshall Baker: Yes

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

President Douglas acknowledged the Return of the Board to Open Session at 6:14 p.m. Douglas also asked for the records to reflect that Tim Riley joined the meeting at 5:05 p.m.

### **5. Statement of Executive Session Minutes**

The following statement was provided by MARSHALL BAKER. The Executive Session convened at 5:07 p.m. During the Executive Session, the following people were present: Roberta Douglas, Rachel Dillin, Tim Riley, Dr. Gay Washington, Dr. Marshall Baker, Mr. Tyler Bridges (5:07 p.m. - 6:014 p.m.), and Dr. Trent Swanson (5:07 p.m.- 5:21p.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 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. Discussion and vote on whether to reemploy or not to reemploy Caitlin Lester from her employment with the Stillwater School District and recitation of facts upon which the decision is based**

I move that the Board:

- 1) Nonreemploy Caitlin Lester from her employment with the School District; and
  - 2) That the following findings of fact upon which the decision is based be recited:
    1. In a letter postmarked June 16, 2025 ("Notice Letter"), the Acting Superintendent informed Ms. Lester of her nonreemployment recommendation. The letter was mailed by certified mail, return receipt requested, to Ms. Lester's attorney of record. The Notice Letter advised Ms. Lester of the reasons supporting her nonreemployment and her hearing right before the Board of Education.
    2. Ms. Lester had 10 working days to request a hearing. She did not request a hearing within the required 10-day period.
    3. Ms. Lester has waived her right to a hearing before the Board of Education regarding her proposed nonreemployment.
    4. The grounds set out in the Notice Letter are supported by a preponderance of the evidence and are sufficient grounds for the nonreemployment of Ms. Lester.
    5. Ms. Lester should be nonreemployed as a support employee with the School District on the following grounds; it is in the best interest of the district.
- This motion, made by Gay Washington and seconded by Marshall Baker, **Carried**.  
Robert Douglas: Yes, Rachel Dillin: Yes, Tim Riley: Yes, Gay Washington: Yes, Marshall Baker: Yes

**7. Consider and vote to approve or not approve the Appointments, Resignations and Employment Recommendations as attached as Exhibit A of the Agenda**

I move to approve the appointments, resignations, and employment recommendations as presented, made by Rachel Dillin and seconded by Tim Riley, **Carried**.  
Robert Douglas: Yes, Rachel Dillin: Yes, Tim Riley: Yes, Gay Washington: Yes, Marshall Baker: Yes

**8. Discussion and vote to approve or not to approve the conflict-of-interest waiver memorandum with Rosenstein, Fist and Ringold permitting the firm's joint representation of the Mayor for the City of Stillwater, the Stillwater Police Department, and the School District in the lawsuit of *Gregory Ashley Moyer v. James v. Marray, et al., United States District Court for the Western District of Oklahoma Case No. 5:24-cv-429-SLP, and if approved, to authorize its due execution.***

I move to approve the conflict-of-interest waiver as presented, made by Marshall Baker and seconded by Rachel Dillin, **Carried**.  
Robert Douglas: Yes, Rachel Dillin: Yes, Tim Riley: Yes, Gay Washington: Yes, Marshall Baker: Yes

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

I move to adjourn at (TIME) was made by Tim Riley and seconded by Gay Washington, **Carried**.

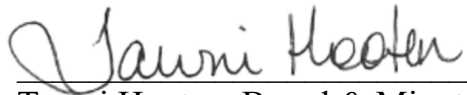
Robert Douglas: Yes, Rachel Dillin: Yes, Tim Riley: Yes, Gay Washington: Yes, Marshall Baker: Yes

STILLWATER BOARD OF EDUCATION

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Roberta Douglas, President

STILLWATER BOARD OF EDUCATION



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Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on August 12, 2025.



Stillwater Public Schools Administration  
Building  
314 South Lewis Street  
Stillwater, OK 74074

## **Minutes of General Meeting**

Tuesday, July 8, 2025 6:30 PM Central

Attendance Taken at 6:31 PM.

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

### **1. CALL TO ORDER AND ROLL CALL**

President Douglas called the meeting to order at 6:30 p.m. The roll call was taken by Tawni Hooten, Board/Minutes clerk. Attendance confirms there is a quorum of the board to proceed.

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

President Douglas asked everyone to stand as she led the Pledge of Allegiance.

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

#### A. Superintendent's Report

Superintendent Bridges provided his welcome and update.

#### B. Board Communication

Each board member welcomed Mr. Bridges, and briefly spoke about things happening around the state and in the district.

C. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*

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

Stacy Laxton "Advocating for STEM activities at the High school"

### **4. CONSENT AGENDA (Action)**

**All of the following items, which concern reports and items of a routine nature normally approved at a board meeting, will be approved by one board vote, unless any board member**

**desires to have a separate vote on any or all of these items. The consent agenda consists of the discussion, consideration, and approval of the following items:**

- A. June 6, 2025, Special Meeting Minutes
- B. June 10, 2025, Special Meeting Minutes
- C. June 10, 2025, Regular Meeting Minutes
- D. Transfer and Summary of Activity Account Funds
- E. Sanctioning Accounts for 2025-2026
- F. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):
  - 2024-2025 General Fund (11) Encumbrances #20251598 totaling \$9,426.00
  - 2024-2025 Bond 31 Fund Encumbrances #20251597 totaling \$215,660.00
  
  - 2025-2026 General Fund Encumbrances #2026-11-3 – 2026-11-90 totaling \$5,402,390.69
  - 2025-2026 Building Fund (21) Encumbrances #2026-21-1 totaling \$3,000.00
  - 2025-2026 Child Nutrition Fund (22) Encumbrances #2026-22-1 – 2026-22-29 totaling \$2,040,312.88
  - 2025-2026 Bond 31 Fund Encumbrances #2026-31-1 – 2026-31-2 totaling \$89,257.84
  - 2025-2026 Bond 33 Fund Encumbrances #2026-33-1 – 2026-33-111 totaling \$1,124,567.25
  - 2025-2026 Sinking Fund (41) Encumbrances #2026-41-1 totaling \$719,856.25
- G. Annual Activity Fund Planning and Approval Packages for FY 2025-2026
- H. Educational Services FY2025-2026 Agreements
  - 1. Amira
  - 2. Oklahoma State University Community Service Federal Work Study
- I. Out-of-State Travel Requests:
  - 1. SHS Varsity Football will be traveling to Springdale, Arkansas on July 11, 2025
- J. Reading and Approval of Policy EKBA- Strong Readers Act
- K. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of CM Contingency and Allowances for the SPS Bond 2023 HS Phase I Construction Project
- L. Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I and Phase II PA Wing Construction Project
- M. Consider and Vote to Approve or Not Approve Bus and District Equipment Surplus
- N. Consider and Vote to Approve or Not Approve Change Order #2 for the SPS Sangre Ridge, Middle School, Field House, and PAC HVAC and Roof Replacement projects

O. Consider and vote to approve or not approve the Response Service Agreement with Blackmon Mooring/BMS-Cat, LLC.

P. Adjunct Instructors for 2025-2026:

1. Barry Fuxa (Stillwater High School)
2. Jeana Bateson (Meridian Technology Center)

Q. Consider and Vote to Approve the new US Foods/Premier Fee-Per-Case Schedule

I move to approve Consent Agenda as presented. This motion, made by Rachel Dillin and seconded by Marshall Baker, **Carried**.

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

## **5. BUSINESS/FINANCE**

### **A. Treasurers Report**

Chief Financial Officer, Kristy Newby presented the Treasurers report.

I move to approve the treasurer's report as presented. This motion, made by Marshall Baker and seconded by Gay Washington, **Carried**.

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

## **6. OPERATIONS**

### **1. Bond 2023 Update**

Assistant Superintendent, Bo Gamble and 505 Architect, Brian Thomas provided the Bond 2023 Update.

## **7. ADJOURNMENT**

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

I move to adjourn at 7:21 p.m. This motion, made by Rachel Dillin and seconded by Gay Washington, **Carried**.

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

STILLWATER BOARD OF EDUCATION

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Roberta Douglas, President

STILLWATER BOARD OF EDUCATION

  
Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on August 12, 2025.



1500 W. 7th Ave, Stillwater Ok 74074  
1500 W. 7th Ave.  
Stillwater, OK 74074

## **Minutes of Special Meeting**

Thursday, July 31, 2025 8:30 AM Central

Attendance Taken at 8:30 AM.

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

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

President Douglas called the meeting to order at 8:30 a.m. Tawni Hooten, Board/Minutes Clerk took attendance and confirms a quorum of the board is established to proceed.

### **2. Board and Superintendent training with Stephanie Hyder, Oklahoma State School Board Association (OSSBA)**

Dr. Stephanie Hyder provided the board with some specialized training covering board and superintendent expectations, superintendent evaluation tool options, and team-building exercises to set goals individually and collectively.

### **3. Superintendent Updates**

Superintendent Bridges provided some updates to the board which covered his 90-day entry plan into the district, the recent administrators 2-day staff retreat, one-on-one individual and group meetings with key administration throughout the district, meetings he has already had with key civic and local dignitaries, and his excitement for the upcoming school year. He continued to share other highlights and updates relevant to the positive direction our district is headed in.

### **4. Superintendent and Board Discussion on Roles, Responsibilities, and Communications**

The superintendent and board spent time discussing the roles, responsibilities and communications individually and collectively. Within the purview of roles and responsibilities, there were discussions on upcoming OSSBA/CCOSA training opportunities and board required trainings, one-on-one meetings with the superintendent for pre-board meetings. etc. Regarding the communication piece-discussions took place on how the superintendent and board desire to keep open communication and transparency of district issues. The board does a great job at following open meeting act procedures to uphold requirements set for each board member. The overall common remark is consistency across each ward and district. This past year with all of

the transitions in leadership, the roles, responsibilities, and communication piece between the board and superintendent has been carefully and intentionally outlined as we move into this next year of new leadership. Great discussion and excitement for the district this coming year and many years to follow.

**5. Lunch with Careertech Leadership**

Careertech key leaders stopped by to introduce themselves to the board and superintendent. This was a great time to acknowledge the outstanding programs and opportunities our Careertech partners afford our SPS students.

**6. Board and Committee Meeting Structures and Processes**

The board discussed this year’s committees and subcommittees they serve on, which were recently approved for the FY26 school year. Each committee chair or facilitator will provide the agenda and minutes to Tawni to be put into Assemble for board view only. The agendas should be uploaded within 48 hours of the meeting date, and the minutes should be uploaded within 4 days of when the meeting took place. There were other discussions surrounding board meetings such as the need for special meetings, public comment, board communications, and a focus on the meetings being more of a “business meeting” to be respectful of everyone’s time.

**7. Superintendent Evaluation Process**

There was much discussion on the structure, tool to be used, transparency and process for the superintendent’s evaluation. Discussions on metrics, KPI’s, and a data driven evaluation is key in the proper evaluation of the superintendent. The board desires to keep the evaluation of the superintendent frequent rather than annually.

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

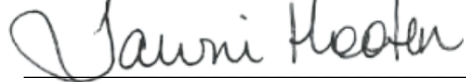
I move to adjourn at 4:34 p.m. This motion, made by Tim Riley and seconded by Rachel Dillin, **Carried.**

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

STILLWATER BOARD OF EDUCATION

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Roberta Douglas, President

STILLWATER BOARD OF EDUCATION

  
\_\_\_\_\_  
Tawni Hooten, Board & Minutes Clerk

(SEAL)

These minutes were officially approved by the Stillwater Board of Education on August 12<sup>th</sup>, 2025.

# **Board Member Education Requirements**

**(Report as of July 15, 2025)**

## **Stillwater Board Member Points**

**August 12, 2025**

### **Rachel Dillin – Seat 1 – Appointed – 12/12/2023**

Rachel was appointed in the second half of the term and had to have her 15-month credits complete before March 2025. We do show that she completed those requirements within that time frame. Since she was appointed in the second half of the term and is not completing a full term, those are the only requirements she needed to meet to be eligible to file for election this December.

### **Timothy Riley – Seat 2 – Incumbent – Elected in 2022**

He completed his 15-month requirements and has 7 of 15 continuing education credits. He needs 8 more credits before Dec. of 2026 to be eligible.

### **Roberta Douglas – Seat 3 – Appointed 7/12/2022 then elected in 2023**

Roberta is completing an unexpired term, which means she only needs to complete the 15-month requirements of a new board member. We show that she has done that and is eligible to file for election in Dec. of 2027.

### **Gay Washington – Seat 4 – Elected First Term - Elected in 2024**

As a new board member, Gay needs to complete 1 ethics, 1 finance, 1 open meeting act and 9 additional credits before 7/31/2025. I show that she has completed those and has 6 of 15 continuing education credits. She needs 9 more credits before Dec. of 2028 to be eligible to file for election.

### **Marshall Baker – Seat 5 – Incumbent - Elected in 2025**

Marshall was just reelected to Seat 5, so his points have reset. He needs 1 ethics, 1 finance, 1 open meeting act and 3 additional credits before 7/31/2026. He will also need 15 continuing education credits, for a total of 21 points, before Dec. of 2029.



## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

**PREPARED BY:** SPS Cabinet Members  
**COMMITTEE:** Cabinet, Board Members: Gay Washington and Rachel Dillin  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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#### **AGENDA ITEM:**

Receive SPS Policy and Consider Approval:

- 1) DO Suspension, Dismissal, Nonrenewal of Teachers
- 2) DABB Records Investigation
- 3) FEA Intra District Transfers
- 4) FEG Student Transfers for Children of Active Military Members
- 5) FNG Cell Phone Policy

#### **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 July 22, 2025 to review policy revisions as recommended by administration. Details regarding these policy revisions are listed below.

##### DO Suspension, Dismissal, Nonrenewal of Teachers

Senate Bill 553 added a new statutory ground for the termination or dismissal of a career teacher. The new ground provides that “knowing and willful failure to report suspected child abuse or neglect” is a statutory reason for which a career teacher’s employment may be terminated or nonrenewed. The same language was added into statute as a mandatory reason to terminate or non-reemploy a probationary teacher. The language regarding probationary teachers does not need to be modified as neither Oklahoma law nor policy requires an exhaustive listing of the causes for which a probationary teacher may lose employment.

(Source: Trent J. Swanson)

##### DABB Records Investigation

Senate Bill 553 added a new requirement to Oklahoma law regarding criminal history background checks. Prior Oklahoma law allowed teachers who had worked for another school district as either a teacher or substitute teacher who had a criminal history background check done in the past five years to obtain a letter from a school district in which the teacher had been employed stating that they left in good standing. This

letter would then eliminate the need for a new criminal history background check. The legislation modified Oklahoma law to require that the letter provided by the school district state that the employee left in good standing and that the teacher was not the subject of any allegation of inappropriate behavior with a student. (Source: Trent J. Swanson)

#### FEA Intra District Transfers

House Bill 2259 modified Oklahoma law regarding student transfers. Language regarding intra-district transfers was modified to allow automatic continuation of the transfer beyond the current school year unless the district denies the continued transfer for disciplinary reasons or attendance issues as defined in the transfer statute. Provisional eligibility for military students must be afforded to students in intra-district transfers regardless of capacity.

(Source: Bo Gamble)

#### FEG Student Transfers for Children of Active Military Members

House Bill 2259 modified Oklahoma law regarding student transfers. The legislation modified military transfers by removing a requirement that Oklahoma be the home of record for military personnel. In addition, transfers for military students cannot be denied on the basis of the student needing an IEP, 504 plan, or qualifying for special education courses or services.

(Source: Bo Gamble)

#### FNG Personal Electronic Devices Policy

The law requires (Per Senate Bill 139 signed by Governor Stitt), for the 2025-2026 school year, all school districts to adopt a policy prohibiting student use of personal cell phones and other personal electronic devices while on the campus of a public school district during the school day. For the purposes of this law, the prohibition applies bell-to-bell -- defined as the first bell to signal the beginning of the instructional day and the final bell signaling the end of the instructional day. The policy must include disciplinary procedures for violations but does not require districts to create disciplinary processes separate from a district's existing disciplinary policy and procedures.

(Revisions of our current SPS policy now reflect the new requirements of state law)

(Source: Angela Rhoades)

## **SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS**

Procedures for dismissal of certified employees are governed by state law, and all actions of the school district and the board are clearly identified in the statutes. However, nothing in this policy shall be construed to prevent layoffs due to lack of funds or work. For those certified employees entitled to due process by law, no action regarding dismissal or nonrenewal shall be taken until the employee has received due process.

The board may vote to offer employment or to not offer employment for the subsequent school year in advance of the statutory deadline.

### **1. Definitions and Scope**

- A. "Teacher" means a duly certified or licensed person who is employed to serve as a counselor, librarian, school nurse, or any instructional capacity. An administrator shall be considered a "teacher" only with regard to service in an instructional, nonadministrative capacity.
- B. "Dismissal" means the discontinuance of the teaching service of a teacher during the term of a written contract.
- C. "Nonreemployment" means the nonrenewal of a teacher's contract upon expiration of the contract.
- D. "Suspension" means the temporary discontinuance of a teacher's services during the term of a contract pending dismissal or nonreemployment.
- E. "Career teacher" means a teacher who:
- i. was employed by the school district prior to the current school year and has completed three (3) or more consecutive complete school years in such capacity in the school district under a written continuing or temporary teaching contract; or
  - ii. is employed for the first time by the school district under a written continuing or temporary teacher contract during the current school year and has:
    - completed three (3) consecutive, complete school years in the district under a written continuing or temporary teacher contract with a rating of "superior" for at least two (2) of those years; or
    - completed four (4) consecutive, complete school years in the district under a written continuing or temporary teacher contract with a rating of "effective" or higher for the four (4) year period with a rating of at least "effective" for the last two (2) of the four (4) years – as measured pursuant to the district's TLE; or
    - completed four (4) consecutive, complete school years in the district under a written continuing or temporary teacher contract and was granted career status by the board of education after the applicable principal and superintendent petitioned the board to grant career status. (The principal must specify in the petition the underlying facts supporting the granting of career status.)

**SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

- F. "Probationary teacher" means a teacher who:
- i. is employed by the district prior to the current school year and has completed fewer than three (3) consecutive, complete school years in such capacity in the school district under a written teaching contract; or
  - ii. is employed for the first time by the district under a written teaching contract during the current school year and thereafter and has not met the requirements to be a career teacher as described above.
- G. "Abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.
- H. "Mental or physical abuse" to a child would also include, but is not limited to finding that a teacher has, either in the presence of a minor in a manner that such person has participated in making available to a minor online, engaged in sexual acts, acts that appeal to the prurient interest in sex as found by the average person applying contemporary community standards, or acts that excessively promote sexuality in light of the educational value of the material and in light of the youngest age of any student with access to said material.
- I. This policy does not apply to:
- i. substitute teachers,
  - ii. adult education teachers or instructors,
  - iii. nonrenewal of teachers employed on temporary contracts for a complete year;
  - iv. nonrenewal and dismissal of teachers employed on temporary contracts for less than a complete school year.
  - v. administrators, except with regard to service in an instructional, non-administrative position.
  - vi. adjunct teachers
- J. This policy does apply to teachers employed in positions *fully funded* by federal or private categorical grants in regard to dismissals or suspensions during the term of employment under the grant, but not in regard to "nonreemployment" at the expiration of the grant.

**2. Grounds for Dismissal or Nonreemployment**

- A. A career teacher may be dismissed or not reemployed for:
- i. willful neglect of duty,
  - ii. repeated negligence in performance of duty,

**SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

- iii. incompetency,
  - iv. unsatisfactory teaching performance,
  - v. instructional ineffectiveness,
  - vi. mental or physical abuse to a child,
  - vii. commission of an act of moral turpitude,
  - viii. **knowing and willful failure to report suspected child abuse or neglect.**
  - ~~viii.~~ **ix.** abandonment of contract,
  - ~~ix.~~ **x** criminal sexual activity or sexual misconduct (as those terms are defined by law), which has impeded the effectiveness of the teacher's performance of school duties,
  - ~~x.~~ **xi.** failure to meet local school board staff development requirements (non-reemployment only),
  - ~~xi.~~ **xii.** engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate, and
  - ~~xii.~~ **xiii** any other grounds hereafter allowed by law.
- B. A career teacher shall be dismissed or not reemployed for
- i. conviction of a felony,
  - ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,
  - iii. an "ineffective" rating, as measured pursuant to the district's TLE, for two (2) consecutive school years, after full implementation of TLE,
  - iv. a "needs improvement" rating or lower, as measured pursuant to the district's TLE, for three (3) consecutive school years, after full implementation of TLE
  - v. a rating below "effective," as measured pursuant to the district's TLE, for a five (5) year average, after full implementation of TLE.
- C. A probationary teacher may be dismissed or not reemployed for cause including but not limited to engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate.
- D. A probationary teacher shall be dismissed or not reemployed for
- i. conviction of a felony,

- ii. conviction of any sex offense subject to Oklahoma's Sex Offenders Registration Act or another state's or the Federal Sex Offender Registration Provisions,

### **SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

- ii. an "ineffective" rating, as measured pursuant to the district's TLE, for two (2) consecutive school years, after full implementation of TLE.
- iv. failure to attain career teacher status within a four-year period, after full implementation of TLE.

E. A cause listed 2A(i) - (v) for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless corrective action procedures involving admonishment / plan for improvement have been followed. Dismissal or nonreemployment for any cause not listed in 2A(i) - (v) for a career teacher, or not related to inadequate teaching performance for a probationary teacher, shall not require corrective action procedures (i.e. admonishment) to be followed.

F. Corrective Action – Admonishment / Plan for Improvement

When the evaluating administrator, or the superintendent, acting through the principal, identifies poor performance or conduct that the administrator believes may lead to a recommendation for the teacher's dismissal or nonreemployment. The administrator will admonish the teacher in writing, make reasonable effort to assist the teacher in correcting the poor performance or conduct, and establish a reasonable time for improvement, not to exceed two months, taking into consideration the rating on the evaluation or the nature and gravity of the teacher's performance or conduct.

A copy of the admonishment shall be provided to the superintendent.

If the teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or nonreemployment of the teacher. The superintendent shall furnish a copy of the recommendation to the board of education.

A teacher shall not be prohibited from or disciplined for:

1. Disclosing public information to correct what the teacher reasonably believes evidences violation of the Oklahoma constitution, or law, or a rule promulgated pursuant to law;
2. Reporting a violation of the Oklahoma constitution, or state or federal law; or
3. Taking any of the above actions without giving prior notice to the teacher's supervisor or anyone else in the teacher's chain of command.

"Reporting" means providing a spoken or written account to a supervising teacher, administrator, school board member, representative from the State Department of Education, law enforcement official, district attorney, or parent or legal guardian of a student directly impacted by the actions.

The school district may discipline any teacher who violates students' or parents' rights to confidentiality and protection under the Family Educational Rights and Privacy Act (FERPA) and any other state or federal law which requires confidentiality of information concerning students.

### 3. Procedures for Dismissal or Nonreemployment

## A. Commencement of Action

**SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

Whenever the superintendent determines that cause exists for the dismissal or nonreemployment of a teacher employed within the school district, the superintendent shall submit a recommendation in writing to the board of education. The recommendation shall state the one or more specific grounds (statutory grounds, in the case of a career teacher) and specify the underlying facts on which the recommended dismissal or nonreemployment is based.

If the board of education chooses not to accept the superintendent's recommendation as to reemployment of a teacher, the board may initiate dismissal or nonreemployment action without a recommendation provided that it adheres to the other provisions of this policy and that the corrective action procedures, if applicable, have been followed.

## B. Suspension

If a district that has received notice under Oklahoma Accreditation Standard 210:35-3-86, section (g) that an investigation or certification review of a certified employee has been commenced by the State Department of Education, the employee may be placed on administrative leave. The determination as to whether the employee will be placed on leave is a decision of local control. If the district does not place such certified employee on administrative leave during the time that such employee is under investigation for certificate revocation, and that employee's certificate is revoked at the conclusion of that investigation, the district shall be given a health and safety deficiency.

Whenever the superintendent has reason to believe that cause exists for the dismissal of a teacher and is of the opinion that the immediate suspension of the teacher would be in the best interests of the children in the district, the superintendent, or the board of education on the recommendation of the superintendent, may suspend the teacher without notice or hearing. The suspension shall not deprive the teacher of any teaching compensation or other benefits to which he/she would otherwise be entitled under the teaching contract or pursuant to law. Within ten (10) days after the suspension becomes effective, the board of education shall initiate a hearing for dismissal pursuant to this policy. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the teacher's case is finally adjudicated, except such extension shall not include any appeal process.

Whenever the local board of education or the administration of a school district has reason to believe that cause exists for the dismissal of an administrator, and when they are of the opinion that the immediate suspension of an administrator would be in the best interests of the children in the district, the local board of education or the superintendent of the school district may suspend the administrator without notice or hearing. However, the suspension of the administrator shall not deprive the administrator of any compensation or other benefits to which he or she would otherwise be entitled under his or her contract or pursuant to law. Within ten (10) days' time after such suspension becomes effective, the local board of education shall initiate proceedings pursuant to Section 6-102.4 of this title to have the administrator dismissed. However, in a case involving a criminal charge or indictment, such suspension may extend to such time as the administrator's case is finally adjudicated at a trial. Provided, however, such extension shall not include any appeal process.

## C. Notice and Hearing

i. Prior to the time that the board of education takes any action to dismiss or nonreemploy a teacher, the clerk of the board or other individual designated by the board shall deliver to the

**SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

teacher a copy of the and a notice that the teacher has a right to a hearing before the board stating the date, time and place set by the board for the teacher hearing. Delivery of the recommendation shall be by any of the following: (1) certified mail, restricted delivery, return receipt requested; (2) personal delivery to the teacher with a signed acknowledgment of receipt; or (3) process server. In the same manner the board or individual designated by the board shall notify the teacher of the right to a hearing before the board and the date, time and place for the hearing. The hearing shall be held no fewer than 20 days and no more than 60 days after the receipt of the notice by the teacher, or after the date on the personal receipt by hand-delivery to the teacher, or after the date of delivery by process server. Notice of a recommendation of nonreemployment or possible nonreemployment shall be given to the teacher prior to the first Monday in June.

- ii. The teacher hearing before the board of education shall be conducted pursuant to procedures established by the State Department of Education. In the absence of or to the extent not inconsistent with those procedures, the hearing shall be conducted as prescribed in the paragraphs below.
- iii. The hearing shall commence with a statement to the teacher of the teacher's rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the teacher's dismissal or nonreemployment. The teacher shall then have the right to present the teacher's side of the matter. After both the school administration and the teacher have fully presented their respective positions, the board of education shall deliberate on the evidence regarding the teacher's dismissal or nonreemployment in executive session
- v. At the hearing, the teacher shall be entitled to be represented by counsel, to cross-examine witnesses presented by the school administration, to present witnesses on the teacher's behalf and to present any relevant evidence or statement which the teacher desires to offer. The burden of proof for any dismissal or nonreemployment shall be on the superintendent (or designee), and the standard of proof shall be a preponderance of the evidence.
- v. After due consideration of the evidence and testimony presented at the teacher's hearing, the board shall vote, in open session, on the following: (1) findings of fact based on the evidence submitted and (2) whether to dismiss or nonreemploy the teacher. The decision shall be made by a majority of the board of education members present at the meeting and shall be final and nonappealable.
- The motion to dismiss or nonreemploy the teacher should state the specific cause for dismissal or nonreemployment, although such cause need not be a statutory cause for a probationary teacher.
- vi. The teacher shall be sent notice of the board's decision by certified mail, restricted delivery, return receipt requested, or substitute process. The notice shall state the basis for the board's decision.

- vii. The teacher shall receive any compensation or benefits to which the teacher is entitled until such time as the board's decision is final. If the teacher's hearing is for nonreemployment,

### **SUSPENSION, DISMISSAL AND NONREEMPLOYMENT OF TEACHERS (Cont.)**

and not for dismissal, the teacher's compensation and benefits may continue only until the end of the teacher's current contract.

D. Criminal Matters

Whenever the superintendent (or board) makes a recommendation for a teacher's termination based on conduct which could form the basis of criminal charges sufficient to warrant revocation of the teacher's certificate, the superintendent shall forward a copy of the recommendation to the Oklahoma State Department of Education and the teacher at the conclusion of any due process provided to the teacher or upon acceptance of the teacher's resignation.

E. Teachers with a Suspended Certificate

A teacher whose certificate has been suspended by the State Board of Education pursuant to OKLA. STAT. tit. 70, Section 3-104 and OKLA. STAT. tit. 75, Sections 314 and 314.1 shall be placed on paid suspension while proceedings for revocation or other action are pending before the State Board of Education. During the time the teacher's certificate is suspended, the district may initiate due process procedures in accordance with OKLA. STAT. tit. 70, Section 6-101.20 *et seq.*

**Reference: 70 O.S. §6-101, OAC 210-1-5-8  
70 O.S. §6-101.6b Whistleblower Protection for Teachers**

## RECORDS INVESTIGATION

The Stillwater Public Schools Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI. In addition, the district shall conduct and conduct an annual search of the Oklahoma Sex Offender and Mary Rippy Violent Crime Offender Registries with respect to all employees who offer or provide services to students.

The district may use the services of a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

### **Criminal Record Search of Prospective Employees**

Applicants shall be advised of the following during the first employment interview:

- The district requires a record search of every prospective employee as a condition of employment;
- To enable the district to request the search and obtain the results, the applicant must complete and sign the provided authorization and release form (DABB-E1);
- The district will only request a criminal record search if the superintendent recommends employment of the applicant;
- If the superintendent recommends employment of the applicant, the district will pay for the search fee;
- If the superintendent recommends employment of the applicant, the applicant must submit to being fingerprinted, provide a social security number, and provide any other information necessary to facilitate the record search; and
- The applicant, if placed on duty prior to receipt of the search results, will be classified as a temporary employee until the district is notified that the search is clear of any felony conviction within the past ten (10) years.

All criminal record searches will be made in compliance with the Federal Fair Credit Reporting Act.

If the results of the record search:

- are not received by the district within sixty (60) calendar days of the first day of employment, or,
- reveals any prior felony offense conviction within the past ten (10) years, or
- reveals a conviction that shows a tendency to be a danger to the health/safety of students, or,
- reveals a conviction that indicates a potential conflict with the duties to be performed by the applicants, or
- reveals a false response to one or more of the questions in the employment process,

the applicant shall be deemed to have resigned his or her employment.

**RECORDS INVESTIGATION (Cont.)**

The administration will review the facts and circumstances of each situation and decide whether to recommend the resignation be accepted. Such resignation may be accepted by the board of education at any time. Under these circumstances, the applicant waives any due process procedures that might be available under federal and state law and district policies and procedures. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty.

**Criminal Record Searches of Current Employees**

The district will also request a record search of the name, fingerprints, social security number or other relevant information of any current employee if, at any time during employment, the board of education or superintendent requests a search of that employee's felony record.

In addition, the Stillwater Public Schools may use the services of a third-party vendor that is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any teacher employed prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020, who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022, to complete the criminal history background checks.

**Criminal Record Searches of Substitutes**

The district may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from an Oklahoma school district that employed the substitute in the year preceding prospective employment.

Any person seeking employment as a substitute who has been employed as a full-time teacher by the district for ten (10) or more consecutive years immediately preceding application for employment as a substitute, and who left full-time employment with the district in good standing, is not required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by the district.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing **and whether the teacher was the subject of any allegation of inappropriate behavior with a student.**

**RECORDS INVESTIGATION (Cont.)**

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing **and whether the teacher was the subject of any allegation of inappropriate behavior with a student.**

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing **and whether the teacher was the subject of any allegation of inappropriate behavior with a student.**

**REFERENCE: 70 O.S. §5-142**

## STILLWATER PUBLIC SCHOOLS ~~IN-~~ INTRA-DISTRICT TRANSFERS

~~This policy addresses students in grades K-12. Pre-K services do not apply to this policy.~~

Under certain circumstances, Oklahoma law allows students residing in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education.

An intra-district transfer may be requested at any time in the school year, unless the grade level of the receiving school site has reached capacity. If the capacity at a grade level is insufficient to enroll all eligible students, the school district shall select intra-district transfer students based on the following preferences and then in the order in which the intra-district applications were received.

This policy applies to students who reside within the school district and creates an enrollment preference and reserve capacity for:

1. Students who reside in the school site boundary;
2. Students who attended the school site the prior school year
3. Siblings of students who are already enrolled at the school site;
4. Children of school district employees who wish to attend a different school site within the school district;
5. Students who change residence within a school district and who wish to attend the same school site.

An intra-district transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to other school sites within the school district where the student resides to no more than two (2) times per school year. Exceptions to this limit will exist for students in foster care. A student is legally entitled to re-enroll at any time in their school district's site of residence.

Any sibling of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the student does not meet a basis for denial as listed below.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation

**IN-DISTRICT TRANSFERS (Cont.)**

- b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

Requests made for the current school year will be reviewed and notification of approval or denial will be provided within 10 school calendar days. Applications for the upcoming school year will be reviewed beginning July 1 of that year. Notification of approval or denial will be provided by July 31st for submissions prior to that date. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order with which the district received the application.

Once granted an intra-district transfer shall automatically continue unless the school district denies the continued transfer for the reasons set forth in items 2 or 3 above.

The school district shall allow students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of a member of the military reserve on activity duty orders provisional eligibility for intra-district transfer regardless of capacity. This provision eligibility will be limited to two (2) military dependents per one hundred (100) enrolled students at the elementary level, four (4) military dependents per one hundred (100) students at the middle school level, and six (6) military dependents per one hundred (100) students at the high school level.

**LEGAL REFERENCE: 70 O.S. Section 8-114.**

## STUDENT TRANSFERS FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Pursuant to the Deployed Parents School Act, Stillwater Public Schools will grant a transfer to a student of a military family, regardless of the district capacity, if the following criteria are met:

Stillwater Public Schools shall allow the transfer of students who are dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military server on active-duty orders and for whom Oklahoma is the home of record. Transfers will be approved if:

- a. ~~The student's parent is a member of the active United States (U.S.) uniformed military service on full-time active duty; or the parent is a member of the military reserve on active duty orders; and~~  
At least one parent of the student has a Department of Defense-issued identification card; and
- b. ~~At least one parent provides evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation, or a natural disaster requiring the use of orders for more than thirty (30) consecutive days;~~  
The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer.

A student shall not be precluded from enrollment prior to residency for any of the following:

- a. Having an individualized education program (IEP) or an individualized family service plan under the Individuals with Disabilities Education Act;
- b. Receiving or qualifying for special education courses or services; or
- c. Receiving or qualifying for accommodations or services under the Rehabilitation Act of 1973 (Section 504).

If the enrolling student is transferring with an IEP, an individualized family service plan, or a Section 504 plan, the district shall take the necessary steps including, but not limited to, the transfer of records and any prior evaluations, the performance of reevaluations, if necessary, and meetings to ensure that comparable services are in placed prior to the student's first day of school in the state.

In lieu of applying for a transfer under the Act, students of military families may also establish residency in the district and enroll in the district as outlined in the district's residency policy.

**REFERENCE: 70 O.S. §8-103.1**

**CROSS REFERENCE: Policy FD, Student Residency  
Policy FE, Student Transfers**

## PERSONAL ELECTRONIC ~~WIRELESS COMMUNICATION DEVICES~~

It is the policy of the Stillwater Board of Education that a student may possess a personal electronic ~~wireless communications device~~ while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic ~~wireless telecommunication~~ device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may shall be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition. In no case will a device be permitted to take unauthorized or inappropriate photographs or videos of any kind.

Students found to be in possession of or using a personal electronic wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis. ~~Where appropriate, police authorities may be contacted.~~

**REFERENCE:** 70 O.S. §1-126  
70 O.S. §24-101.1, et seq.  
70 O.S. §24-102

**CROSS-REFERNCE:** Policy FO, Student Discipline

***THIS POLICY REQUIRED BY LAW.***



## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Tawni Hooten, Superintendent's Admin Assistant

**APPROVED BY:** Tyler Bridges, Superintendent

**DATE:** August 12, 2025

#### **AGENDA ITEM:**

Annual Handbook Review in Accordance with Policy BPCAB:

- 1) [Stillwater Board of Education Member Handbook](#) (Supt)
- 2) [Stillwater Public Schools Employee Handbook](#) (HR)
- 3) [Stillwater Public Schools Certified and Support Payroll Handbooks](#) (Fin)
- 4) [Stillwater Public Schools Parent/Student Handbook](#) (Ed Services)
- 5) [Stillwater Public Schools Student Athletics Handbook](#) (Athletics)
- 6) [Athletic Coaches Handbook](#) (Athletics)
- 7) [Booster/Sanctioned Organizations Handbook](#) (Fin)

#### **BOARD ACTION REQUESTED:**

This is an annual review of the handbooks as requested by board policy BPCAB. No board action is requested. The handbooks are available on the district website in each prospective area at the links provided under each section.

#### **BACKGROUND INFORMATION:**

##### **Stillwater Board of Education Member Handbook**

The Stillwater Board of Education created a school board member handbook in 2018 with the purpose to help introduce new board members to their roles and responsibilities. The topics in this handbook include, 1) school board policy information, 2) orientation, 3) responsibilities of a board member, 4) Oklahoma Meetings Act, 5) Oklahoma Records Act, 6) special assignments, 7) budgeting process, 8) study sessions/special meetings, 9) board leadership, 10) annual retreat, 11) district policies, 12) graduation, 13) board wards and school assignments, 14) additional materials, and 15) board member code of ethics. As policy changes occur, updates are made. With the new superintendent and board continuing to discuss and review areas of this handbook, changes may be made at any time during the 2025-2026 school year.

<https://www.stillwaterschools.com/district/board-of-education/members>

##### **Stillwater Public Schools Employee Handbook**

As a result of an annual review, routine updates to the [employee handbook](#) are provided due to change in

staff and adjustments in meal prices. This information is posted on the district website.

### **Stillwater Public Schools Certified and Support Payroll Handbooks**

This is information that answers payroll questions from employees. This information is posted on the district website.

- [Certified Handbook](#)
- [Support Handbook](#)

### **Stillwater Public Schools Parent/Student Handbook**

Educational Services chose to restructure the district's student and parent handbook. That project is ongoing and incomplete to date. When completed the handbook will be viewable at [stillwaterschools.com/studenthandbook](http://stillwaterschools.com/studenthandbook)

### **Stillwater Public Schools Student Athletics Handbook**

Student Athlete handbook updates are provided by Athletics. Minimal updates were made this year. It can be viewed at [stillwaterschools.com/athleticshandbooks](http://stillwaterschools.com/athleticshandbooks)

### **Athletic Coaches Handbook**

Coaches' handbook updates are provided by Athletics. No updates were made this year. It can be viewed at [stillwaterschools.com/athleticshandbooks](http://stillwaterschools.com/athleticshandbooks)

### **Booster/Sanctioned Organizations Handbook**

Booster/Sanctioned Organization Handbooks are updated annually. Latest updates include a new requirement for liability insurance on each account. Additionally, the due dates were changed for renewals to July 5th of each year, so they will go to the Aug School Board meeting. Lastly, a change in the way stipends are processed and paid.

<https://www.stillwaterschools.com/Page/331>

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

THIS AGREEMENT is entered into, this 16th day of July, 2015, between INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA, a/k/a/ STILLWATER PUBLIC SCHOOLS, an Oklahoma political subdivision ("LICENSOR") and The Club Apparel ("LICENSEE").

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

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

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

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

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

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

**NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)**

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

**NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)**

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

If to LICENSEE: The Club Apparel  
2402 E. 171<sup>st</sup> St. S.  
Mounds, Ok 74047

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

**NON-EXCLUSIVE TRADEMARK LICENSE AGREEMENT (Cont.)**

- 15) **QUALITY CONTROL:** LICENSEE shall only use the Licensor’s Marks in connection with products meeting the standards, specifications, and qualities established by, or reasonably acceptable to, LICENSOR. LICENSOR shall have the right at reasonable times, to inspect LICENSEE’s goods employing Licensor’s Marks to determine that they are of proper and acceptable quality. Before initial printing of the Licensor’s Marks on any product, LICENSEE shall be required to deliver a sample copy or prototype of the Licensed Products to LICENSOR’s Superintendent or designee for LICENSOR’s prior approval. No use of Licensor’s Marks or sale of Licensee’s Products shall be made prior to receipt of such approval. Depictions of the Licensor’s Marks which are based on registered trademarks or servicemarks of Stillwater Public Schools shall be exhibited with a notification of trademark, where practical.
  
- 16) **INFRINGEMENT:** LICENSEE agrees to inform LICENSOR of any known use of Licensor’s Marks by any third party which is not using the Licensor’s Marks under a license with LICENSOR.
  
- 17) **TERMINATION:** LICENSOR shall have the right to terminate this agreement upon breach of any of its terms by LICENSEE, and such termination shall be effective immediately upon occurrence of the breach. LICENSOR may terminate the agreement immediately upon the occurrence of any of the following, including (i) the insolvency (however expressed or indicated), or bankruptcy of the LICENSEE; (ii) any assignments or receivership of, whether in or out of court, or any proceedings in bankruptcy or for the relief of debtors or readjustment of debts filed by or against LICENSEE; (iii) any use of the Licensor’s Marks in a manner which does not meet the standards of the LICENSOR or which are unacceptable to LICENSOR; or (iv) upon failure of the Licensee to keep and perform any covenant herein contained. LICENSOR and LICENSEE shall have the right to terminate this agreement at any time, with or without cause, by providing ninety (90) days’ prior written notice to the other party. Upon termination, LICENSEE shall immediately cease all use of the Licensor’s Marks and all further sale of Licensed Products.
  
- 18) **AUTHORITY TO ENTER INTO AGREEMENT:** LICENSOR and LICENSEE represent that the representative signing this agreement on its behalf is duly authorized and has full authority to execute and deliver this agreement.

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

LICENSOR	LICENSEE
Stillwater Public Schools	The Club Apparel
314 S. Lewis St	2402 E. 171st St. S
Stillwater, OK 74074	Mounds, OK 74047
By: _____	By: <i>M. Rodgers</i>
Printed: _____	Printed <i>Meagan Rodgers</i>
Title: <u>President, Board of Education</u>	Title: <u>Manager</u>



# STILLWATER PUBLIC SCHOOLS

## STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Uwe Gordon, Superintendent

**APPROVED BY:** Uwe Gordon, Superintendent

**DATE:** August 13, 2024

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### **AGENDA ITEM:**

Designation of the following Board approved platforms/apps for FY 24-25

### **BOARD ACTION REQUESTED:**

Move to approve the designated list of board approved Apps/platforms for FY 24-25

### **BACKGROUND INFORMATION:**

#### **Board Approved - SPS Supported (tech support included)**

- Google Suite
- Canvas
- Infinite Campus
- Google Classroom
- School Messenger
- IXL
- GoGuardian
- Edgenuity/Imagine Learning

#### **Board Approved - Not SPS supported (tech support not included)**

- HUDL
- Sports You
- Cut Time
- Remind
- Rank One
- Facebook
- Instagram
- X (Twitter)
- GroupMe
- Text Free
- Language Line
- Talking Points



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Transfer and Summary of Activity Account Funds

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

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

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

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 800 CLEARING/SWEEP							
050 DISTRICT WIDE	\$0.00	\$4,412.49	\$155,529.07	\$19,828.04	\$140,113.52	\$257.96	\$139,855.56
<b>Total Project - 800 CLEARING/SWEEP</b>	<b>\$0.00</b>	<b>\$4,412.49</b>	<b>\$155,529.07</b>	<b>\$19,828.04</b>	<b>\$140,113.52</b>	<b>\$257.96</b>	<b>\$139,855.56</b>
Project - 801 STUDENT SUPPLIES							
050 DISTRICT WIDE	\$0.00	\$39,185.00	\$63,437.56	\$0.00	\$102,622.56	\$0.00	\$102,622.56
053 CURRICULUM	\$0.00	\$0.00	\$60,117.08	\$60,000.00	\$117.08	\$0.00	\$117.08
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$10,000.00	\$17,079.33	\$200.00	\$26,879.33	\$104.97	\$26,774.36
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$10,000.00	\$4,950.44	\$0.00	\$14,950.44	\$3,114.88	\$11,835.56
120 SKYLINE ELEMENTARY	\$0.00	\$10,260.00	\$14,536.90	\$260.00	\$24,536.90	\$468.00	\$24,068.90
125 WESTWOOD ELEMENTARY	\$0.00	\$10,000.00	\$10,521.75	\$200.00	\$20,321.75	\$0.00	\$20,321.75
130 WILL ROGERS ELEMENTARY	\$0.00	\$10,000.00	\$4,741.64	\$0.00	\$14,741.64	\$3,696.33	\$11,045.31
135 RICHMOND ELEMENTARY	\$0.00	\$10,000.00	\$13,491.15	\$981.05	\$22,510.10	\$3,500.00	\$19,010.10
<b>Total Project - 801 STUDENT SUPPLIES</b>	<b>\$0.00</b>	<b>\$99,445.00</b>	<b>\$188,875.85</b>	<b>\$61,641.05</b>	<b>\$226,679.80</b>	<b>\$10,884.18</b>	<b>\$215,795.62</b>
Project - 802 COURTESY/APPRECIATION FUND							
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$0.00	\$679.50	\$0.00	\$679.50	\$0.00	\$679.50
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$494.99	\$0.00	\$494.99	\$0.00	\$494.99
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$946.09	\$0.00	\$946.09	\$0.00	\$946.09
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$5,622.59	\$0.00	\$5,622.59	\$0.00	\$5,622.59
<b>Total Project - 802 COURTESY/APPRECIATION FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,743.17</b>	<b>\$0.00</b>	<b>\$7,743.17</b>	<b>\$0.00</b>	<b>\$7,743.17</b>
Project - 803 LIBRARY							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$5,279.85	\$0.00	\$5,279.85	\$0.00	\$5,279.85
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$0.00	\$5,404.27	\$0.00	\$5,404.27	\$411.70	\$4,992.57
120 SKYLINE ELEMENTARY	\$0.00	\$0.00	\$813.74	\$50.00	\$763.74	\$0.00	\$763.74
125 WESTWOOD ELEMENTARY	\$0.00	\$0.00	\$3,484.96	\$0.00	\$3,484.96	\$120.00	\$3,364.96
130 WILL ROGERS ELEMENTARY	\$0.00	\$36.00	\$3,042.71	\$0.00	\$3,078.71	\$0.00	\$3,078.71
135 RICHMOND ELEMENTARY	\$0.00	\$0.00	\$1,349.67	\$0.00	\$1,349.67	\$0.00	\$1,349.67
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$1,875.97	\$0.00	\$1,875.97	\$0.00	\$1,875.97
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$487.35	\$0.00	\$487.35	\$0.00	\$487.35
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$247.13	\$0.00	\$247.13	\$0.00	\$247.13
<b>Total Project - 803 LIBRARY</b>	<b>\$0.00</b>	<b>\$36.00</b>	<b>\$21,985.65</b>	<b>\$50.00</b>	<b>\$21,971.65</b>	<b>\$531.70</b>	<b>\$21,439.95</b>
Project - 805 SITE GENERAL ACTIVITY FUND							
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$5,000.00	\$14,097.53	\$400.00	\$18,697.53	\$1,245.50	\$17,452.03
125 WESTWOOD ELEMENTARY	\$0.00	\$48.06	\$0.00	\$0.00	\$48.06	\$0.00	\$48.06
135 RICHMOND ELEMENTARY	\$0.00	\$5,000.00	\$15,286.28	\$585.99	\$19,700.29	\$450.00	\$19,250.29
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$10,166.76	\$1,000.00	\$9,166.76	\$1,572.43	\$7,594.33
700 LINCOLN ACADEMY	\$0.00	\$0.00	\$662.20	\$100.00	\$562.20	\$304.40	\$257.80
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$5,253.26	\$0.00	\$5,253.26	\$2,154.00	\$3,099.26
<b>Total Project - 805 SITE GENERAL ACTIVITY FUND</b>	<b>\$0.00</b>	<b>\$10,048.06</b>	<b>\$45,466.03</b>	<b>\$2,085.99</b>	<b>\$53,428.10</b>	<b>\$5,726.33</b>	<b>\$47,701.77</b>
Project - 806 FACILITY RENTALS							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$5,736.97	\$0.00	\$5,736.97	\$0.00	\$5,736.97
130 WILL ROGERS ELEMENTARY	\$0.00	\$0.00	\$23.18	\$0.00	\$23.18	\$0.00	\$23.18
135 RICHMOND ELEMENTARY	\$0.00	\$0.00	\$966.65	\$0.00	\$966.65	\$0.00	\$966.65
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$3,180.77	\$0.00	\$3,180.77	\$0.00	\$3,180.77
<b>Total Project - 806 FACILITY RENTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,907.57</b>	<b>\$0.00</b>	<b>\$9,907.57</b>	<b>\$0.00</b>	<b>\$9,907.57</b>
Project - 807 SPECIAL EVENTS							
050 DISTRICT WIDE	\$0.00	\$0.00	\$11,778.08	\$0.00	\$11,778.08	\$0.00	\$11,778.08
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$5,000.00	\$15,686.56	\$0.00	\$20,686.56	\$679.09	\$20,007.47
120 SKYLINE ELEMENTARY	\$0.00	\$5,000.00	\$9,416.90	\$0.00	\$14,416.90	\$120.00	\$14,296.90
125 WESTWOOD ELEMENTARY	\$0.00	\$5,000.00	\$16,406.60	\$0.00	\$21,406.60	\$672.35	\$20,734.25
130 WILL ROGERS ELEMENTARY	\$0.00	\$5,000.00	\$20,780.51	\$200.00	\$25,580.51	\$858.79	\$24,721.72
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$19,520.72	\$0.00	\$19,520.72	\$0.00	\$19,520.72
715 TRANSPORTATION	\$0.00	\$0.00	\$15,734.02	\$0.00	\$15,734.02	\$1,132.29	\$14,601.73
<b>Total Project - 807 SPECIAL EVENTS</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$109,323.39</b>	<b>\$200.00</b>	<b>\$129,123.39</b>	<b>\$3,462.52</b>	<b>\$125,660.87</b>
Project - 812 PARKING FEES							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$15,922.81	\$2,000.00	\$13,922.81	\$3,975.66	\$9,947.15
<b>Total Project - 812 PARKING FEES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,922.81</b>	<b>\$2,000.00</b>	<b>\$13,922.81</b>	<b>\$3,975.66</b>	<b>\$9,947.15</b>

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 813 LOCKER							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$2,929.60	\$0.00	\$2,929.60	\$0.00	\$2,929.60
<b>Total Project - 813 LOCKER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,929.60</b>	<b>\$0.00</b>	<b>\$2,929.60</b>	<b>\$0.00</b>	<b>\$2,929.60</b>
Project - 814 HUMAN RESOURCES							
050 DISTRICT WIDE	\$0.00	\$0.00	\$1,380.63	\$0.00	\$1,380.63	\$0.00	\$1,380.63
<b>Total Project - 814 HUMAN RESOURCES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,380.63</b>	<b>\$0.00</b>	<b>\$1,380.63</b>	<b>\$0.00</b>	<b>\$1,380.63</b>
Project - 816 PIONEER PANTRY							
050 DISTRICT WIDE	\$0.00	\$174.08	\$34,514.35	\$0.00	\$34,688.43	\$0.00	\$34,688.43
<b>Total Project - 816 PIONEER PANTRY</b>	<b>\$0.00</b>	<b>\$174.08</b>	<b>\$34,514.35</b>	<b>\$0.00</b>	<b>\$34,688.43</b>	<b>\$0.00</b>	<b>\$34,688.43</b>
Project - 817 PERFORMING ARTS CENTER							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$47,151.53	\$0.00	\$47,151.53	\$630.00	\$46,521.53
<b>Total Project - 817 PERFORMING ARTS CENTER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,151.53</b>	<b>\$0.00</b>	<b>\$47,151.53</b>	<b>\$630.00</b>	<b>\$46,521.53</b>
Project - 818 WORK KEYS							
050 DISTRICT WIDE	\$0.00	\$0.00	\$864.00	\$0.00	\$864.00	\$0.00	\$864.00
<b>Total Project - 818 WORK KEYS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$864.00</b>	<b>\$0.00</b>	<b>\$864.00</b>	<b>\$0.00</b>	<b>\$864.00</b>
Project - 820 THANKS A LATTE CART							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$1,001.11	\$0.00	\$1,001.11	\$0.00	\$1,001.11
<b>Total Project - 820 THANKS A LATTE CART</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,001.11</b>	<b>\$0.00</b>	<b>\$1,001.11</b>	<b>\$0.00</b>	<b>\$1,001.11</b>
Project - 828 SPECIAL EDUCATION							
050 DISTRICT WIDE	\$0.00	\$0.00	\$29,636.85	\$371.68	\$29,265.17	\$105.94	\$29,159.23
<b>Total Project - 828 SPECIAL EDUCATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$29,636.85</b>	<b>\$371.68</b>	<b>\$29,265.17</b>	<b>\$105.94</b>	<b>\$29,159.23</b>
Project - 829 TECHNOLOGY							
050 DISTRICT WIDE	\$0.00	\$0.00	\$2,672.95	\$0.00	\$2,672.95	\$0.00	\$2,672.95
<b>Total Project - 829 TECHNOLOGY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,672.95</b>	<b>\$0.00</b>	<b>\$2,672.95</b>	<b>\$0.00</b>	<b>\$2,672.95</b>
Project - 830 PROFESSIONAL DEVELOPMENT							
050 DISTRICT WIDE	\$0.00	\$10,000.00	\$13,258.56	\$103.61	\$23,154.95	\$1,195.00	\$21,959.95
<b>Total Project - 830 PROFESSIONAL DEVELOPMENT</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$13,258.56</b>	<b>\$103.61</b>	<b>\$23,154.95</b>	<b>\$1,195.00</b>	<b>\$21,959.95</b>
Project - 831 PIONEER BOOK BUS							
050 DISTRICT WIDE	\$0.00	\$0.00	\$4,621.55	\$0.00	\$4,621.55	\$0.00	\$4,621.55
<b>Total Project - 831 PIONEER BOOK BUS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,621.55</b>	<b>\$0.00</b>	<b>\$4,621.55</b>	<b>\$0.00</b>	<b>\$4,621.55</b>
Project - 832 GRADY LAMBERT MEMORIAL LIBRARY							
700 LINCOLN ACADEMY	\$0.00	\$0.00	\$6,292.18	\$0.00	\$6,292.18	\$0.00	\$6,292.18
<b>Total Project - 832 GRADY LAMBERT MEMORIAL LIBRARY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,292.18</b>	<b>\$0.00</b>	<b>\$6,292.18</b>	<b>\$0.00</b>	<b>\$6,292.18</b>
Project - 833 AFTER SCHOOL PROGRAMS							
050 DISTRICT WIDE	\$0.00	\$0.00	\$25,966.26	\$0.00	\$25,966.26	\$0.00	\$25,966.26
<b>Total Project - 833 AFTER SCHOOL PROGRAMS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,966.26</b>	<b>\$0.00</b>	<b>\$25,966.26</b>	<b>\$0.00</b>	<b>\$25,966.26</b>
Project - 834 AFTER SCHOOL CHILDCARE							
050 DISTRICT WIDE	\$0.00	\$0.00	\$379,472.97	\$47,255.73	\$332,217.24	\$198,000.00	\$134,217.24
<b>Total Project - 834 AFTER SCHOOL CHILDCARE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$379,472.97</b>	<b>\$47,255.73</b>	<b>\$332,217.24</b>	<b>\$198,000.00</b>	<b>\$134,217.24</b>
Project - 835 TEACHER OF THE YEAR							
050 DISTRICT WIDE	\$0.00	\$2,500.00	\$856.35	\$0.00	\$3,356.35	\$0.00	\$3,356.35
<b>Total Project - 835 TEACHER OF THE YEAR</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$856.35</b>	<b>\$0.00</b>	<b>\$3,356.35</b>	<b>\$0.00</b>	<b>\$3,356.35</b>
Project - 836 SUPPORT EMPLOYEE OF THE YEAR							
050 DISTRICT WIDE	\$0.00	\$1,500.00	\$300.14	\$0.00	\$1,800.14	\$0.00	\$1,800.14
<b>Total Project - 836 SUPPORT EMPLOYEE OF THE YEAR</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$300.14</b>	<b>\$0.00</b>	<b>\$1,800.14</b>	<b>\$0.00</b>	<b>\$1,800.14</b>
Project - 838 SUPERINTENDENT/BOE							
050 DISTRICT WIDE	\$0.00	\$15,096.62	\$8,448.62	\$0.00	\$23,545.24	\$3,173.12	\$20,372.12
<b>Total Project - 838 SUPERINTENDENT/BOE</b>	<b>\$0.00</b>	<b>\$15,096.62</b>	<b>\$8,448.62</b>	<b>\$0.00</b>	<b>\$23,545.24</b>	<b>\$3,173.12</b>	<b>\$20,372.12</b>
Project - 839 STILLWATER PUBLIC EDUCATION FOUNDATION GRANTS							
050 DISTRICT WIDE	\$0.00	\$10,087.12	\$13,943.50	\$2,340.84	\$21,689.78	\$0.00	\$21,689.78
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$1,350.00	\$3,035.14	\$0.00	\$4,385.14	\$0.00	\$4,385.14
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$1,350.00	\$373.30	\$0.00	\$1,723.30	\$350.00	\$1,373.30

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 839 STILLWATER PUBLIC EDUCATION FOUNDATION GRANTS							
120 SKYLINE ELEMENTARY	\$0.00	\$1,350.00	\$2,823.79	\$0.00	\$4,173.79	\$0.00	\$4,173.79
125 WESTWOOD ELEMENTARY	\$0.00	\$1,350.00	\$210.96	\$0.00	\$1,560.96	\$0.00	\$1,560.96
130 WILL ROGERS ELEMENTARY	\$0.00	\$1,350.00	\$304.73	\$0.00	\$1,654.73	\$0.00	\$1,654.73
135 RICHMOND ELEMENTARY	\$0.00	\$1,350.00	\$98.24	\$0.00	\$1,448.24	\$0.00	\$1,448.24
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$350.00	\$1,450.21	\$0.00	\$1,800.21	\$0.00	\$1,800.21
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$350.00	\$651.62	\$0.00	\$1,001.62	\$0.00	\$1,001.62
700 LINCOLN ACADEMY	\$0.00	\$350.00	\$228.96	\$0.00	\$578.96	\$0.00	\$578.96
705 STILLWATER HIGH SCHOOL	\$0.00	\$350.00	\$1,296.51	\$0.00	\$1,646.51	\$0.00	\$1,646.51
<b>Total Project - 839 STILLWATER PUBLIC EDUCATION FOUNDATION GRANTS</b>	<b>\$0.00</b>	<b>\$19,587.12</b>	<b>\$24,416.96</b>	<b>\$2,340.84</b>	<b>\$41,663.24</b>	<b>\$350.00</b>	<b>\$41,313.24</b>
Project - 840 OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)							
050 DISTRICT WIDE	\$0.00	\$0.00	\$201.65	\$0.00	\$201.65	\$0.00	\$201.65
<b>Total Project - 840 OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$201.65</b>	<b>\$0.00</b>	<b>\$201.65</b>	<b>\$0.00</b>	<b>\$201.65</b>
Project - 843 FACILITIES DEPARTMENT							
050 DISTRICT WIDE	\$0.00	\$39.00	\$3,467.87	\$0.00	\$3,506.87	\$150.00	\$3,356.87
<b>Total Project - 843 FACILITIES DEPARTMENT</b>	<b>\$0.00</b>	<b>\$39.00</b>	<b>\$3,467.87</b>	<b>\$0.00</b>	<b>\$3,506.87</b>	<b>\$150.00</b>	<b>\$3,356.87</b>
Project - 845 REFUGEE SCHOOL IMPACT (RSI)							
050 DISTRICT WIDE	\$0.00	\$0.00	\$3,996.49	\$0.00	\$3,996.49	\$0.00	\$3,996.49
<b>Total Project - 845 REFUGEE SCHOOL IMPACT (RSI)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,996.49</b>	<b>\$0.00</b>	<b>\$3,996.49</b>	<b>\$0.00</b>	<b>\$3,996.49</b>
Project - 846 PSO FUND							
705 STILLWATER HIGH SCHOOL	\$0.00	\$21.36	\$0.00	\$0.00	\$21.36	\$0.00	\$21.36
<b>Total Project - 846 PSO FUND</b>	<b>\$0.00</b>	<b>\$21.36</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21.36</b>	<b>\$0.00</b>	<b>\$21.36</b>
Project - 848 BREW CREW							
130 WILL ROGERS ELEMENTARY	\$0.00	\$0.00	\$23.69	\$0.00	\$23.69	\$0.00	\$23.69
<b>Total Project - 848 BREW CREW</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$23.69</b>	<b>\$0.00</b>	<b>\$23.69</b>	<b>\$0.00</b>	<b>\$23.69</b>
Project - 850 GRANT							
115 SANGRE RIDGE ELEMENTARY	\$0.00	\$0.00	\$37.21	\$0.00	\$37.21	\$0.00	\$37.21
700 LINCOLN ACADEMY	\$0.00	\$0.00	\$2,888.15	\$0.00	\$2,888.15	\$0.00	\$2,888.15
<b>Total Project - 850 GRANT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,925.36</b>	<b>\$0.00</b>	<b>\$2,925.36</b>	<b>\$0.00</b>	<b>\$2,925.36</b>
Project - 851 TEACHER GRANTS							
120 SKYLINE ELEMENTARY	\$0.00	\$0.00	\$2,119.21	\$0.00	\$2,119.21	\$0.00	\$2,119.21
<b>Total Project - 851 TEACHER GRANTS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,119.21</b>	<b>\$0.00</b>	<b>\$2,119.21</b>	<b>\$0.00</b>	<b>\$2,119.21</b>
Project - 854 SPS STAFF WELLNESS							
050 DISTRICT WIDE	\$0.00	\$0.00	\$17.52	\$0.00	\$17.52	\$0.00	\$17.52
<b>Total Project - 854 SPS STAFF WELLNESS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$17.52</b>	<b>\$0.00</b>	<b>\$17.52</b>	<b>\$0.00</b>	<b>\$17.52</b>
Project - 856 DONATIONS							
125 WESTWOOD ELEMENTARY	\$0.00	\$0.00	\$2,735.48	\$0.00	\$2,735.48	\$0.00	\$2,735.48
<b>Total Project - 856 DONATIONS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,735.48</b>	<b>\$0.00</b>	<b>\$2,735.48</b>	<b>\$0.00</b>	<b>\$2,735.48</b>
Project - 857 PTA DONATIONS							
125 WESTWOOD ELEMENTARY	\$0.00	\$0.00	\$4,850.91	\$0.00	\$4,850.91	\$0.00	\$4,850.91
<b>Total Project - 857 PTA DONATIONS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,850.91</b>	<b>\$0.00</b>	<b>\$4,850.91</b>	<b>\$0.00</b>	<b>\$4,850.91</b>
Project - 858 FRIENDS OF LINCOLN ACADEMY							
700 LINCOLN ACADEMY	\$0.00	\$500.00	\$8,489.98	\$0.00	\$8,989.98	\$440.00	\$8,549.98
<b>Total Project - 858 FRIENDS OF LINCOLN ACADEMY</b>	<b>\$0.00</b>	<b>\$500.00</b>	<b>\$8,489.98</b>	<b>\$0.00</b>	<b>\$8,989.98</b>	<b>\$440.00</b>	<b>\$8,549.98</b>
Project - 859 SUPPORT OF HOMELESS STUDENTS DONATION FUND							
050 DISTRICT WIDE	\$0.00	\$0.00	\$4,175.99	\$0.00	\$4,175.99	\$0.00	\$4,175.99
<b>Total Project - 859 SUPPORT OF HOMELESS STUDENTS DONATION FUND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,175.99</b>	<b>\$0.00</b>	<b>\$4,175.99</b>	<b>\$0.00</b>	<b>\$4,175.99</b>
Project - 860 CLASS OF 1963							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,853.00	\$0.00	\$1,853.00	\$0.00	\$1,853.00
<b>Total Project - 860 CLASS OF 1963</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,853.00</b>	<b>\$0.00</b>	<b>\$1,853.00</b>	<b>\$0.00</b>	<b>\$1,853.00</b>
Project - 865 CHROMEBOOK REPLACEMENT/REPAIR							
050 DISTRICT WIDE	\$0.00	\$50.00	\$2,288.58	\$0.00	\$2,338.58	\$0.00	\$2,338.58

## Stillwater Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 865 CHROMEBOOK REPLACEMENT/REPAIR							
<b>Total Project - 865 CHROMEBOOK REPLACEMENT/REPAIR</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>\$2,288.58</b>	<b>\$0.00</b>	<b>\$2,338.58</b>	<b>\$0.00</b>	<b>\$2,338.58</b>
Project - 874 ADVANCED ART							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$533.12	\$0.00	\$533.12	\$0.00	\$533.12
<b>Total Project - 874 ADVANCED ART</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$533.12</b>	<b>\$0.00</b>	<b>\$533.12</b>	<b>\$0.00</b>	<b>\$533.12</b>
Project - 876 ART							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$10.02	\$0.00	\$10.02	\$0.00	\$10.02
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$133.16	\$0.00	\$133.16	\$0.00	\$133.16
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$813.14	\$0.00	\$813.14	\$0.00	\$813.14
<b>Total Project - 876 ART</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$956.32</b>	<b>\$0.00</b>	<b>\$956.32</b>	<b>\$0.00</b>	<b>\$956.32</b>
Project - 878 POTTERY							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,764.90	\$0.00	\$1,764.90	\$1,731.57	\$33.33
<b>Total Project - 878 POTTERY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,764.90</b>	<b>\$0.00</b>	<b>\$1,764.90</b>	<b>\$1,731.57</b>	<b>\$33.33</b>
Project - 880 SCIENCE							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$564.09	\$0.00	\$564.09	\$0.00	\$564.09
<b>Total Project - 880 SCIENCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$564.09</b>	<b>\$0.00</b>	<b>\$564.09</b>	<b>\$0.00</b>	<b>\$564.09</b>
Project - 883 SPEECH & DRAMA							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$6,565.85	\$0.00	\$6,565.85	\$299.00	\$6,266.85
<b>Total Project - 883 SPEECH &amp; DRAMA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,565.85</b>	<b>\$0.00</b>	<b>\$6,565.85</b>	<b>\$299.00</b>	<b>\$6,266.85</b>
Project - 885 INSTRUCTIONAL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$16,497.13	\$775.08	\$15,722.05	\$0.00	\$15,722.05
<b>Total Project - 885 INSTRUCTIONAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$16,497.13</b>	<b>\$775.08</b>	<b>\$15,722.05</b>	<b>\$0.00</b>	<b>\$15,722.05</b>
Project - 901 ACADEMIC TEAM							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,181.82	\$0.00	\$1,181.82	\$0.00	\$1,181.82
<b>Total Project - 901 ACADEMIC TEAM</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,181.82</b>	<b>\$0.00</b>	<b>\$1,181.82</b>	<b>\$0.00</b>	<b>\$1,181.82</b>
Project - 903 AFRICAN AMERICAN STUDENT ASSOCIATION							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$477.59	\$0.00	\$477.59	\$0.00	\$477.59
<b>Total Project - 903 AFRICAN AMERICAN STUDENT ASSOCIATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$477.59</b>	<b>\$0.00</b>	<b>\$477.59</b>	<b>\$0.00</b>	<b>\$477.59</b>
Project - 904 ART CLUB							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$1,692.53	\$0.00	\$1,692.53	\$0.00	\$1,692.53
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$123.39	\$0.00	\$123.39	\$0.00	\$123.39
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$422.82	\$0.00	\$422.82	\$0.00	\$422.82
<b>Total Project - 904 ART CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,238.74</b>	<b>\$0.00</b>	<b>\$2,238.74</b>	<b>\$0.00</b>	<b>\$2,238.74</b>
Project - 905 BAND							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$125,168.81	\$1,424.22	\$123,744.59	\$26,880.74	\$96,863.85
<b>Total Project - 905 BAND</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,168.81</b>	<b>\$1,424.22</b>	<b>\$123,744.59</b>	<b>\$26,880.74</b>	<b>\$96,863.85</b>
Project - 906 BEST BUDDIES							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$633.15	\$0.00	\$633.15	\$0.00	\$633.15
<b>Total Project - 906 BEST BUDDIES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$633.15</b>	<b>\$0.00</b>	<b>\$633.15</b>	<b>\$0.00</b>	<b>\$633.15</b>
Project - 907 BETA CLUB							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$2,540.08	\$0.00	\$2,540.08	\$0.00	\$2,540.08
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$3,958.09	\$0.00	\$3,958.09	\$0.00	\$3,958.09
<b>Total Project - 907 BETA CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,498.17</b>	<b>\$0.00</b>	<b>\$6,498.17</b>	<b>\$0.00</b>	<b>\$6,498.17</b>
Project - 909 BUSINESS PROFESSIONALS OF AMERICA							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$169.40	\$0.00	\$169.40	\$0.00	\$169.40
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$15.02	\$0.00	\$15.02	\$0.00	\$15.02
<b>Total Project - 909 BUSINESS PROFESSIONALS OF AMERICA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$184.42</b>	<b>\$0.00</b>	<b>\$184.42</b>	<b>\$0.00</b>	<b>\$184.42</b>
Project - 912 N/A							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$626.34	\$0.00	\$626.34	\$0.00	\$626.34
<b>Total Project - 912 N/A</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$626.34</b>	<b>\$0.00</b>	<b>\$626.34</b>	<b>\$0.00</b>	<b>\$626.34</b>
Project - 915 FCCLA							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$801.93	\$0.00	\$801.93	\$0.00	\$801.93
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,953.16	\$0.00	\$1,953.16	\$1,543.99	\$409.17
<b>Total Project - 915 FCCLA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,755.09</b>	<b>\$0.00</b>	<b>\$2,755.09</b>	<b>\$1,543.99</b>	<b>\$1,211.10</b>
Project - 916 FFA							

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 916 FFA							
705 STILLWATER HIGH SCHOOL	\$0.00	\$125.00	\$23,891.11	\$540.00	\$23,476.11	\$16,713.58	\$6,762.53
<b>Total Project - 916 FFA</b>	<b>\$0.00</b>	<b>\$125.00</b>	<b>\$23,891.11</b>	<b>\$540.00</b>	<b>\$23,476.11</b>	<b>\$16,713.58</b>	<b>\$6,762.53</b>
Project - 917 FRENCH CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$135.95	\$0.00	\$135.95	\$0.00	\$135.95
<b>Total Project - 917 FRENCH CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$135.95</b>	<b>\$0.00</b>	<b>\$135.95</b>	<b>\$0.00</b>	<b>\$135.95</b>
Project - 924 KEY CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$32.62	\$0.00	\$32.62	\$0.00	\$32.62
<b>Total Project - 924 KEY CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32.62</b>	<b>\$0.00</b>	<b>\$32.62</b>	<b>\$0.00</b>	<b>\$32.62</b>
Project - 925 MOCK TRIAL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$292.21	\$0.00	\$292.21	\$0.00	\$292.21
<b>Total Project - 925 MOCK TRIAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$292.21</b>	<b>\$0.00</b>	<b>\$292.21</b>	<b>\$0.00</b>	<b>\$292.21</b>
Project - 926 MU ALPHA THETA							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,125.48	\$0.00	\$1,125.48	\$0.00	\$1,125.48
<b>Total Project - 926 MU ALPHA THETA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,125.48</b>	<b>\$0.00</b>	<b>\$1,125.48</b>	<b>\$0.00</b>	<b>\$1,125.48</b>
Project - 927 NATIONAL HONOR SOCIETY							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$8,857.35	\$0.00	\$8,857.35	\$385.00	\$8,472.35
<b>Total Project - 927 NATIONAL HONOR SOCIETY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,857.35</b>	<b>\$0.00</b>	<b>\$8,857.35</b>	<b>\$385.00</b>	<b>\$8,472.35</b>
Project - 930 ORCHESTRA							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$38,951.60	\$769.50	\$38,182.10	\$20,020.00	\$18,162.10
<b>Total Project - 930 ORCHESTRA</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$38,951.60</b>	<b>\$769.50</b>	<b>\$38,182.10</b>	<b>\$20,020.00</b>	<b>\$18,162.10</b>
Project - 931 Orchestra Booster Club							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$852.35	\$0.00	\$852.35	\$0.00	\$852.35
<b>Total Project - 931 Orchestra Booster Club</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$852.35</b>	<b>\$0.00</b>	<b>\$852.35</b>	<b>\$0.00</b>	<b>\$852.35</b>
Project - 932 ROBOTICS							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$5,085.16	\$0.00	\$5,085.16	\$0.00	\$5,085.16
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$8,312.61	\$0.00	\$8,312.61	\$0.00	\$8,312.61
<b>Total Project - 932 ROBOTICS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,397.77</b>	<b>\$0.00</b>	<b>\$13,397.77</b>	<b>\$0.00</b>	<b>\$13,397.77</b>
Project - 933 PINK OUT WEEK							
705 STILLWATER HIGH SCHOOL	\$0.00	\$158.51	\$0.00	\$0.00	\$158.51	\$0.00	\$158.51
<b>Total Project - 933 PINK OUT WEEK</b>	<b>\$0.00</b>	<b>\$158.51</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$158.51</b>	<b>\$0.00</b>	<b>\$158.51</b>
Project - 934 PIONEER PEER PARTNERS							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$2,095.65	\$0.00	\$2,095.65	\$0.00	\$2,095.65
<b>Total Project - 934 PIONEER PEER PARTNERS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,095.65</b>	<b>\$0.00</b>	<b>\$2,095.65</b>	<b>\$0.00</b>	<b>\$2,095.65</b>
Project - 936 PROJECT LEAD THE WAY							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$1,730.55	\$0.00	\$1,730.55	\$0.00	\$1,730.55
<b>Total Project - 936 PROJECT LEAD THE WAY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,730.55</b>	<b>\$0.00</b>	<b>\$1,730.55</b>	<b>\$0.00</b>	<b>\$1,730.55</b>
Project - 937 RUNNING CLUB							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$636.50	\$0.00	\$636.50	\$0.00	\$636.50
130 WILL ROGERS ELEMENTARY	\$0.00	\$0.00	\$147.37	\$0.00	\$147.37	\$0.00	\$147.37
<b>Total Project - 937 RUNNING CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$783.87</b>	<b>\$0.00</b>	<b>\$783.87</b>	<b>\$0.00</b>	<b>\$783.87</b>
Project - 938 SCIENCE CLUB							
105 HIGHLAND PARK ELEMENTARY	\$0.00	\$0.00	\$3,748.79	\$0.00	\$3,748.79	\$0.00	\$3,748.79
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$83.83	\$0.00	\$83.83	\$0.00	\$83.83
<b>Total Project - 938 SCIENCE CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,832.62</b>	<b>\$0.00</b>	<b>\$3,832.62</b>	<b>\$0.00</b>	<b>\$3,832.62</b>
Project - 940 SIGN LANGUAGE CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$179.54	\$0.00	\$179.54	\$0.00	\$179.54
<b>Total Project - 940 SIGN LANGUAGE CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$179.54</b>	<b>\$0.00</b>	<b>\$179.54</b>	<b>\$0.00</b>	<b>\$179.54</b>
Project - 941 SMS SINGERS							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$11,987.57	\$0.00	\$11,987.57	\$0.00	\$11,987.57
<b>Total Project - 941 SMS SINGERS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,987.57</b>	<b>\$0.00</b>	<b>\$11,987.57</b>	<b>\$0.00</b>	<b>\$11,987.57</b>
Project - 942 SPANISH CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$859.60	\$0.00	\$859.60	\$0.00	\$859.60
<b>Total Project - 942 SPANISH CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$859.60</b>	<b>\$0.00</b>	<b>\$859.60</b>	<b>\$0.00</b>	<b>\$859.60</b>
Project - 944 SPECIAL EDUCATION TRANSITION							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$10,491.57	\$0.00	\$10,491.57	\$0.00	\$10,491.57

## Stillwater Public Schools Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 944 SPECIAL EDUCATION TRANSITION							
<b>Total Project - 944 SPECIAL EDUCATION TRANSITION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,491.57</b>	<b>\$0.00</b>	<b>\$10,491.57</b>	<b>\$0.00</b>	<b>\$10,491.57</b>
Project - 945 STILLWATER MAKES A CHANGE							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$114.94	\$0.00	\$114.94	\$0.00	\$114.94
<b>Total Project - 945 STILLWATER MAKES A CHANGE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$114.94</b>	<b>\$0.00</b>	<b>\$114.94</b>	<b>\$0.00</b>	<b>\$114.94</b>
Project - 946 STUDENT COUNCIL							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$2,999.73	\$0.00	\$2,999.73	\$0.00	\$2,999.73
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$2,042.68	\$0.00	\$2,042.68	\$0.00	\$2,042.68
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$7,472.41	\$0.00	\$7,472.41	\$292.83	\$7,179.58
<b>Total Project - 946 STUDENT COUNCIL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,514.82</b>	<b>\$0.00</b>	<b>\$12,514.82</b>	<b>\$292.83</b>	<b>\$12,221.99</b>
Project - 947 TECHNOLOGY STUDENT ASSOCIATION							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$510.35	\$0.00	\$510.35	\$0.00	\$510.35
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$642.63	\$0.00	\$642.63	\$0.00	\$642.63
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$130.00	\$0.00	\$130.00	\$0.00	\$130.00
<b>Total Project - 947 TECHNOLOGY STUDENT ASSOCIATION</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,282.98</b>	<b>\$0.00</b>	<b>\$1,282.98</b>	<b>\$0.00</b>	<b>\$1,282.98</b>
Project - 948 THEATER PERFORMANCE							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$83,300.36	\$304.89	\$82,995.47	\$6,426.92	\$76,568.55
<b>Total Project - 948 THEATER PERFORMANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,300.36</b>	<b>\$304.89</b>	<b>\$82,995.47</b>	<b>\$6,426.92</b>	<b>\$76,568.55</b>
Project - 949 VOCAL MUSIC							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$12,979.04	\$0.00	\$12,979.04	\$0.00	\$12,979.04
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$1,048.22	\$0.00	\$1,048.22	\$160.00	\$888.22
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$26,799.82	\$0.00	\$26,799.82	\$1,554.06	\$25,245.76
<b>Total Project - 949 VOCAL MUSIC</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,827.08</b>	<b>\$0.00</b>	<b>\$40,827.08</b>	<b>\$1,714.06</b>	<b>\$39,113.02</b>
Project - 951 YEARBOOK							
505 STILLWATER MIDDLE SCHOOL	\$0.00	\$0.00	\$4,566.72	\$0.00	\$4,566.72	\$0.00	\$4,566.72
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$9,352.72	\$0.00	\$9,352.72	\$5,198.42	\$4,154.30
705 STILLWATER HIGH SCHOOL	\$0.00	\$300.00	\$26,222.25	\$10,543.95	\$15,978.30	\$500.00	\$15,478.30
<b>Total Project - 951 YEARBOOK</b>	<b>\$0.00</b>	<b>\$300.00</b>	<b>\$40,141.69</b>	<b>\$10,543.95</b>	<b>\$29,897.74</b>	<b>\$5,698.42</b>	<b>\$24,199.32</b>
Project - 952 YOUNG DEMOCRATS CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$270.22	\$0.00	\$270.22	\$0.00	\$270.22
<b>Total Project - 952 YOUNG DEMOCRATS CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$270.22</b>	<b>\$0.00</b>	<b>\$270.22</b>	<b>\$0.00</b>	<b>\$270.22</b>
Project - 953 N/A							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$534.49	\$0.00	\$534.49	\$0.00	\$534.49
<b>Total Project - 953 N/A</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$534.49</b>	<b>\$0.00</b>	<b>\$534.49</b>	<b>\$0.00</b>	<b>\$534.49</b>
Project - 960 SR. CLASS OF 2028							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$2,030.00	\$0.00	\$2,030.00	\$0.00	\$2,030.00
<b>Total Project - 960 SR. CLASS OF 2028</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,030.00</b>	<b>\$0.00</b>	<b>\$2,030.00</b>	<b>\$0.00</b>	<b>\$2,030.00</b>
Project - 961 SR. CLASS OF 2027							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$7,135.99	\$0.00	\$7,135.99	\$0.00	\$7,135.99
<b>Total Project - 961 SR. CLASS OF 2027</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,135.99</b>	<b>\$0.00</b>	<b>\$7,135.99</b>	<b>\$0.00</b>	<b>\$7,135.99</b>
Project - 962 SR. CLASS OF 2026							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$7,502.75	\$0.00	\$7,502.75	\$0.00	\$7,502.75
<b>Total Project - 962 SR. CLASS OF 2026</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,502.75</b>	<b>\$0.00</b>	<b>\$7,502.75</b>	<b>\$0.00</b>	<b>\$7,502.75</b>
Project - 964 ESPORTS CLUB							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$773.84	\$0.00	\$773.84	\$0.00	\$773.84
<b>Total Project - 964 ESPORTS CLUB</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$773.84</b>	<b>\$0.00</b>	<b>\$773.84</b>	<b>\$0.00</b>	<b>\$773.84</b>
Project - 965 GENDER & SEXUALITY ALLIANCE (GSA)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$269.72	\$0.00	\$269.72	\$0.00	\$269.72
<b>Total Project - 965 GENDER &amp; SEXUALITY ALLIANCE (GSA)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$269.72</b>	<b>\$0.00</b>	<b>\$269.72</b>	<b>\$0.00</b>	<b>\$269.72</b>
Project - 970 ALL SPORTS							
705 STILLWATER HIGH SCHOOL	\$0.00	\$2,520.00	\$150,197.44	\$53,071.25	\$99,646.19	\$15,182.86	\$84,463.33
<b>Total Project - 970 ALL SPORTS</b>	<b>\$0.00</b>	<b>\$2,520.00</b>	<b>\$150,197.44</b>	<b>\$53,071.25</b>	<b>\$99,646.19</b>	<b>\$15,182.86</b>	<b>\$84,463.33</b>
Project - 971 STADIUM CONCESSIONS							

## Stillwater Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 971 STADIUM CONCESSIONS							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$62,715.52	\$2,500.00	\$60,215.52	\$3,428.70	\$56,786.82
<b>Total Project - 971 STADIUM CONCESSIONS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,715.52</b>	<b>\$2,500.00</b>	<b>\$60,215.52</b>	<b>\$3,428.70</b>	<b>\$56,786.82</b>
Project - 972 STATE PLAYOFFS							
705 STILLWATER HIGH SCHOOL	\$0.00	\$1,255.00	\$10,170.38	\$0.00	\$11,425.38	\$0.00	\$11,425.38
<b>Total Project - 972 STATE PLAYOFFS</b>	<b>\$0.00</b>	<b>\$1,255.00</b>	<b>\$10,170.38</b>	<b>\$0.00</b>	<b>\$11,425.38</b>	<b>\$0.00</b>	<b>\$11,425.38</b>
Project - 973 BASEBALL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$0.26	\$0.00	\$0.26	\$0.00	\$0.26
<b>Total Project - 973 BASEBALL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.26</b>	<b>\$0.00</b>	<b>\$0.26</b>	<b>\$0.00</b>	<b>\$0.26</b>
Project - 974 BASKETBALL (BOYS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,129.00	\$0.00	\$1,129.00	\$0.00	\$1,129.00
<b>Total Project - 974 BASKETBALL (BOYS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,129.00</b>	<b>\$0.00</b>	<b>\$1,129.00</b>	<b>\$0.00</b>	<b>\$1,129.00</b>
Project - 976 CHEERLEADERS							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$1,344.61	\$0.00	\$1,344.61	\$0.00	\$1,344.61
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$297.02	\$0.00	\$297.02	\$0.00	\$297.02
<b>Total Project - 976 CHEERLEADERS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,641.63</b>	<b>\$0.00</b>	<b>\$1,641.63</b>	<b>\$0.00</b>	<b>\$1,641.63</b>
Project - 977 CROSS COUNTRY							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$7,629.99	\$0.00	\$7,629.99	\$0.00	\$7,629.99
<b>Total Project - 977 CROSS COUNTRY</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,629.99</b>	<b>\$0.00</b>	<b>\$7,629.99</b>	<b>\$0.00</b>	<b>\$7,629.99</b>
Project - 978 FOOTBALL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$866.00	\$2,778.73	\$0.00	\$3,644.73	\$1,698.00	\$1,946.73
<b>Total Project - 978 FOOTBALL</b>	<b>\$0.00</b>	<b>\$866.00</b>	<b>\$2,778.73</b>	<b>\$0.00</b>	<b>\$3,644.73</b>	<b>\$1,698.00</b>	<b>\$1,946.73</b>
Project - 979 GOLF (BOYS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$225.91	\$0.00	\$225.91	\$0.00	\$225.91
<b>Total Project - 979 GOLF (BOYS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$225.91</b>	<b>\$0.00</b>	<b>\$225.91</b>	<b>\$0.00</b>	<b>\$225.91</b>
Project - 980 GOLF (GIRLS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$347.27	\$0.00	\$347.27	\$0.00	\$347.27
<b>Total Project - 980 GOLF (GIRLS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$347.27</b>	<b>\$0.00</b>	<b>\$347.27</b>	<b>\$0.00</b>	<b>\$347.27</b>
Project - 981 POM							
610 STILLWATER JUNIOR HIGH SCHOOL	\$0.00	\$0.00	\$10,157.40	\$5,728.00	\$4,429.40	\$0.00	\$4,429.40
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$889.80	\$0.00	\$889.80	\$0.00	\$889.80
<b>Total Project - 981 POM</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,047.20</b>	<b>\$5,728.00</b>	<b>\$5,319.20</b>	<b>\$0.00</b>	<b>\$5,319.20</b>
Project - 982 SOCCER (BOYS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$7.70	\$0.00	\$7.70	\$0.00	\$7.70
<b>Total Project - 982 SOCCER (BOYS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7.70</b>	<b>\$0.00</b>	<b>\$7.70</b>	<b>\$0.00</b>	<b>\$7.70</b>
Project - 983 SOCCER (GIRLS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$433.13	\$0.00	\$433.13	\$0.00	\$433.13
<b>Total Project - 983 SOCCER (GIRLS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$433.13</b>	<b>\$0.00</b>	<b>\$433.13</b>	<b>\$0.00</b>	<b>\$433.13</b>
Project - 984 SWIMMING							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,579.60	\$0.00	\$1,579.60	\$0.00	\$1,579.60
<b>Total Project - 984 SWIMMING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,579.60</b>	<b>\$0.00</b>	<b>\$1,579.60</b>	<b>\$0.00</b>	<b>\$1,579.60</b>
Project - 985 TENNIS (BOYS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,875.78	\$0.00	\$1,875.78	\$0.00	\$1,875.78
<b>Total Project - 985 TENNIS (BOYS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,875.78</b>	<b>\$0.00</b>	<b>\$1,875.78</b>	<b>\$0.00</b>	<b>\$1,875.78</b>
Project - 986 TENNIS (GIRLS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00
<b>Total Project - 986 TENNIS (GIRLS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,085.00</b>	<b>\$0.00</b>	<b>\$2,085.00</b>	<b>\$0.00</b>	<b>\$2,085.00</b>
Project - 987 TRACK (BOYS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$2,673.00	\$0.00	\$2,673.00	\$0.00	\$2,673.00
<b>Total Project - 987 TRACK (BOYS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,673.00</b>	<b>\$0.00</b>	<b>\$2,673.00</b>	<b>\$0.00</b>	<b>\$2,673.00</b>
Project - 988 TRACK (GIRLS)							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$2,768.00	\$0.00	\$2,768.00	\$0.00	\$2,768.00
<b>Total Project - 988 TRACK (GIRLS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,768.00</b>	<b>\$0.00</b>	<b>\$2,768.00</b>	<b>\$0.00</b>	<b>\$2,768.00</b>
Project - 989 VOLLEYBALL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$516.50	\$0.00	\$516.50	\$0.00	\$516.50
<b>Total Project - 989 VOLLEYBALL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$516.50</b>	<b>\$0.00</b>	<b>\$516.50</b>	<b>\$0.00</b>	<b>\$516.50</b>
Project - 990 WRESTLING							

## Stillwater Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 990 WRESTLING							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$119.10	\$0.00	\$119.10	\$0.00	\$119.10
<b>Total Project - 990 WRESTLING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$119.10</b>	<b>\$0.00</b>	<b>\$119.10</b>	<b>\$0.00</b>	<b>\$119.10</b>
Project - 991 SOFTBALL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$1,163.30	\$0.00	\$1,163.30	\$0.00	\$1,163.30
<b>Total Project - 991 SOFTBALL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,163.30</b>	<b>\$0.00</b>	<b>\$1,163.30</b>	<b>\$0.00</b>	<b>\$1,163.30</b>
Project - 995 PIONEER PLAYDAY							
705 STILLWATER HIGH SCHOOL	\$0.00	\$24,000.00	\$190,633.90	\$0.00	\$214,633.90	\$0.00	\$214,633.90
<b>Total Project - 995 PIONEER PLAYDAY</b>	<b>\$0.00</b>	<b>\$24,000.00</b>	<b>\$190,633.90</b>	<b>\$0.00</b>	<b>\$214,633.90</b>	<b>\$0.00</b>	<b>\$214,633.90</b>
Project - 996 L. ALLRED GOLF SCHOLARSHIP							
705 STILLWATER HIGH SCHOOL	\$0.00	\$1,000.00	\$20,500.00	\$0.00	\$21,500.00	\$0.00	\$21,500.00
<b>Total Project - 996 L. ALLRED GOLF SCHOLARSHIP</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$20,500.00</b>	<b>\$0.00</b>	<b>\$21,500.00</b>	<b>\$0.00</b>	<b>\$21,500.00</b>
Project - 997 W. WELCH WRESTLING SCHOLARSHIP							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00
<b>Total Project - 997 W. WELCH WRESTLING SCHOLARSHIP</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,645.00</b>	<b>\$0.00</b>	<b>\$2,645.00</b>	<b>\$0.00</b>	<b>\$2,645.00</b>
Project - 998 RAYMOND ESTES SCHOLARSHIP							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$5,895.60	\$0.00	\$5,895.60	\$0.00	\$5,895.60
<b>Total Project - 998 RAYMOND ESTES SCHOLARSHIP</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,895.60</b>	<b>\$0.00</b>	<b>\$5,895.60</b>	<b>\$0.00</b>	<b>\$5,895.60</b>
Project - 999 MATT FOSTER MEMORIAL							
705 STILLWATER HIGH SCHOOL	\$0.00	\$0.00	\$830.00	\$0.00	\$830.00	\$0.00	\$830.00
<b>Total Project - 999 MATT FOSTER MEMORIAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$830.00</b>	<b>\$0.00</b>	<b>\$830.00</b>	<b>\$0.00</b>	<b>\$830.00</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$213,634.24</b>	<b>\$2,140,134.65</b>	<b>\$211,533.83</b>	<b>\$2,142,235.06</b>	<b>\$330,898.08</b>	<b>\$1,811,336.98</b>



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

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

**BOARD ACTION REQUESTED:**

Motion to Approve Encumbrance Clerk's report as of August 1, 2025

**BACKGROUND INFORMATION:**

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

Change Order Listing

Options: Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/2/2025 - 8/2/2025, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount		
55	07/01/2025	81297	JODY D WEBBER	TRAVEL PER DIEM REIMBURSEMENT	381.42		
			Per Diem July 4-July 5	CHANGE ORDER 11-412-3300-930-314-8400-000-705	08/01/2025	381.42	
			AUGUST 12, 2026 -INCREASE FUNDS BY \$381.42 TO COVER ALL INCIDENTALS INCURRED IN FLORIDA AT NATIONAL CONFERENCE	11-412-3300-930-314-8400-000-705	08/01/2025	381.42	
			CHANGE ORDER AUGUST 12, 2026 - INCREASE FUNDS BY \$381.42 TO COVER ALL INCIDENTALS INCURRED IN FLORIDA AT NATIONAL CONFERENCE	11-412-3300-930-314-8400-000-705	07/01/2025 08/01/2025	-381.42	
81	07/01/2025	52827	JOURNEY HOUSE TRAVEL SERVICE INC	FLIGHT FOR 2025 NIEA CONFERENCE	600.00		
			FLIGHT FOR RUSTY ATKINS TO ATTEND 2025 NIEA CONFERENCE; OCTOBER 8-11, 2025, SPOKANE, WASHINGTON	8/1/2025 CHANGE ORDER - INCREASE FUNDS BY \$600.00 ORIGINAL PO AMOUNT WAS \$400.00	11-587-2573-580-000-0000-000-705	08/01/2025	600.00
			CHANGE ORDER AUGUST 12, 2025 - INCREASE FUNDS BY \$600.00 TO INCLUDE A REFUNDABLE AIRLINE TICKETING	11-587-2573-580-000-0000-000-705	07/01/2025 08/01/2025	-600.00	

<b>Non-Payroll Total:</b>	<b>\$981.42</b>
<b>Payroll Total:</b>	<b>\$175,901.50</b>
<b>Report Total:</b>	<b>\$176,882.92</b>

Project Totals		
412	OK CAREERTECH-VOCATIONAL PROGRAMS ASSISTANCE	381.42
587	TITLE V, PART B, SUBPRT 2 (RURAL/LOW INC SCHL PGM)	600.00

Unit Totals		
705	STILLWATER HIGH SCHOOL	981.42

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/31/2025, PO Range: 91 - 216, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor	Description	Amount
GENERAL FUND	97	07/01/2025	B & C BUSINESS PRODUCTS	AG PRINTER REPAIRS	-139.20
GENERAL FUND	103	07/01/2025	ZEECRAFT CO LLC	AG QUIZ BOWL BUZZER SYSTEM	-78.06
GENERAL FUND	128	07/14/2025	OKACTE	REGISTRATION FOR OKACTE CONFERENCE	975.00
GENERAL FUND	129	07/14/2025	OSU MTG & CONFERENCE SERVICES	BACK TO SCHOOL PROFESSIONAL DEVELOPMENT	600.00
GENERAL FUND	130	07/15/2025	JQH-NORMAN DEVELOPMENT LLC	LODGING FOR MARZANO TRAINING	318.00
GENERAL FUND	131	07/15/2025	CCOSA	CCOSA DISTRICT SERVICES	2,500.00
GENERAL FUND	132	07/17/2025	JQH-NORMAN DEVELOPMENT LLC	CONFERENCE FOR MARGARET MASSAR	375.00
GENERAL FUND	133	07/17/2025	MARGARET C MASSAR	INCIDENTALS FOR CONFERENCE	200.00
GENERAL FUND	154	07/01/2025	ROBIN MERGER CORPORATION, INC	ISTE AI COURSE	-249.00
GENERAL FUND	160	07/22/2025	APPLE, INC.	10 PACK IPADS	4,330.00
GENERAL FUND	161	07/22/2025	B&H FOTO & ELECTRONICS CORP.	LABEL PRINTERS & STANDS FOR ALL SITES	2,828.30
GENERAL FUND	162	07/22/2025	ADMIRAL EXPRESS LLC	BEGINNING OF YEAR SCHOOL SUPPLIES	6,134.60
GENERAL FUND	163	07/22/2025	B & C BUSINESS PRODUCTS	BEGINNING OF YEAR SCHOOL SUPPLIES	6,150.40
GENERAL FUND	164	07/22/2025	CONTRACT PAPER GROUP INC	COPY PAPER	48,911.20
GENERAL FUND	165	07/22/2025	SECURLY, INC	SOFTWARE EQUIPMENT	4,000.00
GENERAL FUND	166	07/22/2025	Amazon Capital Services	VISITOR LABELS FOR PRINTER	254.00
GENERAL FUND	167	07/22/2025	GARRETT GIL	OES TRANSPORTATION PARKING AXIS CAMERAS	6,870.00
GENERAL FUND	168	07/23/2025	PYRAMID PAPER CO	BEGINNING OF YEAR SCHOOL SUPPLIES	23,235.19
GENERAL FUND	169	07/23/2025	SCHOOL SPECIALTY SUPPLY	BEGINNING OF YEAR SCHOOL SUPPLIES	22,001.95
GENERAL FUND	170	07/23/2025	QUILL LLC	BEGINNING OF YEAR SCHOOL SUPPLIES	11,787.68
GENERAL FUND	171	07/23/2025	QUILL LLC	BEGINNING OF YEAR SCHOOL SUPPLIES	10,014.82
GENERAL FUND	172	07/23/2025	B & C BUSINESS PRODUCTS	TONER AND OFFICE SUPPLIES	319.78
GENERAL FUND	173	07/23/2025	FOWLER VENDING CORPORATION	BEGINNING OF YEAR SCHOOL SUPPLIES	22,312.23
GENERAL FUND	174	07/24/2025	VISTA HIGHER LEARNING, INC	WORKBOOKS / SHIPPING	643.47
GENERAL FUND	175	07/24/2025	TEACHER INNOVATIONS INC	TEACHER PLANBOOK	490.00
GENERAL FUND	176	07/28/2025	STILLWATER CHAMBER OF COMMERCE	2025-2026 ANNUAL CHAMBER OF COMMERCE MEMBERSHIP	2,000.00
GENERAL FUND	177	07/28/2025	OSSBA	OSSBA POLICY SERVICE	1,200.00
GENERAL FUND	178	07/28/2025	OSSBA	2025-2026 ANNUAL ASSEMBLE SUBSCRIPTION	3,000.00
GENERAL FUND	179	07/28/2025	OSSBA	OSSBA 2025-2026 ANNUAL MEMBERSHIP	5,127.00
GENERAL FUND	180	07/28/2025	DEARINGER PRINTING	BUSINESS CARDS AND NAME BADGES	131.00
GENERAL FUND	181	07/28/2025	B & C BUSINESS PRODUCTS	TONER AND ADDRESS LABELS	200.10

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/31/2025, PO Range: 91 - 216, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor	Description	Amount
GENERAL FUND	182	07/30/2025	B & C BUSINESS PRODUCTS	TONER	98.49
GENERAL FUND	183	07/30/2025	CNHI LLC	INVITATION TO BID HS PHASE I & II FF&E	500.00
GENERAL FUND	184	07/30/2025	LEE ENTERPRISES INC	INVITATION TO BID HS PHASE I & II FF&E	500.00
GENERAL FUND	185	07/30/2025	GATEHOUSE MEDIA OK HOLDINGS INC	INVITATION TO BID HS PHASE I & II FF&E	500.00
GENERAL FUND	186	07/31/2025	E.L. ACHIEVE, INC	PARTNERSHIP FEES	2,000.00
GENERAL FUND	187	07/31/2025	CCOSA	EDUCATION LEADERSHIP CONFERENCE	600.00
GENERAL FUND	188	07/31/2025	OSU AUDIOLOGY	SPEECH SERVICES AND ASSESSMENTS	60,000.00
GENERAL FUND	189	07/31/2025	OKLAHOMA SPEECH-LANGUAGE - HEARING	OSHA 2025	1,800.00
GENERAL FUND	190	07/31/2025	ASHLEY PECK	MILEAGE FOR SPED SERVICE 1ST 9 WKS	404.04
GENERAL FUND	191	07/31/2025	PAULA D SHEPPARD	OKACTE OK SUMMIT AUG 4-5 IN TULSA, OK	135.00
GENERAL FUND	192	07/31/2025	LOWE'S HOME IMPROVEMENT CENTER	STORAGE FOR PIONEER PANTRY	300.00
GENERAL FUND	193	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 1	1,840.00
GENERAL FUND	194	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 3	1,603.01
GENERAL FUND	195	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 2	1,866.50
GENERAL FUND	196	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 4	1,952.17
GENERAL FUND	197	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 5	1,345.63
GENERAL FUND	198	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 6	966.73
GENERAL FUND	199	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 7	1,795.66
GENERAL FUND	200	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 8	1,178.35
GENERAL FUND	201	07/31/2025	BALL HORTICULTURAL COMPANY	AG GREENHOUSE PRODUCTION CLASS PLANTS WEEK 9	488.26
GENERAL FUND	202	07/31/2025	Amazon Capital Services	IPAD CASES	99.75
GENERAL FUND	203	07/31/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	204	07/31/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	205	07/31/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	206	07/31/2025	ASHLEY PECK	MILEAGE FOR SPED STUDENT 2ND 9 WKS	233.10
GENERAL FUND	207	07/31/2025	ASHLEY PECK	MILEAGE FOR SPED STUDENT 3RD 9 WKS	419.58
GENERAL FUND	208	07/31/2025	ASHLEY PECK	MILEAGE FOR SPED STUDENT 4TH 9 WKS	264.18
GENERAL FUND	209	07/31/2025	FAMILY, CAREER & COMMUNITY LEADERS	FCCLA UNLIMITED MEMBERSHIP PACKAGE	900.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/31/2025, PO Range: 91 - 216, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor	Description	Amount
GENERAL FUND	210	07/31/2025	TEACHER INNOVATIONS INC	PLANBOOK SUBSCRIPTION	840.00
GENERAL FUND	211	07/31/2025	OKLAHOMA BANDMASTERS ASSOCIATION	OBA BAND REGISTRATION FEE	250.00
GENERAL FUND	212	07/31/2025	STILLWATER STEEL & SUPPLY, LLC	AG SHOP YEARLY SUPPLY LEASES	1,785.00
GENERAL FUND	213	07/31/2025	B & C BUSINESS PRODUCTS	TONER FOR CAREER TECH PRINTERS	169.90
GENERAL FUND	214	07/31/2025	DEER CREEK ATHLETICS	BAND CONTEST ENTRY FEES	200.00
GENERAL FUND	215	07/31/2025	UNION BAND PARENTS CLUB, INC.	BAND CONTEST ENTRY FEES	200.00
GENERAL FUND	216	07/31/2025	Amazon Capital Services	LIBRARY BOOKS	301.60
<b>Non-Payroll Total:</b>					<b>\$273,480.41</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$102,199.15</b>
<b>Report Total:</b>					<b>\$375,679.56</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/31/2025, PO Range: 30 - 46, Fund(s): CHILD NUTRITION PROGRAMS FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
CHILD NUTRITION PROGRAMS FUND	30	07/01/2025	HILAND DAIRY FOODS COMPANY, LLC	BLANKET-MILK & DAIRY, SUMMER FEEDING PROGRAM	19,000.00
CHILD NUTRITION PROGRAMS FUND	41	07/28/2025	Klement Distribution, Inc.	BLANKET- ICE CREAM FY 2025-2026	19,950.00
CHILD NUTRITION PROGRAMS FUND	42	07/28/2025	TULSA FRUIT CO	PRODUCE FY 2025-2026	96,979.00
CHILD NUTRITION PROGRAMS FUND	43	07/28/2025	GREAT PLAINS COCA-COLA COMPANY	BLANKET- COCA-COLA FY 2025-2026	16,275.00
CHILD NUTRITION PROGRAMS FUND	44	07/28/2025	HILAND DAIRY FOODS COMPANY, LLC	BLANKET- MILK AND DAIRY FY 2025-2026	283,974.00
CHILD NUTRITION PROGRAMS FUND	45	07/28/2025	CHRIS' UNIVERSITY SPIRIT	CHILD NUTRITION UNIFORMS	1,200.00
CHILD NUTRITION PROGRAMS FUND	46	07/31/2025	US FOODSERVICE	BLANKET- FOOD & PAPER PRODUCTS FY 25-26	632,572.77
<b>Non-Payroll Total:</b>					<b>\$1,069,950.77</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$24,906.05</b>
<b>Report Total:</b>					<b>\$1,094,856.82</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, PO Range: 3 - 16, Fund(s): BOND FUND 31

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 31	3	07/01/2025	SEON DESIGN USA CORP	BUS CAMERAS FOR NEW BUSES	8,436.52
BOND FUND 31	4	07/01/2025	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	14 PASS NON-ACTIVITY BUSES W/GRAPHICS	215,660.00
BOND FUND 31	5	07/01/2025	B & C BUSINESS PRODUCTS	OFFICE CHAIR FOR ASSISTANT SUPERINTENDENT	347.97
BOND FUND 31	6	07/01/2025	WILLIAM BRIAN THOMAS	SO23 HS PAC & FIELDHOUSE MECHANICAL	4,906.82
BOND FUND 31	7	07/22/2025	ULINE	TRANSPORTATION - FURNITURE	10,800.81
BOND FUND 31	8	07/22/2025	LOWE'S HOME IMPROVEMENT CENTER	REFRIGERATOR FOR OES TRANSPORTAION	1,299.00
BOND FUND 31	9	07/31/2025	BRETT MCKEE DEVELOPMENT INC	SANGRE RIDGE ELEMENTARY CEILING GRID REPAIR	3,000.00
BOND FUND 31	10	07/31/2025	ULINE	DRY ERASE BOARDS FOR SK & JH	1,868.70
<b>Non-Payroll Total:</b>					<b>\$246,319.82</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$246,319.82</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, PO Range: 1 - 24, Fund(s): BOND FUND 32

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
BOND FUND 32	2	07/01/2025	COUNTRY FORD MERCURY INC	2025 FORD ESCAPE SUV	26,508.20
BOND FUND 32	3	07/01/2025	COUNTRY FORD MERCURY INC	2025 FORD EXPEDITION MAX PER QUOTE# 000Q16537	58,641.00
BOND FUND 32	4	07/01/2025	CITY OF STILLWATER	OES NORTH & SOUTH WATER METER UPGRADES	9,500.00
BOND FUND 32	5	07/01/2025	SERVPRO OF STILLWATER/GUTHRIE	REPLACEMENT BELTS FOR HS ELEVATOR	15,630.00
BOND FUND 32	6	07/22/2025	360 ENGINEERING GROUP, PLLC	SPS CITY GYM STRUCTURAL ASSESSMENT - ATHLETICS	22,000.00
BOND FUND 32	7	07/22/2025	FIREBRAND CONSTRUCTION LLC	OES PHASE 2 - PARKING	260,963.29
BOND FUND 32	8	07/22/2025	FIREBRAND CONSTRUCTION LLC	OES BUILDING RENOVATION PHASE 2	54,135.28
BOND FUND 32	9	07/22/2025	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	2026 IC 65 PASS SCHOOL BUS	132,866.00
BOND FUND 32	10	07/22/2025	HOLT TRUCK CENTERS OF OKLAHOMA, LLC	2026 IC 23 PASS LIFT BUS	137,876.00
BOND FUND 32	11	07/23/2025	WILLIAM BRIAN THOMAS	SO24 SPS BOND 2023 HS PHASE 1	19,250.00
BOND FUND 32	12	07/23/2025	WILLIAM BRIAN THOMAS	SO24 SR, MS, HS PAC & FIELDHOUSE ROOF & MECHANICAL	12,750.00
BOND FUND 32	13	07/23/2025	WILLIAM BRIAN THOMAS	SO12 for SPS BOND 2023 HS PHASE 1	5,000.00
BOND FUND 32	14	07/23/2025	WILLIAM BRIAN THOMAS	SO17 Bond 2023 HS PHASE 1 - EASEMENT	9,000.00
BOND FUND 32	15	07/29/2025	UNIVERSAL SURVEYING & MAPPING, LLC	HIGH SCHOOL PROJECT - SURVEY SERVICES	2,771.00
BOND FUND 32	16	07/29/2025	WILLIAM BRIAN THOMAS	SO27 SPS HS CITY GYM STRUCTURAL ASSESSMENT	6,500.00
BOND FUND 32	17	07/29/2025	WILLIAM BRIAN THOMAS	SO26 BASEBALL AND SOFTBALL STUDY	4,138.48
BOND FUND 32	18	07/29/2025	WILLIAM BRIAN THOMAS	SO06 BOND 2023 HS PHASE 1 SCHEMATIC DESIGN	1,952,702.16
BOND FUND 32	19	07/29/2025	WILLIAM BRIAN THOMAS	SO07 SPS BOND 2023 HS ATHLETICS PHASE 1	1,077,826.29
BOND FUND 32	20	07/29/2025	WILLIAM BRIAN THOMAS	SO20 HS BOND 2023 HS PHASE 2 PA WING	172,090.51
BOND FUND 32	21	07/29/2025	WILLOWBROOK, INC	AMENDMENT 1 NEW HS EARLY BIRD PACKAGE	221,182.33
BOND FUND 32	22	07/29/2025	WILLIAM BRIAN THOMAS	SO22-SR & MS ROOF & MECHANICAL	9,390.49
BOND FUND 32	23	07/30/2025	AUTOMATION INTEGRATED, LLC	SANGRE, MIDDLE SCHOOL & HIGH SCHOOL ROOF PROJECTS	178,065.00
BOND FUND 32	24	07/30/2025	AMERICAN ROOFING & CONSTRUCTION LLC	SR, MS, HS PAC & FIELDHOUSE	1,400,740.76

<b>Non-Payroll Total:</b>	<b>\$5,789,526.79</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$5,789,526.79</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, PO Range: 112 - 147, Fund(s): BOND FUND 33

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 33	112	07/01/2025	TYLER TECHNOLOGIES INC	SUPPORT AND MAINT. FOR GO DATA PLAN 25-26	4,087.00
BOND FUND 33	113	07/01/2025	COUNTRY FORD MERCURY INC	2025 FORD F250 CREW CAB PICKUP	63,412.00
BOND FUND 33	114	07/01/2025	ACTIVE INTERNET TECHNOLOGIES, LLC	WEBSITE HOSTING FOR TECHNOLOGY	2,400.00
BOND FUND 33	115	07/01/2025	DELL MARKETING L.P.	DELL REPLACEMENT BATTERY	67.49
BOND FUND 33	116	07/01/2025	INTERWORKS, INC.	MITEL PHONE SYSTEM RENEWAL	25,182.77
BOND FUND 33	117	07/01/2025	SEON DESIGN USA CORP	VMAX COMMANDER RENEWAL	168.75
BOND FUND 33	118	07/01/2025	SEON DESIGN USA CORP	VMAX COMMANDER RENEWAL PER VEHICLE	2,025.00
BOND FUND 33	119	07/01/2025	INSTRUCTURE, INC.	SUBSCRIPTION	51,719.40
BOND FUND 33	120	07/01/2025	DOCHUB LLC	SUBSCRIPTION	2,400.00
BOND FUND 33	121	07/14/2025	BRONCO EQUIPMENT RENTAL & SALES LLC	EQUIPMENT RENTAL	694.50
BOND FUND 33	122	07/17/2025	UNITED SYSTEMS LLC	NETWORKING HARDWARE AND SERVICES	65,000.00
BOND FUND 33	123	07/01/2025	TECHNICAL SERVICES, INC.	ANNUAL RE-CERTIFICATION OF FIRE ALARM SYSTEM	8,000.00
BOND FUND 33	124	07/01/2025	TECHNICAL SERVICES, INC.	MONTHLY MONITORING & REPAIRS	32,000.00
BOND FUND 33	125	07/01/2025	RONALD W. THOMAS	REPAIRS TO INTERCOMS & DIGITAL CLOCKS	4,500.00
BOND FUND 33	126	07/01/2025	NATHAN D LENCH	PEST CONTROL	2,500.00
BOND FUND 33	127	07/01/2025	DAN TRACY	INDOOR AIR QUALITY TESTING	2,500.00
BOND FUND 33	128	07/01/2025	OVERHEAD DOOR COMPANY	OVERHEAD DOORS SERVICE & REPAIRS	1,500.00
BOND FUND 33	129	07/01/2025	L & B PLUMBING LLC	JH BROKEN VALVES	3,070.00
BOND FUND 33	130	07/01/2025	CMC NEPTUNE LLC	LICENSE RENEWAL	3,000.00
BOND FUND 33	131	07/01/2025	STILLWATER YMCA	FACILITY RENTAL	36,540.00
BOND FUND 33	132	07/01/2025	STILLWATER MILLING COMPANY	GROUNDS MAINTENANCE SUPPLIES	3,500.00
BOND FUND 33	133	07/01/2025	OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACT & REPAIRS	10,300.00
BOND FUND 33	134	07/01/2025	Amazon Capital Services	WEDGE CONCRETE ANCHORS	48.99
BOND FUND 33	135	07/01/2025	DELL MARKETING L.P.	MONITOR FOR SUPERINTENDENT	504.37
BOND FUND 33	136	07/01/2025	DEARINGER PRINTING	VEHICLE DECALS FOR SPS VEHICLES	540.00
BOND FUND 33	137	07/01/2025	BLACKMON MOORING OF OKC LLC	POM ROOM HS - REMEDIATION SERVICES	5,500.00
BOND FUND 33	138	07/01/2025	DON EVANS LEGAL WINDOW TINT	HIGHLAND PARK WINDOW TINT	499.00
BOND FUND 33	139	07/01/2025	DECKER EQUIPMENT	JH CAFETERIA STOOL CAPS & LOCKSMITH SUPPLY	895.33
BOND FUND 33	140	07/01/2025	CDW GOVERNMENT	VERTICAL RACK MOUNT	66.32
BOND FUND 33	141	07/01/2025	B&H FOTO & ELECTRONICS CORP.	IPAD STAND	58.96
BOND FUND 33	142	07/01/2025	GARRETT GIL	INSTALLATION OF ACCESS POINTS	825.00
BOND FUND 33	143	07/01/2025	BRETT STEVENS	MOWING	1,000.00

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, PO Range: 112 - 147, Fund(s): BOND FUND 33

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
BOND FUND 33	144	07/22/2025	TRAFERA HOLDINGS, LLC	GEMINI PREMIUM LICENSES	2,800.00
BOND FUND 33	145	07/24/2025	DELL MARKETING L.P.	REPLACEMENT BATTERY FOR DELL LAPTOP	71.99
BOND FUND 33	146	07/28/2025	SEON DESIGN USA CORP	NEW CAMERAS AND HARDWARE FOR NEW 2026 IC BUSES	8,436.52
BOND FUND 33	147	07/30/2025	AUTOMATION INTEGRATED, LLC	HP WATER PUMP & BOARD REPLACEMENT	2,553.52
<b>Non-Payroll Total:</b>					<b>\$348,366.91</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$348,366.91</b>



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Sanctioned Accounts for FY 2025-2026

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Sanctioned Accounts for FY 2025-2026

**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 July 5

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: 07/03/2025 Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization: Highland Park Elementary PTA

Official Mailing Address for the organization: 400 S Drury Street Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 23- 7123935

#### Organization President

Name: Sarah Milligan

Phone: 502-319-3699

Email: sarahsuzanne@hotmail.com

#### Organization Treasurer

Name: Emilee Onstott

Phone: 405-612-6660

Email: pokesfan2488@hotmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To advocate for all children by building relationships between the teachers and families. To support the education and overall well-being of students and their families.

Organizations's Website and/or Social Media Accounts: Givebacks and facebook

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer  
 314 S. Lewis  
 Stillwater, OK 74074

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

*\* This has not been offered, to my knowledge.*

Emilee Onstott, Treasurer

Organization Representative/Office Name and Position (printed)

Emilee Onstott  
 Signature

7/3/2025  
 Date

Becky Dupon  
 School Faculty Sponsor/ Athletic Coach Name (printed)

Becky Dupon  
 Signature

7/3/25  
 Date

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Highland Park Elementary PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, June 13, 2024

\$ 5,849.56 ✓

**Collections:**

Fundraiser, Merchandise Sales, Etc.

\$ 5,578.41

Donations

\$ 126.27

Parent/Student Contributions

\$ 300.00

Other (list):

Bank Error and Correction

\$ 603.90

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ 6,608.58

Total Collections

**Expenditures:**

Fundraising Expenses

\$ \_\_\_\_\_

Other (list):

Dues: local, state, national

\$ 148.00

Insurance

\$ 340.00

Donations, Projects, Grants

\$ 7,680.95

Supplies

\$ 19.95

Bank error and correction

\$ 603.90

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ 8,792.81

Total Expenditures

Ending Cash Balance, June 30, June 12, 2025

\$ 3,666.19 ✓

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: Emilee Onstott

Date: 6/29/2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Highland Park Elementary PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		<u>\$ 3,666.19</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	<u>\$ 6,900.00</u>	
Donations	<u>\$ 0</u>	
Parent/Student Contributions	<u>\$ 390.00</u>	
Other (list):	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Collections		<u>\$ 7,290.00</u>
Expenditures:		
Fundraising Expenses	<u>\$ 8,870</u>	
Other (list):		
<u>Dues</u>	<u>\$ 235.00</u>	
<u>Liability Insurance</u>	<u>\$ 340.00</u>	
<u>State PTA Convention</u>	<u>\$ 400.00</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Expenditures		<u>\$ 9,845.00</u>
Ending Cash Balance, June 30, <u>2026</u>		<u>\$ 1,111.19</u>

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 2025-2026 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: Emilee Onstott Date: 6/29/2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Sevener Yaiter Date: 6-30-25

Representative: [Signature] Date: 7-2-25

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

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

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



(800) 876-4044

[aim@aim-companies.com](mailto:aim@aim-companies.com)

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### Payment Confirmation

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Organization Name: Highland Park PTA

Date: 6/29/2025

Insured #: OK179082

Policy Term: 09/22/2025 - 09/22/2026

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Coverage Information	Limit	Cost
General Liability	\$1,000,000	\$150.00
Crime	\$25,000	\$125.00
Directors & Officers Liability	\$1,000,000	\$65.00
<b>TOTAL:</b>		<b>\$340.00</b>
Payment Received:		\$340.00
<b>Amount Due:</b>		<b>\$0.00</b>

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- Policies cancelled before the effective date are subject to a \$35 cancellation fee.
- Short term policies are subject to a minimum premium equivalent to 50% of the annual premium or \$50, whichever is greater, not to exceed the total annual premium.
- All premium and fees paid are fully earned at inception.

APPLICATION FOR SANCTIONING
Due Annually on July 5

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: 07/07/25 Select One: Initial Application Renewal [checked]

Name of Sanctioned Organization: SPS Indian Education Parent Committee

Official Mailing Address for the organization:

Organization's Taxpayer I.D. Number: N/A

Organization President

Name: Cynthia Barnes
Phone: 405-450-5163
Email: sinny2moons@yahoo.com

Organization Treasurer

Name: W Patrick Black
Phone: 785-764-3293
Email: wpblack@gmx.com

Organization's Purpose, Goals, and the Benefit to District Students: to coordinate with SPS & provide advice & assistance in all aspects of the Indian Education Program.

Organizations's Website and/or Social Media Accounts: FB: Stillwater Public Schools Indian Education.

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer  
 314 S. Lewis  
 Stillwater, OK 74074

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

Rusty Atkins  
 Organization Representative/Office Name and Position (printed)

Rusty Atkins  
 Signature

7-7-25  
 Date

W Patrick Black - treasurer  
 School Faculty Sponsor / Athletic Coach Name (printed)

W P Black  
 Signature

07/07/25  
 Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Indian Education Parent Committee

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024 \$ 9,258.72 ✓

Collections:

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

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

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

Other (list):

College Fund \$ 4,000 \_\_\_\_\_

Ground Dance \$ 2,944 \_\_\_\_\_

Indian Taco Dinner \$ 1,629 \_\_\_\_\_

Total Collections \$ +8,573

Expenditures:

Fundraising Expenses Taco Dinner \$ 484.09 \_\_\_\_\_

Other (list):

Ground Dance \$ 5,291.12 \_\_\_\_\_

College Fund / Senior Gifts \$ 2,180 \_\_\_\_\_

End of School BBQ \$ 407.09 \_\_\_\_\_

Back to School \$ 102 \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ -8,464.30

Total Expenditures \$ -8,362.30

\_\_\_\_\_ \$ \_\_\_\_\_

Ending Cash Balance, June 30, 2025 \$ 9,367.42 ✓

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: W Patrick Block Date: 07/03/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Indian Education Parent Committee

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, 2025 \$ 9,367.42

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	
<u>College Fund</u>	\$ <u>3,000</u>
<u>Goard Dance</u>	\$ <u>3,500</u>
<u>Indian Taco Dinner</u>	\$ <u>1,500</u>

Total Collections \$ 8,000

Expenditures:

Fundraising Expenses	\$ <u>400</u>
Other (list):	
<u>Goard Dance</u>	\$ <u>3,000</u>
<u>College Fund</u>	\$ <u>3,000</u>
<u>Back to School</u>	\$ <u>100</u>
<u>End of School</u>	\$ <u>400</u>
<u>Misc</u>	\$ <u>1,100</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures \$ 8,000

Ending Cash Balance, June 30, 2026 \$ 9,367.42

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 2025-2026 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: W Patrick Black Date: 07/03/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

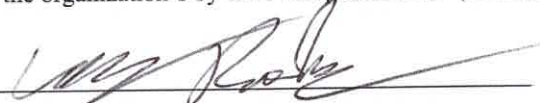
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the \_\_\_\_\_ 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: 7/6/25

Representative:  Date: 7-6-'25

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

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

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

Invoice Code:  
:7/7/2025:S-OKBO19198\_214095



(800) 876-4044

[aim@aim-companies.com](mailto:aim@aim-companies.com)

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### Payment Confirmation

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Organization Name: SPS Indian Education Parent Committee

Date: 7/7/2025

Insured #: OKBO19198

Policy Term: 07/08/2025 - 07/08/2026

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Coverage Information	Limit	Cost
General Liability	\$1,000,000	\$195.00
Directors & Officers Liability	\$1,000,000	\$75.00
<b>TOTAL:</b>		<b>\$270.00</b>
Payment Received:		\$270.00
<u>Transaction Details</u>		
Type	Account Number	Amount Received
EFT	XXXXXX6303	\$270.00
<b>Amount Due:</b>		<b>\$0.00</b>

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- Policies cancelled before the effective date are subject to a \$35 cancellation fee.
- Short term policies are subject to a minimum premium equivalent to 50% of the annual premium or \$50, whichever is greater, not to exceed the total annual premium.
- All premium and fees paid are fully earned at inception.

**APPLICATION FOR SANCTIONING  
Due Annually on July 5**

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: 07/07/25      Select One:    Initial Application \_\_\_\_\_    Renewal X  
 Name of Sanctioned Organization: STILLWATER JUNIOR HIGH SCHOOL PTO  
 Official Mailing Address for the organization: 1900 N. SKYLINE ST. STILLWATER OK 74075  
 Organization's Taxpayer I.D. Number: 73.1059977

**Organization President**

**Organization Treasurer**

Name: MICHELLE MUNSON  
 Phone: 405.742.2395  
 Email: munson@okstatealumni.org

Name: JAYLENE WILLIAMSON  
 Phone: 806.683.8516  
 Email: mitchandjaylene@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: TO ENHANCE & SUPPORT THE EDUCATIONAL EXPERIENCE AT SJHS, TO DEVELOP A CLOSER CONNECTION BETWEEN SCHOOL & HOME BY ENCOURAGING PARENTAL INVOLVEMENT & IMPROVE THE ENVIRONMENT AT SJHS THROUGH VOL & SUPPORT.

Organizations's Website and/or Social Media Accounts: STILLWATER JUNIOR HIGH PTO - FB PAGE

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

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

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

Applicant 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:


Chief Financial Officer  
 314 S. Lewis  
 Stillwater, OK 74074

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

MICHELLE MUNSON / SJHS PTO PRESIDENT  
 Organization Representative/Office Name and Position (printed)

 07-01-25  
 Signature Date

Courtney Mayes M.S. CCC-SUP  
 School Faculty Sponsor / Athletic Coach Name (printed)

 7-1-25  
 Signature Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater Junior High PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 24 \$ 2872.40 ✓

Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 8308.75	
Donations	\$ 848.00	
Parent/Student Contributions	\$ 5.00	
Other (list):		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Collections		\$ <u>9161.75</u>

Expenditures:		
Fundraising Expenses	\$ 2,708.78	
Other (list):		
<u>ON TEACHERS</u>	\$ 4244.50	
<u>TEACHER REQUESTS</u>	\$ 2,335.94	
<u>CHECKS</u>	\$ 24.79	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures		\$ <u>9393.79</u>

Ending Cash Balance, June 30, 25 \$ 2440.42 ✓

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 24-25 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: 07/01/25

Title: PRESIDENT

Received and reviewed by Chief Financial Officer:

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

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SJHS

FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Beginning Cash Balance, July 1, 25 \$ 2440.42

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>8,000</u>	
Donations	\$ <u>1,000</u>	
Parent/Student Contributions	\$ _____	
Other (list):	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Collections \$ 9,000

Expenditures:

Fundraising Expenses	\$ <u>2,500</u>	
Other (list):	\$ _____	
<u>ON TEACHERS</u>	\$ <u>2,000</u>	
<u>ON TEACHER REQUESTS</u>	\$ <u>4,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	

Total Expenditures \$ 10,500.00

Ending Cash Balance, June 30, 26 \$ 1,140.42

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 25-26 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: 07/06/25

Title: PRESIDENT

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

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

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 2024-25 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: *Sharon Allen* Date: 07/06/2025  
Representative: *A. Win* Date: 7-6-25  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_



MEMBER CERTIFICATE OF INSURANCE

07/01/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater Junior High School PTO
Michelle Munson or Current Officer
1900 N. Skyline St.
Stillwater, OK 74075

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

1900 N. Skyline St.
Stillwater, OK 74075

Insured #: OKPO20561

Table with 6 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance, and Amount. Rows include General Liability, Fidelity Bond (Crime), and Directors and Officers.

Retroactive Date:07/01/2025

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of E.B. Allen

**APPLICATION FOR SANCTIONING**  
**Due Annually on July 5**

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: 07/02/2025                      Select One:    Initial Application \_\_\_\_\_ Renewal X  
 Name of Sanctioned Organization:                      Lady Pioneers Basketball Booster Club  
 Official Mailing Address for the organization:                      314 Lewis St, Stillwater, OK 74074  
 Organization's Taxpayer I.D. Number: 99-4373856

**Organization President****Organization Treasurer**

Name: Stacy Watkins  
 Phone: 405.612.6547  
 Email: stacy@dupreesports.com

Name: Cecilia Wagner  
 Phone: 979.324.3933  
 Email: texaswagners@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To provide financial support for the Lady Pioneers basketball teams.

Organizations's Website and/or Social Media Accounts: \_\_\_\_\_

(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 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.

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.

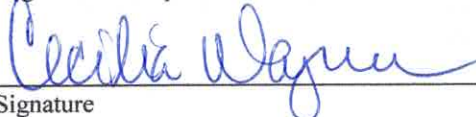
**APPLICATION FOR SANCTIONING (Cont.)**

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Cecilia Wagner/Treasurer

Organization Representative/Office Name and Position (printed)

  
Signature

7/7/25  
Date

Talby Justus / Coach

School Faculty Sponsor / Athletic Coach Name (printed)

  
Signature

July 7, 2025  
Date

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Lady Pioneers Basketball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024		\$	8596.08	✓
Collections:				
Fundraiser, Merchandise Sales, Etc.	\$	9263.23		
Donations	\$	1000.00		
Parent/Student Contributions	\$			
Other (list):				
Camp Fees	\$	3574.00		
	\$			
	\$			
Total Collections	\$		13837.23	
Expenditures:				
Fundraising Expenses	\$	943.40		
Other (list):				
Camp Costs	\$	664.11		
Camp Costs - Referees	\$	1080.00		
Printing	\$	1952.19		
Gear	\$	3733.01		
Banquet / Homecoming / Sr. Night	\$	672.64		
Snacks/Away Meals/Food	\$	633.91		
Misc.	\$	978.17		
	\$			
Total Expenditures	\$		10657.43	
Ending Cash Balance, June 30, 2025	\$		11775.88	✓

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: Cecilia Wagner Date: 7/7/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Lady Pioneers Basketball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, _____		\$	<u>11775.88</u>
Collections:			
Fundraiser, Merchandise Sales, Etc.	\$	<u>6199.12</u>	
Donations	\$	<u>1000.00</u>	
Parent/Student Contributions	\$	<u>750.00</u>	
Other (list):			
_____	\$	_____	
_____	\$	_____	
_____	\$	_____	
Total Collections		\$	<u>7949.12</u>
Expenditures:			
Fundraising Expenses	\$	_____	
Other (list):			
Camp Costs	\$	<u>1500.00</u>	
Camp Referees	\$	<u>900.00</u>	
Printing	\$	<u>2025.00</u>	
Gear	\$	<u>4250.00</u>	
Banquet/Homecoming/Sr Night	\$	<u>950.00</u>	
Snacks/Away Meals/Food	\$	<u>2700.00</u>	
Misc	\$	<u>150.00</u>	
_____	\$	_____	
Total Expenditures		\$	<u>12775.00</u>
Ending Cash Balance, June 30, <u>2026</u>		\$	<u>7,200.00</u>

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 2025-2026 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: Cecilia Wagner Date: 7/7/25

Title: Treasurer

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Kevin Wagner

Date: 7/7/25

Representative: Fancy Waters

Date: 7/7/25

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

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

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

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

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

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



MEMBER CERTIFICATE OF INSURANCE

07/07/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Lady Pioneer Basketball Booster Club
Stacy Watkins or Current Officer
6222 Kenslow Dr
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

6222 Kenslow Dr
Stillwater, OK 74074

Insured #: OKBO19197

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Includes rows for General Liability, Concert Specialty Insurance Company, and various coverage types like Damage to Rented Premises, Extended Medical, etc.

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of EB

APPLICATION FOR SANCTIONING  
Due Annually on July 5

RECEIVED JUL 07 2025

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: 7/7/2025 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization: Pioneer Golf Booster Club

Official Mailing Address for the organization: 4824 Country Club Ct.

Organization's Taxpayer I.D. Number: 46-3996296

Organization President

Organization Treasurer

Name: Steve Ruby

Name: Ashlee Robertson

Phone: (918) 606-6886

Phone: 765 414-0260

Email: Steve.ruby@biclawfirm.com

Email: AshleeRobertson14@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: To raise funds for boys and girls golf teams, grades 9-12. We help pay for meals, equipment, uniforms, tournament fees, and overnight trips.

Organizations's Website and/or Social Media Accounts: @SPSPioneerGolfBC

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Ashlee Robertson - Treasurer  
 Organization Representative/Office Name and Position (printed)

Ashlee Robertson  
 Signature

7/6/25  
 Date

RANDALL PATZKOWSKI  
 School Faculty Sponsor / Athletic Coach Name (printed)

[Signature]  
 Signature

7/6/25  
 Date

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Pioneer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, 2024

\$ 9,484.20 ✓

Collections:

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

Donations \$ 26,981.40

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

Other (list):

Interest Income \$ 1.93

Hosted Girls Tournament fees \$ 3,460.00

WGA Grant \$ 300.00

\$ 30,743.33

Total Collections

Expenditures:

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

Other (list):

Tournament fees & expenses \$ 2,864.23

Meals \$ 3,423.62

Eq. for mat Equipment \$ 11,169.07

Last year strength conditioning \$ 4,710.00

End of year banquet \$ 948.91

Coaches Dues \$ 80.00

Hosting Girls Tournament \$ 3,331.84

2024 Girls State Championship \$ 6,895.98

Total Expenditures

Misc

287.29

\$ 33,235.94

Ending Cash Balance, June 30, 2025

\$ 6,991.59 ✓

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: Ashlee Robertson

Date: 7/6/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Pioneer Golf Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, 2025

\$ 6,991.59

Collections:

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

\$ 30,000  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Collections

\$ 30,000.00

Expenditures:

- Fundraising Expenses
- Other (list):
- Breakfast tournaments
- Meals & Snacks
- Uniforms & Equipment
- Coaches Plus
- Banquet
- Training

\$ \_\_\_\_\_  
 \$ 10,000  
 \$ 4,000  
 \$ 12,000  
 \$ 80  
 \$ 1,000  
 \$ 2,500  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

Total Expenditures

\$ 29,580.00

Ending Cash Balance, June 30, 2026

\$ 7,411.59

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 2025-2026 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: Ashlee Robertson

Date: 7/6/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

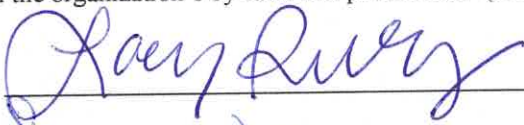
This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club's financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with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


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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative:  Date: 7-7-25

Representative:  Date: 7-7-25

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

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

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

Invoice Code:  
:7/7/2025:S-OKBO19196\_214036



(800) 876-4044

[aim@aim-companies.com](mailto:aim@aim-companies.com)

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### Payment Confirmation

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Organization Name: Pioneer Golf Booster Club

Date: 7/7/2025

Insured #: OKBO19196

Policy Term: 07/08/2025 - 07/08/2026

---

Coverage Information	Limit	Cost
General Liability	\$1,000,000	\$195.00
<b>TOTAL:</b>		<b>\$195.00</b>
Payment Received:		\$195.00
 <u>Transaction Details</u>		
Type	Account Number	Amount Received
CreditCard	XXXXXXXXXXXX4242	\$195.00
<b>Amount Due:</b>		<b>\$0.00</b>

---

- Policies cancelled before the effective date are subject to a \$35 cancellation fee.
- Short term policies are subject to a minimum premium equivalent to 50% of the annual premium or \$50, whichever is greater, not to exceed the total annual premium.
- All premium and fees paid are fully earned at inception.

### APPLICATION FOR SANCTIONING Due Annually on July 5

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: July 3rd 2025 Select One: Initial Application \_\_\_\_\_ Renewal

Name of Sanctioned Organization: Pioneer Tennis Booster Club

Official Mailing Address for the organization: 3700 W. 19th Ave I11, STW OK 74074

Organization's Taxpayer I.D. Number: 47-4364839

**Organization President**

Name: Brian Vaughn

Phone: 405-341-8818 / 250-2447

Email: \_\_\_\_\_

**Organization Treasurer**

Name: Will Beck

Phone: 816 489 3165

Email: wbeck@orv.edu

Organization's Purpose, Goals, and the Benefit to District Students: Raise money to help build and support SPS Tennis Program. The Booster club expects to support 30+ athletes in the HST JHS

Organizations's Website and/or Social Media Accounts: \_\_\_\_\_  
IG: Stillwater pioneer tennis

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Will Beck, Treasurer

Organization Representative/Office Name and Position (printed)

Beck

Signature

June 25, 2025

Date

Chance Sistruck, Head Coach

School Faculty Sponsor / Athletic Coach Name (printed)

Chance Sistruck

Signature

July 3rd 2025

Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Pioneer Tennis Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR \_\_\_\_\_

Beginning Cash Balance, July 1, 2024 \$ 5,109.91 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ _____
Donations	\$ _____
Parent/Student Contributions	\$ _____
Other (list):	
<u>Player Fees</u>	\$ <u>3525.00</u>
<u>sponsorals</u>	\$ <u>20,058.00</u>
<u>other HS payment fees</u>	\$ <u>1080.00</u>

Total Collections \$ 24,663

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	
<u>uniforms</u>	\$ <u>6800</u>
<u>meals</u>	\$ <u>5470</u>
<u>Team Guets</u>	\$ <u>1500</u>
<u>Banquet Food/Drcol</u>	\$ <u>1700</u>
<u>State Tournament</u>	\$ <u>1400</u>
<u>STW tournament</u>	\$ <u>650</u>
<u>Capital murrqment</u>	\$ <u>3646</u>
<u>State Champ Brick/Plaque</u>	\$ <u>1,500</u>

Total Expenditures \$ 22,666.17

Ending Cash Balance, June 30, 2025 \$ 6,912.16 ✓

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

Representative/Officer: Will Beck Date: June 30, 2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Pioneer Tennis Boosters Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		\$ <u>9,113.16</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ <u>15,500</u>	
Donations	\$ _____	
Parent/Student Contributions	\$ <u>3,500</u>	
Other (list):		
<u>STW touring</u>	\$ <u>1,000</u>	
_____	\$ _____	
_____	\$ _____	
Total Collections		\$ <u>20,000</u>
Expenditures:		
Fundraising Expenses	\$ _____	
Other (list):		
<u>Uniforms</u>	\$ <u>5,000</u>	
<u>meals</u>	\$ <u>3,500</u>	
<u>Team Events</u>	\$ <u>1,500</u>	
<u>Investment equipment</u>	\$ <u>5,705</u>	
<u>insurance</u>	\$ <u>195</u>	
<u>Banquet</u>	\$ <u>1,600</u>	
_____	\$ _____	
_____	\$ _____	
Total Expenditures		\$ <u>17,500</u>
Ending Cash Balance, June 30, <u>2026</u>		\$ <u>11,613.16</u>

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

Representative/Officer: Will Beck Date: June 25, 2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Courtney B. Blandridge Combs Perry Date: 18 JUN 2025

Representative: [Signature] Rhoad Craig Date: 3 JULY 2025

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

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

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



MEMBER CERTIFICATE OF INSURANCE

06/18/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Pioneer Tennis Booster Club
Will Beck or Current Officer
3700 W. 19th Ave #111
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

3700 W. 19th Ave #111
Stillwater, OK 74074

Insured #: OKBO19155

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Includes rows for General Liability with various sub-coverages like Concert Specialty Insurance Company, Damage to Rented Premises, Extended Medical, Personal & Advertising Injury, General Aggregate, and Products - Comp/Ops.

Certificate Holder: Proof of Insurance (empty box)

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of E.B. Allen



MEMBER CERTIFICATE OF INSURANCE

07/08/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Lady Pioneer Basketball Booster Club
Stacy Watkins or Current Officer
6222 Kenslow Dr
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

6222 Kenslow Dr
Stillwater, OK 74074

Insured #: OKBO19197

Table with 6 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance, and Amount. Rows include General Liability with various sub-coverages like Concert Specialty Insurance Company, Damage to Rented Premises, Extended Medical, Personal & Advertising Injury, General Aggregate, and Products - Comp/Ops.

Certificate Holder:
Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature

# CERTIFICATE OF COVERAGE

This "Certificate of Coverage", together with the master policy to which it is attached, constitute the policy issued to the "Certificate Holder". Any coverage listed below is subject to the terms, conditions and limitations set forth below and in the master policy referenced.

<b>POLICYHOLDER NAME AND ADDRESS:</b> Education Support Purchasing Group c/o Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946															
<b>CERTIFICATE HOLDER (NAMED INSURED) NAME AND ADDRESS:</b> Lady Pioneer Basketball Booster Club 6222 Kenslow Dr Stillwater OK, 74074															
<b>Insured #</b> OKBO19197															
<b>The Certificate Holder is:</b>															
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Organization/Corporation <input type="checkbox"/> Trust															
<input checked="" type="checkbox"/> Other                      Non-Profit															
Location of Business:	6222 Kenslow Dr Stillwater OK, 74074														
Business Description:	Booster Club														
<b>ITEM 1</b>	<b>COVERAGE PERIOD:</b> <b>Effective:</b> 07/08/2025 <b>To:</b> 07/08/2026 At 12:01 A.M. Standard Time at the mailing address of the policyholder shown above. <b>CERTIFICATE NUMBER:</b> GL2025AIM34376 <b>PRIOR CERTIFICATE NUMBER:</b> NEW														
<b>ITEM 2</b>	<b>INSURER:</b> Concert Specialty Insurance Company Master Policy Number: GL2025AIM00001														
<b>ITEM 3</b>	<b>PRODUCER NAME AND ADDRESS:</b> AIM Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946 Surplus Lines License #1615689														
<b>ITEM 4</b>	<b>SCHEDULE OF CHARGES:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Commercial General Liability Premium</td> <td style="text-align: right;">\$ 68.00</td> </tr> <tr> <td>Policy Fees</td> <td style="text-align: right;">\$ 117.98</td> </tr> <tr> <td>Surplus Lines Tax</td> <td style="text-align: right;">\$ 9.02</td> </tr> <tr> <td>Stamping Fee</td> <td style="text-align: right;">\$ 0.00</td> </tr> <tr> <td><b>Grand Total</b></td> <td style="text-align: right;"><b>\$ 195.00</b></td> </tr> </table>	Commercial General Liability Premium	\$ 68.00	Policy Fees	\$ 117.98	Surplus Lines Tax	\$ 9.02	Stamping Fee	\$ 0.00	<b>Grand Total</b>	<b>\$ 195.00</b>				
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Surplus Lines Tax	\$ 9.02														
Stamping Fee	\$ 0.00														
<b>Grand Total</b>	<b>\$ 195.00</b>														
<b>ITEM 5</b>	<b>SCHEDULE OF CASUALTY COVERAGE AND LIMITS OF INSURANCE:</b> <b>COMMERCIAL GENERAL LIABILITY COVERAGE FORM</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">General Aggregate Limit (Other Than Products Completed Operations)</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> <tr> <td>Products-Completed Operations Aggregate Limit</td> <td style="text-align: right;">\$ 2,000,000</td> </tr> <tr> <td>Personal and Advertising Injury Limit</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>Each Occurrence Limit</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> <tr> <td>Damage to Premises Rented To You Limit (Any One Premises)</td> <td style="text-align: right;">\$ 50,000</td> </tr> <tr> <td>Medical Expense Limit (Any One Person)</td> <td style="text-align: right;">\$ 5,000</td> </tr> <tr> <td>Medical Expense Aggregate Limit</td> <td style="text-align: right;">\$ 1,000,000</td> </tr> </table>	General Aggregate Limit (Other Than Products Completed Operations)	\$ 2,000,000	Products-Completed Operations Aggregate Limit	\$ 2,000,000	Personal and Advertising Injury Limit	\$ 1,000,000	Each Occurrence Limit	\$ 1,000,000	Damage to Premises Rented To You Limit (Any One Premises)	\$ 50,000	Medical Expense Limit (Any One Person)	\$ 5,000	Medical Expense Aggregate Limit	\$ 1,000,000
General Aggregate Limit (Other Than Products Completed Operations)	\$ 2,000,000														
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Damage to Premises Rented To You Limit (Any One Premises)	\$ 50,000														
Medical Expense Limit (Any One Person)	\$ 5,000														
Medical Expense Aggregate Limit	\$ 1,000,000														

**ABUSIVE CONDUCT LIMITED LIABILITY COVERAGE**

Abusive Conduct Each Incident Limit \$ Not Covered  
 Abusive Conduct Aggregate Limit \$ Not Covered  
 Deductible \$ Not Covered  
 Retroactive Date

**ELECTRONIC CHATROOM/BULLETIN BOARD ACTIVITIES COVERAGE**

Each Offense Limit \$ Not Covered  
 Aggregate Limit \$ Not Covered

**EMPLOYEE BENEFITS LIABILITY COVERAGE**

Each Employee Limit \$ Not Covered  
 Aggregate \$ Not Covered  
 Deductible (Each Employee) \$ Not Covered  
 Retroactive Date

**HIRED AND NON-OWNED AUTO LIABILITY COVERAGE**

Hired Auto Liability Limit (Per Occurrence) \$ Not Covered  
 Non-Owned Auto Liability Limit (Per Occurrence) \$ Not Covered

**ITEM 6 MASTER POLICY FORMS & ENDORSEMENT SCHEDULE**

Form #		Description
CG DS 01	10 01	COMMERCIAL GENERAL LIABILITY DECLARATIONS
CS IL 00 01	05 19	SIGNATURE PAGE
CS IL 00 12	07 11	SCHEDULE OF FORMS AND ENDORSEMENTS
IL 00 17	11 98	COMMON POLICY CONDITIONS
IL 00 21	09 08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
CS IL 00 19	10 12	SERVICE OF SUITS - CONCERT SPECIALTY INSURANCE COMPANY
CS PN 04 99 TX	07 23	IMPORTANT NOTICE TO ALL TEXAS POLICYHOLDERS
CS PN 04 99 75	06 20	NOTICE TO POLICYHOLDER - TEXAS
IL P 001	01 04	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS
CG 00 01	04 13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
CS GL 06 02	06 20	AMENDED - WHO IS AN INSURED
CS GL 06 04	12 22	MEDICAL PAYMENTS COVERAGE
CS IL 30 68	06 20	MINIMUM EARNED PREMIUM
CG 21 07	05 14	EXCLUSION - ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA RELATED LIABILITY - LIMITED
CG 21 09	06 15	BODILY INJURY EXCEPTION NOT INCLUDED
CG 21 32	05 09	EXCLUSION - UNMANNED AIRCRAFT
CG 21 33	11 85	COMMUNICABLE DISEASE EXCLUSION
CG 21 36	03 05	EXCLUSION - DESIGNATED PRODUCTS
CG 21 39	10 93	EXCLUSION - NEW ENTITIES
CG 21 47	12 07	CONTRACTUAL LIABILITY LIMITATION EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG 21 55	09 99	TOTAL POLLUTION EXCLUSION WITH HOSTILE FIRE EXCEPTION
CG 21 67	12 04	FUNGI OR BACTERIA EXCLUSION
CG 21 96	03 05	SILICA OR SILICA-RELATED DUST EXCLUSION
CS GL 02 23	10 13	ASBESTOS EXCLUSION
CS GL 02 35	10 13	LEAD EXCLUSION
CS GL 02 89	06 13	CROSS LIABILITY EXCLUSION INCLUDING SUITS BROUGHT BY EMPLOYEES
CS GL 03 19	06 14	EXCLUSION - PUNITIVE DAMAGES
CS GL 04 06	03 15	ABUSIVE CONDUCT EXCLUSION
CS GL 05 42	03 19	DEFENSE COSTS INCLUDED WITHIN LIMITS OF LIABILITY
CS GL 05 65	04 19	RADON EXCLUSION
CS GL 06 62	06 20	MOBILE EQUIPMENT EXCLUSION AMENDED
CS GL 06 07	06 20	PYROTECHNICS AND EXPLOSIVES EXCLUSION

CS GL 06 08	06 20	NON-STACKING OF LIMITS
IL 09 85	12 20	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT
CG 21 71	01 15	EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG 21 76	01 15	EXCLUSION OF PUNITIVE DAMAGES RELATED TO A CERTIFIED ACT OF TERRORISM
CG 21 84	01 15	EXCLUSION OF CERTIFIED NUCLEAR, BIOLOGICAL, CHEMICAL OR RADIOLOGICAL ACTS OF TERRORISM; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG 04 35	12 07	EMPLOYEE BENEFITS LIABILITY COVERAGE
GL 05 92	11 19	HIRED AND NON-OWNED AUTO LIABILITY INSURANCE
GL 03 12	06 14	ABUSIVE CONDUCT LIMITED LIABILITY ENDORSEMENT CLAIMS-MADE AND DWL
CS GL 03 12	06 14	ELECTRONIC CHATROOM/BULLETIN BOARD ACTIVITIES COVERAGE
CG 27 15	12 07	EXTENDED REPORTING PERIOD ENDORSEMENT FOR EMPLOYEE BENEFITS LIABILITY COVERAGE
CS GL 06 09	06 20	SCHEDULED WAIVER OF SUBROGATION
CG 20 26	12 19	ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION
CG 20 01	12 19	PRIMARY AND NONCONTRIBUTORY - OTHER INSURANCE CONDITION
CG 21 44	04 17	LIMITATION OF COVERAGE TO DESIGNATED PREMISES, PROJECT OR OPERATION
CS IL 31 14	07 20	POLICY CONDITIONS ADDED
CG 20 02	11 85	ADDITIONALINSURED - CLUB AND ASSOCIATION MEMBERS
GL 12 58	04 22	AMENDMENT OF OTHER INSURANCE CONDITION
GL 00 24	04 22	EXCLUSION- ASSUALT OR BATTERY
GL 16 16	04 22	EXCLUSION- ENTERTAINERS, PARTICIPANTS AND EQUIPMENT
GL 16 88	04 22	EXCLUSION- ATHLETIC OR SPORTS PARTICIPANTS
GL 16 89	12 22	EXCLUSION- CHARTERED ORGANIZATIONS
GL 21 53	01 96	EXCLUSION - DESIGNATED ONGOING OPERATIONS
CS PN 04 99 72	06 20	HOW TO REPORT A CLAIM

**ITEM 7 FORMS SPECIFIC TO CERTIFICATE HOLDER SHOWN ON THIS CERTIFICATE:**

Form #	Description
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**APPLICATION FOR SANCTIONING**  
**Due Annually on July 5**

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: 07/01/2025 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization: Richmond Parent Teacher Organization

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

Organization's Taxpayer I.D. Number: 73-1391311

**Organization President**

**Organization Treasurer**

Name: Saralynn Boren

Name: Leann DeLong

Phone: 405-714-3785

Phone: 405-714-2920

Email: borensaralynn@gmail.com

Email: leanndelong@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: 1) Promote the welfare of children; 2) raise the standard of home life; 3) secure adequate laws for the care and protection of children; 4) bring home and school closer that parents and teachers may cooperate intelligently in the education of children; 5) Unify efforts between educators and the general public to secure for all children the highest advantages in education.

Organizations's Website and/or Social Media Accounts: \_\_\_\_\_

https://richmondsps.ptboard.com/

(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 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.

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.

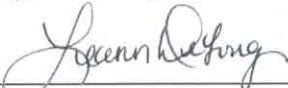
**APPLICATION FOR SANCTIONING (Cont.)**

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Leann DeLong, Treasurer

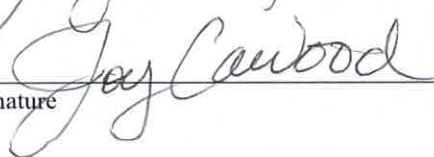
Organization Representative/Office Name and Position (printed)

  
Signature

07/01/2025

Date

- Joy Carwood  
School/Faculty Sponsor / Athletic Coach Name (printed)

  
Signature

7/1/2025

Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Richmond Parent Teacher Organization

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024/2025

Beginning Cash Balance, July 1, 2024 \$ 25,712.09 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	<u>\$ 24,954.05</u>
Donations	<u>\$ 1,947.21</u>
Parent/Student Contributions	<u>\$ 2,716.38</u>
Other (list):	
Interest Income	<u>\$ 231.54</u>
Restaurant/Business Nights	<u>\$ 3,339.21</u>
Rocket Run	<u>\$ 31,197.12</u>

Total Collections \$ 64,385.51

Expenditures:

Fundraising Expenses	<u>\$ 15,154.87</u>
Other (list):	
Equipment & Depreciation	<u>\$ 9,138.22</u>
Office Expenses	<u>\$ 4,491.02</u>
Teacher Appreciation & Reimbursement	<u>\$ 6,332.53</u>
Special Programs	<u>\$ 10,913.42</u>
	<u>\$</u>
	<u>\$</u>
	<u>\$</u>
	<u>\$</u>

Total Expenditures \$ 46,030.06

Ending Cash Balance, June 30, 2025 \$ 44,049.36 ~~\$ 44,049.36~~ \$ 44,017.54

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: *Joann Helbing* Date: 07/01/2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

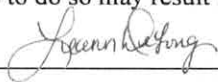
ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)

Name of Organization/Association: Richmond Parent Teacher Organization

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		<u>\$ 44,067.54</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	<u>\$ 50,000</u>	
Donations	<u>\$ 5,000</u>	
Parent/Student Contributions	<u>\$</u>	
Other (list):		
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Collections		<u>\$ 55,000.00</u>
Expenditures:		
Fundraising Expenses	<u>\$ 20,000</u>	
Other (list):		
Office Expenses	<u>\$ 5,000</u>	
Teacher Appreciation & Reimbursement	<u>\$ 7,000</u>	
Special Programs	<u>\$ 15,000</u>	
Equipment & Depreciation	<u>\$ 30,000</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Expenditures		<u>\$ 77,000.00</u>
Ending Cash Balance, June 30, <u>2026</u>		<u>\$ 22,067.54</u>

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 2025-2026 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer:  Date: 07/01/2025

Title: Treasurer

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

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Ashley L. Kille Date: 07/02/2025

Representative: \_\_\_\_\_ Date: 07/02/2025

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

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

Representative: \_\_\_\_\_ 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 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Brodiane Chesser

Date: 07/02/2025

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

Date: 07/02/2025

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

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

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

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

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

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

2

**Stillwater PTO**

July 2024-June 2025 Cash Flow Proof

BOY Cash	7/1/2024	25,712.09
EOY Cash	6/30/2025	44,067.54
Net Cash Inc/Dec for Year		18,355.45

**DEPOSITS**

*Interest Income*

July	11.26	
August	11.34	
September	11.01	
October	19.84	
November	23.81	
December	25.52	
January	23.94	
February	19.69	
March	23.40	
April	22.00	
May	21.55	
June	18.18	
Total		231.54

Running Balance

July	27,221.18
August	25,997.34
September	29,521.25
October	58,290.00
November	57,043.09
December	62,248.21
January	53,625.70
February	51,707.38
March	56,195.82
April	52,758.41
May	49,632.60
June	44,067.54 - check

*Deposits / Fundraising*

July	1,896.58	
August	-	
September	5,168.49	
October	37,045.41	
November	2,179.17	
December	9,048.25	
January	44.05	
February	3,301.58	
March	13,006.30	
April	2,317.36	
May	2,129.14	
June	-	
Total		76,136.33

**WITHDRAWALS**

July	398.75	
August	1,235.18	
September	1,655.59	
October	8,296.50	
November	3,449.89	
December	3,868.65	
January	8,690.50	
February	5,239.59	
March	8,541.26	
April	5,776.77	
May	5,276.50	
June	5,583.24	
Total		(58,012.42)

**NET INCREASE (DECREASE)**

18,355.45

- check

3



# MEMBER CERTIFICATE OF INSURANCE

07/04/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Richmond Parent Teacher Organization  
Leann DeLong or Current Officer  
201 W Richmond Rd  
Stillwater, OK 74075

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 742946  
Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
Management, Inc.  
P.O. Box 742946  
Dallas, TX 75374-2946

**Named Insured Member (physical address):**

201 W Richmond Rd  
Stillwater, OK 74075

Insured #: OKPO20565

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
General Liability Concert Specialty Insurance Company	GL2025AIM34218	07/04/25 - 07/04/26	\$0	Per Occurrence \$1,000,000
		07/04/25 - 07/04/26		Damage to Rented Premises \$50,000
		07/04/25 - 07/04/26		Extended Medical \$5,000
		07/04/25 - 07/04/26		Personal & Advertising Injury \$1,000,000
Fidelity Bond (Crime) Concert Specialty Insurance Company	CR2025AIM25499	07/04/25 - 07/04/26	\$250	General Aggregate \$2,000,000
				Products - Comp/Ops \$2,000,000
Directors and Officers Concert Specialty Insurance Company	DO2025AIM28889	07/04/25 - 07/04/26	\$0	Per Occurrence / Aggregate \$1,000,000

Retroactive Date:07/04/2025

**Certificate Holder:**

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

## APPLICATION FOR SANCTIONING

### Due Annually on July 5

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: 07/21/2025Select One: Initial Application \_\_\_\_\_ Renewal 

Name of Sanctioned Organization: \_\_\_\_\_

SHS Cheer Booster

Official Mailing Address for the organization: \_\_\_\_\_

3915 W. Eagle Creek Ave., Stillwater, OK 74074Organization's Taxpayer I.D. Number: 26-2821104**Organization President****Organization Treasurer**Name: Kristi DuhonName: Amy Jo DearingPhone: 405-747-6804Phone: 405-301-3155Email: duhons@att.netEmail: amyjo.dearing@gmail.comOrganization's Purpose, Goals, and the Benefit to District Students: to provide additional financial supportand funding with fundraising opportunities for SHS Cheer.Organizations's Website and/or Social Media Accounts: stillwaterschools.com/athletic/spiritsquad

(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 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.

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**  
**Due Annually on July 5**

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: 07/21/2025

Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization: \_\_\_\_\_

SHS Cheer Booster

Official Mailing Address for the organization: \_\_\_\_\_

3915 W. Eagle Creek Ave., Stillwater, OK 74074

Organization's Taxpayer I.D. Number: 26-2821104

**Organization President**

**Organization Treasurer**

Name: Kristi Duhon

Name: Amy Jo Dearing

Phone: 405-747-6804

Phone: 405-301-3155

Email: duhons@att.net

Email: amyjo.dearing@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: to provide additional financial support

and funding with fundraising opportunities for SHS Cheer.

Organizations's Website and/or Social Media Accounts: stillwaterschools.com/athletic/spiritsquad

(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.

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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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

**Kristi Duhon, President**

Organization Representative/Office Name and Position (printed)


  
Signature

July 21, 2025

Date

**Lauren Duhon, SHS Cheer/Stunt Coach**

School Faculty Sponsor / Athletic Coach Name (printed)

  
Signature

July 21, 2025

Date

\*SEE THE BREAKDOWN ON THE NEXT PAGE →

STILLWATER BOARD OF EDUCATION

CFBB-E

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: SHS Cheer Booster

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, _____	\$	<u>4199.90</u> ✓
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$	_____
Donations	\$	_____
Parent/Student Contributions	\$	_____
Other (list):	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Collections	\$	<u>50,602.37</u>
Expenditures:		
Fundraising Expenses	\$	_____
Other (list):	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
Total Expenditures	\$	<u>40,154.61</u>
Ending Cash Balance, June 30, <u>2025</u>	\$	<u>10,447.76</u> ✓

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

Representative/Officer: Krista Wulm

Date: July 21, 2025

Title: President

Received and reviewed by Chief Financial Officer:

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

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

**Profit and Loss**  
**SHS Cheer Boosters**  
 July 1, 2024-June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Athlete Payments	25,022.51
Calendar Sales	7,415.00
Cheer Clinic	2,688.55
Fall Flower Fundraiser	852.00
Monthly Booster Dues	3,755.00
Non-Profit Income	411.00
Restaurant Fundraiser	558.91
Spring Fundraiser	4,899.50
SYFA Cheer	800.00
Uncategorized Income	4,199.90
<b>Total for Income</b>	<b>\$50,602.37</b>
Cost of Goods Sold	<b>\$50,602.37</b>
<b>Gross Profit</b>	
Expenses	
Bank Charges & Fees	441.00
Calendar Fundraiser	4,130.00
Cheer Camp	8,450.00
Choreography	6,900.04
Competition Fees	423.00
Job Supplies	266.17
Meals & Entertainment	1,249.98
Nationals	7,662.53
Office Supplies & Software	36.83
Travel	4,499.53
Uniforms/Team Wear	6,095.53
<b>Total for Expenses</b>	<b>\$40,154.61</b>
<b>Net Operating Income</b>	<b>\$10,447.76</b>
Other Income	
Other Expenses	
<b>Net Other Income</b>	<b>0</b>
<b>Net Income</b>	<b>\$10,447.76</b>

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: SHS Cheer Booster

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, _____		\$ <u>10,447.76</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ <u>22,000.00</u>	
Donations	\$ _____	
Parent/Student Contributions	\$ <u>16,340.00</u>	
Other (list):	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Collections		\$ <u>38,340.00</u>
Expenditures:		
Fundraising Expenses	\$ _____	
Other (list):		
Camp	\$ <u>10,800.00</u>	
Nationals	\$ <u>27,000.00</u>	
Uniforms/Squad Attire	\$ <u>7,110.00</u>	
Asst. Coach/Tumbling Coach	\$ <u>5,400.00</u>	
Misc. (Equip/Gameday meals, Stunt Fees, etc.)	\$ <u>5,400.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures		\$ <u>54,270.00</u>
Ending Cash Balance, June 30, <u>2026</u>		\$ <u>5,482.24</u>

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 2025-2026 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: *Krista H. Duh*

Date: July 21, 2025

Title: President

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

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

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 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: *Kristi Duhon* Date: July 21, 2025  
Kristi Duhon, President

Representative: *Lauren Duhon* Date: July 21, 2025  
Lauren Duhon, SHS Cheer/Stunt Coach

Representative: *Amy Jo Dearinger* Date: July 21, 2025  
Amy Jo Dearinger, Treasurer

Representative: *Cady Walsted* Date: 7-21-2025

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



**MEMBER CERTIFICATE OF INSURANCE**

07/18/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Stillwater High School Cheer Boosters  
 Kristi Duhon or Current Officer  
 3915 W. Eagle Creek Ave  
 Stillwater, OK 74074

**Named Insured & Mailing Address**

Education Support Purchasing Group  
 c/o AIM  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
 Management, Inc.  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Named Insured Member (physical address):**

3915 W. Eagle Creek Ave  
 Stillwater, OK 74074

Insured #: OKBO19218

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability <small>Concert Specialty Insurance Company</small>	GL2025AIM35009	07/19/25 - 07/19/26	\$0	Per Occurrence	\$1,000,000
		07/19/25 - 07/19/26		Damage to Rented Premises	\$50,000
		07/19/25 - 07/19/26		Extended Medical	\$5,000
		07/19/25 - 07/19/26		Personal & Advertising Injury	\$1,000,000
		07/19/25 - 07/19/26		General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000

**Certificate Holder:**

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

APPLICATION FOR SANCTIONING
Due Annually on July 5

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: July 28th, 2025 Select One: Initial Application \_\_\_\_\_ Renewal X

Name of Sanctioned Organization: SHS Lady Pioneer Softball Booster Club

Official Mailing Address for the organization: 601 S Washington St #146 Stillwater, OK 74074

Organization's Taxpayer I.D. Number: \_\_\_\_\_

Organization President

Name: Kelsey Vaughn
Phone: 918-607-7802
Email: kels9382@gmail.com

Organization Treasurer

Name: Toby Deal
Phone: 405-338-8421
Email: real6deal@yahoo.com

Organization's Purpose, Goals, and the Benefit to District Students: Raise money to ensure successful season for the Lady Pioneer Softball players.

Organizations's Website and/or Social Media Accounts: SHS Lady Pioneer Softball, SJHS Softball, Stillwater Lady Pioneer Softball on Facebook accts

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

Toby Deal Treasurer  
 Organization Representative/Office Name and Position (printed)

Toby Deal  
 Signature

7/27/2025  
 Date

\* Karie Linsenmeyer - Coach  
 School Faculty Sponsor / Athletic Coach Name (printed)

Karie Linsenmeyer  
 Signature

7/27/25  
 Date

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: SHS Lady Pioneer Softball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024

Beginning Cash Balance, July 1, 2024 \$ 11,680.04 ✓

Collections:

Fundraiser, Merchandise Sales, Etc.	\$	<u>15,330.00</u>
Donations	\$	<u>10,000.00</u>
Parent/Student Contributions	\$	<u>10,338.14</u>
Other (list):		
<u>CONCESSION SALES</u>	\$	<u>1000.00</u>
<u>EVENTS /Chipotle /Parking/trip</u>	\$	<u>2565.00</u>
<u>Football Concession</u>	\$	<u>1000.00</u>

Total Collections

\$ 40,233.74

Expenditures:

Fundraising Expenses	\$	
Other (list):		
<u>Coach Stipends</u>	\$	<u>5260.10</u>
<u>Tournament Fees</u>	\$	<u>1150.00</u>
<u>Banners Signs</u>	\$	<u>2132.32</u>
<u>In /Out State travel</u>	\$	<u>3755.66</u>
<u>Field Supply /Maintenance</u>	\$	<u>4596.73</u>
<u>Concession Supplies</u>	\$	<u>2759.68</u>
<u>State Tournament</u>	\$	<u>1152.88</u>
<u>Banquet /Events /other</u>	\$	<u>8,834.49</u>

Total Expenditures

\$ 29,641.84

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

\$ 22,271.94 ✓

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 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: Toby Deal

Date: 7/27/2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: SHS Lady Pioneer Softball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025

Beginning Cash Balance, July 1, 2025 \$ 22,271.94

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>8,000.00</u>
Donations <u>locker Room</u>	\$ <u>30,000.00</u>
Parent/Student Contributions	\$ <u>10,000.00</u>
Other (list):	
<u>Concession Sales</u>	\$ <u>10,000.00</u>
<u>Events</u>	\$ <u>1,500.00</u>
	\$

\$ 50,500.00

Total Collections

Expenditures:

Fundraising Expenses	\$
Other (list):	
<u>locker Rooms</u>	\$ <u>29,000.00</u>
<u>concession</u>	\$ <u>2,500.00</u>
<u>Tournament/Travel/Fees</u>	\$ <u>7,500.00</u>
<u>Field Supply Maintenance</u>	\$ <u>4,500.00</u>
<u>concession supplies</u>	\$ <u>2,000.00</u>
<u>Banner/Events/Other</u>	\$ <u>7,500.00</u>
<u>Banners/Signs</u>	\$ <u>2,200.00</u>
	\$

\$ 55,200.00

Total Expenditures

Ending Cash Balance, June 30, 2026

\$ 17,571.94

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 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: Toby Deal

Date: 7/27/2025

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

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

Representative: Toby Deal Date: 7/27/2025

Representative: Kelsey Vaughn Date: 7/27/2025

Representative: Jabi Deal Date: 7/27/2025

Representative: April Gberg Date: 7/28/2025

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



MEMBER CERTIFICATE OF INSURANCE

07/24/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater High School Softball Booster Club
Toby Deal or Current Officer
3512 N Ramsey St
Stillwater, OK 74075

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

3512 N Ramsey St
Stillwater, OK 74075

Insured #: OKBO19223

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Includes rows for General Liability with various sub-coverages like Concert Specialty Insurance Company, Damage to Rented Premises, Extended Medical, Personal & Advertising Injury, General Aggregate, and Products - Comp/Ops.

Certificate Holder: Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of EB Allen

**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: July 7, 2025

Select One: Initial Application  Renewal

Name of Sanctioned Organization:

Stillwater HS Swim Booster Club

Official Mailing Address for the organization:

314 S Lewis St. Stillwater, OK 74074

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

**Organization President**

Name: Jeanette Mendez

Phone: 405-714-3561

Email: jeanettemendez@yahoo.com

**Organization Treasurer**

Name: Greta Sisneros

Phone: 303-562-8042

Email: gertjos@hotmail.com

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

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

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

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

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

Instructions for Completing Application:

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

Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074

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

**Jeanette Mendez-President**

Organization Representative/Office Name and Position (printed)

Signature

7/7/2025

Date

**Angela Knott**

School Faculty Sponsor / Athletic Coach Name (printed)

Signature

7/7/2025

Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, <u>2024</u>		\$ 8,299.04	✓
Collections:			
Fundraiser, Merchandise Sales, Etc.	\$ 8,242.07		
Donations	\$ 2,450.00		
Parent/Student Contributions	\$ 3,905		
Other (list):	\$		
_____	\$		
_____	\$		
_____	\$		
Total Collections		\$ 14,597.07	
Expenditures:			
Fundraising Expenses	\$ 1,483.69		
Other (list):			
Gear	\$ 3,155.86		
Meals/Snacks	\$ 4,037.27		
Banquets	\$ 2,215.49		
Advertising	\$ 1,265.00		
_____	\$		
_____	\$		
_____	\$		
_____	\$		
Total Expenditures		\$ 12,157.31	
Ending Cash Balance, June 30, <u>2025</u>		\$ 10,738.80	✓

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: Greta Sisneros Date: 7/7/25  
Title: Greta Sisneros- Treasurer

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

**APPLICATION FOR SANCTIONING (Cont.)**

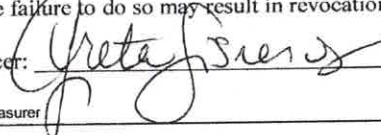
ORGANIZATION/ASSOCIATION  
UNAUDITED CASH FLOW STATEMENT **FOR UPCOMING SCHOOL YEAR (JULY 1 – JUNE 30)**

Name of Organization/Association: Stillwater HS Swim Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		<u>\$ 10,738.80 (Actual)</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	<u>\$ 8,000.00</u>	
Donations	<u>\$ 2,000.00</u>	
Parent/Student Contributions	<u>\$ 4,000.00</u>	
Other (list):	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Collections		<u>\$ 14,000.00</u>
Expenditures:		
Fundraising Expenses	<u>\$ 2,000.00</u>	
Other (list):		
Gear	<u>\$ 2,000.00</u>	
Meals/Snacks	<u>\$ 3,500.00</u>	
Banquets	<u>\$ 4,500.00</u>	
Advertising	<u>\$ 1,500.00</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
_____	<u>\$</u>	
Total Expenditures		<u>\$ 14,000.00</u>
Ending Cash Balance, June 30, <u>2026</u>		<u>\$ 10,738.80</u>

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

Representative/Officer:  Date: 7/7/25  
Title: Greta Sisneros-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 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: Morgan Scott

Date: 07/07/2025

Representative: Darrell Johnson

Date: 07/07/2025

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

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

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

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

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

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



Your agent

Jeff Millerd

3916 W 6th Avenue  
Stillwater OK 74074-1745

Phone: 405-372-4242

JEANETTE MENDEZ  
3503 S WESTERN RD  
STILLWATER OK 74074-2403

SHS Swim Team  
Booster Club



Would you like to go paperless?  
Scan QR or visit [statefarm.com/paperless](https://statefarm.com/paperless) to sign up today.



# Payment Receipt

Thank you for your payment. Here's your receipt.

We received payment from your financial card ending in 6590 in the amount of \$210.00 on July 28, 2025.

We applied your payment as described below. If you did not authorize this transaction, or believe you received this information in error, please contact your State Farm® agent. When calling, please use your payment reference number GX9P33KG.

Policy number	Policy type	Amount paid
96-GG-8018-8	Businessowners Coverage 3503 S Western Rd	\$210.00
<b>Total amount paid to Billing Account 1368760970</b>		<b>\$210.00</b>

## THANK YOU FOR YOUR PAYMENT. WE APPRECIATE YOUR BUSINESS.

*This receipt is for the payment towards the policies and/or accounts listed above and it does not reflect policy or account balances. The date and/or time on this receipt may not be the same as coverage effective date(s). Check coverage documents for coverage effective date(s). State Farm considers a payment to be accepted if it meets the policy provisions and payment is collected. If State Farm is unable to collect payment for any reason this receipt is void. You guarantee you own or have legal access to the financial account you've indicated for this payment and payment complies with applicable law. State Farm may initiate adjustments for any transactions debited/credited in error. Overpayments will be applied to your outstanding balance or added to your policy as applicable.*

**Policies identified on this receipt are provided by one or more State Farm affiliates. The State Farm affiliates include the listed entities and any other subsidiary or affiliate hereafter formed or acquired by State Farm Mutual Automobile Insurance Company. Please also note that a currently listed entity may also stop offering this agreement:**

- State Farm Mutual Automobile Insurance Company
- State Farm Classic Insurance Company
- State Farm Indemnity Company
- State Farm County Mutual Insurance Company of Texas
- State Farm Fire and Casualty Company
- State Farm General Insurance Company
- State Farm Florida Insurance Company
- State Farm Lloyds
- State Farm Life Insurance Company
- State Farm Life and Accident Assurance Company
- State Farm Guaranty Insurance Company

Please refer to your policy or contact your State Farm agent for more information.



BY: \_\_\_\_\_

# Business Binder-Receipt

## Policy Type — Business Insurance

**Policy number:** 96-GG-8018-8**Effective date:** July 24, 2025

### PRIMARY NAMED INSURED

**Prepared for:** JEANETTE MENDEZ**Address:**3503 S WESTERN RD  
STILLWATER, OK 74074-2403

### POLICY PREMIUM

**Total annual premium:** \$210.00

### SECTION I - PROPERTY

Location number	Location of Described Premises	Limit of Insurance Coverage A Building	Limit of Insurance Coverage B Business Personal Property
001	3503 S Western Rd Stillwater OK 74074-2403	No Coverage	\$5,000 Replacement Cost

### SECTION II - LIABILITY

Coverage	Limits
Coverage L - Business Liability Per Occurrence	\$1,000,000
Coverage M - Medical Expenses Each Person	\$5,000
Aggregate Limits	Limits
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000

### DEDUCTIBLES

Section I Deductibles	Amount
Policy Deductible	\$1,000

### ADDITIONAL ENDORSEMENTS

#### Inland Marine — Computer Property

Computer hardware/software limit: \$25,000  
Loss of income and extra expense limit: \$25,000  
Deductible: \$500

## Your State Farm Agent

### Jeff Millerd

3916 W 6th Avenue

Stillwater, OK 74074-1745

**Bus:** 405-372-4242 ext.

BINDER: State Farm® will provide coverage to the applicant and his or her legal representative on the property described for up to ninety (90) days from the Effective Date, subject to all terms and conditions of the policy and endorsements for which application has been made. If no Effective Date is indicated, this Binder does not provide any coverage. This Binder will be void when the declarations page is issued on the policy for which application has been made or when coverage under this Binder is canceled in accordance with policy provisions.

The premium due State Farm for the coverage provided by this Binder will be the full annual premium for the policy for which the application has been made, and will be pro-rated for the length of time coverage is provided under this Binder.

If coverage in this Binder replaces coverage in other policies terminating at 12 Noon (Standard Time) on the inception date of this Binder, this Binder will be effective at 12 Noon (Standard Time) instead of 12:01 a.m. Standard Time.

**APPLICATION FOR SANCTIONING**  
**Due Annually on July 5**

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: 07/03/2025

Select One: Initial Application  Renewal

Name of Sanctioned Organization:

SHS Volleyball Booster Club

Official Mailing Address for the organization:

PO Box 562, Stillwater, OK 74076

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

**Organization President**

Name: Jake Fahlenkamp

Phone: 918-407-5166

Email: stwvolleyball.treasurer@gmail.com

**Organization Treasurer**

Name: Jake Fahlenkamp

Phone: 918-407-5166

Email: stwvolleyball.treasurer@gmail.com

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

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

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

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

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

Applicant 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

**Jake Fahlenkamp / President**

Organization Representative/Office Name and Position (printed)



Signature

**07/03/2025**

Date

**Ashley Moore**

School Faculty Sponsor / Athletic Coach Name (printed)

**07/03/2025**

Signature

Date

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Volleyball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, <u>2024</u>		<u>\$ 18,135.47</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	\$ 17,500.00	
Donations	\$ 2,488.42	
Parent/Student Contributions	\$ 8,907.31	
Other (list):		
Concessions	\$ 4,077.32	
Clinics	\$ 1,818.00	
GoFund Me Error Deposit	\$ 6,197.28	
Total Collections		<u>\$ 40,988.33</u>
Expenditures:		
Fundraising Expenses	\$	
Other (list):		
Administrative	\$ 3,638.75	
Camp and Tournaments	\$ 9,655.10	
Concessions	\$ 2,451.19	
Meals and Pictures	\$ 11,699.55	
Team Experiences (Banquet, Locker Room, Awards)	\$ 8,895.67	
Gear and Equipment	\$ 2,310.90	
GoFund Me Error Refund	\$ 6,197.28	
	\$	
Total Expenditures		<u>\$ 44,848.44</u>
Ending Cash Balance, June 30, <u>2025</u>		<u>\$ 14,275.36</u>

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: Jake Fahlenkamp Date: 07/03/2025

Title: President

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Volleyball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		<u>\$ 14,275.36</u>
Collections:		
Fundraiser, Merchandise Sales, Etc.	<u>\$ 20,000</u>	
Donations	<u>\$ 3,000</u>	
Parent/Student Contributions	<u>\$ 10,000</u>	
Other (list):		
Concessions	<u>\$ 5,000</u>	
Clinics	<u>\$ 2,000</u>	
	<u>\$</u>	
Total Collections		<u>\$ 40,000</u>
Expenditures:		
Fundraising Expenses	<u>\$</u>	
Other (list):		
Administrative	<u>\$ 4,500</u>	
Camp and Tournaments	<u>\$ 11,000</u>	
Concessions	<u>\$ 2,500</u>	
Meals and Pictures	<u>\$ 12,250</u>	
Team Experiences (Banquet, Locker Room, Awards)	<u>\$ 10,000</u>	
Gear and Equipment	<u>\$ 4,000</u>	
	<u>\$</u>	
	<u>\$</u>	
Total Expenditures		<u>\$ 44,250</u>
Ending Cash Balance, June 30, <u>2026</u>		<u>\$ 10,025.36</u>

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 2025-2026 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: Jake Fahlenkamp

Date: 07/03/2025

Title: President

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION


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


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 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative:  Date: 07/09/2025

Representative:  Date: 7/9/25

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

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

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



**MEMBER CERTIFICATE OF INSURANCE**

07/14/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Stillwater High School Volleyball Booster Club  
 Jake Fahlenkamp or Current Officer  
 PO Box 562  
 Stillwater, OK 74076

**Named Insured & Mailing Address**

Education Support Purchasing Group  
 c/o AIM  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
 Management, Inc.  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Named Insured Member (physical address):**

6013 Chateau Drive  
 Stillwater, OK 74075

Insured #: OKBO19209

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
General Liability Concert Specialty Insurance Company	GL2025AIM34702	07/14/25 - 07/14/26	\$0	Per Occurrence \$1,000,000
		07/14/25 - 07/14/26		Damage to Rented Premises \$50,000
		07/14/25 - 07/14/26		Extended Medical \$5,000
		07/14/25 - 07/14/26		Personal & Advertising Injury \$1,000,000
		07/14/25 - 07/14/26		General Aggregate \$2,000,000
				Products - Comp/Ops \$2,000,000

**Certificate Holder:**

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

## APPLICATION FOR SANCTIONING

### Due Annually on July 5

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: 7/5/2025                      Select One:    Initial Application \_\_\_\_\_ Renewal  \_\_\_\_\_  
 Name of Sanctioned Organization: Stillwater Pioneers Boys Basketball Booster Club  
 Official Mailing Address for the organization: 5127 Red Rose Dr., Stillwater OK 74074  
 Organization's Taxpayer I.D. Number: 85-3777737

**Organization President**

Name: APRIL RUTHERFORD  
 Phone: (804) 239-2783  
 Email: aprilrutherford@gmail.com

**Organization Treasurer**

Name: RYAN REUTER  
 Phone: 405-628-8258  
 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 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.

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.

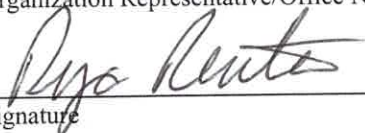
**APPLICATION FOR SANCTIONING (Cont.)**

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

**RYAN REUTER (TREASURER)**

Organization Representative/Office Name and Position (printed)

  
Signature

  
Date

**SEAN MORGAN**

School Faculty Sponsor / Athletic Coach Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:  
  
Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074
7. Signing this form certifies that you agree to attend mandatory district training.

RYAN REUTER (TREASURER)  
Organization Representative/Office Name and Position (printed)

\_\_\_\_\_  
Signature Date

SEAN MORGAN  
School Faculty Sponsor / Athletic Coach Name (printed)

Sean Morgan \_\_\_\_\_  
Signature Date 7/1/25

**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 Boys Basketball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2024-2025

Beginning Cash Balance, July 1, <u>2024</u>		\$	3297.19	✓
Collections:				
Fundraiser, Merchandise Sales, Etc.	\$	1002.00		
Donations	\$	14367.12		
Parent/Student Contributions	\$			
Other (list):				
Basketball camp	\$	2414.63		
_____	\$			
_____	\$			
Total Collections	\$		17783.75	
Expenditures:				
Fundraising Expenses	\$	556.92		
Other (list):				
Banquet	\$	881.86		
Camps	\$	95.00		
Food	\$	1804.76		
Senior night	\$	798.51		
Travel gear	\$	6922.00		
Pictures	\$	200.00		
Misc	\$	1125.31		
_____	\$			
Total Expenditures	\$		12384.36	
Ending Cash Balance, June 30, <u>2025</u>		\$	8696.58	✓

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 2024-25 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 REUTER *Ryan Reuter* Date: 7/2/2025

Title: TREASURER

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: Stillwater Pioneers Boys Basketball Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2025-2026

Beginning Cash Balance, July 1, <u>2025</u>		\$ 8696.58	
Collections:			
Fundraiser, Merchandise Sales, Etc.	\$ 1000		
Donations	\$ 12000		
Parent/Student Contributions	\$		
Other (list):	\$		
_____	\$		
_____	\$		
_____	\$		
Total Collections		\$ 13000	
Expenditures:			
Fundraising Expenses	\$ 200		
Other (list):			
Camps	\$ 500		
Food	\$ 2000		
Senior night	\$ 800		
Banquet	\$ 800		
Travel gear	\$ 2000		
Pictures	\$ 300		
Insurance	\$ 415		
Misc	\$ 1500		
Total Expenditures		\$ 8515	
Ending Cash Balance, June 30, <u>2026</u>		\$ 13181.58	

*Projected*

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 2025-26 school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: \_\_\_\_\_

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

Title: TREASURER

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 2024-2025 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: *An Ni* Date: 7/1/25

Representative: *Angela McFarlin* Date: 7/2/25

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

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

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



**MEMBER CERTIFICATE OF INSURANCE**

07/03/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Stillwater Pioneers Boys Basketball Booster Club  
 Ryan Reuter or Current Officer  
 5127 Red Rose Dr.  
 Stillwater, OK 74074

**Named Insured & Mailing Address**

Education Support Purchasing Group  
 c/o AIM  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
 Management, Inc.  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Named Insured Member (physical address):**

5127 Red Rose Dr.  
 Stillwater, OK 74074

Insured #: OKBO19192

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
General Liability Concert Specialty Insurance Company	GL2025AIM34187	07/03/25 - 07/03/26	\$0	Per Occurrence \$1,000,000
		07/03/25 - 07/03/26		Damage to Rented Premises \$50,000
		07/03/25 - 07/03/26		Extended Medical \$5,000
		07/03/25 - 07/03/26		Personal & Advertising Injury \$1,000,000
		07/03/25 - 07/03/26		Abuse & Molestation \$1,000,000
Fidelity Bond (Crime) Concert Specialty Insurance Company	CR2025AIM25473	07/03/25 - 07/03/26	\$250	General Aggregate \$2,000,000
				Products - Comp/Ops \$2,000,000
Directors and Officers Concert Specialty Insurance Company	DO2025AIM28862	07/03/25 - 07/03/26	\$0	Per Occurrence / Aggregate \$1,000,000

Retroactive Date:07/03/2025

**Certificate Holder:**

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

### APPLICATION FOR SANCTIONING Due Annually on July 5

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: 7/3/25Select One: Initial Application \_\_\_\_\_ Renewal Name of Sanctioned Organization: Stillwater Soccer Booster ClubOfficial Mailing Address for the organization: 121 W. Husband Ct STW, OK 74075

Organization's Taxpayer I.D. Number: \_\_\_\_\_

**Organization President****Organization Treasurer**Name: Heather LedbetterName: Amber BambrughPhone: 918-906-5400Phone: 405-714-4378Email: hledbetter<sup>77</sup>@gmail.comEmail: amber.bambrugh@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: Support our coaches and players with training gear, away meals, equipment, uniforms - each player only has to supply their own cleats & shin guards allowing all players equal opportunity

Organizations's Website and/or Social Media Accounts: IG - @shspioneersoccer  
facebook - Stillwater High School Soccerz

(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 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.

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

Amber Bambaugh / Treasurer  
 Organization Representative/Office Name and Position (printed)

Amber Bambaugh  
 Signature

7/3/25  
 Date

Tanner Rivera  
 School Faculty Sponsor / Athletic Coach Name (printed)

Tanner Rivera  
 Signature

7/3/25  
 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 High School Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 23-24

Beginning Cash Balance, July 1, 2023

\$52,318.40

Collections:

Fundraiser, Merchandise Sales, Etc.

\$ 34,663

Donations

\$ 4,000

Parent/Student Contributions - away meals

\$ 6,138

Other (list):

Concession

\$ 1,2341.55

Entrance Fees

\$ 2,020

gate fees

\$ 1341.94

Total Collections

\$ 40,504.49

Expenditures:

Fundraising Expenses

\$ 10,518.87

Other (list):

away meals

\$ 9,014.11

banquet

\$ 6,337.07

coach's request

\$ 19,503.73

Tuition Fees

\$ 1570

Referees

\$ 2,940

Screenprinting

\$ 10,341.04

Scholarships

\$ 5702

MISC, hospitality, senior night, bank fees

\$ 10,438.83

Total Expenditures 47000

\$ 76,363.76

Ending Cash Balance, June 30, 2024

\$ 36,459.19

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 23-24 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: Amber Bamgorn

Date: 7/1/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: SHS Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24/25

Beginning Cash Balance, July 1, 2024 \$ 36,459.19 ✓

Collections:	
Fundraiser, Merchandise Sales, Etc.	\$ <u>2254.12</u>
Donations	\$ <u>7073.00</u>
Parent/Student Contributions - <u>away meals</u>	\$ <u>6230.00</u>
Other (list):	
<u>concession</u>	\$ <u>7872.75</u>
<u>entry fees</u>	\$ <u>680.00</u>
<u>gate fees</u>	\$ <u>2724.00</u>
Total Collections	\$ <u>46,733.87</u>

Expenditures:	
Fundraising Expenses	\$ <u>7,062.76</u>
Other (list):	
<u>away meals</u>	\$ <u>8581.88</u>
<u>banquet</u>	\$ <u>6934.90</u>
<u>coaches request</u>	\$ <u>11,439.70</u>
<u>town fees</u>	\$ <u>1,010.00</u>
<u>referees</u>	\$ <u>2,050</u>
<u>screen printing</u>	\$ <u>6369.66</u>
<u>scholarships</u>	\$ <u>3,200</u>
<u>misc - hospitality, senior night, HOCO, etc</u>	\$ <u>8,533.36</u>
Total Expenditures	\$ <u>55,482.26</u> ✓

Ending Cash Balance, June 30, 2025 \$ 27,710.61 ✓

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 24/25 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: Amber Bambrugh Date: 7/1/25

Title: Treasurer

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

**APPLICATION FOR SANCTIONING (Cont.)**

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

Name of Organization/Association: SHS Soccer Booster Club

FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Beginning Cash Balance, July 1, 2025 \$ 27,910.61

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>27,000</u>
Donations	\$ <u>6,000</u>
Parent/Student Contributions	\$ <u>6,000</u>
Other (list):	
<u>Concession Stand</u>	\$ <u>7,500</u>
<u>Tourn Fee's</u>	\$ <u>1,000</u>
<u>Gate Fee's</u>	\$ <u>2,500</u>

Total Collections \$ 42,500

Expenditures:

Fundraising Expenses	\$ <u>7,000</u>
Other (list):	
<u>audy meals</u>	\$ <u>9,000</u>
<u>Banquet</u>	\$ <u>7,000</u>
<u>Coaches requests (soccer gear/equip)</u>	\$ <u>15,000</u>
<u>Referee</u>	\$ <u>2,100</u>
<u>Tourn Fees</u>	\$ <u>1,000</u>
<u>Screenprinting</u>	\$ <u>6,500</u>
<u>Scholarships</u>	\$ <u>5,000</u>
<u>MISC</u>	\$ <u>4,500</u>

Total Expenditures \$ 57,100

Ending Cash Balance, June 30, 2026 \$ 13,310

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 25-26 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: *Audrey* Date: 7/9/25

Title: Treasurer

Received and reviewed by Chief Financial Officer:

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

**APPLICATION FOR SANCTIONING (Cont.)**

**ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION**

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the \_\_\_\_\_ 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: Daniell Miller Date: 7-9-25

Representative: Krista Zulee Date: 7-10-25

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

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

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



MEMBER CERTIFICATE OF INSURANCE

07/03/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Stillwater Soccer Booster Club
Amber Bambrough or Current Officer
121 W Husband Ct
Stillwater,OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

121 W Husband Ct
Stillwater, OK 74074

Insured #: OKBO19193

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Includes rows for General Liability with various sub-coverages like Concert Specialty Insurance Company, Damage to Rented Premises, Extended Medical, Personal & Advertising Injury, General Aggregate, and Products - Comp/Ops.

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of EB Bambrough

**APPLICATION FOR SANCTIONING  
Due Annually on July 5**

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: 7/3/25 Select One: Initial Application \_\_\_\_\_ Renewal  X  
 Name of Sanctioned Organization: Will Rogers Elementary PTA  
 Official Mailing Address for the organization: 1211 n Washington St. Stillwater, OK, 74045  
 Organization's Taxpayer I.D. Number: 73-1016553

**Organization President**

Name: Natalie Paige  
 Phone: 9188518724  
 Email: swrepta@gmail.com

**Organization Treasurer**

Name: Amie Harr  
 Phone: 4052694582  
 Email: togetherweemerge@gmail.com

Organization's Purpose, Goals, and the Benefit to District Students: PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

We aim to enhance the public school experience for students, teachers, parents and school administrators.

Organizations's Website and/or Social Media Accounts: https://willrogerselm.givebacks.com/shop

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074

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

Natalie Paige- president

Organization Representative/Office Name and Position (printed)

Signature



7/3/25

Date

Madeline Foster

School Faculty Sponsor / Athletic Coach Name (printed)



Signature

7/4/25

Date

# STILLWATER BOARD OF EDUCATION

CFBB-E

## APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: Will Rogers Elementary PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 24

\$ 43,025.82 ✓

**Collections:**

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

\$ 24,559.36

\$ 605

\$ 505

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ 25,670.36

**Total Collections**

**Expenditures:**

Fundraising Expenses

Other (list):

State Membership Dues

5th Grade Graduation

Family Involvement

Field trips/ pizza party

Insurance

PTA Supplies

T Shirts

Teacher Appreciation

\$ 25,205.74

\$ 497.00

\$ 1,840.00

\$ 1,144.73

\$ 2,090.75

\$ 630

\$ 150

\$ 3,822.00

\$ 2,379.24

Yearbook \$ 835.08

Teacher & Classroom Grants \$ 3,020.55

Principal Fund \$ 945.00

Library \$ 2,980.86

Playground Enhancements \$ 11,522.12

\$ 25,205.74

**Total Expenditures**

Ending Cash Balance, June <sup>12</sup>~~30~~, 25

\$ ~~38,753.21~~

\$ 38,759.11 ✓

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: Natalie Paige

Date: 7/3/25

Title: PTA 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: Will Rogers Elementary PTA

FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Beginning Cash Balance, July 1, <u>25</u>		<u>\$ 38,753.21</u>
<b>Collections:</b>		
Fundraiser, Merchandise Sales, Etc.	<u>\$ 15,500</u>	
Donations	<u>\$ 700</u>	
Parent/Student Contributions	<u>\$ 400</u>	
Other (list):		
<u>Yearbook</u>	<u>\$ 200</u>	
<u>Book fair</u>	<u>\$ 1000</u>	
	<u>\$</u>	
<b>Total Collections</b>		<u>\$ 17,800.00</u>
<b>Expenditures:</b>		
Fundraising Expenses	<u>\$</u>	
Other (list):		
<u>Insurance \$630.00</u>	<u>\$630.00</u>	State Membership Dues \$400.00
<u>Family Involvement</u>	<u>\$ 1,650.00</u>	5th Grade Graduation \$2,000.00
<u>T Shirts</u>	<u>\$3,900.00</u>	Field trips \$7,000.00
<u>Teacher Appreciation</u>	<u>\$2,000.0</u>	
<u>Teacher &amp; Classroom Grant</u>	<u>\$ 5,000.00</u>	
<u>Principal Fund</u>	<u>\$1,000.00</u>	
<u>Playground Enhancements</u>	<u>\$0,000.00</u>	
<u>Yearbook</u>	<u>\$ 830.00</u>	
<b>Total Expenditures</b>		<u>\$ 34,310.00</u>
Ending Cash Balance, June 30, <u>26</u>		<u>\$ 22,243.21</u>

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 2025-2026 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: Natalie Paige

Date: 7/3/25

Title: PTA President

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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

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

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

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the 24-25 school year was in accordance with board policy, reconciles to the submitted unaudited cash flow statement, and all financial transaction were made in accordance with the organization's by-laws and procedures. (A minimum of two signatures required.)

Representative: [Signature]

Date: 07/04/2025

Representative: Rick Hardesty

Date: 7/7/25

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

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

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

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

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

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



## MEMBER CERTIFICATE OF INSURANCE

05/31/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Will Rogers ES PTA  
 Natalie Paige or Current Officer  
 1211 N Washington  
 Stillwater, OK 74075

**Named Insured & Mailing Address**

Education Support Purchasing Group  
 c/o AIM  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
 Management, Inc.  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Named Insured Member (physical address):**

1211 N Washington  
 Stillwater, OK 74075

**Insured #: OK14259**

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
General Liability <small>Concert Specialty Insurance Company</small>	GL2025AIM32369	05/31/25 - 05/31/26	\$0	Per Occurrence	\$1,000,000
		05/31/25 - 05/31/26		Damage to Rented Premises	\$50,000
		05/31/25 - 05/31/26		Extended Medical	\$25,000
		05/31/25 - 05/31/26		Media Liability	\$25,000
		05/31/25 - 05/31/26		Personal & Advertising Injury	\$1,000,000
				General Aggregate	\$2,000,000
				Products - Comp/Ops	\$2,000,000
Fidelity Bond (Crime) <small>Concert Specialty Insurance Company</small>	CR2025AIM24041	05/31/25 - 05/31/26	\$250	Per Occurrence / Aggregate	\$10,000
Property (Business Personal) <small>Concert Specialty Insurance Company</small>	IM2025AIM04924	05/31/25 - 05/31/26	\$250	Per Occurrence / Aggregate	\$10,000
Directors and Officers <small>Concert Specialty Insurance Company</small>	DO2025AIM27269	05/31/25 - 05/31/26	\$0	Per Occurrence / Aggregate	\$1,000,000

Retroactive Date:05/31/2023



**MEMBER CERTIFICATE OF INSURANCE**

05/31/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

**Named Insured Member (mailing address):**

Will Rogers ES PTA  
 Natalie Paige or Current Officer  
 1211 N Washington  
 Stillwater,OK 74075

**Named Insured & Mailing Address**

Education Support Purchasing Group  
 c/o AIM  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Producer Name**

AIM Association Insurance  
 Management, Inc.  
 P.O. Box 742946  
 Dallas, TX 75374-2946

**Named Insured Member (physical address):**

1211 N Washington  
 Stillwater, OK 74075

**Insured #: OK14259**

Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
General Liability <small>Concert Specialty Insurance Company</small>	GL2025AIM32369	05/31/25 - 05/31/26	\$0	Per Occurrence \$1,000,000
		05/31/25 - 05/31/26		Damage to Rented Premises \$50,000
		05/31/25 - 05/31/26		Extended Medical \$25,000
		05/31/25 - 05/31/26		Media Liability \$25,000
		05/31/25 - 05/31/26		Personal & Advertising Injury \$1,000,000
				General Aggregate \$2,000,000
				Products - Comp/Ops \$2,000,000
Fidelity Bond (Crime) <small>Concert Specialty Insurance Company</small>	CR2025AIM24041	05/31/25 - 05/31/26	\$250	Per Occurrence / Aggregate \$10,000
Property (Business Personal) <small>Concert Specialty Insurance Company</small>	IM2025AIM04924	05/31/25 - 05/31/26	\$250	Per Occurrence / Aggregate \$10,000
Directors and Officers <small>Concert Specialty Insurance Company</small>	DO2025AIM27269	05/31/25 - 05/31/26	\$0	Per Occurrence / Aggregate \$1,000,000

Retroactive Date:05/31/2023

Will Rogers Elementary is added as an additional insured under the General Liability policy only.

**APPLICATION FOR SANCTIONING**  
**Due Annually on July 5**

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: 07/03/25      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: 84-2132859

<b>Organization President</b>	<b>Organization Treasurer</b>
Name: <u>Jillian Detweiler</u>	Name: <u>Trisha Lyonsi</u>
Phone: <u>(918) 508-4480</u>	Phone: <u>(405) 334-6151</u>
Email: <u>jillian.leigh.detweiler@gmail.com</u>	Email: <u>trishachaperala@gmail.com</u>
Organization's Purpose, Goals, and the Benefit to District Students: <u>Fundraise for school programming</u>	

Organizations's Website and/or Social Media Accounts: www.eaglespto.com  
@westwoodeaglespto

(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 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.

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. Attach proof of insurance for the corresponding year that covers funds from theft, embezzlement, or loss, general liability and accident medical coverage in case of injury, financial loss in the event of a claim, and officers liability from legal action.
4. Provide a copy of your organization's by-laws and/or constitution and a list of all officers.
5. Sign and date this application and have the school faculty sponsor review and sign (required).
6. Email or deliver the application and attachments to:

Chief Financial Officer  
314 S. Lewis  
Stillwater, OK 74074

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

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

\_\_\_\_\_  
Signature

07/01/25  
Date

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

\_\_\_\_\_  
Signature

7-2-25  
Date

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: westwood Elementary PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 24-25

Beginning Cash Balance, July 1, 2024

Collections:

Fundraiser, Merchandise Sales, Etc.

Donations

Parent/Student Contributions

Other (list):

sponsorships

Total Collections

Expenditures:

Fundraising Expenses

Other (list):

• programming events

• tshirts

• wheelchairs

Total Expenditures

Ending Cash Balance, June 30, 2025

	6847.69	\$ 21,408.58
	3789.81	
	596.03	
	1576.44	
	472.19	
	641.52	
	1612.85	
	3774.78	
	1312.10	
	4064.25	\$ 24,887.66
	3096.43	
	1919.76	
	1824.95	
	2391.85	
	1016.00	
	333.08	
	7663.97	
	5696.62	
	617.26	
	2873.50	
	2590.08	\$ 35,523.70
		\$ 10,772.54

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 24-25 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: 07/01/25

Title: President

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

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

Name of Organization/Association: westwood Elementary PTO

FINANCIAL ACTIVITY FOR SCHOOL YEAR 25-26

Beginning Cash Balance, July 1, 2025 \$ \$10,772.54

Collections:

Fundraiser, Merchandise Sales, Etc.	\$ <u>10,000</u>
Donations	\$ _____
Parent/Student Contributions	\$ <u>8,000</u>
Other (list):	\$ _____
<u>sponsorships</u>	\$ <u>10,000</u>
_____	\$ _____
_____	\$ _____

Total Collections

\$ \$28,000

Expenditures:

Fundraising Expenses	\$ _____
Other (list):	\$ _____
<u>• programming</u>	\$ <u>10,000</u>
<u>events</u>	\$ <u>10,000</u>
<u>• t-shirts</u>	\$ <u>10,000</u>
<u>• lunches</u>	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Expenditures

\$ \$30,000

Ending Cash Balance, June 30, 2026

\$ \$ 0.000

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the \_\_\_\_\_ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further 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: 07/01/25

Title: President

Received and reviewed by Chief Financial Officer:

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

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

APPLICATION FOR SANCTIONING (Cont.)

ORGANIZATION/ASSOCIATION  
INDEPENDENT REVIEW CERTIFICATION

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

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 24-25 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: Tristan Fielke Date: 7-2-25

Representative: MaKenzie Bell Date: 07-02-25

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

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

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



MEMBER CERTIFICATE OF INSURANCE

07/01/2025

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Named Insured Member (mailing address):

Westwood Elementary PTO
Jillian Detwiler or Current Officer
502 S. Kings St.
Stillwater, OK 74074

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas, TX 75374-2946

Producer Name

AIM Association Insurance
Management, Inc.
P.O. Box 742946
Dallas, TX 75374-2946

Named Insured Member (physical address):

502 S. Kings St.
Stillwater, OK 74074

Insured #: OKPO20563

Table with 5 columns: Coverage, Policy #, Effective Dates, Deductible, Limits of Insurance. Includes rows for General Liability, Concert Specialty Insurance Company, and various coverage limits like Per Occurrence, Damage to Rented Premises, etc.

Certificate Holder:

Proof of Insurance

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any complete the above numbered policy. Copies of the Master Policies are available upon request.

AUTHORIZED REPRESENTATIVE

Handwritten signature of E.B. Allen

## ACT® WorkKeys® Testing Program Terms and Conditions

These terms and conditions are a binding legal Agreement (“Agreement”) between ACT Education Corp. (“ACT”), a Delaware corporation and wholly owned indirect subsidiary of Gateway Impact Corp., a Delaware public benefit corporation, having a principal place of business at 500 ACT Drive, Iowa City, IA 52243 and STILLWATER PUBLIC SCHOOLS, having a principal place of business at 314 S LEWIS ST, STILLWATER, OK 74074-3500 (“Customer”) enrolling, placing an order, and using the ACT assessments and services including test administration, and score reporting services for the ACT WorkKeys assessment (as applicable, “Assessments” and “Services”).

1. ACT WorkKeys Testing Program: ACT will support Customer in administering ACT WorkKeys assessments to its eligible examinees. Under this Agreement, “ACT WorkKeys” is used to refer to online, paper-based, and/or remote proctored (where available) assessments that include Graphic Literacy, Applied Math, and Workplace Documents (“Qualifying Assessments”) available in English and Spanish, for which an eligible examinee may earn a National Career Readiness Certificate (“NCRC”) credential upon successfully meeting the NCRC requirements determined by ACT. ACT also provides access to additional assessments including Applied Technology, Business Writing, Workplace Observation, Fit, Talent, and WorkKeys Essential Skills. This Agreement governs Customer-sponsored ACT WorkKeys assessment administration and delivery of all ACT WorkKeys data and reports. After earning the ACT NCRC, examinees may receive a digital credential via email from ACT’s service provider, which the examinee may choose to share with third parties via an account established with the service provider. Examinees may also set up an online account at [myworkkeys.com](https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments.html) that enables employers to verify examinees’ credentials. The WorkKeys Testing Program (“Program”) and all assessments and services are further detailed on the following website: <https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments.html>

2. Term: This Agreement shall commence on the date of the last signature hereon and shall remain in effect through June 30, 2026 (“Term”). To the extent Customer is receiving the Assessments and Services as part of a special program sponsored by a state agency or a contract between ACT and a state agency (“Agency Contract”), the Term of this Agreement will expire upon termination of the Agency Contract.

3. Services to be Provided: The Assessments and Services will be provided pursuant to ACT’s standard delivery specifications and requirements, as indicated herein.

4. Fees and Invoicing.

- a. Customer Enrollment Determination: ACT will charge Customer the applicable unit price for the Assessments and Services provided in the applicable year, pursuant to the table below. If Customer is an entity organized under the laws of a State government agency, the “Education or Government Entity” unit rate shall apply. If Customer is a for profit or non-profit business entity, the “Business Entity” unit rate shall apply. To the extent Customer’s enrollment form included an inaccurate representation regarding Customer’s entity type, ACT reserves the right to request evidence of Customer’s entity type, and otherwise charge Customer the applicable unit rate for the accurate entity type.
- b. Fee Calculation: Customer will be charged fees owed by Customer for the Assessments and Services provided equal to applicable unit rates for the total number of paper Assessments scored plus the applicable unit rates for the total number of online Assessments launched by Customer’s examinees during the prior month. Customer will be charged for each online Assessment launched if an examinee starts an Assessment regardless of whether the Assessment is completed in full. Any additional or optional Services requested by Customer will be invoiced by ACT at the rates set forth in the table below. The table includes ACT’s unit rates and fees applicable through June 30, 2026. To the extent Customer continues using the Assessments and Services after June 30, 2026, ACT will charge Customer, based on their entity type, according to the unit rates in effect as of the date the fee is incurred. ACT may revise its fee schedule annually after the below unit rates expire.
- c. Agency Contract: To the extent Customer is receiving the Assessments and Services pursuant to an Agency Contract, the applicable prices and pricing terms set forth in the Agency Contract and provided in Customer’s enrollment confirmation email shall apply to Customer. For example, the unit rates, effective dates for the unit rates, and other pricing terms of the applicable Agency Contract shall apply to Customer rather than the table below.

ACT WorkKeys Assessments and Service Options	Educational or Government Entity Unit Rate			
	9/1/2024 to 8/31/2025		9/1/2025 to 6/30/2026	
	Online	Paper	Online	Paper
Applied Math*	\$13.50	\$14.50	\$13.50	\$14.50
Graphic Literacy*	\$13.50	\$14.50	\$13.50	\$14.50
Workplace Documents*	\$13.50	\$14.50	\$13.50	\$14.50
Fit (Online Only)	\$13.50	N/A	\$13.50	N/A
Talent (Online Only)	\$13.50	N/A	\$13.50	N/A
Applied Technology	\$13.50	\$14.50	\$13.50	\$14.50
WorkKeys Essential Skills (Online Only)	\$13.50	N/A	\$13.50	N/A
Business Writing (Online Only)	\$21.50	N/A	\$21.50	N/A
Workplace Observation (Online Only)	\$21.50	N/A	\$21.50	N/A
Remote Proctored Assessments: **				
Applied Math* Graphic Literacy* Workplace Documents* Applied Technology	\$24.50	N/A	\$24.50	N/A
Remote Proctored Assessments: **				
Business Writing* Workplace Observation*	\$32.50	N/A	\$32.50	N/A
Local Scan - Annual License Fee (Payable at the start of the annual Contract Year)	\$2,100.00 per site (effective 9/1/2024 – 6/30/2026)			
Certificates Printed by ACT (price per certificate)	\$7.00 (effective 9/1/2024 – 6/30/2026)			
Certificate(s) Mailed to Authorized Customer Locations by ACT (Price per Mailing per Authorized Customer Location)	\$19.00 (effective 9/1/2024 – 6/30/2026)			
Customer Requested Database/System Updates (as applicable)	\$100.00 per Hour (To be invoiced at ACT's discretion, with prior Customer notification of the estimated hours required to complete the request)			

\*Indicates an assessment required (paper, online, or online with remote proctor) for an examinee to receive a NCRC.

\*\*Indicates remote proctored assessments that are not available in K-12.

5. **Payment Terms:** Customer agrees to pay ACT the amounts set forth herein for the delivery of the Assessments and Services. Customer shall make all payments within thirty (30) days of receipt of an invoice from ACT. Customer will pay a service fee of one percent (1%) per month, or the maximum rate allowed by law, whichever is less, on any fees not paid when due under this Agreement. All invoices shall be sent to the billing address provided by Customer. Customer shall be responsible for any sales, use, or other taxes due as a result of any fees paid to ACT under this Agreement, unless Customer is exempt from tax as evidenced by a valid tax exemption certificate provided to ACT. Customer shall promptly provide ACT with Customer-required purchase order, as applicable, prior to the scheduled delivery of Assessments and Services. ACT reserves the right to discontinue access to the electronic systems for Assessments and Services if payments are delinquent. ACT has no obligation to re-issue invoices, provide credits, or issue refunds.

6. Grant and Scope of License: Subject to the terms and conditions of this Agreement, ACT hereby grants to Customer a revocable, non-exclusive, and non-transferable license during the Term to (a) access the Assessments and Services for the purpose of assessing the eligible examinees, (b) administer the Assessments to the eligible examinees, (c) resell the Assessments to eligible examinees, and (d) use the ACT materials presented to Customer by ACT pursuant to this Agreement, including but not limited to Assessments and Services and other materials as described herein (the "ACT Materials") in connection with the authorized administration of the Assessments and Services. Customer may administer the Assessments at Customer-authorized schools, campuses, facilities, or training or administrative locations ("Authorized Customer Locations") or other sites of its own choosing that provide for a proper assessment environment (as set forth in administration manuals provided by ACT), provided that the ACT Materials are stored and secured at the Authorized Customer Location(s) when they are not being administered, and provided that Customer abides by the terms and conditions set forth in this Agreement. ACT must receive any applicable site participation list (listing Authorized Customer Locations) before testing can occur at Customer's Authorized Customer Locations.

7. Ownership of Materials: ACT owns or has license for the Assessments and Services, including but not limited to, the skill definitions on which assessments are based; paper-based or online assessment documents, paper-based or online testing materials; test questions, answer choice; administration and registration materials; publications; data; text, images, graphics, button icons, illustrations, graphics, photographs, audio clips, music, sounds, pictures, videos; software, code; look-and-feel, design, layout, organization, presentation, user interface, navigation, trade dress, and stylistic convention thereof or contained therein; the score resulting from an assessment; reports; documentation; training materials, course materials; related materials; and all intellectual property rights therein, including any and all derivatives or modifications thereof (collectively included within "ACT Materials"). ACT owns copyrights in the ACT Materials. The ACT Materials are licensed on a limited, revocable, non-exclusive and non-sublicensable manner, not sold to Customer. Except as expressly granted in this Agreement, Customer does not acquire any right, title, or interest in or to the ACT Materials. Customer shall not and shall not assist or permit any third party to (a) use the ACT Materials for any purpose other than as expressly permitted, (b) assign, license, sell, loan, lease, or otherwise transfer the ACT Materials in whole or in part, (c) authorize or allow a third party to use, sell, loan or lease the ACT Materials, (d) copy, reproduce, distribute, email, post, scan, make available, display publicly, transfer, sell, modify, enhance, reverse engineer, decompile, disassemble, make derivative works from, remove information from or make any addition to the ACT Materials, in whole or in part, or allow anyone else to do so, except as permitted in writing by ACT, (e) seek to register or protect, anywhere in the world, the ACT Materials (or seek to register or protect any designation confusingly similar to the ACT Materials), (f) challenge ACT's ownership in or the validity of the ACT Materials, or (g) modify, reverse engineer, decompile, or disassemble any ACT online system. Customer shall promptly notify ACT, in writing, of any known, threatened, or suspected infringement or unauthorized use of the ACT Materials by any third party. Customer's rights to the ACT Materials expressly terminate upon the termination of this Agreement. Customer may not sell, provide access to, or otherwise transfer the ACT Materials to any other person, provided however that Customer may provide the Assessments and Services to its designated personnel, Authorized Customer Locations, and examinees solely for testing and interpretation purposes consistent with the terms of this Agreement and any related agreement for the use of the Assessments and Services.

8. Trademarks: ACT owns trademarks including, but not limited to, "ACT," "WorkKeys," "NCRC," "National Career Readiness Certificate," and the certification marks, "Platinum," "Gold," "Silver" and "Bronze" (collectively the "Trademarks.") Except as specifically granted in this Agreement, Customer does not acquire any right, title, or interest in or to the Trademarks. The Trademarks may not be used without ACT's prior written consent, and any authorized use of the Trademarks shall be governed by ACT's Trademark Use Guidelines.

9. Confidentiality: Customer agrees that neither it nor its employees, representatives, or agents shall at any time during or following the Term of the Agreement, either directly or indirectly, publish, display or otherwise disclose to any person, organization, or entity in any manner whatsoever any ACT Materials, except as strictly necessary for Customer to use the ACT Materials as part of the Assessments and Services provided hereunder. Customer shall protect the ACT Materials in accordance with ACT's policies and procedures and using a standard of care appropriate for secure test materials, but in no event less than a reasonable standard of care. All ACT Materials are and remain the property of ACT notwithstanding the subsequent termination of this Agreement. Customer shall not store and must return any unused ACT Materials (and all copies, if any) as directed by ACT and in accordance with ACT's policies and procedures. In the event Customer receives a Freedom of Information Act, public record, or open record request for any confidential information covered by this Agreement, Customer agrees to immediately notify ACT of such request in writing. Customer shall immediately notify ACT in writing in the event of any unauthorized use or disclosure of the ACT Materials and assist in remedying such unauthorized use or disclosure, as requested by ACT (which shall not limit other remedies of ACT as provided in this Agreement or by applicable law). Customer acknowledges and agrees that damages may not be adequate to compensate for the breach of this section and accordingly, Customer agrees that, in addition to any and all other remedies available, ACT is entitled to obtain relief by way of a temporary or permanent injunction to enforce the obligations described in this section.

10. U.S. Government Licenses: The online components of the Assessments, Products, and Services are "commercial items," as that term is defined in 48 C.F.R. 2.101 (Oct. 1995), consisting of "commercial computer software" and "commercial computer software documentation," as such terms are used in 48 C.F.R. 12.212 (Sept. 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227.7202-1 through 227.7202-4 (June 1995), all U.S. Government End Users acquire Assessments, Products, and Services with only those rights set forth herein.

11. Testing Procedures: All Customer-sponsored WorkKeys test administrators are required to comply with ACT test administration requirements and shall complete a training program in preparation for test center operations. ACT provides online training at no additional cost to Customer. Detailed requirements for WorkKeys test administration, including administration manuals, users guides, and quick start guides are available at: <https://www.act.org/content/act/en/products-and-services/act-workkeys/act-workkeys-assessments/administration.html>. Customer and its Authorized Customer Locations agree to administer the Assessments in accordance with all policies and procedures established by ACT, as may be updated from time to time. Customer agrees to store ACT Materials in secure location(s) defined and described by ACT. Customer agrees that all used and unused ACT Materials (and copies, if any) will be returned to ACT, in accordance with the policies and procedures established by ACT. In the event of a test security incident or use of the ACT Materials that conflicts with the requirements of this Agreement or ACT policies and procedures, Customer and its Authorized Customer Locations agree to fully cooperate with ACT, and shall cause those individuals involved in the preparation, administration, or the return of the Assessments to fully cooperate with ACT. In the event ACT identifies testing irregularities, which may include but are not limited to the use of a compromised test form, falsification by an examinee of their identity, impersonation of another examinee (surrogate testing), unusual similarities in the answers of examinees at the same test center, or other indicators that the test scores may not accurately reflect the examinee's level of educational development, ACT reserves the right, in its sole and absolute discretion, to cancel all related or impacted test scores and notify Customer of that cancellation.

12. WorkKeys Online Testing Realm: ACT will establish a testing realm in the testing platform for new customers and their Authorized Customer Locations. Any returning customer must use its previously established testing realm for online administration of WorkKeys assessments under this Agreement. ACT is unable to move testing data if the incorrect testing realm is chosen.

13. Computer Requirements, Compatible Platforms and Hardware, and System Maintenance: ACT will provide Customer with computer configuration and other requirements as applicable. Customer acknowledges and agrees that the computer configuration requirements are required to properly access and use the Assessments and Services, and that ACT shall have no liability for matters relating to the failure to comply with these computer requirements. ACT may, in its sole discretion, revise these configuration requirements from time to time. Customer is responsible for obtaining and maintaining an appropriate operating environment with the necessary hardware, operating system software, network configurations, and other items required to use and access Assessments and Services. ACT is not responsible for any incompatibility between Assessments and Services and any versions of operating systems, hardware, browsers, inadequate network configurations, or other products not specifically approved by ACT for Customer's use with the Assessments and Services. Customer's use of outdated versions of ACT WorkKeys shall be deemed a default of this Agreement. The Assessments and Services are subject to recurring maintenance windows, and occasionally unscheduled maintenance, during which servers may be taken offline. ACT shall not be responsible for any damages or costs incurred by Customer, if any, for such downtime. ACT may charge a fee for new or optional services made available through the online assessment system, subject to written agreement of Customer.

14. Username and Passwords: Each of Customer's eligible examinees who has provided ACT a valid email address in accordance with ACT's instructions will receive an email from ACT providing them with their individual username and password. Access to the Assessments and/or Services shall be granted to only those Customer and Authorized Customer Location staff and examinees that have been authorized to use the Assessments and/or Services by Customer. Staff and examinees may not share with or otherwise divulge their password to any other person. Access to the online platform is personal to the individual authorized staff member or examinee. Customer and Authorized Customer Location staff accessing the online platforms must log in using an email address having a domain affiliated with Customer or Authorized Customer Location and may not impersonate any person or entity or falsely state or otherwise misrepresent to ACT their identity or affiliation with a person or entity.

15. Use of Third Parties: In the event Assessments and Services are administered by a third party on behalf of Customer ("Third Party"), Customer enters into this Agreement on its own behalf and on behalf of the Third Party. Customer represents and warrants that it has the authority to bind the Third Party to this Agreement and that such Third Party is hereby bound by the terms and conditions of this Agreement as if it were Customer. Customer agrees that it shall be jointly and severally liable for all obligations of the Third Party.

16. Local Scan: To the extent Customer orders Local Scan services, ACT will provide software to enable Customer to scan completed paper answer documents into the online reports portal, from which Customer can generate examinee score reports.

17. RegiSTAR: RegiSTAR is an online system provided by ACT at no additional charge to issue, report on and manage NCRC certificates for applicable examinees at their Authorized Customer Location(s). ACT will establish and provide to Customer a RegiSTAR account containing assessment and certificate information regarding the performance of eligible examinees on the Qualifying Assessments. Subject to any applicable privacy restrictions, Customer will retrieve an electronic file containing the login names of the eligible examinees and their related passwords which will allow such examinees to release their certificate information electronically. ACT requires that certain identifying information for the eligible examinee match and be included on all Qualifying Assessment records before those records may form the basis for issuance of an NCRC. This process is important to ensure that Qualifying Assessment scores are attributed to the correct examinee. If multiple test administrations are considered, the information must be identical on all records in the identification match fields. The five critical fields are: First Name; Last Name; Month of Birth; Day of Birth; Examinee ID.

18. NCRC Details: NCRC certificates will only be issued if the Qualifying Assessments used by an eligible examinee to achieve a NCRC Credential Level were administered to that eligible examinee under a proctored, secure environment. ACT reserves the sole right to change the ACT WorkKeys National Career Readiness Certificate requirements, content, data elements, and/or the "look and feel" of the certificate in its sole discretion, at any time. The Credential Level (Platinum, Gold, Silver, or Bronze) will be displayed on the certificate. The certificate will contain the ACT WorkKeys National Career Readiness Certificate registration number and issue date on the face of the certificate.

19. Certificate Sweep and Printing: A sweep, or data sweep, is the process wherein test score data is collected. In RegiSTAR, sweeps are scheduled and occur automatically. Data collected during sweeps is stored in the RegiSTAR system and is used in the creation of NCRCs. Any sweep for certificates pursuant to this Agreement will include information for all eligible examinees who tested at the Authorized Customer Location(s) authorized by Customer that are part of the account created for Customer, during the term of this Agreement. Customer may print certificates. If Customer requests ACT to print certificates for additional fees, ACT will print and ship the certificates to the address(es) provided by Customer.

20. Data: The parties acknowledge and agree that ACT may use and disclose the data collected from the administration of the Assessments and Services as set forth in ACT's Privacy Policy available at [www.act.org/privacy](http://www.act.org/privacy), as amended from time to time. To the extent Customer is receiving Assessments and Services as part of Customer's participation under an Agency Contract, Customer authorizes ACT to share NCRC and WorkKeys assessment data of Customer's examinees with the State Agency. ACT also provides additional optional services for the benefit of the examinee, including a certificate sharing service. An examinee may choose to share their WorkKeys Assessment results or NCRC certificate with third party entities (such as employers or colleges) through an online account maintained by ACT or its service providers. Examinees may activate their online account after completion of the testing process and select their data privacy preferences in such account. ACT will honor the data sharing and privacy requests of such examinee.

21. Limitation on Damages: ACT'S LIABILITY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT CUSTOMER HAS PAID ACT DURING EACH ANNUAL TERM. IN NO EVENT SHALL ACT BE LIABLE TO CUSTOMER FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES.

22. Warranty and Limitations: EXCEPT FOR WARRANTIES EXPRESSLY SET FORTH HEREIN, ACT EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND OR NATURE, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION WARRANTIES REGARDING UPTIME, AND WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM A COURSE OF DEALING OR USE OF TRADE. CUSTOMER SHALL HAVE THE SOLE RESPONSIBILITY FOR ASSURING THAT ITS USE OF THE ASSESSMENTS AND SERVICES COMPLIES WITH FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS AND ALL LABOR, EMPLOYEE, OR OTHER CONTRACTS OR PRACTICES TO WHICH IT IS A PARTY.

23. Termination and Cancellation: Either party may terminate this Agreement upon written notice to the other party in the event that other party breaches its obligations under this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach. This Agreement may also be terminated without cause at any time by either party giving thirty (30) days written notice to the other. Customer shall pay ACT for all Assessments and Services delivered through the date of termination. Upon termination of this Agreement for any reason, Customer shall immediately

discontinue use of the ACT Materials and shall immediately return all copies of the ACT Materials in its possession. Upon the expiration or termination of this Agreement, the obligations set forth in the following provisions of the Agreement shall survive: Payment, Ownership of Materials, Confidentiality, Testing Procedures, Data, Limitation on Damages and Warranty and Limitations.

24. Force Majeure: ACT shall not be liable to Customer for any delay or failure to perform, which delay or failure is due to causes or circumstances beyond its control, including, without limitation, the actions of Customer, national emergencies, fire, flood, inclement weather, pandemics or epidemics, or catastrophe; acts of God, governmental authorities, or parties not under the control of ACT; insurrection, war, riots; or failure of transportation, communication, or power supply. ACT shall exercise commercially reasonable efforts to mitigate the extent of the excusable delay or failure and its adverse consequences; provided, however, that should any such delay or failure continue for more than sixty (60) days, this Agreement may be terminated by either party upon notice to the other.

25. Assignment: This Agreement may not be assigned by Customer without the express prior written consent of ACT. No permitted assignment shall relieve Customer of its obligations under the Agreement.

26. Relationship of the Parties: The parties to this Agreement are independent contractors. Neither party shall have the right or authority or shall hold itself out to have the right or authority to bind the other party, nor shall either party be responsible for the acts or omissions of the other.

27. No Third-Party Beneficiaries: The parties agree that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of the parties based upon this Agreement.

28. Severability; Headings; Governing Law: Should any provision of this Agreement be held by a court to be unenforceable, such provision shall be modified by the court and interpreted so as to best accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in full force and effect. Headings used in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement. This Agreement shall be governed by the laws of the State of Iowa.

29. Entire Agreement: This Agreement, including Customer enrollment form, constitutes the entire agreement between the parties with respect to the Assessments and Services, as applicable, and supersedes all other prior agreements and understandings, both written and oral. The terms and conditions contained in this Agreement are the only conditions applying to the delivery of the Assessments and Services. Except as may be incorporated in this Agreement, ACT expressly objects to and rejects any different or additional terms included in any request for proposal, quotation, purchase order, acknowledgment form, or other documents provided by Customer that purport to bind the parties. No waiver, consent, modification, or amendment to this Agreement shall be binding unless in writing and signed by both parties.

30. Notices: Notices under this Agreement shall be deemed to be adequate and sufficient notice if given in writing and delivered via (a) registered or certified mail, postage prepaid, in which case notice shall be deemed to have been received three business days following deposit to U.S. mail; (b) a nationally recognized overnight air courier, next day delivery, prepaid, in which case such notice shall be deemed to have been received one business day following delivery to such nationally recognized overnight air courier; or (c) email, in which case such notice shall be deemed to have been received upon confirmation of such receipt. All notices shall be sent to ACT at the following address: ACT Education Corp., 500 ACT Drive, P.O. Box 168, Iowa City, Iowa 52243-0168, Attention: General Counsel, contract.services@act.org. All notices to Customer shall be sent to the address provided by Customer in the enrollment form.

31. Customer Authorization: Customer's named representative signing this Agreement and agreeing to the terms and conditions represents and warrants (a) they have the requisite authority to enter into this Agreement; and (b) the individual(s) placing the applicable order on behalf of such party is (are) authorized to do so.

By signing below or by the use of electronic signature(s), the parties' authorized representatives hereby indicate their authority to execute, and acceptance of this Agreement.

**ACT EDUCATION CORP.**

**STILLWATER PUBLIC SCHOOLS**

Signed by:  
Signature: Blake Curwen  
B21CAE5161004F6...

Name: C. Blake Curwen

Title: Vice President

Date: 7/15/2025

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

Name:

Title:

Date:

**Internship Site Agreement**  
Between  
**Independent School District No. 16 of Payne County, Oklahoma**  
**D/B/A Stillwater Public Schools**  
And  
**Oklahoma State University School of Kinesiology, Applied Health and Recreation**

This Agreement is made and entered into as of September 1, 2025, between the Oklahoma State University School of Kinesiology, Applied Health and Recreation (the "School"), and Stillwater Public Schools' Athletics Department (the "Facility").

1. Preceptorship. The School shall arrange a precepted internship experience ("Preceptorships") for Oklahoma State University- School of Kinesiology, Applied Health and Recreation Students ("Students") at the Facility where the internship site field supervisor ("Preceptor") practices. The School and the designated Preceptor shall mutually determine the scope of the Student experience based upon the current level of education. The Student and the Preceptor will establish a mutually agreed upon schedule for when the Student will be able to gain practical experience at the Preceptor's facility. The Preceptor will be at the internships setting, overseeing and directing the activities of the Student. Any changes in the schedule by the Student must be made with the approval of the School's assigned faculty member ("Instructor").
2. Term. The term of this Agreement shall initially be for the period of the Preceptorship, commencing September 1, 2025 until June 30, 2026 or until one or both parties elect to terminate the Agreement. Notification by a party of its intent *not* to renew shall not affect Students currently enrolled and participating in the Preceptorships.
3. Responsibilities of the School.
  - a. The School shall designate a School employee or faculty member retained by the School (the "Preceptor Coordinator") to serve as the coordinator for the Preceptorships to work directly with Facility personnel and coordinate the activities of Students.
  - b. The School agrees to provide a verifiable Oklahoma State Bureau of Investigation (OSBI) background check that has been completed within one academic year, or have the Facility complete a background check at the cost of \$22.00 for students. The completion of the OSBI name check will not necessarily require Facility to accept the candidate in an internship.
  - c. The School shall designate one or more Instructors to supervise Students during the Preceptorship.
  - d. The School shall provide contact information for the Student's assigned Instructor for any questions or concerns that may arise during the Preceptorship.
  - e. The School shall require, prior to beginning the Preceptorship, that each Student and Instructor have current CPR certification that meets standards acceptable to the Facility.
  - f. The School shall instruct Students that they are not permitted to perform any procedures that they have not been educated on or had previous practice in or that fall outside the scope of current practice as a applied exercise science student, except as directly supervised by the designated Preceptor.
  - g. The School shall instruct Students that any communication regarding an athlete with other health care providers should always include the designated Preceptor.

- h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.
- i. The Preceptor and/or Facility retain responsibility for patient/client/customer care.
- j. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation (except for evaluation by the Preceptor), Instructor performance evaluation, and all academic aspects of the dietetics/nutritional sciences program.

4. Responsibilities of the Facility and/or Preceptor.

- a. The Facility and/or Preceptor may designate a Facility employee to serve as its coordinator to work directly with the Student and Instructor to plan and coordinate the Preceptorship.
- b. The Facility shall provide the Preceptor with copies of the Facility's policies, rules, regulations, and procedures that are applicable to Students' and Instructors' participation in the Preceptorship.
- c. The Facility will provide Occupational Safety and Health Administration (OSHA) and Family Educational Rights and Privacy Act (FERPA) trainings for the Student. This training must be completed prior to the on site experience.
- d. The Facility coordinator or Preceptor shall provide an orientation to the Student that includes a tour of the Facility and addresses any facilities or procedures of a particular clinical area pertinent to the Preceptorship.
- e. The Facility shall permit Students to assist in the provision of medical and nursing care or other ancillary health care services to patients seen at the Facility under the Preceptors guidance and supervision. The Facility and/or Preceptor may restrict Student activities, including any patient care activities, at the Facility.
- f. The Facility shall provide parking in designated areas for Students and Instructors.
- g. The Facility shall permit the School and its accreditation agencies to visit, tour, and inspect the facilities and records relating to the Preceptorship on reasonable notice during the Facility administrations' regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.
- h. The Facility shall make its classrooms, conference rooms, and library facilities available to the Student and Instructor for the Preceptorship, without charge, subject to availability and Facility policies regarding use of its facilities.
- i. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary and within the scope of the facility, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility and an Instructor or Student, the Instructor and Preceptor shall intervene in an attempt to resolve the matter. The Facility may require the School immediately remove a Student or Instructor from a Preceptorship when the Facility believes the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety, or welfare of a patient, employee, or any other person. In addition, the Facility may refuse to allow any Student or Instructor to participate in the Preceptorship if the individual has an unfavorable record with the

Facility or Preceptor from previous employment, another clinical rotation, or any other reasonable reason.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:
  - a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Preceptorship; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Preceptorship.
  - b. Students are required to wear name badges issued by the Facility (if applicable), professional attire, and to be well-groomed and neat in appearance while at the Facility. Students and School agree that Students will comply with the dress code required by the Facility.
  - c. A Student may perform duties and procedures for which he or she has been prepared academically and is within the scope of practice of an applied exercise science student. Instructional techniques (coaching) for which the Student has been academically prepared may be performed only under direct supervision of the designated Preceptor.
  - d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Preceptorship any Student who is not competent or qualified to participate in the Preceptorship.
  - e. The Instructors are experienced, qualified, and currently competent to provide the services required of them for the Preceptorship and any services required of them under this Agreement.
  - f. The School has provided the Instructor and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act (HIPAA) of 1996 and regulations.
  - g. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal health care program as defined in 42 USC § 1320a-7b(f).
  - h. All information furnished to the Facility concerning the School, Students, and Instructors is true and correct in all respects.
  - i. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.
7. Employees of the School. The School, and not the Facility, is the employer of the Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.
8. Liability Insurance Coverage. It is agreed that the parties intend that each shall be responsible for its own negligent and intentional acts and omissions. The School's liability is governed by the Oklahoma Governmental Tort Claims Act and upon execution of this Agreement shall provide a verification of insurance from the Office of Management & Enterprise Services to the Facility evidencing such coverage.

9. Termination

- a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Preceptorship after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.
- b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 day's prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. A party shall not be liable for any claims, demands, actions, costs, expenses, and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its Students, employees, officers, directors, or agents to perform any of their obligations under this Agreement.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents, or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mail, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative, or regulatory authority. The School, Instructors, and Students shall not use such information except as required to provide patient care services during the Precepted Experience.

14. HIPAA Compliance.

- a. The School must, and the School shall require the Instructors and Students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.
- b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or

required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

15. FERPA Compliance. School and Facility agree to protect the privacy of student educational records and to refrain from use or disclosure of a Student's educational records without the Student's written consent or as otherwise allowed without consent under the federal Family Educational Rights and Privacy Act and the regulations promulgated thereunder ("FERPA") as applicable to the records in question. School agrees to have each Student sign an appropriate consent form when necessary to comply with FERPA and/or other laws for the exchange/disclosure of educational records and student health records. The School will not be obligated to provide and Facility requests not to receive any Student information except as permissible under FERPA and necessary for the student to train at the Facility.
16. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts, and contracts of the Facility shall remain the sole property of the Facility.
17. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors, and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability, or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability, or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38U.S.C. Section 4212.
18. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.
19. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.
20. No Assignment. Neither party may assign its rights or delegate its duties under this

Agreement without the prior written consent of the other.

21. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors, and permitted assigns.

Governing Law. This Agreement and any disputes arising under it shall be governed by the laws of the State of Oklahoma, without regard to its choice of law provision. The validity, construction, and enforcement of this Agreement shall also be governed by the laws of the State of Oklahoma, without regard to its choice of law provisions. The parties agree that any legal action relating to this Agreement shall be filed in a court of competent jurisdiction in the State of Oklahoma, to which jurisdiction and venue the parties expressly agree.

22. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

23. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

24. Merger. This writing is understood and intended to be the final expression of the parties' agreement and is a complete and exclusive statement of the terms and conditions with respect thereto, superseding all prior agreements or representations, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.

25. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

School:

**Oklahoma State University  
101 Whitehurst  
Stillwater, OK 74078**

By Jeanette Mendez Date 7/21/25  
(Signature)

Name: Dr. Jeanette Mendez

Title: Provost and Senior Vice President– Oklahoma State University

Facility:

**Stillwater Public Schools  
314 S Lewis St  
Stillwater, OK 74074**

By \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Name: Roberta Douglas

Title: President - Stillwater Public Schools Board of Education

Additional Contact Information:

Director of Federal and OSU Programs  
Elizabeth McBee  
314 S Lewis St  
Stillwater, OK 74074  
405-707-5026  
emcbee@stillwaterschools.com



Instructure, Inc.  
 6330 South 3000 East, Suite 700  
 Salt Lake City, UT 84121  
 United States

## Order Form

Order: Q-470358-2

Date: 2025-08-04

Order Valid Through: 2025-09-30

### Order Form for Stillwater Public Schools

#### Bill to Information

**Entity Name:** Stillwater Public Schools  
**Address:** 314 S Lewis St  
**City:** Stillwater  
**State/Province:** Oklahoma  
**Zip/Postal Code:** 74074  
**Country:** United States

#### Billing Contact

**Name:**  
**Email:**  
**Phone:**

#### Ship to Information

**Entity Name:** Stillwater Public Schools  
**Address:** 314 S Lewis St  
**City:** Stillwater  
**State/Province:** Oklahoma  
**Zip/Postal Code:** 74074  
**Country:** United States

#### Shipping Contact

**Name:** Ashley Moore  
**Email:** amoore@stillwaterschools.com  
**Phone:** +1 405 533 6300

In Process

#### Billing Information

**Billing Frequency:** Annual Upfront + Transaction  
**Billing Frequency Term:**  
**Payment Terms:** Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2025-08-18	2026-06-30	Recurring	Enrollment	1	USD 5,587.35	USD 5,587.35

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2025-08-18	2026-06-30	USD \$4.65
T8	Transcript Services TPO	2025-08-18	2026-06-30	USD \$12.75

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2026-07-01	2027-06-30	Recurring	Enrollment	1	USD 6,751.50	USD 6,751.50

Year 2 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2026-07-01	2027-06-30	USD \$4.65
T8	Transcript Services TPO	2026-07-01	2027-06-30	USD \$12.75

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S6	Transcript Services	2027-07-01	2028-06-30	Recurring	Enrollment	1	USD 7,089.07	USD 7,089.07

Year 3 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S6	Transcript Services	2027-07-01	2028-06-30	USD \$4.65
T8	Transcript Services TPO	2027-07-01	2028-06-30	USD \$12.75

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 5,587.35	USD 0.00	USD 5,587.35
Year 2	USD 6,751.50	USD 0.00	USD 6,751.50
Year 3	USD 7,089.07	USD 0.00	USD 7,089.07
<b>Total</b>	<b>USD 19,427.92</b>	<b>USD 0.00</b>	<b>USD 19,427.92</b>

Reference	Products	Description
S6	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S6	Transcript Services	Learner Type: Current Only Delivery Method: Parchment Print and Digital Financing Option: Subscription - Recurring

**Quote Special Terms**

Recurring items on this Order Form (other than any 3<sup>rd</sup> Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**Payment Terms - Renewal Order Form:** In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

**Payment Processing Fee:** Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

**Overages:** The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

**Pricing:** Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

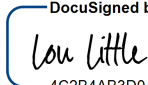
PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	Please email all US state sales tax exemption certifications to ar@instructure.com

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

In Process

By executing this Order Form, each party agrees to be legally bound by this Order Form.

<b>Stillwater Public Schools</b>	
Signature:	_____
Name:	_____
Title:	_____
Date:	_____

<b>Instructure, Inc. (USA/CAN)</b>	
Signature:	<small>DocuSigned by:</small>  <small>4C2B4AB3D0AB432...</small>
Name:	_____ Lou Little
Title:	_____ Manager, Deal Desk
Date:	_____ 8/6/2025

In Process

### Certificate Of Completion

Envelope Id: 01E817A5-5F7B-44BC-941E-50DF21B713A2  
 Subject: Instructure - Stillwater Public Schools Contract for Signature  
 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 5  
 AutoNav: Enabled  
 Envelopeld Stamping: Enabled  
 Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Sent  
 Envelope Originator:  
 Kate Fantetti  
 6330 S 3000 E Ste 700  
 Salt Lake City, UT 84121  
 katherine.fantetti@instructure.com  
 IP Address: 209.112.107.133

### Record Tracking

Status: Original  
 8/4/2025 12:40:59 PM  
 Holder: Kate Fantetti  
 katherine.fantetti@instructure.com  
 Location: DocuSign

### Signer Events

Lou Little  
 lou.little@instructure.com  
 Manager, Deal Desk  
 Instructure  
 Security Level: Email, Account Authentication  
 (None)

### Signature

DocuSigned by:  
  
 4C2B4AB3D0A8432...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 162.118.97.55

### Timestamp

Sent: 8/6/2025 9:36:20 AM  
 Viewed: 8/6/2025 9:36:47 AM  
 Signed: 8/6/2025 9:36:52 AM

### Electronic Record and Signature Disclosure:

Accepted: 9/26/2024 12:58:28 PM  
 ID: 42f817ca-5f27-4c78-b17b-d63bc5a8dc90

Ashley Moore  
 amoore@stillwaterschools.com  
 Security Level: Email, Account Authentication  
 (None)

Sent: 8/6/2025 9:36:54 AM  
 Viewed: 8/7/2025 10:17:39 AM

### Electronic Record and Signature Disclosure:

Accepted: 8/7/2025 10:17:39 AM  
 ID: 67071bfe-a27a-4e6a-b5b2-db2376078f60

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Deal Desk  
 dealdesk@instructure.com  
 Director, Deal Desk & Pricing  
 Instructure, Inc.  
 Security Level: Email, Account Authentication  
 (None)

**COPIED**

Sent: 8/6/2025 9:36:21 AM

### Electronic Record and Signature Disclosure:

Accepted: 8/6/2025 9:35:37 AM  
 ID: af77bf96-7007-4814-afac-76ae1c47d99a

In Process

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Kate Fantetti  
katherine.fantetti@instructure.com  
Security Level: Email, Account Authentication  
(None)

**COPIED**

Sent: 8/6/2025 9:36:53 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Deal CLM  
orders@instructure.com  
Security Level: Email, Account Authentication  
(None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/4/2025 12:41:02 PM
Certified Delivered	Security Checked	8/7/2025 10:17:39 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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In Process

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Instructure, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the "I agree" button at the bottom of this document.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent" form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Instructure, Inc.:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ashley@instructure.com

**To advise Instructure, Inc. of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ashley@instructure.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from Instructure, Inc.**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Instructure, Inc.**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ashley@instructure.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000 or WindowsXP
Browsers (for SENDERS):	Internet Explorer 6.0 or above
Browsers (for SIGNERS):	Internet Explorer 6.0, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to

other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree" button below.

By checking the "I Agree" box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Instructure, Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Instructure, Inc. during the course of my relationship with you.

In Process

**Stillwater Public Schools  
Lincoln Alternative Academy  
Alternative Education Agreement Form**

This contract for alternative education services between Ripley School district, hereinafter referred to as DISTRICT, and Stillwater Public Schools. Hereinafter referred to as the Local Education Affiliate (LEA), is enacted to meet the requirements of the State Department of Education to provide alternative education for DISTRICT's "at risk" students defined by 70 O.S. § 1210-568.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of an LEA to meet the needs of their "at risk" students shall sign a letter of cooperative agreement to be included as part of the Statewide Alternative Education Implementation Plan to be submitted by the LEA to the State Department of Education no later than September, 1 of the fiscal year. Furthermore, by doing so, the DISTRICT acknowledges that the LEA shall receive the entire sum of the DISTRICT's allocated funds for alternative education.

Stillwater Public School's Lincoln Alternative Academy, hereinafter referred referred to as Lincoln Alternative Academy, attests that its program of offerings and services meet all criteria outlined and listed by the Oklahoma State Department of Education and as such agrees to provide alternative education services for students referred to, and accepted through the *Intake and Screening* process identified as follows:

- Students must meet the stated definitions of "at risk" set forth in law.
- The prospective students and their parents/guardians must agree to the intake interview process as the first step in the process of acceptance.
- Furthermore, all parties (DISTRICT, LEA, prospective students and their parents) must agree to additional outside interventions should such be deemed appropriate, and agree that participation in these services will be considered a condition for enrollment.
- Final enrollment in Lincoln Alternative Academy will be determined by the students' and the DISTRICTS' best interests.
- Lincoln Alternative Academy has the right of refusal of any students if it is felt that the placement is inappropriate for any reason.
- No student shall be enrolled in Lincoln Alternative Academy from the DISTRICT unless the student is accepted through the *Intake and Screening* and interview process.

When it has been determined that the student is to be served through Lincoln Alternative Academy, both the DISTRICT and Stillwater Public Schools Superintendent (or designee) must approve the student's district transfer application form to the LEA; to begin upon the students first day of enrollment and continuing until such time as the student is exited from Lincoln Alternative Academy.

Participation in Lincoln Alternative Academy from the above named DISTRICT is for the school year 2025-2026. This contract shall be for the entire school year 2025-2026 and is not revocable by either party, yet it does not bind either party to ensuing school years.

**Agree to by signature and date signed:**

By: Kelli Huan Stillwater  
Public Schools Representative DISTRICT Representative

Cory Herson

**AUTHORIZATION TO PAY THE FY \_\_\_\_ ALLOCATION OF  
STATEWIDE ALTERNATIVE EDUCATION ACADEMY PROGRAM  
FUNDS TO THE LOCAL EDUCATIONAL (LEA) FOR THE  
COOPERATIVE**

Please complete the follow information and upload into your Alternative Education Implementation Plan in Single-Sign-On.

Plan is open from August 1 through September 1.

District Name: Ripley Public Schools District Number I.003  
County Name: Payne County Number .LEO

District listed above authorizes SDE to pay LEA 100% of Alternative Education Allocation for FY 20 to district listed below.

We authorize the Oklahoma State Department of Education (SDE) to pay our district's FY 20 Alternative Education Academy Allocation to the LEA listed below to provide Alternative Education Services for students in our district. We understand that this form does not constitute a contractual agreement for Alternative Education Services with the LEA. We understand that the SDE encourages us to develop a contractual agreement with the LEA that describes the details of the rights and responsibilities of each member of the Alternative Education Cooperative, including the amount above the allocation that each member of the cooperative should pay to the LEA for each student served.

Superintendent's Name: Kaleb Hoffman  
Superintendent's Signature: Kaleb Hoffman Date 08/05/2025  
Board President's Name: Sean Spiva  
Board President's Signature: [Signature] Date 8.5.25

THE DISTRICT LISTED BELOW WILL RECEIVE 100% OF OUR ALTERNATIVE EDUCATION ACADEMY ALLOCATION AND WILL SERVE AS THE LEA FOR OUR DISTRICT'S ALTERNATIVE EDUCATION COOPERATIVE PROGRAM.

LEA District Name: Stillwater Public School LEA District Number \_\_\_\_\_  
LEA County Name: Payne LEA County Number LEO



[Signature]



## **Stillwater Public Schools Supplemental Staffing Agreement School Year 2025-2026**

This Supplemental Staffing Agreement (“Agreement”) is entered on the \_\_\_ day of \_\_\_\_\_ 2025 (the Effective Date”) by and between independent **School District No. 16 of Payne County, Oklahoma** (“Stillwater Schools”) with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Shelby Healthcare (the “Agency”), collectively referred to as the Parties. The purpose of this Agreement is to ensure the provision of nursing services to those students mutually agreed upon by the Parties each day school is in session.

### **Term and Termination of Agreement**

This Agreement shall commence on the Effective Date and shall automatically terminate on June 30, 2025. Either Party may cancel this Agreement by giving the other Party 14 days written notice. Amendments to this Agreement require the written consent of both Parties.

### **Description of Services**

The Agency shall, upon request of the Facility, supply qualified health care personnel licensed by the State of Oklahoma to the Facility for supplemental staffing. The Agency shall be responsible for the screening of all nursing personnel supplied pursuant to this Agreement and to confirm the qualifications and competence of the personnel assigned. The Agency shall determine the screening process. However, the Agency agrees that all personnel sent to the Facility shall meet no less than the qualifications below. If the primary caregiver is unable to work on any given day that services are required, the Agency agrees to send a qualified replacement.

### **Agency Personnel Requirements**

- TB screening
- Hepatitis screening
- Valid driver’s license
- Knowledge of universal precautions to prevent the transmission of bloodborne pathogens from exposure to blood and other potentially infectious materials
- Must satisfactorily pass competency evaluation
- Ability to read and write English
- Present in a professional manner
- Emotional maturity and ability to deal effectively with the demands of the job
- Adhere to the Facility’s dress code
- OK Screen (Oklahoma National Background Check Program)
- Copy of current nursing license
- CPR certified

The Agency staff rendering services to the Facility shall read and sign a confidentiality statement prior to reporting to work. The Agency’s employees are required to be familiar with and act in compliance with the Facility’s policies and procedures.

### **Liability Insurance**

The Agency shall obtain and maintain general and professional liability insurance, including malpractice insurance, in the amount of not less than \$1,000,000 for each occurrence, at its own expense, and will provide written proof of such coverage to the Facility upon request.

### **Agency-Independent Contractor**

The Agency acknowledges and agrees that it is an independent contractor, and all Agency personnel who perform services at the Facility shall be deemed employees of the Agency and not the Facility. Nothing in this Agreement shall be construed to constitute the Agency as an agent or employee of the Facility, nor shall anything contained in this Agreement. The Facility shall have no control or direction over the methods by which the Agency shall perform services and functions under this Agreement. The Agency shall withhold from compensation payable to its personnel, Federal income tax, FICA, and any other amounts required by law to be withheld by employers.

### **Indemnification**

The Agency agrees to indemnify, defend, and hold harmless the Facility from all liability, claims, demands, costs, or judgments arising out of injury and damages caused (a) to the Agency's personnel or (b) by the Agency's employees and negligence and/or intentional acts unless liability is caused by or arises from the negligence or intentional acts or omissions of the Facility's agents, employees, officers or partners.

The Facility agrees to notify the Agency within five working days of any claim made against it based on negligence and/or intentional acts of the Agency's agents, employees, officers, or partners. To the extent permitted by law, the Facility agrees to indemnify and hold harmless the Agency from all claims, suits, demands, costs, or judgments arising out of negligence and/or acts of the Facility's employees, agents, officers or partners.

The Facility, upon request, will supply to the Agency evidence of premise liability coverage. The Agency will furnish evidence of Workers' Compensation insurance for its employees, agents, officers or partners.

### **Recruitment of Agency and Facility Personnel**

Recognizing the special nature of the relationship existing between each Party and that the recruiting and training of personnel by each Party is a costly and time-consuming endeavor, each Party agrees that it will not actively recruit each other's personnel. If such practice occurs, this would constitute a breach of this Agreement, and the Agreement will be terminated immediately. Furthermore, the Party in violation of this Agreement not to recruit personnel, shall pay a \$1,500 fee to the other Party.

### **Right to Remove Personnel**

If at the sole discretion of the Facility, an employee of the Agency is deemed substandard while performing his/her duties, the Facility may direct the employee to leave the Facility's premises.

The Facility shall promptly notify the Agency immediately of such action, and the Facility will be billed for hours worked up to the time of removal.

### **Ordered Services**

If the student that the Agency is caring for is absent for any reason, the Facility may, at its discretion, reassign the employee sent by the Agency for any purpose within the scope of this Agreement or may cancel services for the day or part of the day, the student is absent. There will be no charge by the Agency for days that services are completely canceled.

There is a four (4) hour minimum visit and visit charge for every shift worked.

### **Compensation**

In the event a parent or guardian of the student that the Agency is caring for provides the Facility consent for the billing of Agency's services to private or public insurance available for the student, Agency agrees to directly bill the private or public insurance provider and to accept, as payment in full,

that payment authorized by the private or public insurance provider. The Agency agrees not to bill the Facility for services rendered. If the Agency cannot bill a student's private or public insurance, the terms of this agreement must be renegotiated. The Facility will not pay for services until new terms are agreed upon.

### **Safety**

The Facility and Agency agree that student safety is a top priority. Agency agrees that it shall not allow any Agency employee on Facility property, whether as an officer, agent, employee or contractor of Agency, who has been convicted of a felony within the past 10 years or at any time has been convicted of, or pled guilty or no contest to a charge involving (a) illegal chemical substances, or (b) a sexual offense. The Agency hereby certifies that no representative or employee of Agency is currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippe Violent Offender Registration Act. Agency shall, upon request, submit written proof to the Facility's Department of Special Education and Student Services that its personnel have passed background checks, including a nationwide criminal check, multistate sex offender check, OSBI criminal record check, and a current drug screening before entering upon Facility property.

### **COVID-19**

Agency acknowledges Facility's COVID-19 requirements for individuals on Facility's campuses and agrees that Agency's employees: shall not enter any Facility site without checking their temperature to ensure a temperature below 100.4 degrees; have not tested positive for COVID-19; and have not, to their knowledge, been exposed to a person with COVID-19. Agency also agrees to adhere to Facility's mask requirements for individual present on its campuses as well as requirements for physical distancing and disinfection.

### **Miscellaneous**

This Agreement is not assignable, and the obligations of this Agreement may not be subcontracted or otherwise delegated to others.

This Agreement shall be governed by, interpreted, and construed in accordance with the procedural and substantive laws of the State of Oklahoma.

The Parties shall conduct their relationship and perform their duties under this Agreement in full compliance with applicable federal, state, and local laws, regulations and ordinances.

This Agreement constitutes the entire agreement of the parties with respect to the subject matter, hereof, and may be amended only in writing signed by both parties.

In witness hereof, the Parties hereto have executed this Agreement.

**Shelby Healthcare (Agency)**

Signed by:  
  
EE7987A5745742D...

Executive Director, Tom Keneda  
Shelby Healthcare, 301 N. Harvey, Suite 215,  
OKC, OK 73102

Date 8/5/2025

**Stillwater Public Schools**

President, Board of Education  
314 South Lewis, Stillwater, OK 74074

Date \_\_\_\_\_



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Consider and Vote to Approve or Not 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 or Not 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 13 - Polycarbonate Tube Steel Adjustment

**CM Contingency Modification : #** 13

**Date:** 07/01/2025 **Date Required:**

**Description of Work:** This contingency modification is to cover costs associated with adjusting the polycarbonate tube steel supports to align with the polycarbonate panels that were revised in ASI 11.

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 13 - Polycarbonate Tube Steel Adjustment	0.00	LS	0.00	- 7,415.0	0.0	0.00	- 7,415.00	
2 : Bennett Steel	0.00	LS	0.00	7,415.0	0.0	0.00	7,415.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Volk*

7/22/2025

Construction Manager:

Date:

*WBJ*

07/29/2025

Architect:

Date:

*R*

7/29/25

Owner:

Date:



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

Date : 6/18/2025  
Page 1 of 1  
**CO #: 11**  
Job #: 24079

Stillwater High School

Job Location: Stillwater, OK

### Change Order Request

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

CO #11 - RFI #131

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Change Requested By:

Sent Via: E-mail

**Description of Change:**

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Cost to modify steel per RFI #131.

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The change will cause an increase of \$7,415.00 to the contract amount.

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

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

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

Estimate Summary

Estimate Date: 7/1/2025

Estimate #: 2022-149

Recipient Information											
Company: Willowbrook						Phone:					
Contact:						Fax:					
Estimate Job Site Information											
Estimate Name: Stillwater High School - RFI #131						Erector Estimate #:					
Location:						Tax Exempt:					
County:						Dist. From Shop: 0					
Group Name:						Site Completion:					
Group Name 2:						Liq. Damages:					
« MATERIALS »	Item	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total	
	Fabricated Materials:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Drop (5%):	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Weld Material:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Shop Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Field Bolts:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Welded Studs:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Buyouts:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Inbound Freight:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	<b>Material Subtotal:</b>	<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	Sand/Shot:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Total for (2) Paint Systems:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Galvanizing Freight:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	<b>Coating Subtotal:</b>		<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Coating &amp; Material Subtotal:</b>		<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Material Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>MATERIAL TOTAL:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
« LABOR »	Item	Rate	Hours	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Shop	\$65.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Detailing Labor	\$65.00	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Galv. Prep Labor:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	<b>Labor Subtotal:</b>		<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>
Labor Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>LABOR TOTAL:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
« SUBCONTRACTS »	Item	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total	
	Detailing:		\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0	
	Joists:			0.0%		0.0%		15.0%			
	Deck:			0.0%		0.0%		15.0%			
	Grating:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
	Enter Sub-out Item:			0.0%		0.0%		15.0%			
<b>Sub-out Subtotal:</b>	<b>0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>15.0%</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Sub-out Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>SUB-OUT TOTAL:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
<b>Supply Only Subtotal:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
Supply Only Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>SUPPLY ONLY TOTAL:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
Jobsite Freight:	0	\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
LTL/Other Freight: :			0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0		
<b>DELIVERED TOTAL:</b>		<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	
« JOBSITE »	Item	Rate	Qty/Weight	Cost	O.H. %	O.H.	S,G&A %	S,G&A	Profit %	Profit	Total
	Erecting Labor:	\$86.00	75	\$6,450	0.0%	\$0	0.0%	\$0	15.0%	\$965	\$7,415
	Erection:			\$0	0.0%	\$0	0.0%	\$0	15.0%	\$0	\$0
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	Enter Job Site Item:				0.0%		0.0%		15.0%		
	<b>Job Site Subtotal:</b>			<b>\$6,450</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>14.961%</b>	<b>\$965</b>	<b>\$7,415</b>
	Job Site Taxes: 0.0%			\$0		\$0		\$0		\$0	\$0
	<b>JOB SITE TOTAL:</b>			<b>\$6,450</b>		<b>\$0</b>		<b>\$0</b>		<b>\$965</b>	<b>\$7,415</b>
	<b>ERECTED SUBTOTAL:</b>			<b>\$6,450</b>		<b>\$0</b>		<b>\$0</b>		<b>\$965</b>	<b>\$7,415</b>
Tax on Everything: 0.0%			\$0		\$0		\$0		\$0	\$0	
<b>GRAND TOTAL:</b>			<b>\$6,450</b>		<b>\$0</b>		<b>\$0</b>		<b>\$965</b>	<b>\$7,415</b>	
<b>AS BID DETAILS:</b>		<b>0 Lbs.</b>				<b>7,415</b>					



Email to Customer, & BSI PM

**EXTRA WORK REPORT / DAILY TICKET**

Date: 06-25-25

**Project Information**

Job Name & Number: Stillwater High School #24079

Customer Name: Willowbrook

Bennett Supervisor: Jay Johnson

**Customer Authorization** (Note: extra work **will not** be performed without an authorization number)

Field Directive; CO Authorization; RFI or PO Number: RFI #131

Representative Authorizing Work: Scott Trueman

**Work Description**

Cut loose & move door header tubes,

Cut loose and move upper header tubes,

Install bent plate on upper header tubes,

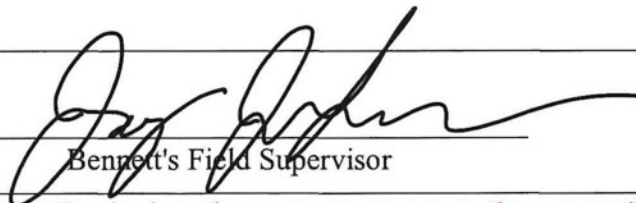
Install flat plate on door header tubes

**Labor Report** (ST @ 40hrs week & up to 10hrs shift; OT @ Saturdays & over 10hrs; DT @ Sundays & Holidays)

Type	Qty	Hrs Ea	Rate			Total Hrs
			ST	OT	DT	
IWGF / IWSupt			ST	OT	DT	
IW Foreman	1	25	ST	OT	DT	25
JIW / Welder/ Rigger	2	25	ST	OT	DT	50
IW / Apprentice / Helper			ST	OT	DT	
Operator			ST	OT	DT	
Oiler			ST	OT	DT	

**Equipment Report**

Type / Size	Qty	Hrs Ea	Rate				Total
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
			HR	Daily	Weekly	Monthly	
Other (describe below)			HR	Daily	Weekly	Monthly	

  
Bennett's Field Supervisor

Authorized Signature

**Note:** By signing, the customer agrees to the responsibility of payment incurred for work performed at their direction. Bennett Steel Inc. is only responsible for the quality and the workmanship of the work performed.



# CM Contingency Modification

0309b. - Stillwater New High School

**Title:** CMOD 14 - FACS Ranges

**CM Contingency Modification : #** 14

**Date:** 07/25/2025 **Date Required:**

**Description of Work:** Provide and install gas and electric ranges in the FACS Culinary Classroom that were not scoped to any subcontractor at time of bid and not covered in the equipment allowance.


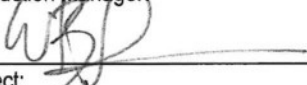

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 14 - FACS Ranges	0.00	LS	0.00	- 24,873.5	0.0	0.00	- 24,873.54	
2 : Amundsen	0.00	LS	0.00	24,873.5	0.0	0.00	24,873.54	

Total Change Amount: 0.00

Notes:

**Approved By:**

	7/29/2025
Construction Manager:	Date:
	07/29/2025
Architect:	Date:
	7/29/25
Owner:	Date:



# Quote

07/22/2025

**Project:**  
Stillwater High School Ph1 - FACS  
810/811 Ranges

**From:**  
Amundsen Commercial Kitchens -  
OKC  
Dustin Mihelis  
3805 NW 36th st.  
Oklahoma City, OK 73112  
405-236-5961  
405-236-5961 (Contact)

Job Reference Number: 19542

Item	Qty	Description	Sell	Sell Total
FACS8 11	3 ea	<b>ELECTRIC RANGE</b>  AJ Madison Model No. FORNO FFSEL608336 Freestanding Electric Range with Steam Clean, Ceramic Glass, Convection Oven, and Insulated Oven Door: 36" Width, 5 Elements, 5.36 cu. ft. Oven Capacity	\$3,218.85	\$9,656.55
	3 ea	RANGEMULTI Electric Cord Kit - 40 Amp, 4 ft.	\$57.49	\$172.47
			<b>ITEM TOTAL:</b>	<b>\$9,829.02</b>
FACS8 10	3 ea	<b>GAS RANGE</b>  AJ Madison Model No. FORNO FFSGS623936 36 Inch Freestanding Gas Range with 6 Sealed Burners, 5.36 cu. ft. Oven Capacity, Continuous Grates, Convection Cooking, Illuminated Zinc Knobs, Magic Eyes, Telescoping Racks, Blue Enameled Oven Interior, and ETL Listed	\$4,368.85	\$13,106.55
	3 ea	UGASKIT 4' Gas Appliance Installation Kit	\$45.99	\$137.97
			<b>ITEM TOTAL:</b>	<b>\$13,244.52</b>
INSTA LL EQUIP MENT	1 ea	<b>EQUIPMENT DELIVERY/ SET IN PLACE</b>  Amundsen Commerical Kitchens Model No. EQUIPMENT DELIVERY/ SET IN PLACE Cost to deliver, uncrate, assemble and set in place food service equipment. All final mechanical, electrical & plumbing connections are by others.  EXCLUSIONS: a. Removal or relocation of existing equipment that is not specified in Section 114000.		

Item	Qty	Description	Sell	Sell Total
		b. All final mechanical, electrical & plumbing connections for equipment in Section 11400, including but not limited to, walk-in(s), wiring inside and outside units for the walk-in(s), hood(s) and fire system(s), low voltage wiring to any equipment, power to disposer(s) & wiring from disposer(s) to switch(es), daisy chain connection of light(s) in walk-in(s). c. Electrical conduit for walk-in(s) extending out to refrigeration units or for an alarm system. d. Floor depressions. e. Roof, wall, and floor penetrations or coring of building or slab. f. Wall sleeves. g. Wall blocking. h. Roof jacks. i. ALL CURBS, including roof curbs for remote refrigeration systems. j. Concrete slab(s) for refrigeration system. k. Cement and finished floor for walk-in cooler/freezer. l. Under-slab conduit for refrigeration or beverage lines, or any other equipment		
			Installation:	\$1,800.00
				\$1,800.00
			Total	\$24,873.54

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

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

Project Grand Total: \$24,873.54



## Freestanding Electric Range with Steam Clean, Ceramic Glass, Convection Oven, and Insulated Oven Door: 36" Width, 5 Elements, 5.36 cu. ft. Oven Capacity

### Features

#### 5 Elements

- Elevate your culinary experience with 5 elements, offering precise heat control for versatile cooking and accommodating various cookware.
- Combine a total stove-top output of 7,700W.

#### 5.36 cu. ft. Oven Capacity

- Unlock your cooking potential with a capacious 5.36 cubic feet oven, providing ample space for large meals and diverse culinary creations.
- With 6,300-watt broil and bake output with a cooling fan.

#### Steam Clean

- Simplify oven maintenance with the steam clean feature, offering an efficient and chemical-free method to keep your oven interior pristine.

#### Ceramic Glass

- Provides an even heat distribution and smooth cookware mobility.

#### Convection Oven

- Achieve superior baking results with a convection oven, ensuring even and consistent cooking for a variety of recipes.

#### Insulated Oven Door

- Prioritize safety and energy efficiency with an insulated oven door, retaining heat for consistent cooking temperatures while keeping the exterior cool.
- With a 3-layer glass door window.

#### Stainless Steel Cooktop Cavity Top Plate

- Embrace durability and a contemporary look with a stainless steel cooktop cavity top plate, providing a sleek surface for your culinary endeavors.

#### Backsplash

- Add a touch of sophistication to your kitchen and protect your walls with a stylish backsplash, completing the seamless design of your cooking space.

#### Black Finish Oven Interior

- Cook in style with a sophisticated black-finished oven interior, providing a sleek and visually appealing backdrop for your culinary creations.

#### 2 Halogen Lights

- Illuminate your cooking space effectively with 2 halogen lights, ensuring clear visibility inside the oven for precise monitoring.

#### 2 Chromed Oven Racks

- Enhance baking flexibility with 2 chromed oven racks, providing sturdy support for various bakeware and optimizing your oven space.
- With a 7.5mm frame and 4.5mm grid.

#### Zinc Coated Metal Control Knobs

- Experience durability and style with zinc-coated metal control knobs, offering a sleek interface for precise adjustments and control.

#### Sleek, Durable Design Stainless-Steel Panels

- Elevate your kitchen aesthetics with the sleek and durable design of stainless-steel panels, combining style with resilience for a modern touch.

#### Adjustable Stainless Steel Legs

- Customize the height of your appliance with adjustable stainless steel legs, ensuring stability and adaptability to your kitchen setup.
- Accommodate counter heights between 35 1/2" to 36 1/2".



**36 Inch Freestanding Gas Range with 6 Sealed Burners, 5.36 cu. ft. Oven Capacity, Continuous Grates, Convection Cooking, Illuminated Zinc Knobs, Magic Eyes, Telescoping Racks, Blue Enameled Oven Interior, and ETL Listed**

## Features

### 6 Italian Sealed Burners

- Provide between 9,000 and 20,000 BTUs to meet various cooking requirements.
- Sealed burners contain spills for quick and easy cleanup, while also protecting the burners.

### 5.36 Cu. Ft. Oven Capacity

- Enough space to cook several dishes at the same time for your entire family and more.

### Heavy-Duty Cast Iron Grates

- Easily move heavy cookware across the cooktop.

### Night Light Red LED Automatic Magic Eyes

- The red Magic Eyes will turn on automatically when the room becomes dark.

### Halogen Lighting

- Allows you to keep an eye on the cooking process without having to open the door.

## Additional Features

- ETL Listed
- Black Matte Cast Iron Continuous Burner Grates
- Black Enamel Surface Plate for Easy Clean
- Illuminated Zinc Cast Knobs
- Convection Fan
- Infrared Broil Element with 10,000 BTU
- Blue Enameled Oven Interior
- Night Light Red LED Automatic Magic Eyes
- Wok Ring
- Dual Ring Burners For Maximum Cooking Control
- 2-Year Factory Parts and Labor Warranty



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I and Phase II PA Wing Construction Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Willowbrook, Inc. use of Owner Contingency and Allowances for the SPS Bond 2023 HS Phase I and Phase II PA Wing 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 and Phase II PA Wing Construction Project.

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



# Owner Contingency Modification

0309c. - Stillwater New High School - Phase 2 PA Wing

**Title:** OMOD 5 - PA Flush Pull Revisions

**Owner Contingency Modification : #** 5  
**Date:** 07/29/2025 **Date Required:**

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

1. Replace Flush Pull 95B with Rockwood RM3310, 1 inch diameter, 2 1/2 projection, 12 in length to math the Phase PR 045 changes.


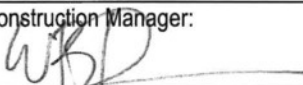
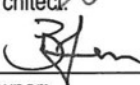
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 5 - PA Flush Pull Revisions	0.00	LS	0.00	- 3,611.8	0.0	0.00	- 3,611.84	
2 : Lee Glass	0.00	LS	0.00	3,611.8	0.0	0.00	3,611.84	

Total Change Amount: 0.00

Notes:

**Approved By:**

	7/29/2025
Construction Manager:	Date:
	07/29/2025
Architect:	Date:
	7/28/25
Owner:	Date:



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26284-4	7/14/2025	8/10/2025	<b>\$3,611.84</b>

**CUSTOMER**

Willowbrook Contruction Services  
 (405) 224-1554  
 hilary.peters@willowbrook.build  
  
 PO Box 807  
 Chickasha, ok 73023

**JOB INFO**

**CMS WILLOWBROOK-Stillwater  
 High School Phase 2**  
 1515 Cimarron Plaza  
 Stillwater, OK 74075

**LEE GLASS & WINDOW, LLC**

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

**Phase 2 Change Order to convert flush door pulls on storefront doors to  
 Rockwood D Style Pulls.  
 Costs reflect manufacturer increases due to tariffs.**

ITEMS	SUBTOTAL
Rockwood RM3310-180A-12CTC-12HD Door Pulls. Interior and Exterior.	<b>\$3,611.84</b>

\*The 4 flush door pulls have not been ordered yet, so a deduction of \$97.20 has been taken out of the total cost of \$3709.04, leaving the current total of \$3,611.84.

Subtotal:	\$3,611.84
Total:	\$3,611.84
<b>Deposit Due (100%):</b>	<b>\$3,611.84</b>
<b>Balance Due:</b>	<b>\$3,611.84</b>



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 67 - PR 042 9th Grade Revisions

**Owner Contingency Modification : #** 67

**Date:** 06/30/2025 **Date Required:**

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

1. Relocate Door 1050 and 1059 and adjacent lockers in Area 2
2. Add science millwork and revise flooring finish from carpet to polished concrete in Room 1119.
3. Add (2) two receptacles in Storage 2104.
4. Change Door 2104 to Type N, narrow lite door panel type.

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 67 - PR 042 9th Grade Revisions	0.00	LS	0.00	- 26,981.8	0.0	0.00	- 26,981.80	
2 : Airtech	0.00	LS	0.00	3,290.0	0.0	0.00	3,290.00	
3 : Carroll's	0.00	LS	0.00	- 463.0	0.0	0.00	- 463.00	
4 : Concrete Color Systems	0.00	LS	0.00	6,270.0	0.0	0.00	6,270.00	
5 : Colburn	0.00	LS	0.00	1,920.1	0.0	0.00	1,920.12	
6 : Piper Weatherford	0.00	LS	0.00	3,200.0	0.0	0.00	3,200.00	
7 : Wiljo	0.00	LS	0.00	2,111.0	0.0	0.00	2,111.00	
8 : Wood Systems	0.00	LS	0.00	10,653.7	0.0	0.00	10,653.68	

**Total Change Amount:** 0.00

Notes:

**Approved By:**



# Owner Contingency Modification

0309b. - Stillwater New High School

*Shawn Vick*

7/22/2025

Construction Manager:

Date:

*WBD*

07/29/2025

Architect:

Date:

*AF*

7/29/25

Owner:

Date:



**PROJECT PROPOSAL**

**Company**  
Air Technologies

Proposal Date: 6/20/2025  
Proposal Number: P20603  
Agreement Number:  
Contractor License:

Ph: 405 528 2600      Fax:

**Bill To Identity**  
WillowBrook  
620 Northeast 36th Street  
Oklahoma City, Oklahoma 73105

**Agreement Location**  
Stillwater Public Schools  
314 S Lewis St  
Stillwater, OK 74074

Air Technologies, a Fidelity Building Services Group Company, is submitting our proposal for the following change order.

**OUR PROPOSED SCOPE OF WORK INCLUDES:**

- Furnish and install added sink (S-1)
- Additional labor

**WARRANTY:** Our warranty on work performed is one (1) year, parts and labor.

**YOUR INVESTMENT FOR THIS SCOPE OF WORK** .....\$3,290.00

This proposal is valid for a period of fifteen (15) days, and if not accepted within that time frame, it shall be automatically rescinded, and any replacement proposal may be subject to increased costs. Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

**Contractor**

**Customer**

\_\_\_\_\_  
Signature (Authorized Representative)  
Erik Van Winkle  
\_\_\_\_\_  
Name (Print/ Type)  
405 528 2600  
\_\_\_\_\_  
Phone  
6/20/2025                      P20603  
\_\_\_\_\_  
Date                                      Proposal #

\_\_\_\_\_  
Signature (Authorized Representative)  
\_\_\_\_\_  
Name (Print/ Type)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Date                                      PO#

# Carroll's Commercial Floors

11408 E 19th St  
 Tulsa, OK 74128  
 Telephone: 918-376-9885 Fax: 918-376-9885



**Proposal**

Date 6/3/25

We are a Factory Authorized Dealer

Customer: Willowbrook	Job Site: Stillwater HS - CO DEDUCT - PR 042 (RM 1119)
-----------------------	--

Attn: Shawn Vick	Contact: Brian Torrie   918-549-5770   ccfitorrie@gmail.com
------------------	---

Qty	UOM	Description	Tax	Unit	Total
-121.00	SY	----- LABOR DEDUCT (REMOVE CPT-3 FROM RM. 1119, DELIVER EXCESS MATERIAL TO SCHOOL	\$	3.82 \$	(462.65)

<b>SPECIAL NOTES:</b>
- Minor floor prep included, additional bags needed will be used at a rate of \$75/bag

Subtotal \$ (462.65)  
 Tax (if applicable)

We hereby propose to furnish the above complete in accordance with the above specifications, for the sum of: **\$ (463.00)**

*This proposal is valid for 30 days from the date of issuance. After this period, terms and pricing may be subject to revision.*



## COLBURN ELECTRIC : PRICE REQUEST BREAKDOWN

ATTENTION: Shawn Vick

GC/CM: Willowbrook

BY: Ed Webber

JOB: Stillwater High School

DATE: 6/3/2025

PR for: PR-42

DESCRIPTION: Add Two outlets in Storage 2104. Adjust height and outlet type in Room 1119.

**Subcontract**

Totals

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

**Total Subcontractor**      \$                      -

**Labor & Supervision**

Hours

Labor Cost                      Totals

12.0	Electrician	\$ 70.80	849.60
1.0	Foreman	\$ 79.50	79.50
1.0	Superintendent	\$ 79.50	79.50
2.0	Project Manager/Estimator	\$ 95.00	190.00
	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)                      14.98  
 As-built fees (1% of labor cost)    11.99  
 Safety Equipment (2% of labor cost)                                        23.97

**Total Labor**      \$                      1,249.54

**Materials**

Quantity

Item Cost

Labor Hours

Labor Total

Material Total

1	See attached breakout	\$ 114.00	12.0	12.0	114.00
				-	-
				-	-
				-	-
				-	-
				-	-

Subtotal Labor Hrs./Material    12.0                      114.00  
 Warranty % of labor costs    2.65%                      33.11

**Total Material**      \$                      147.11

**Tools, Rentals, Misc Costs**

Unit Cost

Totals

Other					
Trencher rental					
Scissor Lift rental					
Boom Truck rental					
Equipment/tools % of labor costs	7.00%			\$	87.47
Consumables/DJC % of labor costs	7.00%			\$	87.47
Sales Tax material/misc.					-

**Total Tools, Rentals, Misc Costs**      \$                      174.94

**Subtotal w/subcontractor**      \$                      1,571.59

Subcontractor Markup    10.00%      \$                      -

Bond    3.00%      \$                      47.15

Overhead on Direct Cost    10.00%      \$                      161.87

**Subtotal Subcontractor and Direct Cost with Markups**      \$                      1,780.61

Profit    5.00%      \$                      89.03

**Subtotal**      \$                      1,869.64

Insurance    2.70%      \$                      50.48

**Subtotal**      \$                      1,920.12

Miscellaneous added    0.00%      \$                      -

**Total Cost for Price Request**      \$                      1,920.12

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: 34: PR-42 add two outlets and move one

### Takeoff

Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
	0.00				<b>Add two outlets in room 2104</b>		
	0.00				<b>existing circuit adjacent</b>		
	2.00	EA	M	#12 1/2" EMT	20A 1G DX SPEC TR	0.00	0.00
140022	2.00	EA	M	20A	DX RECEPT SPECIFICATION GRADE TR	9.92	0.90
140802	2.00	EA	M	1-DUPLEX	1G STAINLESS STEEL PLATE	5.96	0.30
150047	2.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	9.32	0.80
150066	2.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	2.55	0.20
160699	12.00	EA	M	#10 x 1"	TEK SCREW	0.84	0.43
100032	3.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.58	0.30
10000	52.00	FT	M	1/2	EMT	24.90	3.11
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	6.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.86
30000	4.00	EA	M	1/2	EMT STEEL-SS COUPLING	1.98	0.21
30010	6.00	EA	M	1/2	EMT STEEL SS CONNECTOR	1.83	0.72
70029	109.00	FT	M	12	THHN/THWN CU (SOL)	19.66	0.88
70029	36.00	FT	M	12	THHN/THWN CU (SOL)	6.49	0.23
160000	3.00	EA	M	1/2	CONDUIT HGR SNAP-CLS B-JOIST	5.97	0.20
630066	3.00	EA	M	1/2	COND PUSH-IN HGR TO SCREW-ON	6.08	1.13
	0.00				<b>Remove and re-install at 44" replace</b>		
140022	-1.00	EA	M	20A	DX RECEPT SPECIFICATION GRADE TR	-4.96	0.00
140802	1.00	EA	M	1-DUPLEX	1G STAINLESS STEEL PLATE	0.00	0.00
150047	2.00	EA	M	2-1/8"D	1900 CMB-KO CV- BRKT	0.00	0.80
150066	2.00	EA	M	5/8"RISE 4.8-CI	1G 1900 MUD-RING	0.00	0.20
140043	1.00	EA	M	20A	DUPLEX GFCI RECEPT SPEC GRADE	21.79	0.53



**WILJO INTERIORS, INC.**

2100 N Indianwood Broken Arrow, OK  
74012

7421 NW 83rd St., OKC, OK 73132

Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick  
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1**  
**PR 042**

DATE: 6/11/2025

PLAN DATE: N/A

PER ADDENDUM: PR 042

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

	<b>AMOUNT</b>
Layout of our work from established points given by others.	
Clean up of our debris into a dumpster provided by others.	
Relocate bulkhead, door frame locations, infill previous location.	
Add backing for new sink, patch drywall.	
Materials.....\$724	
Labor & burdens.....\$1,182	
Overhead & profit.....\$191	
Bond.....\$14	
	<b>\$2,111</b>
<b>ALTERNATES:</b>	
<b>EXCLUSIONS:</b>	
Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations;	
Engineering; Demolition;	

Respectfully Submitted,

Ken Fry  
Project Manager



**WOOD** ESTD 1988  
**SYSTEMS**

**Change Proposal**

Date 06/24/25

To: CMS Willowbrook  
3108 South 9th Street

Ship To: Stillwater PS, New HS

Chickasha, OK 73018

Stillwater, OK

Phone (405) 224-5990

Fax (405) 224-5995

Attention : n/a  
Project Desc. : PM- Stillwater New HS Production  
Terms : n/a  
Delivery Date : n/a

Project Id : 24-0172  
Ship Via : Our Truck  
P.O. Number : n/a  
Salesperson : n/a

Description	QTY	UOM	Selling Price
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**CO - PR42 added science classroom (Pending)**

**WV-1 casework (1119)**  
WV-1 casework (1119)

**SS-3 RESIN TOPS BUYOUT**  
SS-3 RESIN TOPS BUYOUT

CO - PR42 added science classroom	1	\$ 10,653.68
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\_\_\_\_\_  
*Authorized Signature*

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

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

QUOTATION

Date: 6-24-2025

Willowbrook

Job: Stillwater H.S.

Location: Stillwater, Ok.

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PR042

3) Hollow Metal Doors (1) Hollow Metal Frame \$ 3,200.00  
Pair 2104 Changed to "N" Type Narrow Lite  
Single 1059 Changed From LH to RH

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 REFELECTED 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,

Chad Heilaman   
PIPER-WEATHERFORD CO. OKLAHOMA  
Direct Line 405-896-3795



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 68 - RFI's 170 & 177

Owner Contingency Modification : # 68

Date: 06/30/2025 Date Required:

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

1. Provide HM door and hardware in lieu of access panel per code requirements as outlined in RFI 170.
2. Fur out wall in girls restroom 2194 to accommodate plumbing piping in as outlined in RFI 177.

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 68 - RFI's 170 & 177	0.00	LS	0.00	- 4,085.0	0.0	0.00	- 4,085.00	
2 : Piper Weatherford	0.00	LS	0.00	1,800.0	0.0	0.00	1,800.00	
3 : Wiljo	0.00	LS	0.00	2,285.0	0.0	0.00	2,285.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

 \_\_\_\_\_ Date: 7/22/2025

Construction Manager: \_\_\_\_\_ Date: 07/29/2025

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

Architect: \_\_\_\_\_ Date: 7/29/25

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

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

**PIPER-WEATHERFORD COMPANY**  
**DISTRIBUTOR OF ARCHITECTURAL SPECIALTIES**  
210 NE 31 Street  
OKLAHOMA CITY, OK. 73105  
PHONE: (405) 896-3795

QUOTATION

Date: 6-18-2025

Willowbrook

Job: Stillwater H.S.

Location: Stillwater, Ok.

RFI# 170

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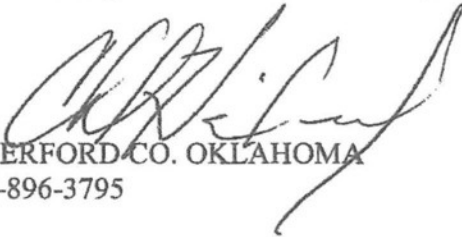
1) Custom Hollow Metal Door & Frame 1052F	\$ 1,300.00
1) Hardware Set 74 Per RFI# 170	\$ 500.00

**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,

Chad Heilaman  
PIPER-WEATHERFORD CO. OKLAHOMA  
Direct Line 405-896-3795



# Hardware Schedule

Project ID: 24OK1552-BY - Stillwater PS New High School

Phase: RFI#170

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## Heading #: 74

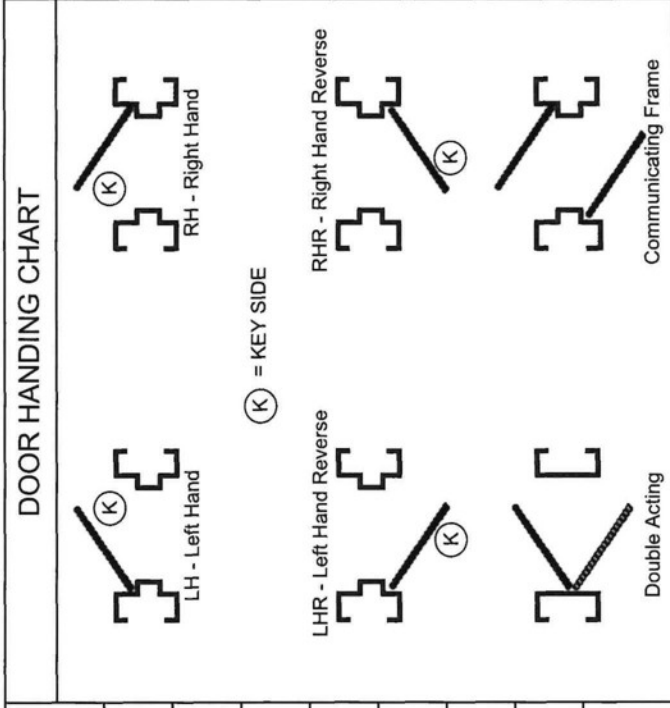
	1 SGL	Door: 1052F	LHR	20 Min
	2' 8" x 6' 6" x 1 3/4" HMD/HMF (20 Min)			
3 EA	Hinge, Full Mortise	TA2314 NRP 4-1/2" x 4-1/2"	US32D	(HI-1) McKinney
1 EA	Deadbolt	DL4117 CT6D	626	(LO-6) Corbin Russwin
1 EA	Interchangeable Core	CR8000	626	(CY-3) Corbin Russwin

# Hollow Metal Door & Hollow Metal Frame Report

**Distributed By:**  
**Piper-Weatherford Company**  
 10755 Rockwall Rd.  
 Dallas, TX 75238  
 Phone: (214) 343-9000  
 Fax: (214) 341-9995

Masonry Cased    
  Masonry Single    
  Masonry    
  Drywall    
  Drywall Single    
  Drywall Cased

RECORD OF SUBMITTALS	
SUBMITTED	RETURNED
1ST	
2ND	
3RD	
4TH	
RECEIVED APPROVED DRAWINGS	
RECEIVED APPROVED HARDWARE	
DRAWN BY: Bobby Young	



ARCHITECT JOB NO.	24OK1552-BY
PROJECT	Stillwater PS New High School
LOCATION	410 W. Franklin Lane Stillwater, OK 74075-
ARCHITECT	505 Architects
CONTRACTOR	CMS Willowbrook
FINISH HARDWARE BY	
SHEET NO.	1 OF 7

## Material Schedule Notes

Project ID: 24OK1552-BY

Stillwater PS New High School

Job Number: 24OK1552-BY

---

**ALL FEMA RATED HOLLOW METAL DOORS AND FRAMES ARE TO BE 14 GAGE, GALVANIZED STEEL AS REQUIRED.**

**ALL FEMA RATED HOLLOW METAL FRAMES TO BE 14 GAGE, GALVANIZED STEEL.**

**ALL FRAMES TO BE FULL PROFILE WELDED UNITS AS REQUIRED.**

**FEMA DOORS AND FRAMES TO BE FACTORY PREPPED FOR APPROVED DOOR HARDWARE. PIPER WEATHERFORD MUST HAVE AN APPROVED DOOR HARDWARE PRIOR TO ORDERING FEMA DOORS AND FRAMES.**

### **LEAD TIMES:**

**FEMA FRAMES - 8 WEEKS**

**FEMA DOORS - 13 WEEKS**

# LEGEND

## Hollow Metal Frame

<u>Anchor</u>	MS002568	Flat head 3/8" x 6" sleeved wall anchor bolt (UL Approved)
<u>Construction</u>	FW	Full Weld (KD Corner)
<u>Elevation Type</u>	3F	Three sided frame
<u>Gauge</u>	16	16 Gauge
<u>Head Face</u>	2"	2" Face Head
<u>Jamb Face</u>	2"	2" Face Jambs
<u>Label</u>	L20S	UL 20 Minute (for Single Opening)
<u>Mfr Location</u>	CU	CURRIES
<u>Profile</u>	M	Masonry/Std Profile
<u>Steel Type</u>	CR	Cold Rolled

## Hollow Metal Door

<u>Edge</u>	N	Seamless edge
<u>Face Type</u>	F	Flush
<u>Gauge</u>	18	18 Gauge
<u>Label</u>	U20	UL '20' (20 Minute Fire Door)
<u>Mfr Location</u>	CU	CURRIES
<u>Series</u>	707	Polystyrene core
<u>Steel Type</u>	CR	Cold rolled

# Material Schedule

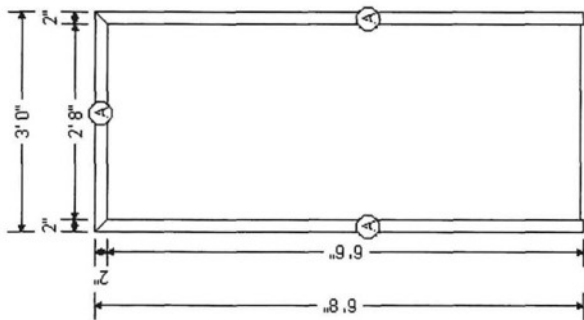
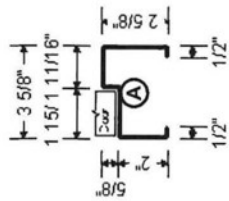
Stillwater PS New High School

Project ID: 24OK1552-BY

Job Number: 24OK1552-BY

Phase ID: RFI#170

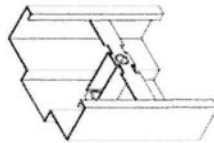
Openings		Frames										Doors																				
Door #	Size	Location	Label	Hand	Thickness	Material	Qty	Jamb Depth	Elev	Profile	Head Face	Anchor	S.T.	Ga	Elevation	Elev. Sheet	Anchor Sheet	Material	Qty	Series	Label	Face Type	S.T.	Ga	Edge	Elevation	Elev. Sheet	Exterior	Undercut	Astragal	Special Instructions	Hdw Set #
1052F	2' 8" x 6' 6"		20 Min	LHR	1 3/4"	HMF	1	3 5/8"	3F	M	2"	MS0 0256 8	CR	16	170-F			HMD	1	707	U20	F	CR	18	N	170-D					74	



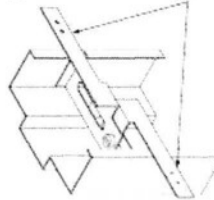
**170-F**

Doors #s:  
1052F (2' 8" x 6' 6")

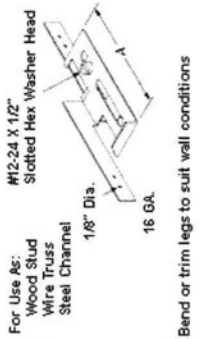
# ANCHORS



Existing Wall Anchor



Multi-Purpose Adjustable



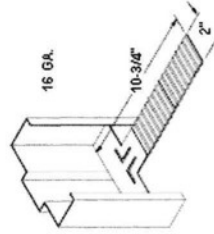
For Use As:  
Wood Stud  
Wire Truss  
Steel Channel

#12-24 X 1/2"  
Slotted Hex Washer Head

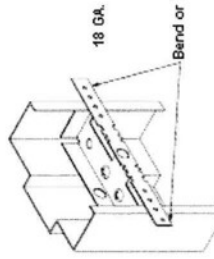
1/8" Dia.

16 GA.

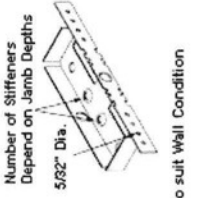
Bend or trim legs to suit wall conditions



Masonry T



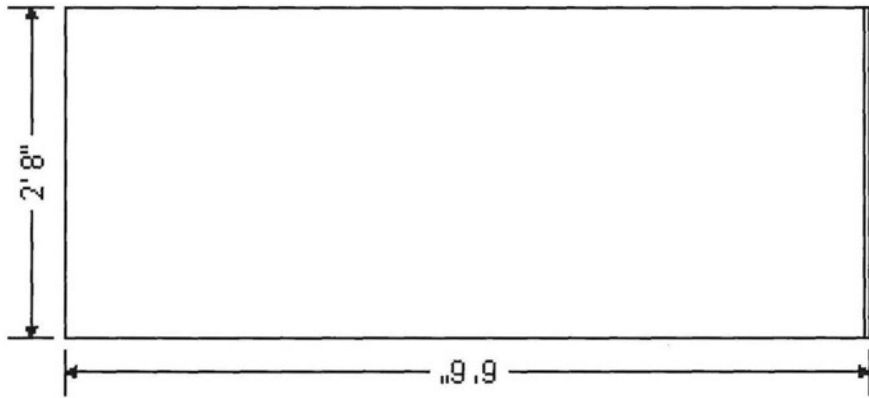
Multi-Purpose



Number of Stiffeners  
Depend on Jamb Depths  
5/32" Dia.

Bend or Trim Legs to suit Wall Condition

18 GA.



170-D



**WILJO INTERIORS, INC.**

2100 N Indianwood Broken Arrow, OK  
74012

7421 NW 83rd St., OKC, OK 73132

Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick  
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1**  
**RFI 177**

DATE: 6/23/2025

PLAN DATE: N/A

PER ADDENDUM: RFI 177

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

Layout of our work from established points given by others.

Clean up of our debris into a dumpster provided by others.

Provide a 20ga 3-5/8" fur out at the North wall of ELA classroom 2196 to conceal plumbing for 2194

Shift door frame 2196 to the South approximately 4".

**AMOUNT**

Materials.....\$1,050  
Labor & burdens.....\$998  
Overhead & profit.....\$205  
Bond.....\$32

**\$2,285**

**ALTERNATES:**

**EXCLUSIONS:**

Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations;  
Engineering; Demolition;

Respectfully Submitted,

Ken Fry  
Project Manager



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 70 - RFI 176 Duct Reroute

**Owner Contingency Modification : #** 70

**Date:** 07/08/2025 **Date Required:**

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

1. Reroute kitchen ductwork around steel columns that were relocated to accommodate coiling grilles as outlined in RFI 176.

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 70 - RFI 176 Duct Reroute	0.00	LS	0.00	- 3,080.0	0.0	0.00	- 3,080.00	
2 : DeHart Airconditioning	0.00	LS	0.00	3,080.0	0.0	0.00	3,080.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Volk*

7/22/2025

Construction Manager:

Date:

*WBD*

07/29/2025

Architect:

Date:

*RH*

7/29/25

Owner:

Date:

# Request for Change Order

<b>Project:</b> 88709 Stillwater Schools	<b>Request for Change Order Number:</b> 0011
	<b>Title:</b> RFI - 176 Move Duct Work
	<b>Request for Change Order Date:</b> Jun 25, 2025
<b>To:</b> CMS Willowbrook	<b>Architect's Project No:</b>
	<b>Contract Date:</b>

We propose to make the following changes in this contract :

**PCO:0011**

<b>Name:</b> RFI - 176 Move Duct Work	<b>Source:</b>	<b>Type:</b>
---------------------------------------	----------------	--------------

**Description:** There are multiple instances where the columns for the kitchen coiling grilles run into conflict with the duct work. The duct work is installed per the approved shops drawings

**Scope of work:**

**Amount:** 3,080.00

**Cost Items:**

<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
01	Materials		1,100.00
02	Labor	There are multiple instances where the columns for the kitchen coiling grilles run into conflict with the duct work. The duct work is installed per the approved shops drawings	1,700.00
03	Mark up	There are multiple instances where the columns for the kitchen coiling grilles run into conflict with the duct work. The duct work is installed per the approved shops drawings	280.00

**Markups for above items are listed below:**

<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
---------------	-------------	--------------------	---------------

**Cost Items inclusive of markups:**

<b>Number</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
01	Materials		1,100.00
02	Labor	There are multiple instances where the columns for the kitchen coiling grilles run into conflict with the duct work. The duct work is installed per the approved shops drawings	1,700.00
03	Mark up	There are multiple instances where the columns for the kitchen coiling grilles run into conflict with the duct work. The duct work is installed per the approved shops drawings	280.00

The total Cost to perform the work as described above is a CHANGE of 3,080.00.

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

**CONTRACTOR**

**ADDRESS**

**BY** *(Signature)*

*(Typed name)*

**DATE** \_\_\_\_\_



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 71 - RFI 187 SPED Soffit Framing

Owner Contingency Modification : # 71

Date: 07/15/2025 Date Required:

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

1. Provide and install additional framing and cement board at the SPED Courtyard soffit as outlined in RFI 187.

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 71 - RFI 187 SPED Soffit Framing	0.00	LS	0.00	- 18,924.0	0.0	0.00	- 18,924.00	
2 : Wiljo	0.00	LS	0.00	18,924.0	0.0	0.00	18,924.00	

Total Change Amount: 0.00

Notes:

### Approved By:

*Shawn Vail*

7/22/2025

Construction Manager:

Date:

*WBJ*

07/29/2025

Architect:

Date:

*R*

7/29/25

Owner:

Date:



**WILJO INTERIORS, INC.**

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Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick  
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1**  
**SPED Soffit Detail**

DATE: 7/15/2025

PLAN DATE: N/A

PER ADDENDUM: As requested

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

	<b>AMOUNT</b>
Layout of our work from established points given by others.	
Clean up of our debris into a dumpster provided by others.	
Equipment/lifts/scaffolding to perform our work.	
Metal stud framing.	
Thermal batt insualtion between metal studs or behind sheetrock.	
Exterior gypsum wall sheathings.	
Direct applied cement board finish.	
Revised detail 3/A503 extends soffit to ceiling below.....	<b>ADD \$21,420</b>
Credit brake metal previously shown in detail.....	<b>DEDUCT (\$2,496)</b>
Materials.....	\$7,405
Labor & burdens.....	\$6,111
Equipment.....	\$2,870
Overhead & profit.....	\$1,639
Bond.....	\$269
<b>Total</b>	<b>\$18,924</b>

**ALTERNATES:**

**EXCLUSIONS:**

Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations;  
Engineering; Demolition;

Respectfully Submitted,

Ken Fry  
Project Manager



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 72 - PR 045 Flush Pull Revisions

**Owner Contingency Modification : #** 72

**Date:** 07/25/2025 **Date Required:**

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

1. Replace Flush Pull 95B with Rockwood RM3310, 1 inch diameter, 2 1/2 projection, 12 inch length as outlined on PR 045.


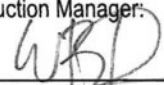

The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 72 - PR 045 Flush Pull Revisions	0.00	LS	0.00	- 15,579.4	0.0	0.00	- 15,579.40	
2 : Lee Glass	0.00	LS	0.00	15,579.4	0.0	0.00	15,579.40	

Total Change Amount: 0.00

Notes:

**Approved By:**

	7/29/2025
Construction Manager:	Date:
	07/29/2025
Architect:	Date:
	7/29/25
Owner:	Date:



CHANGE ORDER	DATE	EXPIRATION DATE	TOTAL
#26821-14	7/14/2025	8/10/2025	\$15,579.40

**CUSTOMER**

Willowbrook Contruction Services  
 (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

**Phase 1 Change Order to convert flush door pulls on storefront doors to Rockwood D Style Pulls.  
 Costs reflect manufacturer increases due to tariffs.**

ITEMS	QTY	SUBTOTAL
Rockwood RM3310-180A-12CTC-12HD Door Pulls. Interior and Exterior. Qty. 35 - 32D Finish Qty. 2 - 10B Finish	37	\$15,579.40

\*The 31 exterior flush door pulls have already been purchased and are non returnable per our hardware provider. Their cost is 24.30 each for a total of \$753.30. This is included in the total cost.

\*The remaining 6 interior flush door pulls have not been ordered yet, so a deduction of \$145.80 has been taken out of the total cost of \$15,725.20, leaving the current total of \$15,479.40.

Subtotal:	\$15,579.40
Total:	\$15,579.40
<b>Deposit Due (100%):</b>	<b>\$15,579.40</b>
<b>Balance Due:</b>	<b>\$15,579.40</b>



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 73 - PR 046 1102A Room Finish

**Owner Contingency Modification : #** 73

**Date:** 07/25/2025 **Date Required:**

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

1. Provide finish revisions in room 1102A as outlined in PR 046.
2. Provide fur down header at 2nd floor Area 3 window to cover exposed structure as directed in field report item 6.3.

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 : Wiljo	0.00	LS	0.00	- 2,520.0	0.0	0.00	- 2,520.00	
2 : Owner Contingency	0.00	LS	0.00	2,230.0	0.0	0.00	2,230.00	
3 : Carroll	0.00	LS	0.00	290.0	0.0	0.00	290.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

 \_\_\_\_\_ Date: 7/29/2025  
 Construction Manager: \_\_\_\_\_ Date:

 \_\_\_\_\_ Date: 07/29/2025  
 Architect: \_\_\_\_\_ Date:

 \_\_\_\_\_ Date: 7/29/25  
 Owner: \_\_\_\_\_ Date:



**WILJO INTERIORS, INC.**

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74012

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Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick  
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1  
Area 3 2nd Floor Header**

DATE: 7/21/2025

PLAN DATE: N/A

PER ADDENDUM: as requested

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

	AMOUNT
Layout of our work from established points given by others. Clean up of our debris into a dumpster provided by others. Provide header soffit at the East end of Hallway 2050, above window to conceal structural bolts.	
Materials.....\$107	
Labor & burdens.....\$199	<b>\$342</b>
Overhead & profit.....\$31	
Bond.....\$5	
<b>ALTERNATES:</b>	
<b>EXCLUSIONS:</b>	
Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations; Engineering; Demolition;	

Respectfully Submitted,  
  
Ken Fry  
Project Manager



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Phone: (918) 250-0679

Phone: (405) 792-7979

Fax: (918) 250-0112

Fax: (405) 792-7980

www.wiljointeriors.com

ATTN: Shawn Vick  
Willowbrook Construction Services

JOB: **Stillwater High Schhol Phase 1**  
**PR 046**

DATE: 7/21/2025

PLAN DATE: N/A

PER ADDENDUM: PR 046

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

Layout of our work from established points given by others.  
Clean up of our debris into a dumpster provided by others.  
Credit deleted FRP in room 1102A

**AMOUNT**

**(\$2,862)**

**ALTERNATES:**

**EXCLUSIONS:**

Wood; Blocking wood or metal; Exposed caulking; Dumpsters; Sealing of MEP penetrations;  
Engineering; Demolition;

Respectfully Submitted,

Ken Fry  
Project Manager

# Carroll's Commercial Floors

11408 E 19th St  
Tulsa, OK 74128  
Telephone: 918-376-9885 Fax: 918-376-9885  
**Proposal**  
Date 7/8/25



We are a Factory Authorized Dealer

Customer: Willowbrook Job Site: Stillwater HS PR46

\* Labor Only (Using CPT-3 that was removed from rooms 1119 & 2118), RB-1 in lieu of RB-3

Attn: Shawn Vick Contact: Brian Torrie | 918-549-5770 | ccftorrie@gmail.com

Qty	UOM	Description	Tax	Unit	Total
-59.00	LF	RB-3 ADLETA DURACOVE TOE COLOR: VL4- COOL METAL CG HEIGHT: 4"		\$ 0.88	\$ (52.16)
59.00	LF	RB-1 ADLETA DURACOVE TOELESS COLOR: VL4- COOL METAL CG		\$ 0.88	\$ 52.16
29.00	SY	CPT-3 MILLIKEN (Removed from Rooms 1119 & 2118) LABOR ONLY		\$ 7.98	\$ 231.41

**Standard Clarifications:**

Quote includes material & labor. Minor floor prep included, excess prep is \$75 per bag. Waxing VCT & Vacuuming carpet NOT included. Work must be continuous and based on regular working hours. Floor protection NOT included. Proposal maybe withdrawn if not accepted with 30 days.

Subtotal Including Tax (if applicable), ADD: \$ 284.00  
Bid Bond \$ 5.33

We hereby propose to furnish the above complete in accordance with the above specifications, for the sum of: **\$ 290.00**

*This proposal is valid for 30 days from the date of issuance. After this period, terms and pricing may be subject to revision.*



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve an Architectural and Engineering Design Assistance Professional Services Agreement with 505 Architects

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve an Architectural and Engineering Design Assistance Professional Services Agreement with 505 Architects

**BACKGROUND INFORMATION:**

505 Architects will work closely with SPS to assist with the development of documentation suitable for competitive bidding and construction, and provide assistance during bidding and construction administration. The Scope of Work is an LED retrofit initiative across the district's existing facilities. This initiative includes converting outdated interior fluorescent, incandescent, and metal-halide lighting to energy-efficient LED systems and upgrading the emergency lighting infrastructure.



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

Date: 12 August 2025  
Project: SPS District Lighting Retrofit  
Number: 25011  
Prepared By: Brian Thomas, AIA, RID, LEED AP  
Re: Architectural and Engineering Design Assistance Professional Services

Dear Mr. Lamecker,  
Per your request, 505 Architects LLC is pleased to present Stillwater Public Schools (SPS) the following proposed Scope of Services for architectural and engineering design assistance professional services for the preparation of the development of documentation for lighting retrofit across the SPS District in Stillwater, Oklahoma. We are very excited about the opportunity to assist you with this important project.

#### **PROJECT SCOPE OF BASIC SERVICES**

505 Architects will work closely with SPS to assist you with the development of documentation suitable for complete bidding and construction, and assistance during bidding and construction administration. Based on our discussions with you we understand the Scope of Work is a LED retrofit initiative across the district's existing facilities listed below. This initiative includes converting outdated interior fluorescent, incandescent, and metal-halide lighting to energy-efficient LED systems, upgrading the emergency lighting infrastructure.

#### **All Interior Lights, Emergency and Exit Lighting Retrofits**

Skyline Elementary  
Richmond Elementary

#### **Emergency Lighting and Exit Lighting Retrofits**

Junior High School  
Middle School  
Sangre Ridge Elementary  
Agriculture Building  
Field House  
HS Stadium Buildings  
HS Performing Arts Center  
Lincoln Academy  
Central Office (Administration Building)  
HS Wrestling Building  
HS Football Locker Room  
Highland Park Elementary  
Will Rogers Elementary  
Operations of Education Services – North  
Operations of Education Services - South

We will utilize the Master LED Lighting Excel file, which contains detailed fixture counts by location, type and spaces, and new product specifications, and existing floor plans or lighting plans drawings provided by the SPS, along with visual observations of existing conditions, as a basis for development for the scope of this Project. We anticipate one (1) day visit to visually observe related existing equipment and conditions, if necessary.

We will meet with you and key users or stakeholders to review current and proposed activities, potential future needs, and other facility-related issues. We will conduct up to two (2) virtual meetings to discuss and review the development of the narrative documentation. As we collect and document input received from these meetings, we will incorporate into the deliverable.

At the Owner's request the electrical design/build narrative scope may include the following:

- Review and analyze existing lighting as-built documents (if available).
- Review and analyze existing lighting by traveling on site and collecting information.
- Review and provide guidance for proposed light fixture selection.
- Document areas that will be included in the scope of the Project.
- Assisting the Owner with filing documents required for the approval of governmental authorities having jurisdiction over the Project. It our understanding this project is within the City of Stillwater jurisdiction.
- Assisting the Owner with RFI responses, requests for substitutions, Pre-bid conference, Addenda, and review of bids.
- Based on the scope of Work, we can assist the Owner will preparation of a Preliminary Opinion of Project Costs, to include preliminary estimated soft costs, construction costs, FF&E, A/E Professional Fees, reimbursable expenses, and a 10% project contingency.

We shall engage Phillips+Gomez Consulting Engineers for electrical engineering services.

From the date of execution of this proposal by SPS, we anticipate the proposed scope of services to take approximately eight (8) weeks to complete depending on your availability.

The Owners construction Budget is \$500,000.00 at the time of this Proposal.

#### **OWNERS RESPONSIBILITIES**

Owner shall provide the following:

- Owner project program, requirements, and information.
- PDF and electronic files of existing site plan, floor plan and reflected ceiling plan in AutoCAD .dwg or Revit format. If not available, As-built verification services can be provided as an Additional Service.
- If available, a site survey or existing site plan information of the proposed project sites, particularly confirming all site boundaries, topography, existing site utilities, zoning constraints, adjacent facilities and any other legal land use restrictions such as permanent easements, and any special site features.
- Services of geotechnical engineers, civil, structural engineers, and other consultants if required by the scope of the Project.
- Tests, inspections and reports required by law, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
- 505 Architects or our consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.
- Access to all project areas including providing equipment such as scaffolds, ladders or lifts to access areas requiring observation.
- Destructive observations and repair as required.

#### **COMPENSATION**

Compensation shall be on an hourly basis plus reimbursable expenses and will be billed monthly on percentage of completion. The compensation for each phase of services shall be as follows:

Phase 400 – Documentation and Construction Administration Services	Hourly Allowance \$12,500.00 plus Reimbursable Expenses
--	--

Reimbursable Expenses are estimated to not exceed \$2,500.00.

The Purchase Order should be written for an amount to include Basic Services, Additional Services, and an allowance for Reimbursable Expenses

Invoices for services will be prepared monthly based upon a percentage of work completed. Payment is due within 30 days of the Architect's Invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of 1.5% monthly.

Services extending beyond the proposed scope of services will be considered Additional Services. We will review any Additional Services and the associated fees with you in advance, and we will not proceed without your written approval.

**REIMBURSABLE EXPENSES**

Reimbursable expenses incurred by 505 Architects LLC and our consultants will include a multiple of one and one-fifteen (1.15) times the expense. Typical reimbursable expenses include the following:

- Transportation and authorized out-of-town travel and subsistence in connection with the Project;
- Fees paid for securing approval of authorities having jurisdiction over the Project;
- Reproductions, plots, courier and shipping fees, handling and delivery of Instruments of Service;
- Renderings, models and mock-ups, professional photography, and presentation materials prepared for and requested by the Owner;
- Expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- Other similar Project-related expenditures.

**ADDITIONAL SERVICES**

If Additional Services are necessary and a scope of work can be clearly defined, a fixed fee will be submitted for approval. In the event a scope of Work is undefined, following your approval, the work will be billed on an hourly basis.

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

**Phillips+Gomez Consulting Engineers (Electrical Engineering)**

Senior Principal/Engineer	\$200	Engineer/Designer II	\$135
Principal/Engineer	\$185	Engineer/Designer I	\$120
Director/Engineer	\$175	CAD Technician II	\$100
Engineer/Designer IV	\$165	CAD Technician I	\$90
Engineer/Designer III	\$150	Clerical	\$75

Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

We stand ready to provide these services. If you are in agreement with this proposal, please sign one copy and return to our office. We look forward to working with you in the development of this exciting new project. Please do not hesitate to contact me if you have any questions regarding this proposal.

Sincerely,



Brian Thomas, AIA, RID, LEED AP  
Principal | 505 ARCHITECTS LLC

Approved By: \_\_\_\_\_  
Stillwater Public Schools

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

cc: Project File



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Service Order No. 29 for SPS High School Phase I Project

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Service Order No. 29 for SPS High School Phase I Project

**BACKGROUND INFORMATION:**

Service Order No. 29 pertains to the additional civil engineering required for the requested Easement and map amendments by the City of Stillwater. These additional requests include improvements to the Franklin and Boomer Road intersection, revisions to the West High School entry, a sidewalk extension from the new High School to the existing football stadium, and off-site extensions to the existing fire hydrant lines for the new High School Site.



# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 29 made as of the twelfth day of August in the year two-thousand and twenty-five  
*(In words, indicate day, month, and year.)*

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

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

and the 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 Bond 2023 High School Phase 1

Franklin and Boomer Road intersection improvements, west high school entry revisions, sidewalk extension from new high school to existing football stadium, and off-site existing fire hydrant line extensions for the new High School Site.

### **THE SERVICE AGREEMENT**

This Service Order, together with the Master Agreement between Owner and Architect dated the thirteenth day of April in the year two-thousand and twenty-one

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

form a Service Agreement.

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes 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 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<sup>™</sup>–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:

*(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)*

1.1.1 At the new High School site additional easement closure/vacation for site utilities and related map amendments as required by the City of Stillwater.

1.1.2 Architect's Consultants for Basic and Additional Services include:  
Civil Engineers: Gose & Associates, Stillwater OK

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

### ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

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

#### § 2.1.1 Basic Services

*(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

Phase 712 Easement Closure and Map Revisions

Civil Engineering associated with the additional easement closure/vacation for site utilities and map amendments as required by the City of Stillwater at the new High School site.

#### § 2.1.2 Additional Services

*(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)*

### 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:

July 2024

.2 Substantial Completion date:

June 2026

**ARTICLE 4 COMPENSATION**

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

Compensation for the following shall be a fixed fee compensation and will be billed monthly based on percentage of completion plus reimbursable expenses as follows:

Phase 712 Easement Closure and Map Revisions Fixed \$7,500.00 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

Gose & Associates

Engineer 7-9	\$180 - \$190	CAD Tech	\$100-\$140
Engineer 1-4	\$135 - \$155	Administrative	\$50
Designer	\$145 - \$155		

§ 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 \$1,000.00.

The Purchase Order should be written for an amount to include Basic Services, Additional Services, and an allowance for Reimbursable Expenses..

§ 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.)*

**ARTICLE 6 PARTY REPRESENTATIVES**

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

*(List name, address, and other information.)*

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:

*(List name, address, and other information.)*

Brian Thomas, AIA, RID, LEED AP  
Principal | Owner  
505 Architects LLC  
1631 South Delaware Avenue  
Tulsa, Oklahoma 74104

**ARTICLE 7 ATTACHMENTS AND EXHIBITS**

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

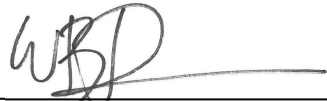
- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;

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

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

BY: Roberta Douglas; School Board  
President

\_\_\_\_\_  
*(Printed name and title)*



\_\_\_\_\_  
**ARCHITECT** *(Signature)*

BY: Brian Thomas, AIA, RID, LEEP AP;  
Principal | Owner

\_\_\_\_\_  
*(Printed name, title, and license number if required)*



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Mr. Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Treasurer's Report

**BOARD ACTION REQUESTED:**

Consider and Vote to approve Treasurer's report (which includes the monthly Bond Expenditures and Revenues Report) as of August 1, 2025

**BACKGROUND INFORMATION:**

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

The monthly Bond Expenditures and Revenues Report for May 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 32/33).

**Stillwater Public Schools  
Revenue Summary**

As of 2/11/25

	ACTUAL AS OF 6/30/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>GENERAL FUND (11)</b>				
LOCAL SOURCES OF REVENUES:				
1110 Property Taxes Current Year	\$ 20,745,521.73	\$ 18,371,856.00		112.92%
1120 Property Taxes Prior Year	\$ 465,469.70	\$ -		N/A
1130 Revenue In Lieu of Taxes (& 1190)	\$ 86,246.95	\$ -		N/A
1300 Interest Earnings	\$ 1,050,792.69	\$ 500,000.00		210.16%
1400 Total Rentals, Disposals and Commissions	\$ 8,669.40	\$ -		N/A
1500 Total Reimbursements	\$ 1,097,448.47	\$ -		N/A
1600 District Services	\$ 840.00	\$ -		N/A
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 23,454,988.94</b>	<b>\$ 18,871,856.00</b>		<b>124.29%</b>
INTERMEDIATE SOURCES OF REVENUES:				
2100 County 4 Mill Ad Valorem Tax	\$ 2,694,378.79	\$ 2,548,083.45		105.74%
2200 County Apportionment (Mortgage Tax)	\$ 326,118.51	\$ 239,332.33		136.26%
2300 Resale of Property		\$ -		N/A
<b>TOTAL INTERMEDIATE SOURCES OF REVENUE</b>	<b>\$ 3,020,497.30</b>	<b>\$ 2,787,415.78</b>		<b>108.36%</b>
STATE SOURCES OF REVENUES:				
3110 Gross Production Tax	\$ 173,168.71	\$ 209,354.26		82.72%
3120 Motor Vehicle Collections	\$ 2,452,141.81	\$ 2,574,267.61		95.26%
3130 Rural Electric Cooperative Tax	\$ 221,505.61	\$ 202,375.65		109.45%
3140 State School Land Earnings (State Apportionment)	\$ 1,061,605.12	\$ 1,018,605.80		104.22%
3150 Vehicle Tax Stamp	\$ 8,788.08	\$ 4,430.51		198.35%
3160 Farm Implement	\$ 3,074.54	\$ 2,951.23		104.18%
3190 Other Dedicated Revenue	\$ -	\$ -		N/A
3210 Foundation And Salary Incentive Aid	\$ 18,886,303.82	\$ 18,888,577.30		99.99%
3250 State Flexible Benefit Allowance	\$ 5,408,894.61	\$ 5,236,444.66		103.29%
3310 Alt Ed, Statewide Prog. (388)	\$ 174,474.28	\$ 174,474.28		100.00%
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)	\$ 679,538.12	\$ 636,734.64		106.72%
3811 ODCTE Salary Supplement (411)	\$ 63,460.00	\$ 63,460.00		100.00%
3812 ODCTE Program Assistance (412, 421)	\$ 179,750.00	\$ 179,750.00		100.00%
3879 High Schools That Work	\$ -	\$ -		N/A
3892 OK Education Lottery Fund (469)	\$ -	\$ -		N/A
<b>TOTAL STATE SOURCES OF REVENUE</b>	<b>\$ 29,922,134.93</b>	<b>\$ 29,810,755.80</b>		<b>100.37%</b>
FEDERAL SOURCES OF REVENUES:				
4140 Title 7, Indian Ed. (561)	\$ 147,938.67	\$ 147,493.00		100.30%
4210 Title 1A (511, 515 & 518)	\$ 1,454,456.58	\$ 1,333,938.20		109.03%
4271 Title 2 (541)	\$ 290,890.71	\$ 254,516.30		114.29%
4281 Title 3 ELL (571, 572)	\$ 18,426.61	\$ 56,885.64		32.39%
4310 IDEA Basic (615, 618, 621)	\$ 1,433,419.41	\$ 1,507,129.39		95.11%
4340 IDEA Preschool (641)	\$ 36,950.95	\$ 34,560.23		106.92%
4442 Title 4 Part A (551, 552)	\$ 83,787.33	\$ 113,137.10		74.06%
4470 Title V RLIS (587)	\$ 74,536.74	\$ 158,753.55		46.95%
4480 McKinney Vinto Homeless Title IX (596)	\$ 73,137.97	\$ 87,911.61		83.19%
4550 Johnson-O'Malley Program	\$ -	\$ -		N/A
4580 Medicaid Reimbursement (697, 698)	\$ 120,789.41	\$ -		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
<b>TOTAL FEDERAL SOURCES OF REVENUE</b>	<b>\$ 6,869,276.09</b>	<b>\$ 8,026,060.74</b>		<b>85.59%</b>
5000 Non Revenue Receipts	\$ -	\$ -		N/A
<b>TOTAL REVENUES</b>	<b>\$ 63,266,897.26</b>	<b>\$ 59,496,088.32</b>		<b>106.34%</b>
6000 Prior Year Fund Balance Forward	\$ 2,549,805.63	\$ 2,549,805.63		100.00%
6140 Estopped Warrants	\$ 163,105.05	\$ -		
6200 Inter-Fund Transfers via Form 308	\$ 2,082,147.93	\$ 2,082,147.93		100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 68,061,955.87</b>	<b>\$ 64,128,041.88</b>		<b>106.13%</b>

**Stillwater Public Schools  
Expenditures Summary**

As of 2/11/25

GENERAL FUND (11)	ACTUAL AS OF 6/30/2025	EON and FORM 307/308 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
0000 Non-Categorical	\$ 1,423.87	\$ -		N/A
1000 Instruction	\$ 35,747,678.71	\$ 35,606,934.89		100.40%
<b>SUPPORT SERVICES:</b>				
2100 Tech Repair	\$ 9,267.36	\$ -		N/A
2110 Attendance and Social Work Services	\$ 337,778.43	\$ 482,711.91		69.98%
2120 Guidance Services	\$ 2,036,550.57	\$ 2,288,500.00		88.99%
2130 Health Services	\$ 979,084.11	\$ 963,000.00		101.67%
2140 Psychological Services	\$ 781,561.19	\$ 821,000.00		95.20%
2150 Speech Pathology and Audiology Services	\$ 889,322.84	\$ 930,110.18		95.61%
2170 Physical Therapy	\$ 161,082.35	\$ 160,000.00		100.68%
2180 Visually Impaired Services	\$ 769.16	\$ 500.00		153.83%
2190 Other Student Services	\$ 1,133,931.81	\$ 1,775,803.60		63.85%
<b>2100 Total Student Support Services</b>	<b>\$ 6,329,347.82</b>	<b>\$ 7,421,625.69</b>		<b>85.28%</b>
2210 Improvement of Instructional Services	\$ 1,490,877.26	\$ 1,273,857.85		117.04%
2220 Educational Media Services	\$ 1,002,654.90	\$ 993,209.85		100.95%
2230 Instruction Technology	\$ 174,584.35	\$ 191,000.00		91.41%
2240 Student Assessment	\$ 259.50	\$ 9,400.00		2.76%
<b>2200 Total Support Services-Instructional Staff</b>	<b>\$ 2,668,376.01</b>	<b>\$ 2,467,467.70</b>		<b>108.14%</b>
2310 Board of Education Services	\$ 603,794.08	\$ 503,500.00		119.92%
2320 Office of Superintendent Services	\$ 1,020,835.11	\$ 986,000.00		103.53%
2330 Special Area Administration Services	\$ -	\$ -		N/A
2340 Other Administration Services	\$ 98,851.46	\$ 103,000.00		95.97%
<b>2300 Total Support Services-General Administration</b>	<b>\$ 1,723,480.65</b>	<b>\$ 1,592,500.00</b>		<b>108.22%</b>
2410 Office of the Principal Services	\$ 3,360,238.57	\$ 3,244,000.00		103.58%
2490 Other School Administration Services	\$ 341,649.66	\$ 320,000.00		106.77%
<b>2400 Total Support Services-School Administration</b>	<b>\$ 3,701,888.23</b>	<b>\$ 3,564,000.00</b>		<b>103.87%</b>
2510 Fiscal Services	\$ 1,141,136.43	\$ 1,438,000.00		79.36%
2520 Internal Services	\$ 236,641.65	\$ 311,000.00		76.09%
2530 Printing, Publishing and Duplicating Services	\$ 11,522.45	\$ 13,700.00		84.11%
2540 Evaluation Services	\$ 21,504.00	\$ 51,000.00		42.16%
2560 Information Services	\$ 51,591.95	\$ 42,300.00		121.97%
2570 Personnel Services	\$ 620,827.82	\$ 612,600.00		101.34%
2580 Admin Tech Services	\$ 751,542.14	\$ 1,204,733.96		62.38%
<b>2500 Total Support Services-Business</b>	<b>\$ 2,834,766.44</b>	<b>\$ 3,673,333.96</b>		<b>77.17%</b>
2620 Operation of Building Services	\$ 3,699,444.98	\$ 3,700,135.93		99.98%
2630 Care and Upkeep of Grounds Services	\$ 92,962.98	\$ 70,000.00		132.80%
2640 Care and Upkeep of Equipment Services	\$ 73,405.68	\$ 75,000.00		97.87%
2650 Vehicle Operations & Maint Service	\$ 21,091.92	\$ 75,000.00		28.12%
2660 Security Services	\$ 309,903.98	\$ 435,835.92		71.11%
2670 Safety	\$ 37,970.51	\$ 69,500.00		54.63%
<b>2600 Total Operation and Maintenance of Plant Services</b>	<b>\$ 4,234,780.05</b>	<b>\$ 4,425,471.85</b>		<b>95.69%</b>
2720 Vehicle Operation and Maintenance	\$ 1,489,713.62	\$ 1,424,000.00		104.61%
2730 Monitoring Services	\$ 173,629.61	\$ 145,500.00		119.33%
2740 Vehicle Servicing and Maintenance	\$ 469,492.48	\$ 517,000.00		90.81%
<b>2700 Total Student Transportation Services</b>	<b>\$ 2,132,835.71</b>	<b>\$ 2,086,500.00</b>		<b>102.22%</b>
<b>TOTAL SUPPORT SERVICES</b>	<b>\$ 23,625,474.91</b>	<b>\$ 25,230,899.20</b>		<b>93.64%</b>
3120 Food PR & Dispensing Svc	\$ -	\$ -		N/A
3300 Community Services	\$ 210,485.02	\$ 228,500.00		92.12%
4400 Architectural Services	\$ -	\$ -		N/A
4500 Educational Specifications Development Services	\$ 21,376.99	\$ -		N/A
4720 Building Improvement Services	\$ 576,383.05	\$ 947,000.00		60.86%
5500 Tech Supplies	\$ 27,694.78	\$ -		N/A
5000 Fund Transfers, Correcting Entries	\$ -	\$ 35,000.00		0.00%
<b>Total Other Uses of Funds</b>	<b>\$ 835,939.84</b>	<b>\$ 1,210,500.00</b>		<b>69.06%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 60,210,517.33</b>	<b>\$ 62,048,334.09</b>		<b>97.04%</b>

## Stillwater Public Schools Revenue Summary

As of 2/11/25

BUILDING FUND (21)	ACTUAL AS OF 6/30/2025	EON and FORM 307/308 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>LOCAL SOURCES OF REVENUES:</b>				
1110 Ad Valorem Tax Levy (Current)	\$ 2,964,498.94	\$ 2,625,279.48		112.92%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 66,357.39	\$ -		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	\$ 1,510,697.55	\$ 1,133,698.61		133.25%
3000 State Revenue	\$ 279,616.67	\$ 267,372.43		104.58%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 5,196,170.55</b>	<b>\$ 4,026,350.52</b>		<b>129.05%</b>
5000 Non Revenue Receipts	\$ -	\$ -	\$ -	-
6000 Prior Year Fund Balance Forward	\$ 2,934,295.98	\$ 2,934,295.98		100.00%
6140 Estopped Warrants	\$ 166.89	\$ -		N/A
6200 Inter-Fund Transfers via Form 308	\$ (2,082,147.93)	\$ (2,082,147.93)		100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 6,048,485.49</b>	<b>\$ 4,878,498.57</b>		<b>123.98%</b>

## Stillwater Public Schools Expenditures Summary

As of 2/11/25

BUILDING FUND (21)	ACTUAL AS OF 6/30/2025	EON and FORM 307/308 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ -	\$ 2,220.00		0.00%
<b>SUPPORT SERVICES:</b>				
2100 Other Support Services-Student	\$ 4,180.16	\$ 28,400.00		14.72%
2400 Support Services-Office Of Principal and School Administration	\$ 6,866.44	\$ 18,000.00		38.15%
2500 Support Services-Business, Technology, Information and Tax	\$ 45,123.75	\$ 7,500.00		601.65%
2600 Operation and Maintenance of Plant Services	\$ 3,505,153.10	\$ 3,317,564.07		105.65%
<b>Total Operation and Maintenance of Plant Services</b>	<b>\$ 3,561,323.45</b>	<b>\$ 3,371,464.07</b>		<b>105.63%</b>
<b>OTHER USES OF FUNDS:</b>				
4200 Site Improvement Services	\$ -	\$ -		N/A
4300 Land Improvement Services	\$ -	\$ -		N/A
4400 Architecture and Engineering Services	\$ -	\$ -		N/A
4600 Building Acquisition and Construction Services	\$ -	\$ -		N/A
4700 Building Improvement Services	\$ -	\$ -		N/A
5100 Debt Service	\$ -	\$ 266,750.00		0.00%
5600 Correcting Entries	\$ -	\$ -		N/A
<b>Total Other Uses of Funds</b>	<b>\$ -</b>	<b>\$ 266,750.00</b>		<b>0.00%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 3,561,323.45</b>	<b>\$ 3,635,994.07</b>		<b>97.95%</b>

**Stillwater Public Schools  
Revenue Summary**

As of 5/13/25

	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>CHILD NUTRITION FUND (22)</b>				
LOCAL SOURCES OF REVENUES:				
1710	Student Lunches	\$ 627,328.74	\$ 686,754.46	91.35%
1720	A La Carte Food	\$ 36,620.95	\$ 40,100.94	91.32%
1730-40	Adult Meals	\$ 4,438.09	\$ 4,839.10	91.71%
1760	Contract meals	\$ -	\$ -	N/A
1790-99	Other Revenue	\$ 681.37	\$ 27,025.48	2.52%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>		<b>\$ 669,069.15</b>	<b>\$ 758,719.98</b>	<b>88.18%</b>
STATE SOURCES OF REVENUES:				
3250	State Flexible Benefit Allowance	\$ 306,259.11	\$ 283,724.72	107.94%
3720	State Matching	\$ 26,879.04	\$ 28,308.42	94.95%
<b>TOTAL STATE SOURCES OF REVENUE</b>		<b>\$ 333,138.15</b>	<b>\$ 312,033.14</b>	<b>106.76%</b>
FEDERAL SOURCES OF REVENUES:				
4705	Emergency Oper Costs Reimb-SBP/NSLP	\$ -	\$ -	
4710	National School Lunch Program	\$ 1,686,366.29	\$ 1,410,214.69	119.58%
4720	School Breakfast Program	\$ 837,241.51	\$ 573,239.60	146.05%
4740	Summer Feeding Program	\$ 88,658.30	\$ 107,646.56	82.36%
4780	National School Lunch Eq Grant	\$ 23,967.61	\$ -	
<b>TOTAL FEDERAL SOURCES OF REVENUE</b>		<b>\$ 2,636,233.71</b>	<b>\$ 2,091,100.85</b>	<b>126.07%</b>
<b>TOTAL REVENUES</b>		<b>\$ 3,638,441.01</b>	<b>\$ 3,161,853.97</b>	<b>115.07%</b>
5000	Non Revenue Receipts	\$ -	\$ -	
6000	Prior Year Fund Balance Forward	\$ 1,697,637.43	\$ 1,697,637.43	100.00%
6140	Estopped Warrants	\$ 611.09	\$ -	N/A
<b>TOTAL ALL SOURCES OF REVENUE</b>		<b>\$ 5,336,689.53</b>	<b>\$ 4,859,491.40</b>	<b>109.82%</b>

**Stillwater Public Schools  
Expenditures Summary**

As of 5/13/25

	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
<b>CHILD NUTRITION FUND (22)</b>				
CHILD NUTRITION PROGRAM SERVICES:				
0000	Non Categorical	\$ 3,518.66	\$ -	N/A
3110	Food a la carte	\$ 110,812.38	\$ 40,000.00	277.03%
3120	Food Preparation and Dispensing	\$ 1,740,246.83	\$ 1,700,000.00	102.37%
3130	Food and Supplies Delivery Services	\$ 117,876.65	\$ 125,000.00	94.30%
3140	Other Direct Services	\$ 566,979.84	\$ 906,000.00	62.58%
3150	Food Procurement Services	\$ 1,381,069.25	\$ 1,440,000.00	95.91%
3155	Food Adult	\$ 13,472.33	\$ 6,000.00	224.54%
3160	Non Reimbursed Services	\$ 7,659.65	\$ 9,200.00	83.26%
3180	Nutrition Education	\$ 1,942.00	\$ 5,500.00	35.31%
3190	Other Child Nutrition Program Operations	\$ 127,780.43	\$ 153,000.00	83.52%
5000	Fund Transfers and Correcting Entry	\$ -	\$ 500.00	0.00%
7400	Workers Compensation	\$ -	\$ -	N/A
8900	Other Transfers	\$ -	\$ -	N/A
<b>Total Child Nutrition Services</b>		<b>\$ 4,071,358.02</b>	<b>\$ 4,385,200.00</b>	<b>92.84%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>		<b>\$ 4,071,358.02</b>	<b>\$ 4,385,200.00</b>	<b>92.84%</b>

## Stillwater Public Schools Revenue Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
LOCAL SOURCES OF REVENUES:				
5112 Proceeds from Sale of Original Bonds	\$ 10,886,950.00	\$ 14,100,000.00		77.21%
1310 Interest	\$ 703,954.85	\$ 760,000.00		92.63%
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 11,590,904.85</b>	<b>\$ 14,860,000.00</b>		<b>169.84%</b>
<b>TOTAL REVENUES</b>	<b>\$ 11,590,904.85</b>	<b>\$ 14,860,000.00</b>		<b>169.84%</b>
6100 Prior Year Fund Balance Forward	\$ 24,285,497.61	\$ 24,285,497.61		100.00%
6140 Estopped Warrants	\$ 135,601.60	\$ -		N/A
6200 Inter-Fund Transfers	\$ -	\$ -		N/A
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 36,012,004.06</b>	<b>\$ 39,145,497.61</b>		<b>92.00%</b>

## Stillwater Public Schools Expenditures Summary

As of 2/11/25

BOND FUNDS (31-39)	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
1000 Instruction	\$ 67,509.19	\$ 200,000.00		33.75%
SUPPORT SERVICES:				
2100 Other Support Services-Student	\$ 270,331.46	\$ 100,000.00		270.33%
2210 Textbooks	\$ 45.74	\$ -		
2220 Library Media Services	\$ -	\$ 100,000.00		0.00%
2230 Instruction Related Technology	\$ 350,922.11	\$ 1,000,000.00		35.09%
2300 Board of Education Services	\$ 19,987.56	\$ 5,000.00		399.75%
2340 Other General and Administrative Services	\$ -	\$ 100,000.00		0.00%
2530 Printing Equipment	\$ 127,571.54	\$ -		N/A
2580 Tech Supplies	\$ 666,105.95	\$ -		N/A
2620 Operation of Building Services	\$ 1,639,230.63	\$ 2,455,000.00		66.77%
2630 Care and Upkeep of Grounds Services	\$ 1,226.98	\$ 1,000,000.00		0.12%
2640 Care and Upkeep of Equipment Services	\$ 37,585.78	\$ 100,000.00		37.59%
2660 Security Services	\$ 9,762.00	\$ 100,000.00		9.76%
2670 Safety	\$ 55,911.16	\$ 200,000.00		27.96%
2720 Bus Operation Services	\$ 719,535.20	\$ 100,000.00		719.54%
3300 Athletics Supplies and Uniforms	\$ 31,912.18	\$ -		N/A
<b>Total Support Services</b>	<b>\$ 3,930,128.29</b>	<b>\$ 5,260,000.00</b>		<b>74.72%</b>
OTHER USES OF FUNDS				
4200 Land Acquisition Services	\$ -	\$ -		N/A
4300 Land Improvement Services	\$ 752,465.91	\$ -		N/A
4400 Architectural and Engineering Services	\$ -	\$ 20,000,000.00		0.00%
4600 Facilities Acquisition and Construction Services	\$ 6,473,928.34	\$ 10,000,000.00		64.74%
4700 Facilities Improvement Services	\$ 3,514,720.08	\$ -		N/A
5600 Correcting Entry	\$ -	\$ -		N/A
<b>Total Other Uses of Funds</b>	<b>\$ 10,741,114.33</b>	<b>\$ 30,000,000.00</b>		<b>35.80%</b>
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 14,738,751.81</b>	<b>\$ 35,460,000.00</b>		<b>41.56%</b>

## Stillwater Public Schools Revenue Summary

As of 2/11/25

	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE RECEIVED
		FY 2024-2025		
<b>DEBT SERVICE FUND (41)</b>				
LOCAL SOURCES OF REVENUES:				
1110 Ad Valorem Tax Levy (Current)	\$ 15,240,869.11	\$ 14,850,384.17		102.63%
1120 Ad Valorem Tax Levy (Prior Years)	\$ 335,102.29	\$ -		N/A
1130 Revenue In Lieu of Taxes	\$ -	\$ -		N/A
1190 Other Taxes	\$ -	\$ -		N/A
1300 Total Earnings on Investments	\$ 50,312.50	\$ -		N/A
<b>TOTAL LOCAL SOURCES OF REVENUE</b>	<b>\$ 15,626,283.90</b>	<b>\$ 14,850,384.17</b>		<b>105.22%</b>
3000 State Receipts	\$ 2,059.42	\$ 2,200.00		93.61%
5111 Premium on Bonds Sold	\$ 724,443.71	\$ 141,000.00		513.79%
6100 Prior Year Fund Balance Forward	\$ 7,908,563.26	\$ 7,908,563.26		100.00%
<b>TOTAL ALL SOURCES OF REVENUE</b>	<b>\$ 24,261,350.29</b>	<b>\$ 22,902,147.43</b>		<b>105.93%</b>

## Stillwater Public Schools Expenditures Summary

As of 2/11/25

	ACTUAL AS OF 6/30/2025	EON and FORM 307 BUDGET		PERCENTAGE SPENT
		FY 2024-2025		
<b>DEBT SERVICE FUND (41)</b>				
USES OF FUNDS:				
2319 Accounting Services	\$ 8,039.48	\$ -		N/A
5100 Debt Service	\$ 14,622,465.00	\$ 14,770,890.00		99.00%
<b>Total Uses of Funds</b>	<b>\$ 14,630,504.48</b>	<b>\$ 14,770,890.00</b>		<b>99.00%</b>
5600 Correcting Entries	\$ -	\$ -		0.00%
<b>TOTAL FISCAL YEAR BUDGET</b>	<b>\$ 14,630,504.48</b>	<b>\$ 14,770,890.00</b>		<b>99.00%</b>

# Stillwater Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Fund - 11 GENERAL FUND</b>						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$51,847.38	\$0.00	\$51,847.38	N/A	\$51,847.38
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$9,210.03	\$0.00	\$9,210.03	N/A	\$9,210.03
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$1,761.90	\$0.00	\$1,761.90	N/A	\$1,761.90
Source - 1350 INTEREST ON TAXES	\$0.00	\$1,443.10	\$0.00	\$1,443.10	N/A	\$1,443.10
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$4,463.40	\$0.00	\$4,463.40	N/A	\$4,463.40
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$262,554.19	\$0.00	\$262,554.19	N/A	\$262,554.19
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$331,280.00</b>	<b>\$0.00</b>	<b>\$331,280.00</b>	<b>N/A</b>	<b>\$331,280.00</b>
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$7,937.59	\$0.00	\$7,937.59	N/A	\$7,937.59
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)	\$0.00	\$34,208.43	\$0.00	\$34,208.43	N/A	\$34,208.43
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$42,146.02</b>	<b>\$0.00</b>	<b>\$42,146.02</b>	<b>N/A</b>	<b>\$42,146.02</b>
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$19,657.16	\$0.00	\$19,657.16	N/A	\$19,657.16
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$57,295.78	\$0.00	\$57,295.78	N/A	\$57,295.78
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX	\$0.00	\$17,348.33	\$0.00	\$17,348.33	N/A	\$17,348.33
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$88,573.09	\$0.00	\$88,573.09	N/A	\$88,573.09
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$182,874.36</b>	<b>\$0.00</b>	<b>\$182,874.36</b>	<b>N/A</b>	<b>\$182,874.36</b>
Series - 4000						
Source - 4140 TITLE VI INDIAN, NATIVE HI/AK EDU	\$0.00	\$25,243.63	\$0.00	\$25,243.63	N/A	\$25,243.63
Source - 4164 SUB-MARGINAL LANDS	\$0.00	\$702.66	\$0.00	\$702.66	N/A	\$702.66
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$304,932.38	\$0.00	\$304,932.38	N/A	\$304,932.38
Source - 4271 PART A, SUPPORTING EFFECTIVE INST	\$0.00	\$3,252.41	\$0.00	\$3,252.41	N/A	\$3,252.41
Source - 4281 TITLE III PT A ENG LANG ACQUISITION	\$0.00	\$88.50	\$0.00	\$88.50	N/A	\$88.50
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$277,347.29	\$0.00	\$277,347.29	N/A	\$277,347.29
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$9,048.62	\$0.00	\$9,048.62	N/A	\$9,048.62
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW	\$0.00	\$9,233.26	\$0.00	\$9,233.26	N/A	\$9,233.26
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$629,848.75</b>	<b>\$0.00</b>	<b>\$629,848.75</b>	<b>N/A</b>	<b>\$629,848.75</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$7,869,075.03	\$0.00	\$7,869,075.03	N/A	\$7,869,075.03
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$7,869,075.03</b>	<b>\$0.00</b>	<b>\$7,869,075.03</b>	<b>N/A</b>	<b>\$7,869,075.03</b>
<b>Fund - 11 GENERAL FUND Total</b>	<b>\$0.00</b>	<b>\$9,055,224.16</b>	<b>\$0.00</b>	<b>\$9,055,224.16</b>	<b>N/A</b>	<b>\$9,055,224.16</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 21 BUILDING FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$7,408.83	\$0.00	\$7,408.83	N/A	\$7,408.83
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$1,316.09	\$0.00	\$1,316.09	N/A	\$1,316.09
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$8,724.92</b>	<b>\$0.00</b>	<b>\$8,724.92</b>	<b>N/A</b>	<b>\$8,724.92</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$2,587,213.68	\$0.00	\$2,587,213.68	N/A	\$2,587,213.68
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$2,587,213.68</b>	<b>\$0.00</b>	<b>\$2,587,213.68</b>	<b>N/A</b>	<b>\$2,587,213.68</b>
<b>Fund - 21 BUILDING FUND Total</b>	<b>\$0.00</b>	<b>\$2,595,938.60</b>	<b>\$0.00</b>	<b>\$2,595,938.60</b>	<b>N/A</b>	<b>\$2,595,938.60</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
Series - 3000						
Source - 3720 STATE MATCHING	\$0.00	\$3,456.00	\$0.00	\$3,456.00	N/A	\$3,456.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$3,456.00</b>	<b>\$0.00</b>	<b>\$3,456.00</b>	<b>N/A</b>	<b>\$3,456.00</b>
Series - 4000						
Source - 4740 SUMMER FOOD SERVICE PROGRAM	\$0.00	\$167,942.09	\$0.00	\$167,942.09	N/A	\$167,942.09
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$167,942.09</b>	<b>\$0.00</b>	<b>\$167,942.09</b>	<b>N/A</b>	<b>\$167,942.09</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,265,490.20	\$0.00	\$1,265,490.20	N/A	\$1,265,490.20
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,265,490.20</b>	<b>\$0.00</b>	<b>\$1,265,490.20</b>	<b>N/A</b>	<b>\$1,265,490.20</b>
<b>Fund - 22 CHILD NUTRITION PROGRAMS FUND Total</b>	<b>\$0.00</b>	<b>\$1,436,888.29</b>	<b>\$0.00</b>	<b>\$1,436,888.29</b>	<b>N/A</b>	<b>\$1,436,888.29</b>

# Stillwater Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 31 BOND FUND 31						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,220,949.39	\$0.00	\$1,220,949.39	N/A	\$1,220,949.39
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,220,949.39</b>	<b>\$0.00</b>	<b>\$1,220,949.39</b>	<b>N/A</b>	<b>\$1,220,949.39</b>
<b>Fund - 31 BOND FUND 31 Total</b>	<b>\$0.00</b>	<b>\$1,220,949.39</b>	<b>\$0.00</b>	<b>\$1,220,949.39</b>	<b>N/A</b>	<b>\$1,220,949.39</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 32 BOND FUND 32						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$1,075.20	\$0.00	\$1,075.20	N/A	\$1,075.20
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$1,075.20</b>	<b>\$0.00</b>	<b>\$1,075.20</b>	<b>N/A</b>	<b>\$1,075.20</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,874,648.20	\$0.00	\$9,874,648.20	N/A	\$9,874,648.20
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$9,874,648.20</b>	<b>\$0.00</b>	<b>\$9,874,648.20</b>	<b>N/A</b>	<b>\$9,874,648.20</b>
<b>Fund - 32 BOND FUND 32 Total</b>	<b>\$0.00</b>	<b>\$9,875,723.40</b>	<b>\$0.00</b>	<b>\$9,875,723.40</b>	<b>N/A</b>	<b>\$9,875,723.40</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 33 BOND FUND 33						
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$10,761,950.75	\$0.00	\$10,761,950.75	N/A	\$10,761,950.75
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$10,761,950.75</b>	<b>\$0.00</b>	<b>\$10,761,950.75</b>	<b>N/A</b>	<b>\$10,761,950.75</b>
<b>Fund - 33 BOND FUND 33 Total</b>	<b>\$0.00</b>	<b>\$10,761,950.75</b>	<b>\$0.00</b>	<b>\$10,761,950.75</b>	<b>N/A</b>	<b>\$10,761,950.75</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 41 SINKING FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$38,094.30	\$0.00	\$38,094.30	N/A	\$38,094.30
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$6,687.55	\$0.00	\$6,687.55	N/A	\$6,687.55
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$44,781.85</b>	<b>\$0.00</b>	<b>\$44,781.85</b>	<b>N/A</b>	<b>\$44,781.85</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,630,845.81	\$0.00	\$9,630,845.81	N/A	\$9,630,845.81
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$9,630,845.81</b>	<b>\$0.00</b>	<b>\$9,630,845.81</b>	<b>N/A</b>	<b>\$9,630,845.81</b>
<b>Fund - 41 SINKING FUND Total</b>	<b>\$0.00</b>	<b>\$9,675,627.66</b>	<b>\$0.00</b>	<b>\$9,675,627.66</b>	<b>N/A</b>	<b>\$9,675,627.66</b>

# Stillwater Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 7/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Report Total</b>	\$0.00	\$44,622,302.25	\$0.00	\$44,622,302.25	N/A	\$44,622,302.25

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
000 NON-CATEGORICAL	1,637.97	0.00	0.00	0.00	1,637.97	0.00%
001 HIGH SCHOOL	7,500.00	4,423.84	0.00	4,423.84	3,076.16	58.98%
002 JUNIOR HIGH	7,500.00	884.00	0.00	884.00	6,616.00	11.79%
003 MIDDLE SCHOOL	6,250.00	0.00	0.00	0.00	6,250.00	0.00%
004 HIGHLAND PARK	5,000.00	259.00	0.00	259.00	4,741.00	5.18%
005 RICHMOND	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
006 SANGRE RIDGE	5,000.00	490.00	0.00	490.00	4,510.00	9.80%
007 SKYLINE	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
008 WESTWOOD	5,000.00	4,860.00	0.00	4,860.00	140.00	97.20%
009 WILL ROGERS	5,000.00	1,062.72	0.00	1,062.72	3,937.28	21.25%
010 LINCOLN ACADEMY	3,495.00	0.00	0.00	0.00	3,495.00	0.00%
011 CURRICULUM & INSTRUCTIONAL	81,515.00	30,727.06	8,440.12	22,286.94	50,787.94	37.69%
012 NURSE & OSHA SUPPLIES	4,250.00	0.00	0.00	0.00	4,250.00	0.00%
013 ED SERVICES SUPPLIES	1,000.00	429.59	0.00	429.59	570.41	42.96%
014 CUSTODIAL SUPPLIES	95,500.00	47,280.43	255.00	47,025.43	48,219.57	49.51%
015 ADMIN OPERATIONS SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00%
016 DISTRICT SUPPLIES	50,000.00	23,520.79	0.00	23,520.79	26,479.21	47.04%
018 CONTRACTED SOCIAL SERVICES	276,000.00	276,000.00	0.00	276,000.00	0.00	100.00%
019 LIBRARY	47,304.00	301.60	0.00	301.60	47,002.40	0.64%
020 CAREERTECH GRANT-FEDERAL STRENGTHENING	25,000.00	0.00	0.00	0.00	25,000.00	0.00%
021 SUMMER SCHOOL	39,100.00	17,387.85	17,387.85	0.00	21,712.15	44.47%
022 EXTENDED SCHOOL YEAR	11,220.00	3,922.78	3,922.78	0.00	7,297.22	34.96%
023 PR AND COMMUNICATIONS	5,100.00	1,500.00	0.00	1,500.00	3,600.00	29.41%
024 BAND	21,250.00	18,519.00	0.00	18,519.00	2,731.00	87.15%
025 ORCHESTRA	10,200.00	0.00	0.00	0.00	10,200.00	0.00%
026 LEGAL SERVICES	51,000.00	40,000.00	0.00	40,000.00	11,000.00	78.43%
027 AUDIT SERVICES	15,000.00	14,000.00	0.00	14,000.00	1,000.00	93.33%
028 POSTAGE & FREIGHT	18,700.00	18,700.00	0.00	18,700.00	0.00	100.00%
029 BOE/CABINET PROFESSIONAL DEVELOPMENT	42,500.00	1,765.00	0.00	1,765.00	40,735.00	4.15%
030 FACILITIES MISCELLANEOUS	17,235.56	14,500.00	0.00	14,500.00	2,735.56	84.13%
031 BOE GENERAL EXPENSES	11,327.00	11,327.00	0.00	11,327.00	0.00	100.00%
032 FINANCE	235,000.00	400.00	400.00	0.00	234,600.00	0.17%
033 BOARD ELECTION/BOND FEES	76,000.00	2,319.78	825.00	1,494.78	73,680.22	3.05%
034 SPED TESTING	17,000.00	7,782.07	0.00	7,782.07	9,217.93	45.78%
035 BOE/SUPERINTENDENT SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00%
041 DISTRICT SUPPLIES-ELEMENTARY REIMBURSEABLE	83,000.00	82,246.85	0.00	82,246.85	753.15	99.09%
042 HUMAN RESOURCES	528,001.00	528,000.42	418,357.67	109,642.75	0.58	100.00%
045 FLEET FUEL	250,000.00	250,000.00	0.00	250,000.00	0.00	100.00%
047 DISTRICT WIDE TRANSPORTATION	212,500.00	155,205.24	557.47	154,647.77	57,294.76	73.04%

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
048 TRANSPORTATION MISCELLANEOUS	24,630.00	18,900.00	0.00	18,900.00	5,730.00	76.74%
049 UTILITIES-ELECTRICITY	1,024,000.00	894,000.00	0.00	894,000.00	130,000.00	87.30%
051 UTILITIES-GAS	348,500.00	348,500.00	0.00	348,500.00	0.00	100.00%
052 UTILITIES-TELEPHONE/INTERNET	67,000.00	0.00	0.00	0.00	67,000.00	0.00%
053 UTILITIES-WATER/TRASH	392,800.00	392,800.00	16,235.08	376,564.92	0.00	100.00%
054 BUILDING MAINTENANCE	153,000.00	22,000.00	0.00	22,000.00	131,000.00	14.38%
055 GROUNDS	48,450.00	0.00	0.00	0.00	48,450.00	0.00%
056 VOCAL MUSIC	1,020.00	180.00	0.00	180.00	840.00	17.65%
057 DRAMA	4,250.00	0.00	0.00	0.00	4,250.00	0.00%
058 ATHLETICS	83,300.00	4,448.29	0.00	4,448.29	78,851.71	5.34%
060 PROFESSIONAL DEVELOPMENT	60,000.00	8,420.00	0.00	8,420.00	51,580.00	14.03%
061 LIABILITY BONDS	4,935.50	4,935.50	1,642.50	3,293.00	0.00	100.00%
064 PROPERTY INSURANCE	1,451,908.00	1,451,908.00	1,451,908.00	0.00	0.00	100.00%
065 HIGH SCHOOL GRADUATION	33,500.00	2,436.45	0.00	2,436.45	31,063.55	7.27%
066 PERFORMING ARTS CENTER	3,187.50	0.00	0.00	0.00	3,187.50	0.00%
067 COUNTY RE-EVALUATION	430,250.00	425,250.00	0.00	425,250.00	5,000.00	98.84%
072 SECURITY	131,000.00	130,671.00	11,879.18	118,791.82	329.00	99.75%
086 RSI	12,064.98	2,000.00	0.00	2,000.00	10,064.98	16.58%
092 TECHNOLOGY MISCELLANEOUS	13,600.00	0.00	0.00	0.00	13,600.00	0.00%
100 MAIN PERSONNEL	34,992,386.97	34,992,377.94	588,769.05	34,403,608.89	9.03	100.00%
101 FACILITIES PERSONNEL	2,008,543.03	1,965,205.00	163,361.14	1,801,843.86	43,338.03	97.84%
102 EAS/CREDIT RECOVERY PERSONNEL	10,000.00	0.00	0.00	0.00	10,000.00	0.00%
103 HOMEBOUND SERVICES PERSONNEL	26,000.00	0.00	0.00	0.00	26,000.00	0.00%
104 CLASSROOM COVER PERSONNEL	15,000.00	0.00	0.00	0.00	15,000.00	0.00%
105 NATIONAL BOARD CERTIFIED BONUS -DISTRICT PAID	11,000.00	0.00	0.00	0.00	11,000.00	0.00%
110 PALS PERSONNEL	200,000.00	23,833.55	191.39	23,642.16	176,166.45	11.92%
111 ACTIVITY FUND PAID PERSONNEL	125,000.00	14,215.03	0.00	14,215.03	110,784.97	11.37%
112 MTSS GRANT PERSONNEL	300,000.00	1,076.50	0.00	1,076.50	298,923.50	0.36%
113 DHS REFUGEE ASSISTANCE PERSONNEL	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
152 N/A	0.00	1,139.20	0.00	1,139.20	-1,139.20	100.00%
155 N/A	0.00	586.82	0.00	586.82	-586.82	100.00%
312 NATIONAL BOARD CERTIFIED BONUS -STATE PAID	70,000.00	0.00	0.00	0.00	70,000.00	0.00%
331 ED FLEX BENEFIT-CERTIFIED IN LIEU OF	65,700.00	56,953.07	418.26	56,534.81	8,746.93	86.69%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	243,000.00	212,378.13	3,983.49	208,394.64	30,621.87	87.40%
333 STATE TEXTBOOKS	474,182.61	0.00	0.00	0.00	474,182.61	0.00%
334 ED FLEX BENEFIT-CERTIFIED MED PD BY STATE	3,060,000.00	3,036,565.00	23,331.00	3,013,234.00	23,435.00	99.23%

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	1,791,000.00	1,559,642.00	45,955.00	1,513,687.00	231,358.00	87.08%
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	162,079.36	0.00	0.00	0.00	162,079.36	0.00%
367 STRONG READERS	295,974.67	2,112.14	2,112.14	0.00	293,862.53	0.71%
376 SCHOOL RESOURCE OFFICER	213,432.15	33,247.70	799.50	32,448.20	180,184.45	15.58%
388 ALTERNATIVE EDUCATION	334,474.28	17,834.00	0.00	17,834.00	316,640.28	5.33%
411 OK CAREERTECH=COMPREHENSIVE SECONDARY PROGRAMS	63,460.00	1,306,911.25	23,222.45	1,283,688.80	-1,243,451.25	2,059.43%
412 OK CAREERTECH-VOCATIONAL PROGRAMS ASSISTANCE	187,000.00	39,671.34	0.00	39,671.34	147,328.66	21.21%
511 TITLE I, PART A (BASIC PROGRAM)	1,121,325.38	561,439.32	0.00	561,439.32	559,886.06	50.07%
515 TITLE I (SCHOOL SUPPORT)	1,964.11	1,964.11	0.00	1,964.11	0.00	100.00%
518 TITLE I, PART A, SUBPART 2 (NEGLECTED, LEAS)	29,345.77	0.00	0.00	0.00	29,345.77	0.00%
541 TITLE II, PART A (SUPPORT EFFECTIVE INSTRUCTION)	205,606.06	326,669.85	0.00	326,669.85	-121,063.79	158.88%
552 TITLE IV, PART A (STU SUP & ACAD ENRICH FRM GRANT)	73,750.89	18,903.40	0.00	18,903.40	54,847.49	25.63%
561 TITLE VI, PART A (INDIAN EDUCATION)	146,340.71	144,271.95	4,402.80	139,869.15	2,068.76	98.59%
571 TITLE III, PART A (IMMIGRANT EDUCATION ACT)	14,972.86	0.00	0.00	0.00	14,972.86	0.00%
572 TITLE III, PART A (ENG LANG ACQ, ENH & ACHEIVE)	52,616.62	13,875.00	0.00	13,875.00	38,741.62	26.37%
587 TITLE V, PART B, SUBPRT 2 (RURAL/LOW INC SCHL PGM)	130,166.32	42,710.00	0.00	42,710.00	87,456.32	32.81%
596 TITLE IX, PART A (HOMELESS CHILDREN & YOUTH)	69,500.00	61,547.41	0.00	61,547.41	7,952.59	88.56%
613 IDEA PART B (SPED PROF DEVELOP OSDE SPONSORED)	7,800.00	7,484.00	0.00	7,484.00	316.00	95.95%
615 IDEA PART B (SPED PROF DEVELOP DISTRICT)	7,276.15	25.00	0.00	25.00	7,251.15	0.34%
616 IDEA PART B (SUB AREA CERT EXAM REIMBURSE)	300.00	0.00	0.00	0.00	300.00	0.00%
618 IDEA PART B (SECONDARY TRANS SERVICES)	26,420.29	2,320.90	0.00	2,320.90	24,099.39	8.78%
621 IDEA PART B (FLOW THROUGH, P.L.108-446)	1,319,332.70	1,236,270.43	0.00	1,236,270.43	83,062.27	93.70%
625 IDEA PART B (FLOW THRU, P.L.108-446 PRIVATE SCHL)	30,623.31	16,000.00	0.00	16,000.00	14,623.31	52.25%
627 IDEA PART B (FLOW THRU, P.L.108-446 HGH ND TR II)	44,944.18	0.00	0.00	0.00	44,944.18	0.00%
641 IDEA PART B (PRESCHOOL, AGED 3-5, P.L. 108-446)	34,560.23	55,013.10	0.00	55,013.10	-20,452.87	159.18%
697 MEDICAID FEDERAL MATCH	10,000.00	0.00	0.00	0.00	10,000.00	0.00%
698 MEDICAID RESOURCES	30,000.00	2,331.92	0.00	2,331.92	27,668.08	7.77%

# Stillwater Public Schools

## Budget Analysis

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
<b>Total Fund - 11 GENERAL FUND</b>	<b>\$54,629,560.16</b>	<b>\$51,018,839.32</b>	<b>\$2,788,356.87</b>	<b>\$48,230,482.45</b>	<b>\$3,610,720.84</b>	<b>93.39 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 21 BUILDING FUND						
000 NON-CATEGORICAL	1,038,351.90	0.00	0.00	0.00	1,038,351.90	0.00%
032 FINANCE	3,000.00	3,000.00	1,500.00	1,500.00	0.00	100.00%
100 MAIN PERSONNEL	0.00	110,404.37	9,200.36	101,204.01	-110,404.37	100.00%
101 FACILITIES PERSONNEL	1,349,350.00	621,269.12	51,750.79	569,518.33	728,080.88	46.04%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	21,500.00	6,828.84	569.07	6,259.77	14,671.16	31.76%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	300,000.00	93,324.00	7,777.00	85,547.00	206,676.00	31.11%
<b>Total Fund - 21 BUILDING FUND</b>	<b>\$2,712,201.90</b>	<b>\$834,826.33</b>	<b>\$70,797.22</b>	<b>\$764,029.11</b>	<b>\$1,877,375.57</b>	<b>30.78 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
049 UTILITIES-ELECTRICITY	126,900.00	28,320.30	28,320.30	0.00	98,579.70	22.32%
051 UTILITIES-GAS	9,000.00	8,976.66	8,976.66	0.00	23.34	99.74%
052 UTILITIES-TELEPHONE/INTERNET	2,600.00	0.00	0.00	0.00	2,600.00	0.00%
053 UTILITIES-WATER/TRASH	9,000.00	8,940.08	8,940.08	0.00	59.92	99.33%
064 PROPERTY INSURANCE	21,500.00	21,482.58	21,482.58	0.00	17.42	99.92%
091 LOCAL CHILD NUTRITION EXPENSES	157,898.00	97,231.67	0.00	97,231.67	60,666.33	61.58%
100 MAIN PERSONNEL	121,602.00	121,601.90	98,098.23	23,503.67	0.10	100.00%
101 FACILITIES PERSONNEL	43,500.00	43,078.09	3,597.71	39,480.38	421.91	99.03%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	37,000.00	28,263.81	0.00	28,263.81	8,736.19	76.39%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	302,000.00	275,023.00	2,828.00	272,195.00	26,977.00	91.07%
385 CHILD NUTRITION PROGRAM	30,000.00	27,326.36	1,663.60	25,662.76	2,673.64	91.09%
763 LUNCHESES	2,077,000.00	1,923,919.38	40,850.33	1,883,069.05	153,080.62	92.63%
764 BREAKFASTS	550,000.00	282,761.73	0.00	282,761.73	267,238.27	51.41%
766 SUMMER FOOD SERVICE PROGRAM	220,000.00	179,109.69	24,239.57	154,870.12	40,890.31	81.41%
767 PROF STANDARDS FOR SCHOOL NUTRITION EMPLOYEES	4,000.00	0.00	0.00	0.00	4,000.00	0.00%
<b>Total Fund - 22 CHILD NUTRITION PROGRAMS FUND</b>	<b>\$3,712,000.00</b>	<b>\$3,046,035.25</b>	<b>\$238,997.06</b>	<b>\$2,807,038.19</b>	<b>\$665,964.75</b>	<b>82.06 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 31 BOND FUND 31						
000 NON-CATEGORICAL	480,222.04	0.00	0.00	0.00	480,222.04	0.00%
030 FACILITIES MISCELLANEOUS	12,104.00	12,099.81	0.00	12,099.81	4.19	99.97%
032 FINANCE	271,396.65	89,605.81	89,257.84	347.97	181,790.84	33.02%
047 DISTRICT WIDE TRANSPORTATION	224,096.52	224,096.52	0.00	224,096.52	0.00	100.00%
054 BUILDING MAINTENANCE	22,168.58	9,775.52	0.00	9,775.52	12,393.06	44.10%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	80,360.00	0.00	0.00	0.00	80,360.00	0.00%
<b>Total Fund - 31 BOND FUND 31</b>	<b>\$1,090,347.79</b>	<b>\$335,577.66</b>	<b>\$89,257.84</b>	<b>\$246,319.82</b>	<b>\$754,770.13</b>	<b>30.78 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 32 BOND FUND 32						
000 NON-CATEGORICAL	1,503.43	0.00	0.00	0.00	1,503.43	0.00%
011 CURRICULUM & INSTRUCTIONAL	354,302.10	0.00	0.00	0.00	354,302.10	0.00%
024 BAND	3.00	0.00	0.00	0.00	3.00	0.00%
032 FINANCE	433,633.40	0.00	0.00	0.00	433,633.40	0.00%
038 BOND-DW PRINTING/COPIERS	19,595.16	0.00	0.00	0.00	19,595.16	0.00%
047 DISTRICT WIDE TRANSPORTATION	433,458.80	355,891.20	0.00	355,891.20	77,567.60	82.10%
054 BUILDING MAINTENANCE	175,845.22	15,630.00	0.00	15,630.00	160,215.22	8.89%
055 GROUNDS	130,351.36	9,500.00	0.00	9,500.00	120,851.36	7.29%
058 ATHLETICS	40,387.82	0.00	0.00	0.00	40,387.82	0.00%
066 PERFORMING ARTS CENTER	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
068 2023 BOND - HIGH SCHOOL PROJECT	2,525,731.26	2,409,634.48	0.00	2,409,634.48	116,096.78	95.40%
069 2023 BOND - ATHLETICS PROJECT	1,077,827.08	1,077,826.29	0.00	1,077,826.29	0.79	100.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	796,947.62	320,098.57	0.00	320,098.57	476,849.05	40.17%
073 BOND-CLASSROOM TECHNOLOGY	233,398.04	0.00	0.00	0.00	233,398.04	0.00%
075 DISTRICT WIDE ROOF REPAIR	1,687,165.99	1,600,946.25	0.00	1,600,946.25	86,219.74	94.89%
076 BOND-CHROMEBOOKS & CARTS	310,647.00	0.00	0.00	0.00	310,647.00	0.00%
092 TECHNOLOGY MISCELLANEOUS	120,769.23	0.00	0.00	0.00	120,769.23	0.00%
<b>Total Fund - 32 BOND FUND 32</b>	<b>\$8,391,566.51</b>	<b>\$5,789,526.79</b>	<b>\$0.00</b>	<b>\$5,789,526.79</b>	<b>\$2,602,039.72</b>	<b>68.99 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 33 BOND FUND 33						
000 NON-CATEGORICAL	28,221.75	0.00	0.00	0.00	28,221.75	0.00%
011 CURRICULUM & INSTRUCTIONAL	375,165.00	1,200.00	0.00	1,200.00	373,965.00	0.32%
024 BAND	100,210.00	0.00	0.00	0.00	100,210.00	0.00%
033 BOARD ELECTION/BOND FEES	12,500.00	6,500.00	0.00	6,500.00	6,000.00	52.00%
038 BOND-DW PRINTING/COPIERS	148,000.00	883.96	0.00	883.96	147,116.04	0.60%
047 DISTRICT WIDE TRANSPORTATION	477,225.00	93,265.27	0.00	93,265.27	383,959.73	19.54%
054 BUILDING MAINTENANCE	850,000.00	511,303.34	14,693.59	496,609.75	338,696.66	60.15%
055 GROUNDS	150,000.00	13,200.00	267.82	12,932.18	136,800.00	8.80%
058 ATHLETICS	75,000.00	39,540.00	0.00	39,540.00	35,460.00	52.72%
066 PERFORMING ARTS CENTER	50,000.00	13,527.86	0.00	13,527.86	36,472.14	27.06%
068 2023 BOND - HIGH SCHOOL PROJECT	4,533,642.00	0.00	0.00	0.00	4,533,642.00	0.00%
069 2023 BOND - ATHLETICS PROJECT	2,470,192.00	0.00	0.00	0.00	2,470,192.00	0.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	124,999.25	0.00	0.00	0.00	124,999.25	0.00%
073 BOND-CLASSROOM TECHNOLOGY	372,880.00	151,496.20	25,714.00	125,782.20	221,383.80	40.63%
076 BOND-CHROMEBOOKS & CARTS	250,000.00	36,384.60	36,384.60	0.00	213,615.40	14.55%
077 BOND-SUBSCRIPTIONS/LICENSING	168,915.00	150,292.63	3,987.55	146,305.08	18,622.37	88.98%
092 TECHNOLOGY MISCELLANEOUS	700,000.00	453,592.03	79,573.95	374,018.08	246,407.97	64.80%
<b>Total Fund - 33 BOND FUND 33</b>	<b>\$10,886,950.00</b>	<b>\$1,471,185.89</b>	<b>\$160,621.51</b>	<b>\$1,310,564.38</b>	<b>\$9,415,764.11</b>	<b>13.51 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 41 SINKING FUND						
000 NON-CATEGORICAL	15,779,713.00	719,856.25	0.00	719,856.25	15,059,856.75	4.56%
<b>Total Fund - 41 SINKING FUND</b>	<b>\$15,779,713.00</b>	<b>\$719,856.25</b>	<b>\$0.00</b>	<b>\$719,856.25</b>	<b>\$15,059,856.75</b>	<b>4.56 %</b>
<b>Total 2025-2026</b>	<b>\$97,202,339.36</b>	<b>\$63,215,847.49</b>	<b>\$3,348,030.50</b>	<b>\$59,867,816.99</b>	<b>\$33,986,491.87</b>	<b>65.04 %</b>

# Stillwater Public Schools

## Budget Analysis

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
<b>Report Total</b>	<b>\$97,202,339.36</b>	<b>\$63,215,847.49</b>	<b>\$3,348,030.50</b>	<b>\$59,867,816.99</b>	<b>\$33,986,491.87</b>	<b>65.04 %</b>



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Receive Chase Morris Sudden Cardiac Arrest Site Plans

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

Attached to this memo are the Chase Morris Sudden Cardiac Arrest site plans for all school sites. These are being provided for Board review per state law.

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

**Chase Morris Sudden Cardiac Arrest Response Plan**

# HIGHLAND PARK ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# HIGHLAND PARK ELEMENTARY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Highland Park Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Becky Dyson	Principal
Brooke Todhunter	Assistant Principal
Abby Varnum`	Academic Support Coach
Sarah Deliyiannis	Counselor
Amanda Powers	Office Health Assistant
Jordyn Scott	SPED teacher

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- a. The Cardiac Emergency Response Protocol shall be posted as follows:
  - i. In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - ii. Adjacent to each AED.
  - iii. Adjacent to each school telephone.
  - iv. Attached to all portable AEDs.
- b. The Cardiac Emergency Response Protocol shall be distributed to:
  - i. All campus staff and administrators at the start of each school year, with updates distributed as made.
- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

\*\*Example: Local Ambulance, Fire Department, Police Department, Sheriff Department

\*\*\*Identify who on your team will contact these providers

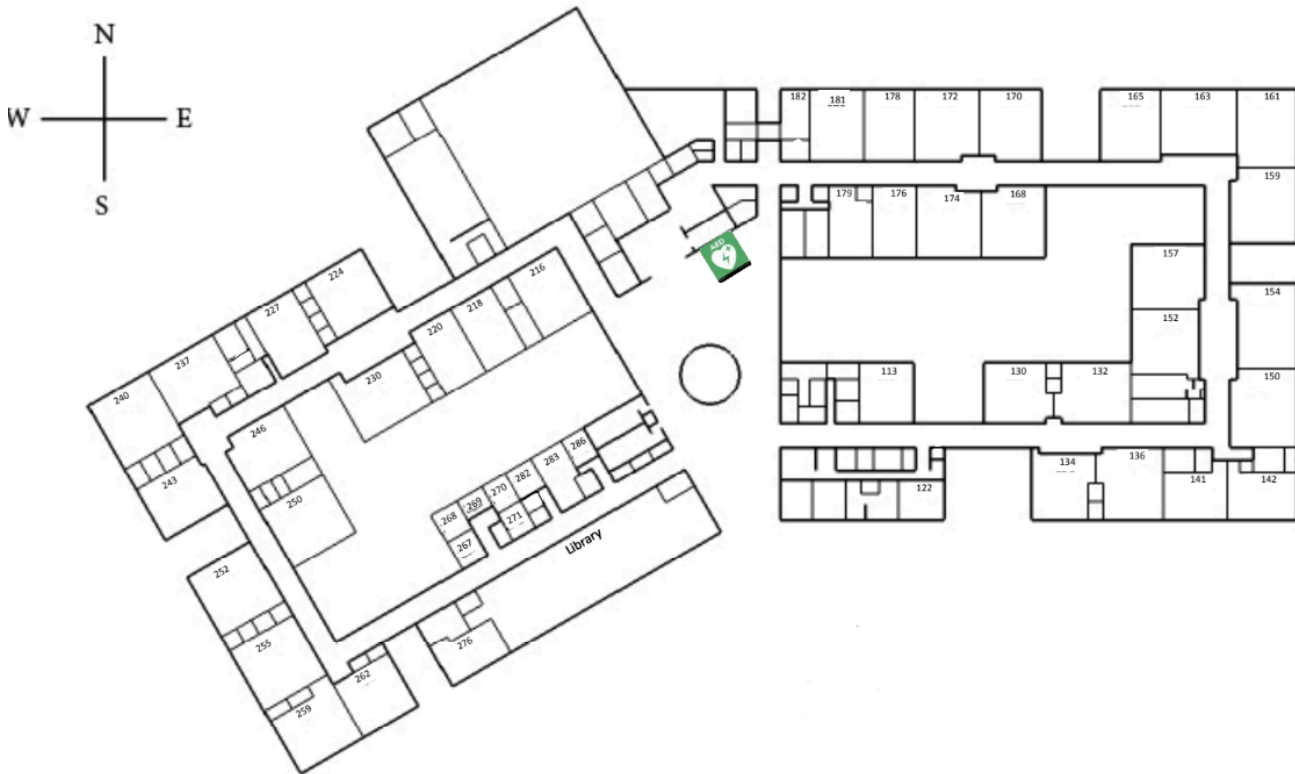
<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Cafeteria, on wall by water fountain	Monthly
*** See Map Below	

**Highland Park Elementary**



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

# STILLWATER LINCOLN ACADEMY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

---

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# STILLWATER LINCOLN ACADEMY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Stillwater Lincoln Academy** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
George Horton	Principal
Carla Nelson	Secretary
Kris Fowler	Teacher
Scott Petermann	Teacher

### IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

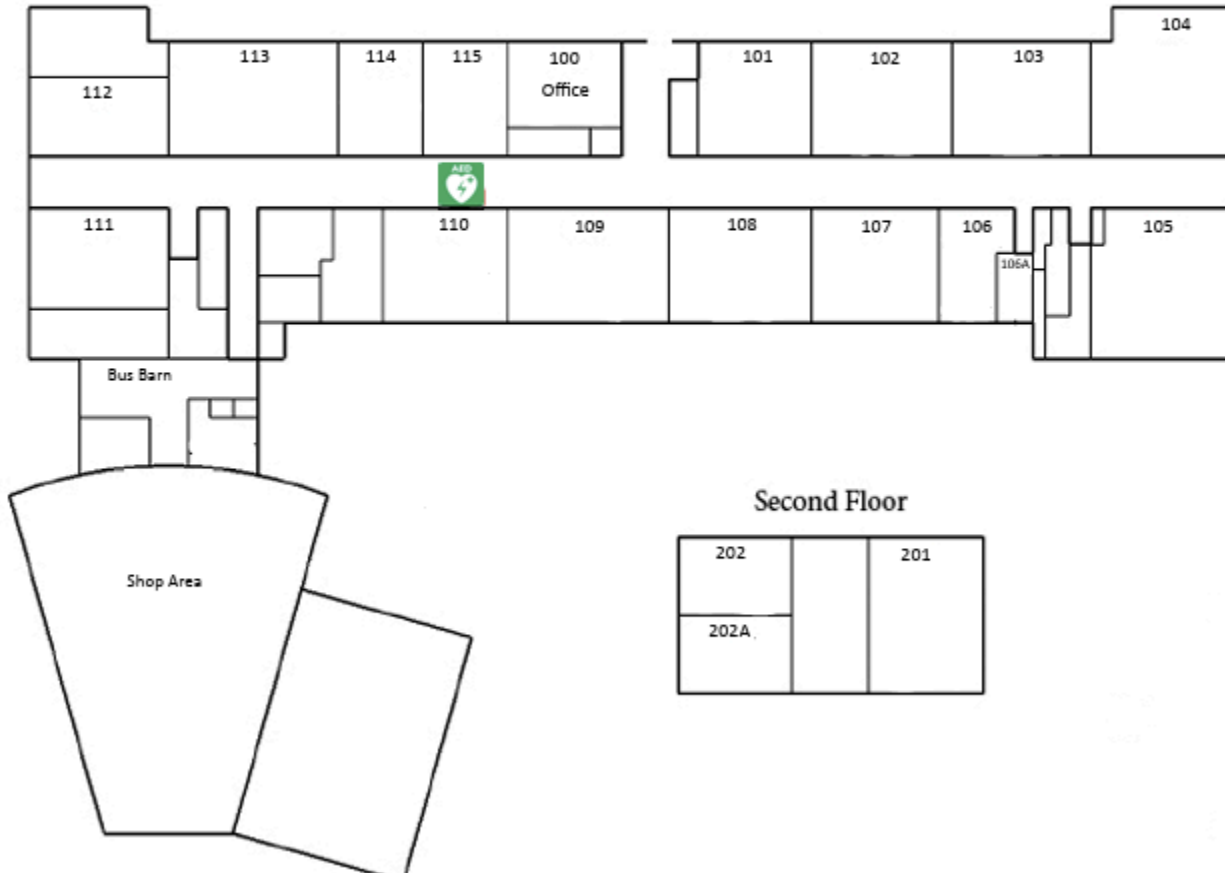
<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Main Hallway - Outside of Room 110	Monthly
*** See Map Below	

**Lincoln Academy**



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

## RICHMOND ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

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C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

---

Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# **RICHMOND ELEMENTARY**

## **CHASE MORRIS ACT COMPLIANCE SITE PLAN**

**Richmond Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i><b>Team Member</b></i>	<i><b>Role</b></i>
Krista Lavicky	Health Room / Office Assistant
Zach Boydston	Physical Education Teacher
Kelly Owen	Office Assistant
Grace Anne Fath	Special Education Teacher
Leslie McSpadden	Counselor
Bekah Sharp	Paraprofessional
Joy Cawood	Principal

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:
  - The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put

on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.

- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

**HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

- a. The Cardiac Emergency Response Protocol shall be posted as follows:
  - i. In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - ii. Adjacent to each AED.
  - iii. Adjacent to each school telephone.
  - iv. Attached to all portable AEDs.
- b. The Cardiac Emergency Response Protocol shall be distributed to:
  - i. All campus staff and administrators at the start of each school year, with updates distributed as made.
- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

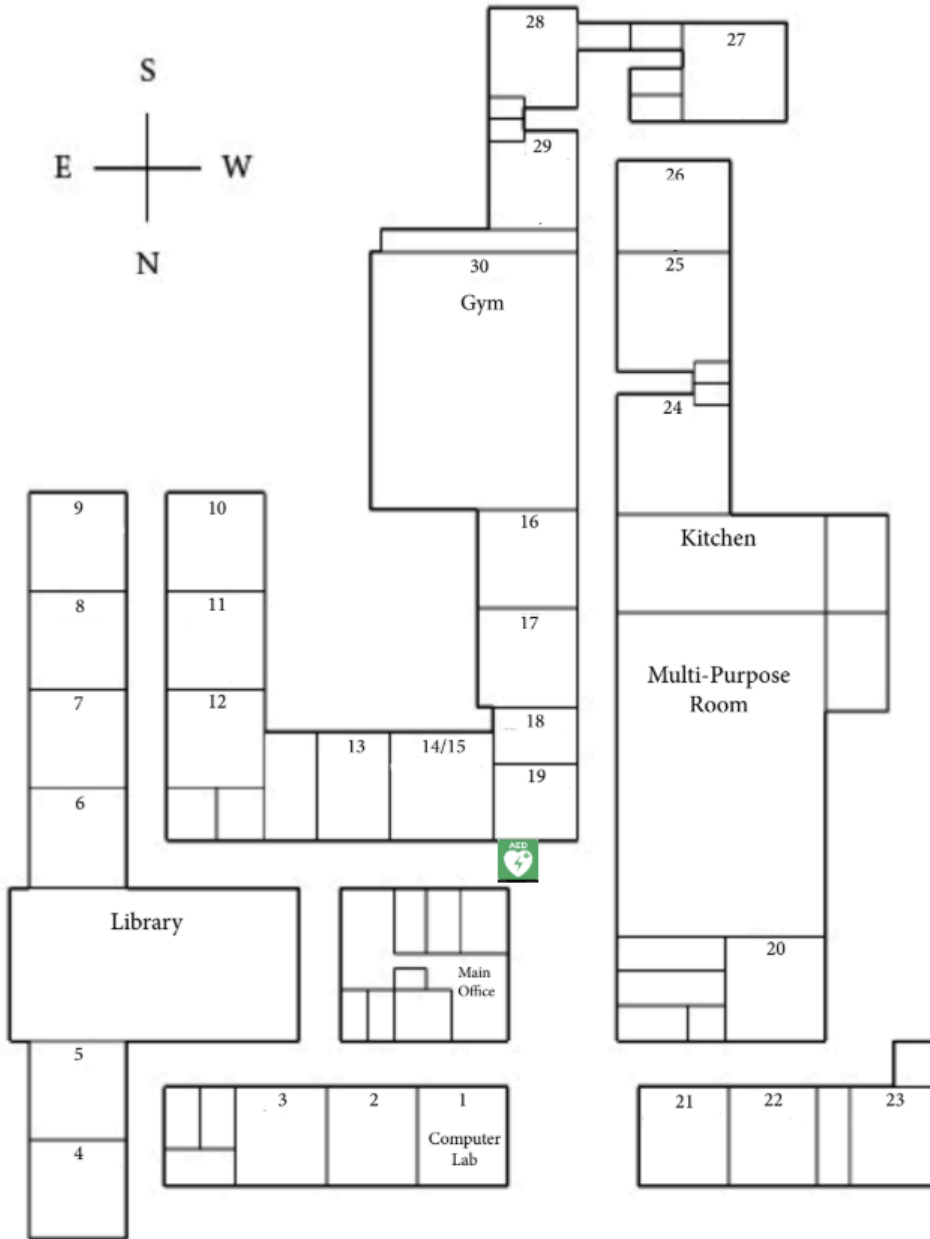
**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of cafeteria, adjacent to room 19	Monthly
*** See Map Below	

**Richmond Elementary**



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

**Chase Morris Sudden Cardiac Arrest Response Plan**

## STILLWATER HIGH SCHOOL



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# STILLWATER HIGH SCHOOL

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Stillwater High School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Carl Treat	Assistant Principal
David Coates	Secondary School Nurse
Jeremy Hooten	SRO
Brian Warwick	Athletic Director
Hope Shepard	Teacher
Sarah Sanders	Teacher

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

**HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
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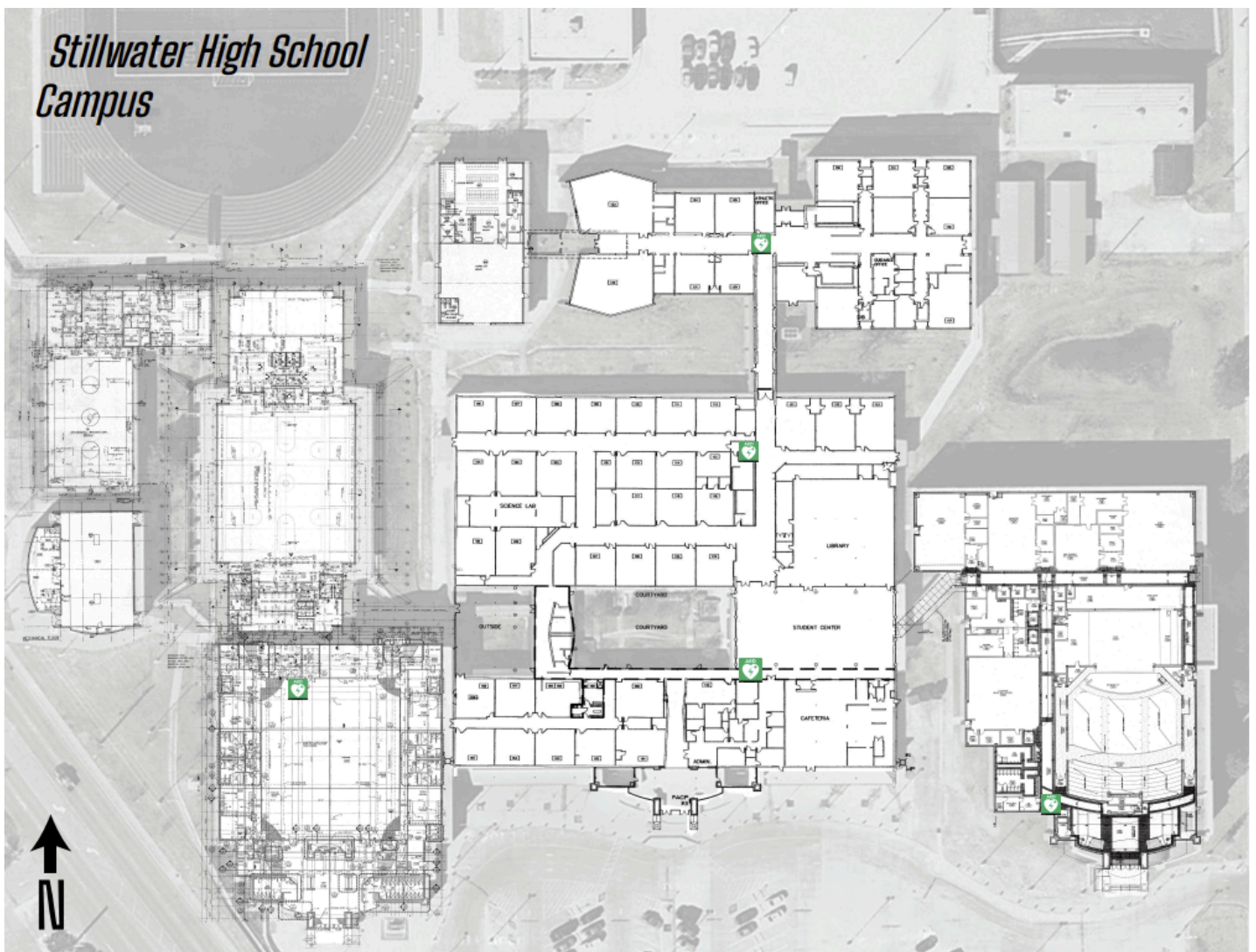
**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of SRO Office - North End of Building	Monthly
Outside of Girls Central Restroom	Monthly
Outside of Front Office - South End of Building	Monthly
PAC - South End of West Hallway	Monthly
FH - Adjacent to Court NW Corner	Monthly
*** See Map Below	



**LOCATION OF AED'S AT ATHLETIC EVENTS AND FACILITIES AT EACH MS & HS SITE**

\*\*AED must be accessible within one to three minutes. Identify who is responsible to get the AED

Could insert you EAP (Emergency Action Plan for athletics here also)

\*\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>Site</i>	<i>Location</i>	<i>Last Maintenance Date</i>
Fieldhouse	court level outside athletic trainer's office	
SHS Football Locker	Offensive Coaches Office	
Couch Park (baseball and softball)	Baseball Concession Stand	
SHS Pioneer Stadium	Security office - home side	

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

# STILLWATER JUNIOR HIGH SCHOOL



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# STILLWATER JUNIOR HIGH SCHOOL

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Stillwater Junior High School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Adam Elghadi	Assitant Principal
Madeline El Ourraque	Teacher
Rebecca Palmatary	Teacher
Emma Fike	Paraprofessional
Mary Jolliff	Paraprofessional

### IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
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    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
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## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
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<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
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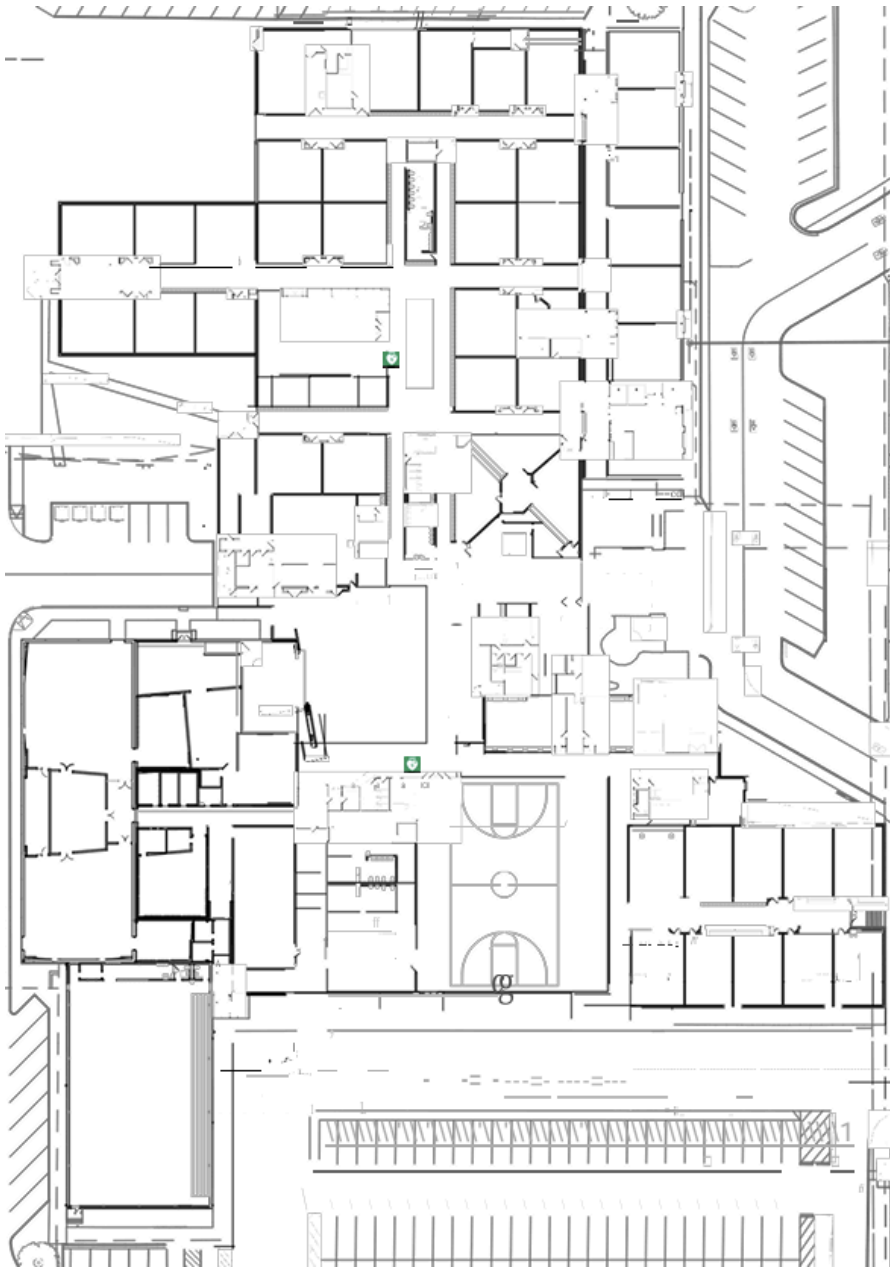
## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
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Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

\*\*Check with your manufacturer for the recommended maintenance of your AED.

<i>AED Location</i>	<i>Maintenance Date</i>
Outside of Gymnasium	Monthly
Outside of Library	Monthly
*** See Map Below	



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

## SKYLINE ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

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B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# SKYLINE ELEMENTARY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Skyline Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Natalie Fluty	Principal
Claire Clark	Assistant Principal
Rachel Horschler	Special Education Teacher
Terri Krick	Paraprofessional
Amy Spiva	School Nurse
TBD	Health Assistant

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

**HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

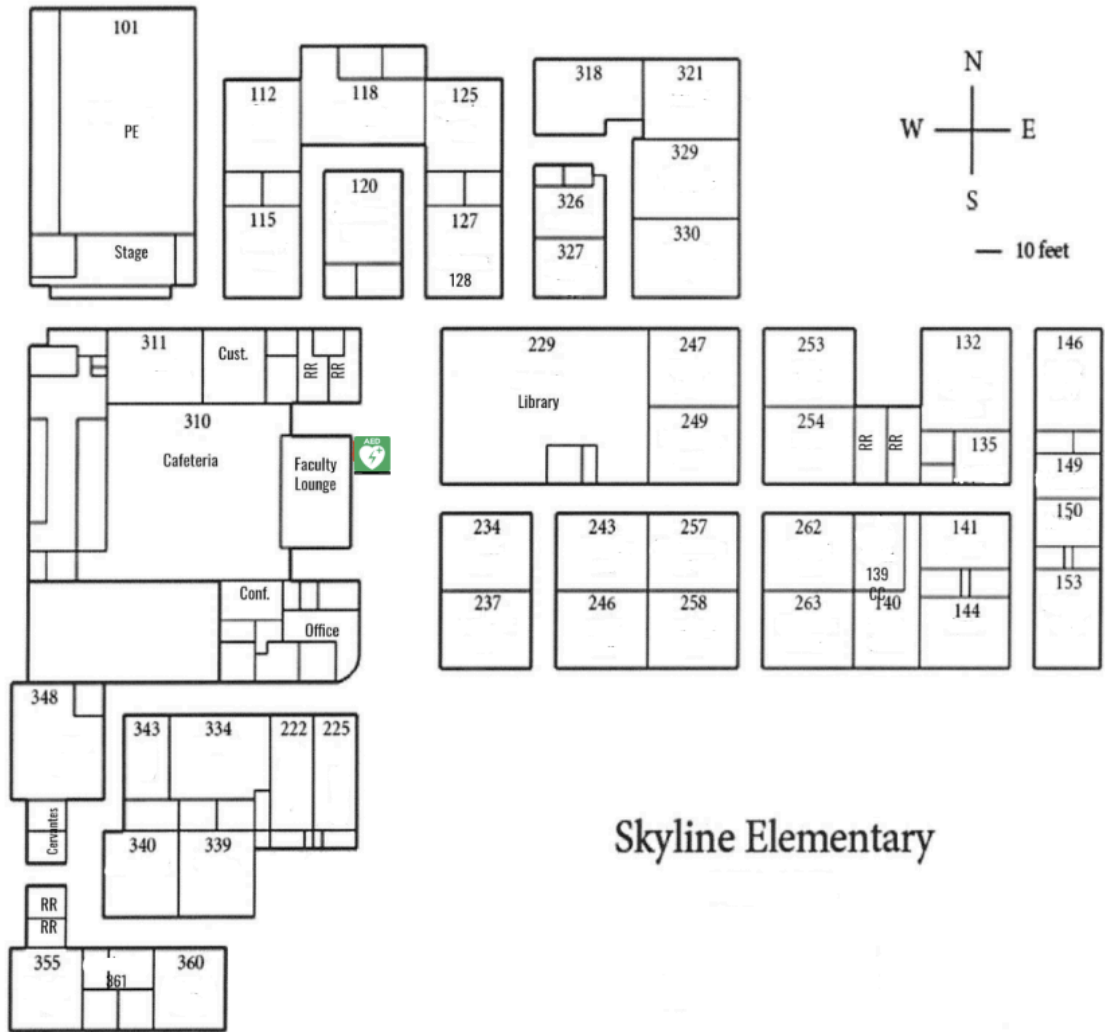
<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
Front Hall in front of the lounge	Monthly
*** See Map Below	



Skyline Elementary

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

# STILLWATER MIDDLE SCHOOL



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

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A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# STILLWATER MIDDLE SCHOOL

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Stillwater Middle School** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:

The team **MUST** include a school administrator. The school or administrator will determine other team members and the number to be on the team.

<i>Team Member</i>	<i>Role</i>
Ryan Blake	Principal
Jason Riggs	Assistant Principal
Jackie Jackson	Assistant Principal
Krista Evans	Health Room/Office Assistant
Morgan Cathey	Physical Education Teacher

### IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### HOW TO ACTIVATE THE TEAM:

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

**HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?**

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

**DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:**

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

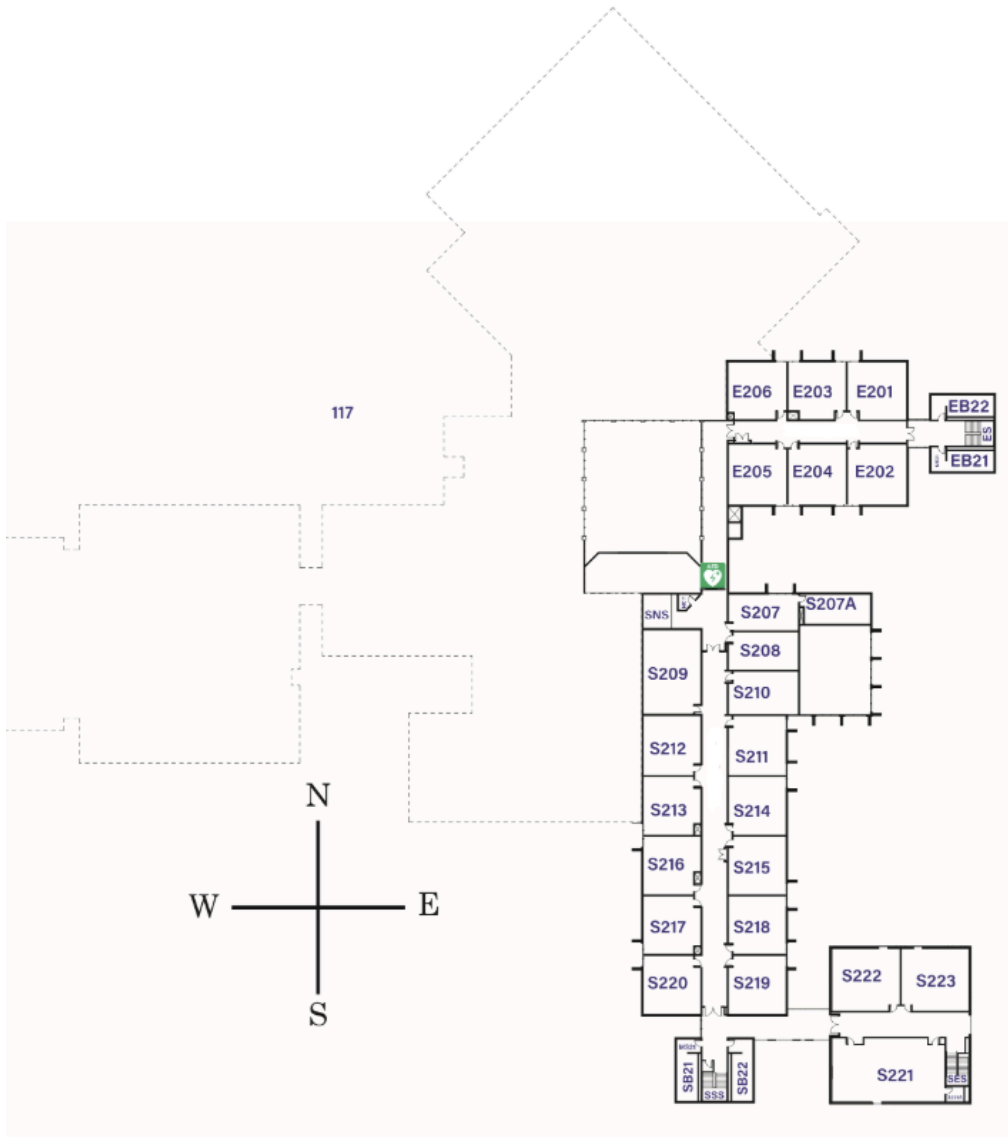
**IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA**

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
1st Floor - Outside of Gymnasium	Monthly
1st Floor - End of South Hallway Outside of Room S114	Monthly
1st Floor - End of W2 Hallway Outside of Room W130	Monthly
2nd Floor - Top of Stairs Outside of Room S207	Monthly
** See Map Below	





**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

**Chase Morris Sudden Cardiac Arrest Response Plan**

# SANGRE RIDGE ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

- A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.
- B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.
- C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.
- D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.
- E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.
- F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.
- G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.
- H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:
1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
  2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.
- A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.
- I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**
- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
  - 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# SANGRE RIDGE ELEMENTARY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Sangre Ridge Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Cami Patzkowski	Principal
Mason Oller	Assistant Principal
Ali Baca	Health Assistant
Tiffanie Seefeldt	Principal Secretary
Angela Martinez	Attendance Secretary
Sarah Ehrlich	Physical Education Teacher
Rachel Embree	Special Education Teacher

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

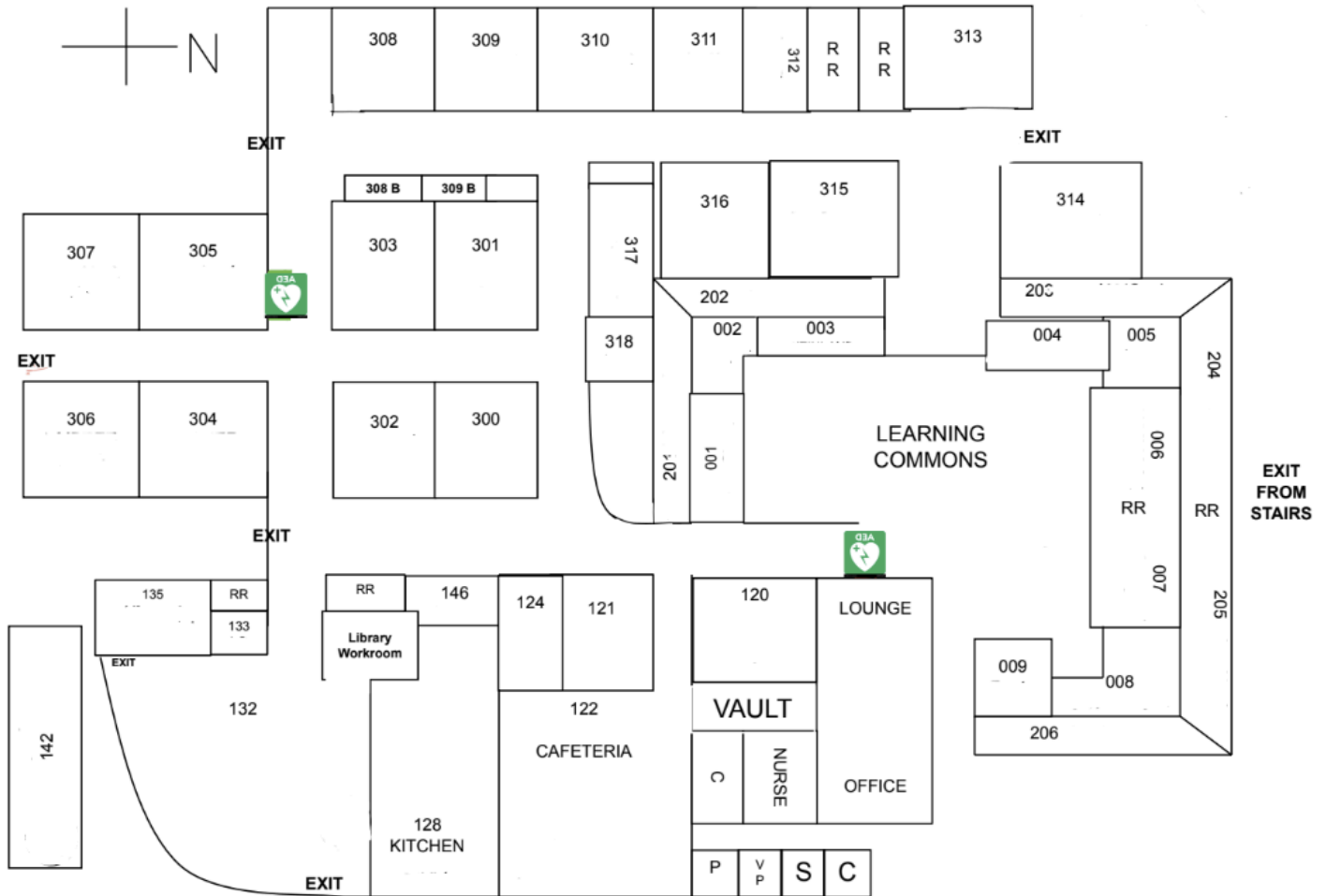
- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
Hallway off of commons area	Monthly
Hallway near Room 304	Monthly
*** See Map Below	

**SANGRE RIDGE ELEMENTARY**



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

## WILL ROGERS ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

### Title 70. Schools

#### Chapter 1 - School Code of 1971

#### Article XXIV - Miscellaneous Provisions

#### Section 24-156 - Chase Morris Sudden Cardiac Arrest Prevention Act

Cite as: 70 O.S. § 24-156 (OSCN 2024)

---

A. This act shall be known and may be cited as the “Chase Morris Sudden Cardiac Arrest Prevention Act”.

B. As used in the Chase Morris Sudden Cardiac Arrest Prevention Act, “athletic activity” means any sport sanctioned and offered in grades seven through twelve by a school district.

C. The State Department of Health and the State Department of Education shall jointly develop and post on their publicly accessible websites guidelines and other relevant materials to inform and educate students participating in or desiring to participate in an athletic activity, their parents, and their coaches about the nature and warning signs of sudden cardiac arrest including the risks associated with continuing to play or practice after experiencing one or more symptoms of sudden cardiac arrest including unexplained fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate. In developing the guidelines and materials, the State Department of Health and the State Department of Education may utilize existing materials developed by other entities or organizations.

D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

H. Once each year, a coach of an athletic activity, school nurses, and athletic trainers shall complete:

1. The sudden cardiac arrest training course offered by a provider approved by the State Department of Health; and
2. Training in first aid, cardiopulmonary resuscitation, and use of an automated external defibrillator. The training shall follow guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care.

A coach of an athletic activity shall not coach the athletic activity until the coach completes the training course required under this subsection.

**I. Each public school in this state shall develop a sudden cardiac emergency response plan. The plan shall be formulated by a school site administrator and presented to the school district board of education. The plan shall:**

- 1. Establish and provide for membership of a sudden cardiac emergency response team for each school site. Each team shall include a school site administrator;**
- 2. Activate the team in response to a sudden cardiac arrest;**

- 3. Implement automated external defibrillator (AED) placement and routine maintenance within the school as needed and dictated by the plan and in accordance with guidelines set by a nationally recognized, guidelines- based organization focused on emergency cardiovascular care. The plan shall provide for implementation of clearly marked and easily accessible AED placement;**
  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
    - a. an AED shall be placed at each athletic venue or be accessible within one to three minutes of each venue where athletic practices or competitions are held, or**
    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
- L. The State Board of Health and the State Board of Education shall promulgate rules to implement the provisions of the Chase Morris Sudden Cardiac Arrest Prevention Act.

### ***Historical Data***

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Laws 2015, SB 239, c. 272, § 1, emerg. eff. July 1, 2015; Amended by Laws 2024, SB 1921, c. 451, § 1, emerg. eff. July 1, 2024 ([superseded document available](#)).

# WILL ROGERS ELEMENTARY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Will Rogers Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Dane Sallaska	Principal
Christina Hutson	Assistant Principal
Jerad Warlick	Physical Education Teacher
Harley Justus	Academic Support Coach
Susan Greenwich	Instructional Coach
Onalee Santos	Principal Secretary

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:

- The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
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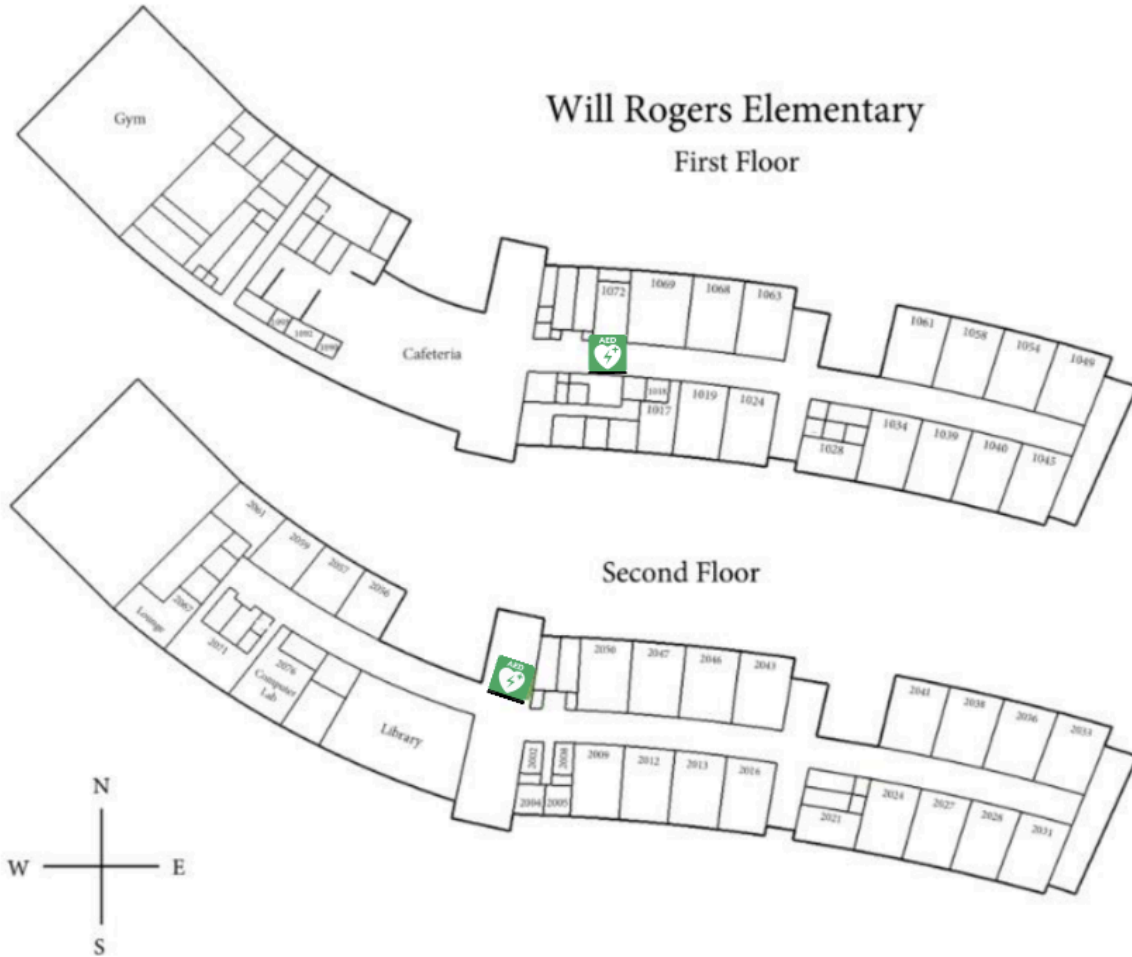
## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
1st Floor - Hallway outside Room 1072 (see map)	Monthly
2nd Floor - Hallway at the top of stairs (see map)	Monthly
*** See Map Below	



**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025

# STILLWATER PUBLIC SCHOOLS

## Emergency Operations Site Plan

### Chase Morris Sudden Cardiac Arrest Response Plan

## WESTWOOD ELEMENTARY



# CHASE MORRIS ACT

## Oklahoma Statutes Citationized

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D. A student participating in or desiring to participate in an athletic activity and the student’s parent, or guardian shall, each school year and prior to participation by the student in an athletic activity, sign and return to the student’s school an acknowledgement of receipt and review of a sudden cardiac arrest symptoms and warning signs information sheet jointly developed by the State Department of Health and the State Department of Education.

E. A school may hold an informational meeting prior to the start of each athletic season for all ages of competitors regarding the symptoms and warning signs of sudden cardiac arrest. In addition to students, parents, coaches, and other school officials, informational meetings may include physicians, pediatric cardiologists, and athletic trainers.

F. A student who collapses or faints without a concurrent head injury while participating in an athletic activity shall be removed by the coach from participation at that time.

G. A student removed or prevented from participating in an athletic activity pursuant to subsection F of this section shall not return to participation until the student is evaluated and cleared for return to participation in writing by a health care provider as defined in Section 3090.2 of Title 63 of the Oklahoma Statutes.

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  - 4. Provide for communication and dissemination of the plan throughout the school campus;**
  - 5. Require the response team to practice the plan by conducting periodic drills;**
  - 6. Provide for coordination with emergency medical service providers that serve the area in which the school is located;**
  - 7. Address athletic events and athletic facilities at each middle school and high school site provided:
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    - b. a mobile AED device shall be on the premises in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care;****
  - 8. Provide for appropriate school staff to be trained in first aid, cardiopulmonary resuscitation, and the use of an AED in accordance with guidelines set by a nationally recognized, guidelines-based organization focused on emergency cardiovascular care. The plan shall stipulate the appropriate staff to receive training which shall include, but not be limited to, athletic coaches, school nurses, and athletic trainers; and**
  - 9. Be reviewed by the school district board of education and sudden cardiac emergency response team members and updated annually.**
- J. The sponsors of youth athletic activities not associated with a school are encouraged to follow the guidance stated in the Chase Morris Sudden Cardiac Arrest Prevention Act.
- K. Nothing in the Chase Morris Sudden Cardiac Arrest Prevention Act shall be construed to create, establish, expand, reduce, contract, or eliminate any civil liability on the part of any school or school employee.
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# WESTWOOD ELEMENTARY

## CHASE MORRIS ACT COMPLIANCE SITE PLAN

**Westwood Elementary** has developed a sudden cardiac emergency response plan. The district has collaborated with the local/responding EMT **LifeNet** on **August 12, 2025**.

### **SUDDEN CARDIAC EMERGENCY RESPONSE TEAM:**

The team **MUST** include a school administrator. The school or administrator will determine other team members and number to be on the team.

<i>Team Member</i>	<i>Role</i>
Darren Nelson	Principal
Ashley Dobbs	Assistant Principal
Shelby Rogers	Health Aide
Shelli Myers	Principal Secretary
Ty Reitan	Special Education Teacher
Lauren Gin	Special Education Teacher
Brandon Todhunter	Physical Education Teacher
Menchu Wang	Special Education Paraprofessional

### **IDENTIFY APPROPRIATE SCHOOL STAFF TO BE TRAINED IN FIRST AID, CARDIOPULMONARY RESUSCITATION, AND THE USE OF AN AED:**

- All members of the CERT team listed above will be trained in first aid, cardiopulmonary resuscitation and the use of an AED.

### **HOW TO ACTIVATE THE TEAM & PLAN ACTION STEPS:**

- Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - The person is not moving, unresponsive, or unconscious.
  - The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
- Facilitate immediate access to professional medical help:
  - The first responding individual will call 9-1-1 as soon as they suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put

on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.

- Immediately contact the members of the Cardiac Emergency Response Team (CERT) using walkie talkies and then an intercom system.
- Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
- Start CPR
  - Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
- Use the nearest AED:
  - When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.
    - Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
  - Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
  - Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
- Transition care to EMS.
  - Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
  - Team focus should now be on assisting EMS safely out of the building or location.
  - Provide EMS a copy of the patient's emergency information sheet.

## HOW WILL THE PLAN BE COMMUNICATED AND DISSEMINATED THROUGHOUT THE SCHOOL?

- The Cardiac Emergency Response Protocol shall be posted as follows:
  - In each classroom, gym, cafeteria, restroom, health room, faculty break room and in all school offices.
  - Adjacent to each AED.
  - Adjacent to each school telephone.
  - Attached to all portable AEDs.
- The Cardiac Emergency Response Protocol shall be distributed to:
  - All campus staff and administrators at the start of each school year, with updates distributed as made.
- Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel following the drills.

## DOCUMENT PERIODIC DRILLS FOR PRACTICING THE PLAN:

<i>Date of Drill</i>	<i>Notes</i>
TBD Fall 2025	One CERT drill will take place in the fall semester.
TBD Spring 2026	One CERT drill will take place in the spring semester.

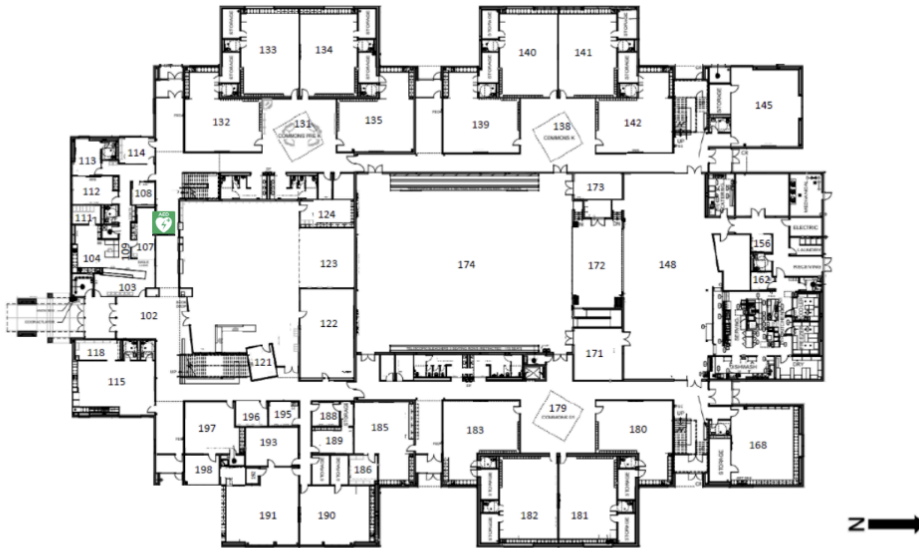
## IDENTIFY EMERGENCY MEDICAL PROVIDERS THAT SERVE YOUR AREA

- A CERT team member will contact the appropriate provider based on the specific circumstances surrounding an event.

<i>Name of Provider</i>	<i>Contact Information</i>
Stillwater Police Department	911
LifeNet	405-707-0007
Payne County Sheriff	405-372-4522
Stillwater Fire Department	911

**LOCATION OF AED'S IN SCHOOL SITE AND MAINTENANCE DATE:**

<i>AED Location</i>	<i>Maintenance Date</i>
Outside Front Office- 1st Floor	Monthly
Northeast Corner of building-2nd Floor	Monthly
***See Map Below	



Westwood Elementary  
First Floor



Westwood Elementary  
Second Floor

**DATE UPDATED AND REVIEWED BY THE SCHOOL BOARD**

Date of update and school board review: August 12, 2025



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

---

**AGENDA ITEM:**

Receive Stillwater Public Schools' Critical Incident Management Plan

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

Attached to this memo is the 2025-2026 SPS Critical Incident Management Plan for review by the Board.

# STILLWATER PUBLIC SCHOOLS



## CRITICAL INCIDENT MANAGEMENT PLAN

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# **STILLWATER PUBLIC SCHOOLS** **CRITICAL INCIDENT MANAGEMENT PLAN**

## **PREFACE**

The Stillwater Public School District is dedicated to providing a safe environment for students, staff members, and visitors while at our schools. The purpose of this critical incident management plan is to provide the information necessary to enable District personnel to ensure a safe environment during an emergency situation involving District students, personnel, visitors, and facilities during school sponsored classes, programs and activities. It is important to remember all school personnel, both certified and support, as well as district and appropriate community resources should be utilized in any comprehensive emergency response plan.

## **OVERVIEW**

This manual outlines and describes the Stillwater Public School District's procedures for responding to critical incidents which are most likely to occur on our campuses and district offices. Some examples of these emergencies would be:

- A natural or "man-made" disaster which has a traumatic impact on a large number of people;
- The death of a student or staff member
- An individual who becomes violent, aggressive, or otherwise causes a significant disruption during a school day or school event;
- A situation where a person presents an immediate threat to the physical safety of one or more people (but before a major incident occurs).

***This manual is designed as a working document. It is advisable after any critical incident to evaluate and critique the emergency response, updating and revising this plan as necessary.***

## **ADVANCED PLANNING:**

While the occurrence of a specific emergency cannot be predicted, advanced planning is essential to successful management of critical situations. Such planning increases the organization and efficiency of the response and reduces the disorder and emotionalism which can occur in times of emergency. Routine evacuation and secure in place drills with subsequent critiques, and site safety evaluations will ensure compliance with emergency procedures.

Identification of key personnel who will assist in management of emergency situations is, perhaps, one of the most important steps in advance planning. Personnel identified to have major roles in responding to emergency situations serve as members of the site Critical Incident Team.

Standard procedures for a variety of emergency situations, evacuation plans, relocation and reunification plans, and important phone numbers are included in other sections of this manual.

## **STANDARD PROCEDURES**

Stillwater Public Schools will follow the protocols and guidance from the Standard Response Protocol (SRP) and Standard Reunification Method (SRM) provided by the 'I Love U Guys' foundation.

### ***Standard Response Protocol (SRP)***

- **“HOLD”** - will be used for incidents that require students and staff to remain in the classroom and out of the hallways.
- **“SECURE”** - this directive will be given when there is a threat or hazard outside of a site / facility.
- **“LOCKDOWN”** - this is used when the threat or hazard is inside of a site / facility.
- **“EVACUATE”** - implemented when there is a need to move individuals from the current location to another for safety reasons.
- **“SHELTER”** - this announcement is made when specific protective actions are needed based on a threat or hazard.

### ***Standard Reunification Method (SRM)***

The Standard Reunification Method provides a framework for the development of a comprehensive district plan for student reunification.

Objectives of the SRM

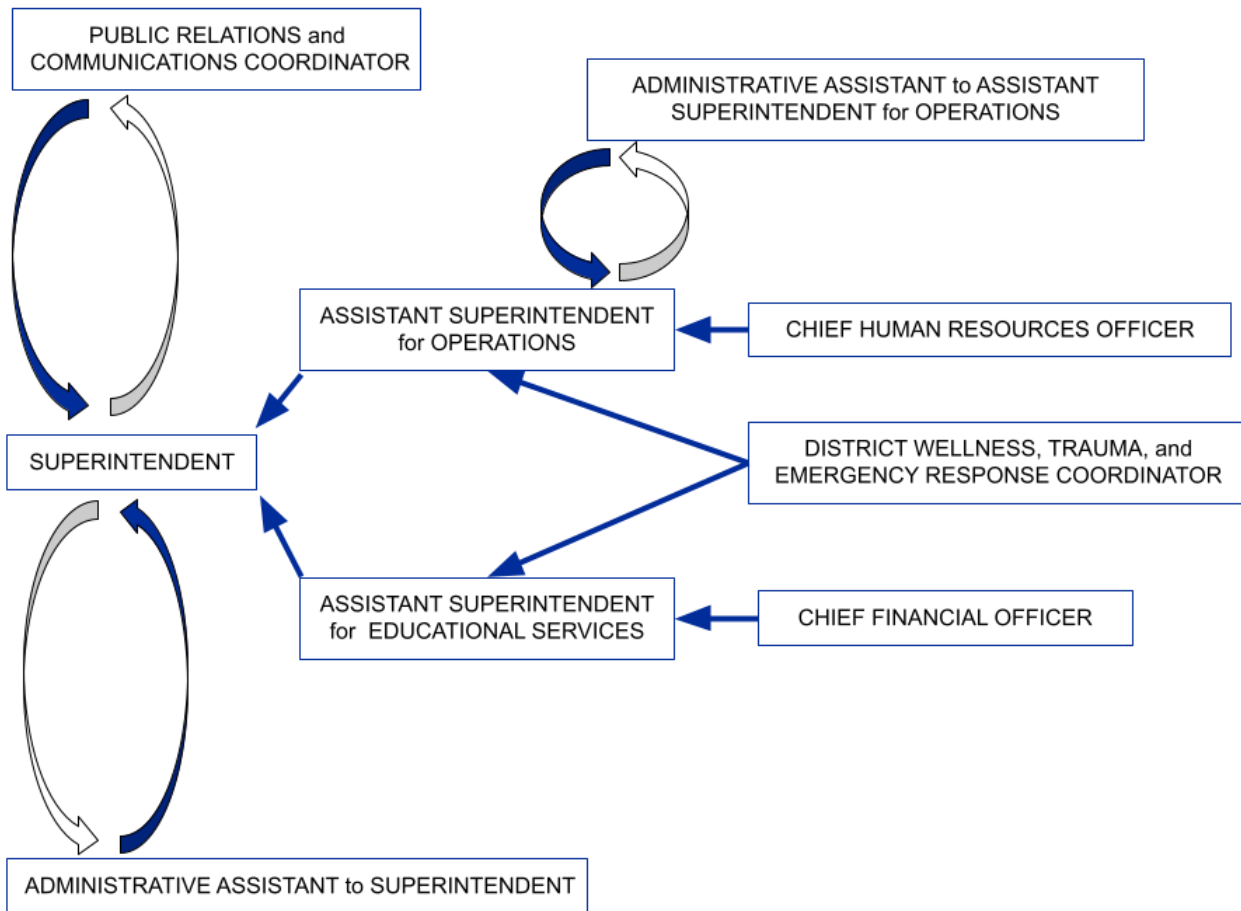
- Establish a reunification site.

- Establish relationships with community partners for the implementation of a reunification process; this includes but is not limited to police, fire, and emergency management.
- Establish a parent / guardian check-in process.
- Establish procedures for accountability of students.
- Establish procedures and methods of communication for staff and parents.
- Establish protocols and methods for student reunification, support services, and medical care.

### **RAVE PANIC BUTTON**

RAVE Panic Button system will be used by staff for notification of emergencies including but not limited to medical, fire, or active assailant. This system allows for immediate 9-1-1 notification to be sent to partner agencies including local police and county and state law enforcement agencies.

# **DISTRICT ADMINISTRATION INCIDENT COMMAND STRUCTURE**



## **DISTRICT ADMINISTRATION RESPONSIBILITIES**

### **SUPERINTENDENT**

- Serve as emergency response command leader (i.e. initiate emergency response, organize emergency response team, determine site status, direct site activities)
- Communicate directly with emergency response executive team during any event deemed as an emergency
- Communicate with site principals and Athletic Director, as needed
- Point of contact for emergency response executive team members
- Designate an emergency response command leader in their absence
- Assist with all emergency response executive team member duties, as needed

## **ASSISTANT SUPERINTENDENT - EDUCATIONAL SERVICES**

- Manage GroupMe message circulation among the principals
- Verify that the GroupMe messaging is coming through to the points of contact and that they are aware there is a situation
- Contact individual principals or assistant principals as needed
- Point of contact for Ed Services Dept
- Fill in for Asst Superintendent of Operations, or Superintendent

## **ASSISTANT SUPERINTENDENT - OPERATIONS**

- Communication with Transportation, Child Nutrition, Facilities, Technology Directors, School Resource Officers, Construction Management
- Point of contact for Stillwater Police Dept, Stillwater Fire Dept. SEMA, Stillwater Medical Center
- Document information as it is provided and share that information
- Assist with messaging, as needed
- Fill in for Asst Superintendent of Ed. Services, or Superintendent

## **PUBLIC RELATIONS AND COMMUNICATION COORDINATOR**

- Communicate to the public using district tools (Twitter, Facebook SchoolMessenger, Website, Channel 16) See this document for appropriate messaging levels (corresponds to policy CKAC-P1).
- Assist with message creation. See this doc for samples
- Resolve any communication issues
- Serve as Point of contact for outside media/reporters
- Fill in for Asst Superintendent of Operations, or Chief Financial Officer

## **CHIEF FINANCIAL OFFICER**

- Back up to Communications Coordinator for communications
  - Communicate to public using district tools (Twitter, Facebook SchoolMessenger, Website, Channel 16) See this document for appropriate messaging levels (corresponds to policy CKAC-P1)
  - Assist with message creation. See this doc for samples

- Fill in for PR/Communications Coordinator, or Chief Human Resources Officer

## **CHIEF HUMAN RESOURCE OFFICER**

- Communication with central office receptionist
- Point of contact for walk-in traffic and phone traffic
- Pay attention to weather reports as broadcast via TV service
- Assist with messaging, as needed
- Fill in for Chief Financial Officer

## **WELLNESS, TRAUMA, AND EMERGENCY RESPONSE COORD.**

- Coordinate trauma responsive practices
- Collaborate with site administrators on emergency response protocols.
- Serve as crisis management support coordination during a crisis.

## **RESPONSIBILITIES OF SCHOOL PERSONNEL**

### **PRINCIPAL**

The school principals are responsible for pre-emergency preparedness at their school, subject only to the directive and guidelines issued by the District Superintendent or designee. In the event of an emergency, they are the designated representatives who will assume overall direction of emergency procedures at the school.

In discharging this responsibility , the principal of each school shall:

### ***During Pre-Emergency Conditions***

- Appoint a designee who shall assume the duties of principal in his or her absence, and identify duty assignments of other school personnel.
- Utilize directives and guidelines established by the school district to;
  - Develop an emergency response and preparedness plan which will be kept operative at all times.
  - Ensure that all school personnel and students are properly instructed in the school Critical Incident Management Plan.

- Ensure that there is an adequate warning system available, and that the various alarm signals are known and understood by students and staff.
- Survey, with the school administrative team, the Assistant Superintendent of Operations Director of Facilities, the School Resource Officer, a representative from the Fire Marshal's office, and any designated consultants for the district, the physical and structural advantages and disadvantages of the school plant and select the areas of comparative safety for groups to use in any type of emergency.
- Plan with the school administrative team, the Fire Marshal and a School Resource Officer, primary and alternate traffic control plans for pedestrian and vehicular movements on the school campus.
- Arrange for instruction and training of students to ensure their safety.
- Maintain all emergency equipment and supplies in usable condition at all times and coordinate with the Director of Facilities routine inspections of safety equipment (fire suppression systems, fire alarms, etc.).
- Coordinate with the Director of Facilities to locate and identify utility "shut offs". Instruct at least one other person in the location and operation of the ' shut offs".
- Communicate with students and parents the elements of the critical incident management plan **that are not confidential**.
- 
- Conduct regularly scheduled drills and maintain a record of these in your office. Copies of all safety drill documentation should be forwarded to the Assistant Superintendent of Operations.
- Provide substitutes with information regarding their responsibilities, evacuation routes and general procedures.
- Know how to demonstrate the use of emergency equipment utilized at your school.

***During Emergency and Post-Emergency Conditions:***

- Report the situation to the Superintendent or designee.
- Assume overall direction of school emergency management using established procedures for communication, evacuation, and relocation.
- When needed, direct evacuation of building(s), using fire evacuation procedures
- Issue instruction to teachers if students are to be released from the school.
- Stay calm; your attitude/actions will be mirrored by your staff and students.

## **TEACHERS**

Teachers will be responsible for the supervision of students. They will follow the instructions and safety guidelines of the district and their individual school as well as the specific instructions from the principal.

In discharging their responsibility, teachers shall:

### ***During Pre-Emergency Conditions:***

- Be knowledgeable of the hazardous effects of different emergencies and the survival techniques for each.
- Provide instruction and practice for students in the Standard Response Protocol (SRP).
- Keep personal information on each student accessible at all times (with strict regard to confidentiality).

### ***During Emergency and Post-Emergency Conditions:***

- Supervise the Standard Response Protocol (SRP) procedures and/or evacuation of students to designated assembly areas.
- Remain with and supervise students until relieved of responsibility by the school principal.
- Take roll when class relocates to designated assembly area as soon as possible.
- Report missing students to principal or designee. If there is reason to believe such students may be endangered in a school structure, rescue measures should only be attempted with available trained personnel.
- Render first aid, restore order, and assist other staff and students as needed.

## **NURSE**

The responsibility of the school nurse shall be:

### ***During Pre-Emergency Conditions:***

- Conduct or coordinate first aid and medical assistance training for designated school personnel as directed by the District Superintendent or school principal.
- Cooperate with the principal to designate qualified members of the school staff to coordinate and or perform first aid when the school nurse is not available.
- Assist the principal with developing plans for caring of injured persons within the school, including:
  - Plan methods of solving potential health and sanitation problems.
  - Setting up/coordinating first aid response teams
  - Establishing first aid stations and triage areas
  - Ensure that current medical information is on file for the entire student body.

### ***During Emergency and Post-Emergency Conditions:***

- Follow directives provided by the Superintendent or designee or by first responders
- Locate, categorize, and identify victims.
- Administer first aid, as appropriate.
- Supervise administration of first aid by those with first aid training.
- Organize distribution and use of first aid and medical supplies.
- Work with Wellness, Trauma, and Emergency Response Coordinator to establish additional trauma supports for students, staff, and parents.
- Stay calm; your attitude and actions will be mirrored by staff and students.

## **CUSTODIAN**

The responsibility of the custodian shall be:

### ***During Pre-Emergency Conditions:***

- Report concerns regarding fire equipment to the Director of Facilities as soon as concerns arise.
- Coordinate with the Director of Facilities and principal to assure fire alarm and public address systems are in working order.
- Coordinate with the Director of Facilities and principal to assure all building security systems are in working order.
- Coordinate with the Director of Facilities and principal in maintaining a complete set of building maps and or blue prints to be made available for emergency personnel.
- Know how to quickly "shut off" utilities and HVAC systems.

### ***During Emergency and Post-Emergency Conditions:***

- Shut off utilities when directed to do so.
- Shut off HVAC systems when directed to do so.
- Conduct damage control to limit damage to school facilities.
- Survey and report damage to the Director of Facilities and principal.

## **SUBSTITUTE EMPLOYEES**

The responsibility of a substitute employee shall be:

### ***During Pre-Emergency Conditions:***

- Become familiar with the district critical incident management plan.
- Become familiar with the evacuation routes and the general safety procedures at the school site.

### ***During Emergency and Post- Emergency Conditions***

- Perform the duties of the person for whom they are substituting.
- Account for all students in their attendance
- Assist where directed to do so.

## PARENTS AND STUDENTS

The responsibility of the parents and students shall be:

- Students should familiarize themselves with preset evacuation routes and general school safety procedures.
- Students **must** follow school staff directions without any hesitation.
- Parents must be informed of the current critical incident management plan.
- Parents must provide the school with emergency contact numbers where they can be contacted at any time during school hours.
- Parents should ensure that all necessary student medical information is on file with the school nurse or designee

## **BUS DRIVERS**

The responsibility of bus drivers shall be:

### ***During Pre-Emergency Conditions:***

- Become familiar with the district's critical incident management plan.
- Ensure that students transported in buses receive instructions in safe riding practices and participate in emergency evacuation drills.
- Establish a voice communication code in which drivers may communicate an unsafe situation to their transportation base supervisor. This code should include language to indicate if the situation is threatening or an actual attack is occurring.
- Drivers should be constantly reminded of the importance of thoroughly conducting a daily inspection of their bus. This inspection should include a visual inspection of the underside of the bus for vandalism or foreign objects attached to the bus.
- Drivers should be alert at all bus stops and traffic stops for strangers approaching the bus.
- All school bus drivers should immediately report to the supervisor of transportation any noticeable change in behavior of students. Any rumors concerning possible weapons violations or threats of violence should be immediately reported to the transportation supervisor.

### ***During Emergency and Post Emergency Situations:***

- During a critical incident on a bus, and if the situation presents itself, the driver shall make every attempt to keep the communication device "open" such as leaving a cellular phone in the talk mode or a radio microphone "keyed up".
- Law enforcement authorities should be immediately notified of any possibility of violence.
- Suspicion or actual weapon on the bus:
  - The driver should notify the school by voice communication.
  - If possible , all students except the suspect should be evacuated from the bus.
  - If evacuation is not possible, the driver should attempt to negotiate with the suspect in a calm voice. The use of non-verbal communication techniques is further recommended to calm the suspect.

- While dealing with an armed individual, it struck all passengers to remain quiet and stay seated.
- In the event of a hostage situation or unauthorized entry into the bus by violent parties the same procedure should be followed.
- Stay calm; your attitude/actions will be mirrored by students.

## THE CRITICAL INCIDENT MANAGEMENT TEAM

The purpose of the critical incident management team is to effectively respond to a variety of emergency situations. This will be accomplished in the following ways:

- Assist the principal with developing a specific plan to respond to an emergency.
- Consult with and provide support on an as-needed basis to the affected school's staff in reacting to and dealing with the critical incident.
- Provide direct support services to staff and students in distress.
- Make referrals to community resources for those needing follow-up counseling/support.
- Monitor the situation after the emergency has subsided and provide other follow-up services.

The Critical Incident Management Team will be made up of two components: The **Emergency Response Team** and the **Crisis Response Team**. The Emergency Response Team handles the immediate emergency, managing safety and communication until the initial emergency has passed and the situation is stabilized. The Crisis Response Team will be involved in the follow-up items that occur with emergencies such as providing counseling services or helping with emotional recovery.

Critical Incident Management Team members play an essential role in effective management of emergency situations. Preferred characteristics of Critical Incident Team members include:

- An ability to anticipate multiple consequences.
- A willingness to challenge an idea and then work cooperatively toward a solution.
- An ability to think clearly under stress.
- Flexibility.
- Familiarity with nuances of the site, its students and its community.
- Expertise in a variety of school functions.

## **EMERGENCY RESPONSE TEAM GUIDELINES**

The Emergency Response Team (ERT) will always be dealing with the immediate action issues of an emergency. This team will be the same people for every emergency at a school.

The ERT is a standing team which shall consist of the school principal or assistant principal, teachers or other certified personnel identified by the principal, and support staff identified by the principal. It is suggested the administrator chair the ERT and handle the immediate safety issues while a designee simultaneously handles the communication issues.

The ERT will:

- Manage immediate health and safety issues
- Ensure communication with local emergency response agencies and district office personnel
- Identify all staff members trained in CPR, First Aid and Automatic External Defibrillator
- Identify site personnel best suited to respond to specific emergency situations
- Delineate staff roles and responsibilities

## **CRISIS RESPONSE TEAM GUIDELINES**

The Crisis Response Team (HCRT) duties will vary depending upon the emergency.

Some of the responsibilities are listed below. These responsibilities will vary depending on the severity and duration of the critical incident and could include:

- Incident debriefing and follow up counseling
- Communications between the school and families
- Intra-school communication after the incident
- Providing and organizing assistance to faculty and staff
- Follow-up assistance to family
- Emotional First Aid
- Memorial service activities
- Work normalization issues
- Back to Work Assistance
- Outreach and Giving Programs

Counselors from across the Stillwater School District may serve on the Crisis Response Team. Information from OSDE through their Crisis Preparedness and Response resources may be implemented for additional support.

## **RECOMMENDATIONS FOR ESTABLISHING AN EMERGENCY RESPONSE TEAM**

Identify Emergency Response Team (Principal, Assistant Principal, School Resource Officer, Counselor, Department Head, Coach, Teacher)

In the event of an emergency or critical incident, the Emergency Response Team shall:

- Determine what happened.
- Assess consequences such as health, general safety, and emotional.
- Decide what needs to be done.
- Implement a plan.
- Assign responsibilities.

In the management of a school emergency , the following should be determined:

- Who is in charge in the principal' s absence?
- Who will cover classes/assignments for Emergency Response Team members?
- Which school resources need to be contacted? Which community resources need to be contacted? Police? Fire? Emergency Medical?
- Who calls the Superintendent? What does he/she need to know to handle media inquiries?
- How will phone calls be handled?
- What information is released to concerned parents or others calling on the phone?
- Who meets and briefs the school staff?
- How and when are students notified?
- Who and how will traffic be controlled?

***Other considerations:***

- Does a telephone network need to be established.
- Is there information that needs to be taken off the site or district web-site?
- Is there information that needs to be placed on the district web site?
- Is there information that can be placed on the district cable access channel?
- What information needs to be in the faculty handbook regarding the critical incident management plan?
- What information needs to be placed in the student handbook regarding the critical incident management plan?
- How will the entire certified and support staff be trained on utilizing the critical incident management plan?

A planning checklist and instructions for forming an Emergency Response Team follows.

## **EMERGENCY RESPONSE TEAM CHECKLIST**

This Emergency Response Team Planning Checklist ***MAY*** be used with emergencies or accidents which occur at school, or on school grounds. *It is intended as a guide.*

As a principal becomes aware of a critical incident that is severe in nature and may have long lasting emotional effects on the school community, the principal will call an emergency meeting to assess the incident and assign individuals to specific tasks

- Determine the level of assistance needed from the district. Fire, police, and emergency medical may already be on scene or arriving so quick actions may be necessary.
- When time permits, assign faculty members that are available , to assume positions at all exits and in each large area of the school.
- When time permits, decide what additional resources are needed; and who will request these resources.
- Decide where, when, and the format for notifying the staff of the incident. (Memo, PA, e-mail, faculty meeting).
- Decide who might need special support and assign members of the incident management team to assist.
- Notify the superintendent to establish an emergency coordination center. The superintendent will develop a consistent written statement for the media and assign an administrator or district spokesperson as the contact person. Notify all secretaries and receptionists of who the official contact person is and direct all media inquiries to this contact person. Assign other members of the critical incident management team to handle incoming calls.
- Assign a member of the incident management team to assist the faculty to deal with their own feelings as well as planning for how they will deal with the student body.
- Compile a list of high-risk students and have members of the incident management team monitor these students and if necessary take in these students for preventative counseling.
- Assign members of the crisis response team to several areas of the school for small group meetings for the grieving process for the first day.
- Conduct a debriefing and evaluation of the critical incident, and how it was handled. Revise the plan to improve the system once the evaluation process has been completed.

## **MEDICAL EMERGENCY BLOOD BORNE PATHOGEN/COMMUNICABLE DISEASE**

All procedures or other job related tasks which involve an inherent potential for mucous-membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of fluids are to follow the established school district exposure control plan at all times. Use of appropriate personal protective measures and equipment are required for all employees engaged in these tasks.

### **UNIVERSAL PRECAUTIONS**

- Barrier Protection. All employees must use a barrier protection to prevent exposure with blood or other bodily fluids. Some forms of barrier protection would include.
  - Gloves
  - Masks and protective eyewear.
  - Disposable aprons and shoe covers.
- Wash hands if they come into contact with blood or other body fluids.
- Avoid accidental injuries. Precautions will be taken to prevent injuries caused by needles, broken glass, razor blades, or other sharp materials. These types of materials should be picked up with tongs, or swept into a dustpan, and placed in a puncture-resistant container for disposal.
- Avoid direct mouth to mouth resuscitation. Use a protective mask.
- Decontaminate all surfaces and devices (disposal of devices that can not be re-used) after use.

### **PRE-EMERGENCY PROCEDURES**

- Awareness of State and County Health Department reporting criteria regarding various communicable diseases
- Established communication tree.

## **IMMEDIATE ACTION**

### ***Safety***

- Follow Payne County Health Department directives (each case will be different).
- Principal, School Nurse(s) notify medically fragile school community members on Superintendent's authority.
- Notify support services from the school district as needed.
- If non-school hours, initiate communication tree if appropriate.

### ***Communication***

- Notify the School Superintendent.
- Send a letter drafted by Superintendent, Principal and Nurse to parents and staff if appropriate.

## **FOLLOW UP**

- Follow Payne County Health Department Directives.
- Complete written report and forward to the Superintendent.

# **MEDICAL EMERGENCY SUDDEN CARDIAC ARREST**

Each public school in the state shall develop a sudden cardiac emergency response plan which shall be formulated by a school site administrator and presented to the school district board of education for approval.

## **UNIVERSAL PRECAUTIONS**

- Establish and provide membership of a sudden cardiac emergency response team, for each school site which shall include an site administrator.

## **PRE-EMERGENCY PROCEDURES**

- Implement automated external defibrillator (AED) placement and routine maintenance within the school
- Communicate and disseminate the Sudden Cardiac Emergency Response Plan throughout the school campus
- Periodic drills with response team
- Establish coordination with local emergency services providers

## **IMMEDIATE ACTION**

### ***Safety***

- Initiate the RAVE emergency notification, call 9-1-1
- Activate the team in response to a sudden cardiac arrest
- Start CPR, implement use of AED
- Transition to care to Emergency Responders

### ***Communication***

- Notify the School Superintendent.

## **FOLLOW UP**

- Complete written report and forward to the Superintendent.
- Complete debrief and an After Action Review

# **UTILITY OUTAGE**

## **PRE-EMERGENCY PROCEDURES**

- Maintain an up to date school evacuation plan.

## **IMMEDIATE ACTION**

### ***Safety***

- Administrator will assess the outage for safety risk.

### **Gas Line Odor/Break**

- Notify Assistant Superintendent of Operations and Director of Facilities
- Move to school evacuation plan if necessary.

### **Water Outage**

- Call Director of Facilities
- Notify Assistant Superintendent of Operations
- The Director of Facilities will provide an estimate on approximate repair time.
- Make a decision to postpone, delay, reschedule activities, lunch, etc. or dismiss classes for the day after consulting the Superintendent..

### **Electrical Outage**

- Call Director of Facilities
- Notify Assistant Superintendent of Operations
- Contact City Electrical Power Company to attempt to determine length and severity of the outage.
- Make a decision to postpone, delay, reschedule activities, lunch, etc. or dismiss classes for the day after consulting the Superintendent.

## **Communication**

- Contact Director of Facilities
- Notify Assistant Superintendent of Operations
- Notify the Transportation Coordinator if necessary.
- Contact utility companies.

## **FOLLOW UP**

- Network with appropriate staff to evaluate emergency procedures.
- Complete and forward a written report to the Superintendent.

# **BUS/SCHOOL VEHICLE ACCIDENT**

## **PRE-EMERGENCY PROCEDURES**

- Standardized bus/vehicle accident procedures.
- Written procedures provided to all drivers.
- Annual training for drivers on dealing with bus accidents.

## **IMMEDIATE ACTION---DRIVER**

- **Stop Immediately-Set brake and turn off engine.** Do not move vehicle, unless immediate danger exists. If there is no immediate danger and it is safe to do so, it is generally expected that vehicles will clear the roadway when possible.
- **Radio or phone transportation base dispatch immediately.** Give vehicle number, location and extent of injuries.
- **Assist injured-do not move injured persons unless there is imminent danger.**
- Speak only to law enforcement and school officials about the incident.
- Give name, license and insurance information to police.
- Obtain names, addresses, phone numbers, and DOB of all passengers.
- Obtain names and insurance information of other drivers involved, from the investigating police officer.
- Complete insurance and accident reports for the Transportation Department.
- Obtain Departmental Report Number from investigating police officers.

## **IMMEDIATE ACTION---TRANSPORTATION**

### ***Safety***

- **CALL 911** if the driver has not done so.
- Report to scene to assist and investigate.
- Notify Assistant Superintendent of Operations.

- Coordinate transportation of passengers once they are released by law enforcement

***Communication:***

- Notify site administrators.
- Notify District Public Relations / Communication Coordinator

**Follow Up**

- Prepare district vehicle accident report.
- Obtain a completed copy of the accident report from the police department records department.
- Forward information to district insurance carrier and Assistant Superintendent for Operations.

# **SEVERE WEATHER CONDITIONS - SCHOOL IN SESSION**

## **PRE-EMERGENCY CONDITIONS**

- Keep a list of local emergency numbers within easy access.
- Establish contacts at local emergency agencies.
- Maintain an up-to-date evacuation dismissal plan.
- Maintain an up-to-date relocation/reunification plan.
- Maintain and monitor your school's Informer Emergency Alert Receiver.
- Know which community officials and district officials have authority to access school property in emergency situations.

## **IMMEDIATE ACTION**

### ***Safety***

- Assign district staff to monitor weather conditions and establish communication with the local emergency management team if severe weather conditions are threatening the area.
- Restrict outdoor activities if severe weather conditions are threatening the area.
- Only dismiss school after obtaining Superintendent approval.
- If necessary, activate school emergency plans.

### ***Communication***

- Notify Superintendent
- The Superintendent or designee will maintain an active line of communication with local emergency management team
- Communicate with the Transportation Coordinator in anticipation of any special transportation needs.

# **SEVERE WEATHER CONDITIONS - NON-SCHOOL HOURS**

## **PRE-EMERGENCY PROCEDURES**

- Keep a list of local emergency agencies within easy access, and their phone numbers.
- Establish contacts at local emergency agencies.
- Know which community and school district officials have the authority to access school property in emergency situations.
- Staff and students should be advised to watch and listen to designated local and state media outlets for information on school closures and severe weather.
- All staff responsible for travel will check weather reports/forecasts for day of travel and timeframe of activity.

## **IMMEDIATE ACTION**

### ***Safety***

- The Transportation Coordinator and the Superintendent or designee monitors and determines the safety of roads and bridges.
- If weather forecasts indicate the possibility of severe weather Administrators will inform the Superintendent of any travel by district organizations at which time a decision will be made on whether the trip may be canceled or not.
- The Superintendent or designee will monitor all weather conditions and maintain communication with the local emergency management team.

### ***Communication***

- If school is to be closed, the Superintendent or designee will notify local media to announce school closures.

## **FOLLOW UP**

- Superintendent and principals reschedule school events and calendars if needed.

## **MISSING PERSON**

### **PRE-EMERGENCY PROCEDURES:**

- Review plan with faculty.

### **IMMEDIATE ACTION (MISSING CHILD)**

- If the parent reports the child as missing
  - Have the **parent** call the police or notify your School Resource Officer.
  - Get an accurate description of the child, including what the child was last seen wearing.
  - Attempt to find out who last saw the child and where.
  - Contact close friends of the missing student, to obtain possible information as to the student(s) whereabouts.
  - Check athletic fields, out buildings, and after school programs for the missing student.
  - Contact transportation to see if the student's driver has seen the individual.
  - Designate a school contact person to continue working with the parents/police if the child is not located.
- If the school notices the child missing
  - Verify information regarding the missing student. Student is not being tested? Student is not in the guidance office. Student is not in the restroom? Student is not receiving individual screening?
  - Who last observed the child?
  - Where is the child missing from?
  - Contact parent or legal guardian.
  - Designate a school contact person to continue working with the parents/police if the child is not located.

### ***Communication:***

- Contact School Resource Officer.
- Give police an accurate description of the student including clothing and a photograph if available.

- Contact parent.
- If unable to locate parents, use numbers on student emergency card.
- Interview missing student's friends for information as to the student(s) whereabouts.

### **IMMEDIATE ACTION: (MISSING ADULT)**

- Attempt phone contact.
- Contact the police or sheriff's office to do a welfare check.
- Contact personnel office for listing of relatives/friends to contact.
- Designate a school official to be liaison with police in case the person is not located.

### **FOLLOW UP**

- Consider merging selected class visits to speak as necessary to provide facts and to reduce rumors.
- Forward a written report to the Superintendent.

### ***CONFIDENTIALITY INFORMATION:***

#### **According to federal statutes:**

An educational institution or agency may disclose personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of this information is necessary to protect the health and safety of the student or individuals.

## **STRANDED / DISREGARDED CHILD**

Students that have been stranded at the end of the school day or following a district sponsored event or activity will be categorized as STRANDED OR DISREGARDED and the following protocols shall be implemented.

### **IMMEDIATE ACTION**

#### ***COMMUNICATION***

- Contact family by phone if possible.
- Contact emergency telephone references.
- Contact School Resource Officer
- If contact cannot be made with the parent, and a School Resource Officer is not available, call the police department for an officer to respond.

### **FOLLOW UP**

- Make written documentation for records regarding the circumstances surrounding the incident.
- If situation reoccurs, strong consideration should be made to notifying child welfare in the Department of Human Services (DHS). There already may be a social worker assigned to the family or an on-going investigation with the family.

### **CONFIDENTIALITY INFORMATION**

According to federal statute:

- An educational agency or institution may disclose personal information from an educational record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

What does this mean for Law Enforcement and Medical Personnel

- If a law enforcement officer or medical personnel need information to protect the health and safety of a student, the school will provide whatever information is needed.

Media

- The media should be referred to the Superintendent or his/her designee.

# **PHYSICAL ASSAULT**

## **IMMEDIATE ACTION**

**Note:** *If weapons are involved, call 911 immediately.*

- Notify the office (via radio or telephone) of location and number of students involved.
- Do not try to break up a fight by yourself.
- Obtain additional help.

## ***ANALYZE THE ALTERCATION:***

- Is the fight staged?
- Are weapons involved?
- How many people are involved?
- Who is the aggressor(s)?

## ***CONTROLLING THE ALTERCATION***

- Use your presence and voice to alert combatants of your presence.
- Call out participants by name if possible.
- Give immediate directions to the participants.
- When help arrives, separate combatants and disperse onlookers.

## **FOLLOW UP:**

- Obtain medical assistance.
- Notify the School Resource Officer or call the police.
- Obtain names of witnesses, and have them complete written statements.
- Allow for a cooling off period. This may involve students being sent home with parents or parent involvement or if the situation warrants, being removed by the police.
- Ascertain the cause.

- Preserve the crime scene for evidence if required.

# **SUSPICIOUS PERSON**

## **PRE-EMERGENCY PROCEDURES**

- Two way communication with all classrooms.
- Administration and security staff equipped with two-way communication with office staff.
- Students should be informed regularly about appropriate ways to respond to strangers, while going to, coming from, or at school.
- Students, parents, and school personnel should be encouraged to report to the school administration any incidents involving strangers.
- Understanding of visual screening techniques.

## **IMMEDIATE ACTION**

### ***Safety:***

- Staff and students may report suspicious individuals to administration
- Administrator in charge determines the validity of the threat.
- Notify security/SRO of description and location of subject(s) and follow SRP procedures for securing staff and students if needed.

If the suspicious person(s) appear to be unarmed...using visual screening techniques...

- Question as to the reason for being on campus.
- If legitimate... advise them to check in at the office. Inform the office and verify that they arrive if you do not escort them.
- If there is no valid reason for the person to be on campus give trespass warning verbally and have SRO follow up later with written warning to residence or work.
- If appropriate and without endangering your personal safety... escort off campus with directions not to return.

If the suspicious person(s) appear to be armed... using visual screen techniques...

- Activate RAVE app or notify office to call 911
- Immediately secure staff and students following SRP procedures.

- Monitor individuals from a distance until law enforcement arrives.
- Brief and assist law enforcement as necessary.

***Communication:***

- Activate the RAVE app or Call 911
- Notify the Superintendent.

**FOLLOW UP**

- Have Critical Incident Management Team members review the incident for improvement if needed.

# **FIRE**

## **PRE-EMERGENCY PROCEDURES**

- School fire evacuation plan explained and posted in each classroom and office area.
- Fire alarm system should be tested periodically to ensure that it is functioning properly.
- Check monthly to assure that all fire extinguishers are fully charged and up to date. Dry powder extinguishers should be shook up side down monthly to lessen compaction of powder.
- Fire drills must be completed within the first fifteen (15) days of each semester. Each fire drill shall include the sounding of a distinctive audible signal designated as the fire alarm signal. All drills must be reported to the Oklahoma State Department of Education - Office of School Safety and Security.

## **IMMEDIATE ACTION**

### ***Safety***

- Sound Fire Alarm
- Activate the RAVE app or Call 911
- Follow evacuation plan with school personnel/students. Locate students at least 500 feet away from building and fire fighting equipment and away from any possible smoke.
- Check all rooms and areas of the buildings that you can safely do so to ensure that everyone is out of the building.
- If conditions permit, teachers should close all doors and windows before leaving their assigned areas.
- Keep access roads and fire lanes open for emergency vehicles.
- Station personnel to prevent unauthorized entrance of students or other staff members back into the building.

### ***Communication***

- Call 911. The fire department must be notified of the location of all fires, including those put out by school personnel.
- Have designee assist arriving emergency personnel, with location of fire in school by pointing to nearest entrance to fire.
- Notify Superintendent or designee

## **FOLLOW UP**

- Students/staff will remain outside of the building until fire department officials have declared the building safe and the all clear signal is sounded.
- Contact the Superintendent.
- Evaluate your buildings fire systems and procedures.
- Notify the district facilities coordinator if water damage from sprinkler system is extensive.

# **INTRUDER - ARMED OR UNARMED**

## **PRE-EMERGENCY**

- School evacuation plan.
- School shelter in place plan.
- School secure in place plan.
- Two way communication with all classrooms.
- Administration has two way communications with security and police.
- Be prepared to switch bells from automatic to manual.

## **IMMEDIATE ACTION**

### ***Safety:***

- Activate RAVE app notification system
- Implement SRP procedures for lock-down
- Notify Administration and Security personnel (SRO/ Safe School Coordinator if they are on site) of location and description of subjects(s).

### ***Communication:***

- Activate RAVE app notification system or Call 911.
- Notify the Superintendent.

## **FOLLOW UP:**

- Have the Emergency Management Team review and evaluate the school's response.
- Complete written report to Superintendent.

# **WEAPONS NOT SURRENDERED**

## **PRE-EMERGENCY PROCEDURES**

- School Evacuation Plan.
- School personnel should remain alert and aware of their surroundings.
- School staff should remember and practice visual screening techniques.
- Two way communication with all classrooms.
- Administration and security equipped with two-way communication with office staff.

## **IMMEDIATE ACTION**

### ***Safety***

- Administrator in charge assesses validity.
- Activate RAVE app notification system or call 911
- Implement SRP procedures for lock-down
- Secure immediate area-no access.
- Determine if a weapon is an immediate threat to life safety.
- Brief and assist law enforcement as directed.

### ***Communication***

- Activate RAVE app notification system or Call 911.
- Notify the Superintendent.

## **FOLLOW UP:**

- Critical Incident Management Team reviews and evaluates actions taken
- Complete written report to Superintendent.

# **HAZARDOUS MATERIALS CHEMICAL ACCIDENTS**

*Chemical accidents of disaster magnitude could include tank or truck accidents involving large or small quantities of toxic gasses, or harmful chemicals.*

## **PRE-EMERGENCY PROCEDURES**

- An inventory of all hazardous materials on campus should be completed annually. A copy of this chemical inventory list (CIL) must be on file in the front office, head custodian office at each building, and the central office of the school district.
- Materials Safety Data Sheets (MSDS) need to be in school buildings in areas where chemicals are used.
- Read MSDS and label containers that are not labeled prior to using chemicals. MSDS will provide specific information needed for emergency procedures, i.e., evacuations, chemical containment, first aid procedures, personal protective equipment needed for working with chemicals, storage, and disposal.

## **IMMEDIATE ACTION**

### ***Safety***

- Take appropriate action in accordance with MSDS and product label, on handling and emergency procedures.
- Determine the need to implement SRP procedures to evacuate (if there is an inside incident) or shelter (if there is an external or outside chemical accident).
- Render first aid if needed.

### ***Communication***

- Contact building administration immediately.
- Call 911 if assistance is needed for injuries, decontamination, containment, clean up and disposal.
- Notify the Superintendent.

## **FOLLOW UP**

- Students and staff should not return to the building until the appropriate officials have declared the area safe.
- Take attendance and account for all students if school was evacuated.

- Contact facilities coordinator if cleanup help is needed beyond what custodial staff can do.
- Estimate damage.
- Complete a written report and forward to the Superintendent.

*Have the Critical Incident Management Team review and evaluate the incident response measures taken by the school.*

# **BOMB THREAT**

*Bomb threats are usually made by a telephone call and sometimes with a note. The majority of these threats are pranks, whose purpose is to disrupt school function. However, all threats must be taken seriously, and handled quickly and efficiently to ensure safety to the students and staff.*

## **PRE-EMERGENCY PROCEDURES**

- Know your school evacuation plan.
- Telephone bomb threat checklist should be by all phones that receive incoming calls.
- Awareness of surrounding physical conditions should be maintained by all school personnel.

## **IMMEDIATE ACTION**

- Keep the caller on line as long as possible.
- Complete bomb threat checklist.
- Notify administrators who will assess the validity of the threat.
- Call 911 using a landline. Cease all use of radios and cell phones.
- Activate the school district bomb threat response team by contacting the Supt.
- If the threat is determined to be valid by the bomb threat response team, the team will start procedures based on the specifics of the threat.
- If building evacuation is warranted, it shall be accomplished through the implementation of the Standard Response Protocol and the Standard Reunification Method established by the district.

*NOTE: Teachers and administrative personnel will give their immediate work areas a quick visual inspection as they leave their assigned areas. Do not touch or move any item which looks suspicious. If a bomb is found try to safely mark its location and report.*

### **Communication**

- Call 911
- Notify the Superintendent who will activate the bomb threat response team.

## **FOLLOW UP:**

- If the threat is not valid or no bomb is found, the bomb threat response team will allow the normal day to resume.
- If bomb explodes:
  - Call 911.
  - Evacuate all buildings to secure locations in case of secondary devices.
  - Secure the integrity of the scene.
  - Establish an information center and command post.
  - Arrange for transportation to relocation/reunification site.
  - Assist emergency responders with casualty determination.
- If bomb threat is received by written message:
  - Handle the message no more than necessary.
  - Notify the police.
  - Protect the original message by placing it inside a plastic bag or envelope so fingerprints or other identifying marks can be preserved.
  - Turn a written threat over to the police.

### ***Prevention Methods:***

- Place student use phones where they are supervised by staff.
- Utilize caller identification to main school lines.
- Identify all strangers on campus.

# **SUICIDE**

## **PRE-EMERGENCY PROCEDURES**

- Establish and train Emergency and Humanitarian Response Teams.
- Establish a school communication tree for teachers and staff.
- Maintain a list and telephone numbers of referral services.

## **IMMEDIATE ACTION**

- Verify information regarding circumstances of death.
- Assist police in their investigation if needed.

### ***Communication:***

- Activate Humanitarian Response Team
- Notify Superintendent

## **FOLLOW UP**

### ***Family***

- Contact family personally and offer support if appropriate.
- Establish a family support committee if appropriate.
- Obtain information regarding funeral visitation, home visits, and family wishes .
- Stop any disciplinary, scholarship, testing or attendance notifications which may be inadvertently sent to the family.

### ***School Plan of Action: Announcing the loss***

- Notify faculty of the death through a faculty meeting.
- Announce the death to the entire school via home room/classroom teachers. Provide facts to reduce rumors. Extend home room study hour if necessary.
- Arrange for selected class visits to speak to the students.
- Follow-up with a short faculty meeting to review facts of the incident and role of

faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions.

### ***Faculty Response***

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the loss and what they have learned.
- If students are restless, get them active and focused on a project for the family if appropriate.
- Discuss the funeral to prepare students who will be attending to know what to expect.

### ***Counseling Responsibilities***

- Establish an area for counseling (individual or group).
- Reschedule day' s activities depending upon the needs of the school.
- Request additional counselors from within the district or the Oklahoma Critical Incident Response Network.
- Maintain a list of students counseled.
- Make follow-up calls to students in distress and make recommendations for the parents to provide support.

### ***Administrative Responsibilities:***

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize district office, community counseling, if needed.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.

- Provide hope and refocus perceptions toward the future.
- Make arrangements for rescheduling any canceled activities.
- Make arrangements for excused absences for students wishing to attend the funeral

***Responding to the Community:***

- Develop a written statement with the superintendent to release to the community.
- Divert phone calls of concern and questions to appropriate staff.
- Provide a meeting for concerned parents and others to provide input or suggestions.
- Provide a written summary of the situation and plans to parents.
- Provide an area for staff and students who do not wish to attend services.
- Remove personal items of the deceased from locker and desks.
- Rearrange seating in the classroom of a deceased student.

*Encourage students and staff to resume as normal a schedule as soon as reasonable. No memorial page in yearbook for a suicide victim. Do not allow anyone to describe suicide as a heroic act.*

## **DEATH AT SCHOOL**

When traumatic events in a school, school district, or community occur there is an immediate need for effective services to respond to the emotional pain which accompanies loss or distress. The death of a student or faculty member is much like death in a family. Suicide is especially significant due to the intensity and variety of the feelings which accompany such a tragedy. The school system has many similarities to the family system and like the family, has opportunities to provide a support response.

### **PRE-EMERGENCY PROCEDURES**

- Establish, train and maintain a Humanitarian Response Team.
- Create an individual death plan for your school that centers on the diverse religious, economic, social, cultural, developmental, and maturity background of your school community.
- Establish a school telephone or other communication tree for teachers and staff.

### **IMMEDIATE ACTION**

- Call 911 if the death occurs at school.
- Keep students in classes, away from the incident area.
- Remove students in the immediate incident area.
- Activate the Critical Incident Management Team.
- Secure Area-until police arrive.
- Make a mental note of the circumstances.
- Notify the Superintendent.
  - *Who observed the occurrence?*
  - *Who reported the occurrence?*
  - *What vehicle(s) were involved?*
  - *Approximate time of the incident, when emergency vehicles arrive, what was done for the victim?*
  - *Write down your observations when time allows?*

## ***Communication***

- Verify information.
- Notify the Superintendent of any additional details.

## **FOLLOW UP:**

- At the appropriate time (depending on the circumstances of the death) contact the family and offer support.
- Establish a family support committee (if appropriate)
- Obtain information regarding funeral visitation, home visits, and family wishes
- Stop any disciplinary, scholarship, testing, or special placement notifications which may be inadvertently sent to the family.

## ***School plan of action - Announcing the loss***

- Notify faculty of the death through a written message or faculty meeting.
- Announce the death to the entire school via homeroom/classroom teachers. Provide facts to reduce rumors. Extend homeroom/study hour if necessary.
- Arrange for selected class visits to speak to the students.
- Follow-up with a short faculty meeting to review facts of the incident and role of faculty in assisting with the loss. Allow faculty an opportunity to share their experiences and suggestions.

## ***Faculty Response:***

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the loss and what they have learned.
- If students are restless, get them active and focused on a project for the family if appropriate.

- Discuss the funeral to prepare students who will be attending to know what to expect.

### ***Counseling/Psychology Responsibilities:***

- Establish an area for counseling (individual or group).
- Reschedule the day's activities depending on the needs of the school.
- Request additional counselors from the district humanitarian response team or from the Oklahoma Critical Incident Response Network.
- Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.

### ***Administrative Responsibilities:***

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize counseling, psychology, district office, community counseling and Oklahoma Critical Incident Response Network.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.
- Provide hope and refocus perceptions toward the future.
- Make arrangements for rescheduling canceled activities.
- Make arrangements for excused absences for students wishing to attend the funeral.
- Develop a written statement or news release in cooperation with the district office.
- Provide a meeting for concerned parents and others to provide input or suggestions to help students.
- Provide a written summary of the situation and plans to parents if requested or needed.
- Remove personal items of the deceased from lockers, desks, etc. Rearrange seating in the classroom when appropriate.

# **MEDICAL EMERGENCY-SERIOUS ACCIDENT MASS CASUALTY INCIDENT**

## **PRE-EMERGENCY PROCEDURES**

- Identify and Establish an Emergency Response Team-those who are trained in CPR, AED, First Aid, Disaster Triage, and Light Search and Rescue Techniques.
- Develop a school communications tree.
- Have comprehensive first aid kits available in strategic and accessible locations throughout the building.
- Have "Go Bags" with emergency supplies in each classroom.

## **IMMEDIATE ACTION**

### ***Safety:***

- Identify type of accident, (i.e. chemical, vehicle, fire, etc.) number of victims and extent of their injuries if known.
- Call 911
- Activate Emergency Response Team to begin responder first aid and triage.
- Secure scene/area of incident.
- Keep uninjured students away from the incident location.
- Do not move injured victims unless immediate danger exists.
- Attempt to obtain names, addresses and phone numbers of the injured, and turn this information over to responding EMS personnel.

### ***Communication:***

- **Call 911.**
- Notify the Superintendent.
- Notify parents/family of injured as appropriate.
- Notify and alert the Humanitarian Response Team.

## **FOLLOW UP:**

- File student accident reports.
- File staff accident report.
- For personnel exposed to blood, follow the district Exposure Control Plan.
- File a written report and forward it to the Superintendent.

### ***Family***

*Contact family personally and offer support.*

- Establish a family support committee through the Humanitarian Response Team.
- Obtain information regarding hospital visitation, and home visits.
- Stop any disciplinary, attendance, scholarships, testing or special placement notifications which may inadvertently be sent to the families.

### ***School Plan of Action-Announcing the Accident***

- Notify faculty of the accident through a faculty meeting.
- Announce the accident to the entire school via homeroom/classroom teachers. Provide facts to reduce rumors. Extend homeroom/study hour if necessary.
- Arrange for the Humanitarian Response Team to begin selected class visits to speak to the students as necessary.
- Follow up with school faculty meeting to review facts of incident and role of faculty in assisting with the accident. Allow faculty an opportunity to share their experiences and suggestions.

### ***Faculty Response***

- Identify students who were close friends or students who would like an opportunity to attend a group or individual meeting.
- Identify students obviously in distress and talk with them or have another student help escort them to a group or individual counseling activity.
- Provide an opportunity for students to discuss the accident and what they have learned.
- If students are restless, get them active and focused on a project for the families

if appropriate.

- Acknowledge emotions through discussion and involvement in constructive activities in the classroom.

### ***Counseling Responsibilities***

- Establish an area for counseling.
- Work with the principal on rescheduling school activities depending upon the needs of the school.
- Request additional counselors from the Oklahoma Critical Incident Response Network if needed.
- Maintain a list of students counseled. Make follow-up calls to parents of students in distress and make recommendations for the parent to provide support.

### ***Administrative Responsibilities***

- Keep staff updated on events and circumstances.
- Identify faculty/staff that are in need of mental health support services.
- Utilize counseling, district office, community counseling , and Oklahoma Critical Incident Response Network.
- Emphasize the need to provide hard facts in reducing rumors.
- Be highly visible to show presence, support, and control of the situation.
- Provide hope and refocus perceptions toward the future.
- Develop a written statement or news release in cooperation with the Superintendent.
- Work with the Superintendent to set limits for media/time locations. Provide handouts of planned school activities to handle the critical incident. Emphasize the positive actions being taken.
- Divert phone calls of concern and questions to appropriate staff.
- Provide a meeting for concerned parents and others to provide input or suggestions to help students.
- Provide a written summary of the situation and plans to parents.

## **CAMPUS DISORDER/CIVIL DISTURBANCE**

*Civil disturbances may occur within districts or in or around individual schools, or may be precipitated by forces outside the school. Campus disorders may be avoided by maintaining effective movement and control of students and unauthorized persons.*

### **PRE-EMERGENCY PROCEDURES**

- Develop procedures for the enhancement of student supervision on school grounds before school, during passing periods, during lunch and during school dismissal. Arrangements and plans for supervision at school activities after school hours should also be a priority.

### **IMMEDIATE ACTION**

#### ***Safety:***

- Administrator will assess the situation, number of students, nature of disturbance, and assistance needed.
- If outside assistance is needed
  - Notify police and Superintendent.
  - Turn off the passing system and or instruct teachers to hold classes.
  - Instruct teachers to close and lock classroom doors using the SRP protocols.

#### ***Administrators:***

- Brief law enforcement on
  - Number of participants involved
  - Number and type of weapons involved
  - Outsiders or non-students involved
  - Identifiable gangs involved
- Assist law enforcement as needed, make announcements to inform staff regarding when and if to release classes, and instruct classroom teaches to account for all students

#### ***Communication***

- Update Superintendent as needed.

**FOLLOW UP:**

- Send a letter to parents, communicating what occurred and how safety was established.
- Debrief faculty as appropriate.
- Complete written report and forward to the Superintendent.

# **HOSTAGE**

## **PRE-EMERGENCY PROCEDURES**

- School evacuation plans should be in place.
- School relocation and reunification plans should be in place.
- School "shelter in place" plan should be in place.
- School "secure in place" plan should be in place.
- School personnel should remain alert and aware of their surroundings.
- Schools should have two-way communication with all classrooms.
- Administration should have two way communications with security and police.

## **IMMEDIATE ACTION**

### ***Safety:***

- Administrator in charge will assess the validity of the situation. If a hostage situation exists-secure immediate area-no access Switch bells from automatic to manual.
- Make a decision to evacuate; or implement secure in place procedures. Attempt to obtain from witnesses
  - Number of hostage takers. Number of hostages.
  - Weapons.
  - Any injuries.
  - Possible identity of perpetrators.
- Brief and assist law enforcement as directed. Establish a command post.
- Teachers should account for all students under their control.
- Dismiss, evacuate, relocate and or reunify students with parents as appropriate.

### ***Communication***

- Call 911.
- Notify Superintendent

**FOLLOW UP:**

- Have the Emergency Management Team review and evaluate schools' response measures.
- Forward report to Superintendent.

# **FLOOD**

## **PRE-EMERGENCY PROCEDURES**

- School evacuation plan/dismissal plan.
- Keep a list of local emergency agencies, their phone numbers, and the names of public officials you may need to contact.
- In cases of severe weather, have access to television, radios, or National Weather
- Service Information Updates.

## **IMMEDIATE ACTION**

### ***Safety***

- Discuss the need for evacuation with school district officials and representatives of the Emergency Operations Center with the City of Stillwater.
- Provide care and reassurance to students and parents.

### ***Communication***

- If an emergency exists, call 911.
- Notify the school superintendent.
- Alert transportation for possible assistance in moving students.
- In cases where dismissal is indicated, activate communication with the district office.

## **FOLLOW UP:**

- Reschedule school events and school calendar with the Superintendent.

# **EXPLOSION OR THREAT OF EXPLOSION**

## **PRE-EMERGENCY PROCEDURES**

- School shelter in place plan.
- School evacuation plan.
- School relocation/ reunification plan.
- On-going inspection of potentially explosive hazards should be conducted.
- Inventory of all potentially explosive hazards.

## **IMMEDIATE ACTION**

### ***Safety***

- If an explosion occurs within the building, evacuate the building by sounding a fire alarm.  
Smoke or dust from the explosion will probably trigger the fire alarm automatically.
- If an odor of leaking gas exists, do not use electrically operated devices which might cause a spark and ignite an explosion.
- Have pre-designated persons(s) check restrooms, vacant classrooms, to assure all school personnel and students have left the building.
- If an explosion occurs outside the building, students and staff will remain in classrooms away from windows, and wait for further instructions from school authorities, fire department officials or law enforcement.
- Render first aid and care for fragile students.
- Account for all students.

### ***Communication***

- Call 911
- Notify the Superintendent.

## **FOLLOW UP:**

- Students and staff will remain outside of buildings until emergency officials declare the area safe and secure.
- The Emergency Response Team will activate and assess the situation.
- Principal will complete a written report and forward it to the Superintendent.

# **DRIVE BY SHOOTING**

## **PRE-EMERGENCY PROCEDURES**

- School shelter in place plan.
- School evacuation plan.
- Two way communication with all classrooms.
- Administration and security equipped with two way communications with the office.

## **IMMEDIATE ACTION**

### ***Safety***

- Administrator or supervising staff immediately assesses the validity of threat.
- If confirmed that shots are being fired, shout instructions that everybody drop to the ground and lie flat.
- Allow no one to move around or stand up unless absolutely necessary.
- Administer first aid to anyone injured.
- Stay calm; your attitude/actions will be monitored by students.
- Remain on the floor until a recognizable school authority or a uniformed law enforcement officer directs you to do otherwise.
- Brief and assist law enforcement as directed.
- Teachers should account for all students under their control.
- Dismissal of students if appropriate.

### ***Communication***

- **CALL 911**
- Notify the Superintendent.
- Activate Critical Incident Management Team

## **FOLLOW-UP:**

- Emergency Response Team and Humanitarian Response Team assess school community' s needs.
- Principal forwards a completed report to the Superintendent.

# **EARTHQUAKE**

## **IMMEDIATE ACTION**

### ***Safety-Inside School Building***

- Direct students/staff to stand against the wall away from windows, or get under desks and tables.
- Move away from heavy ceiling fixtures.
- Evacuate buildings when the earthquake is over. Use extreme caution as parts of the building still may be falling.

### ***Safety-On School Grounds***

- Move away from buildings, trees, and exposed wires.
- The safest place in the open is down on the ground.
- Do not run.

### ***Safety-General***

- Do not return to the building for any reason until it is declared safe.
- Post security a safe distance from all building entrances to see that no one re-enters the building.
- Take roll.
- Render first aid if necessary.
- Avoid touching electrical wires which may have fallen.
- Do not light any fires

### ***Communication***

- Notify utility companies of any utility line break, or suspected break.
- Notify the Superintendent.

## **FOLLOW UP:**

- Superintendent and principal determine the advisability of closing the school. If necessary, procure the advice of a competent authority about the structural safety of the building.

# **BRUSH FIRE / WILDFIRE**

## **PRE-EMERGENCY PROCEDURES**

- School evacuation/relocation plan in order and updated annually.
- List of local emergency numbers within easy access.
- Plan updated by principal and reviewed by custodial staff for shutting down HVAC units.

## **IMMEDIATE ACTION**

- Restrict outdoor activities if fire or smoke is threatening the area.
- Discuss the need for evacuation with appropriate fire officials, Superintendent, and Safe Schools Coordinator.
- Principal in conjunction with district officials and fire officials will determine the need to evacuate.
- Follow directions of fire officials.
- Activate relocation/reunification plan if the evacuation is for the remainder of the day.

## ***Communication***

- Maintain communication with fire department command authority for updated information.
- Utilize SRO for updated law enforcement information and to bring other law enforcement personnel to assist with evacuation and or relocation/reunification if needed.
- Maintain communication with the Superintendent or designee.
- Contact Facilities Coordinator to assist the fire department at the evacuated school site.

## **FOLLOW UP:**

- Network with police and fire officials to evaluate the extent to which emergency procedures were complied with.
- Prepare a written report and forward to the Superintendent.

## **FALLEN / DISABLED AIRCRAFT**

### **IMMEDIATE ACTION**

#### ***Safety***

- Move students and staff to a safe distance away from the direction of smoke, and allowing for possible explosion.
- Where necessary, teachers will take immediate action to ensure the safety of students without waiting for directions from the principal or designee.
- Render first aid to students if needed.

#### ***Communication***

- Call 911.
- Notify the Superintendent.

### **FOLLOW UP:**

- Work with fire officials, law enforcement, aviation officials, and district personnel in assessing damage.
- Superintendent and principal will assess any short term and long term damage and develop plan for resuming classes

# **SNIPER**

## **PRE-EMERGENCY PROCEDURES**

- School Evacuation Plan.
- School personnel should remain alert and aware of their surroundings.
- Two-way communication with all classrooms.
- Administration and security staff equipped with two-way communication with the office.
- Copy of building(s) blue prints, floor plan and or 3D Mapping.
- Understanding the difference between cover and concealment.

## **IMMEDIATE ACTION**

### ***Safety***

- Administrator in charge assesses validity.
- Determine possible location of the sniper.
- Secure immediate threat area. Allow no access.
- Consider lines of fire and physical barriers... cover and concealment.
- Make a decision to evacuate/not evacuate jointly with first responding law enforcement.
- If a decision is made to evacuate, lock all classroom and office doors as emptied.
- Brief and assist law enforcement as directed.
- Establish a command post in a safe location.
- Teachers should account for all students under their control.
- Begin relocation/reunification if appropriate.

### ***Communication***

- CALL 911
- Notify the Superintendent.

### **FOLLOW-UP:**

- Critical Incident Management Team Activated
- Forward complete report to Superintendent.

# **TERRORISM/CBRNE**

## **PRE-EMERGENCY PROCEDURES**

- School - wide "Secure in Place" Plan
- School-wide "Shelter in Place" Plan
- Training from law enforcement on hostage and assault situations.
- 3D Video Mapping with copies in police, fire and emergency management offices.
- School personnel SHOULD ALWAYS remain alert and aware of their surroundings.
- Two-way communication with all classrooms.
- Administration and security equipped with two-way communication with office staff.

## **IMMEDIATE ACTION**

### ***Safety***

- Administrator in charge will assess validity.
- Secure immediate area-no access.
- Switch bells from automatic to manual.
- Make a decision to evacuate; shelter in place, or secure in place.
- Attempt to obtain from witnesses;
  - Number of terrorist
  - Number of hostages.
  - Weapons.
  - Any injuries.
  - Possible identity

- Brief and assist law enforcement as directed.
- Establish a command post at a safe distance.
- Teachers account for all students under their control.
- Relocate students and reunify with parents when appropriate following the reunification process.

**Communication:**

- Call 911
- Notify the Superintendent.

***\*CBRNE-Chemical, Biological, Radiological, Nuclear, or Explosive Event.***

*Stay calm. Close, lock and shut doors and windows. Place a coat or other cloth item over HVAC Vents. Be prepared for HVAC units to be shut down. Have students move into the most secure part of the room away from windows. Care for emotionally, medically fragile students. Do not allow anyone out of the room. Remain in CBRNE-Shelter Mode until a recognizable school staff person directs you to do otherwise. If ordered to evacuate, direct students to an uphill, upwind location to await relocation.*

**FOLLOW UP:**

- Activate the Critical Incident Management Team ... Emergency Response Team and the Humanitarian Response Team.
- Forward report to Superintendent

**APPENDIX A**  
**STILLWATER PUBLIC SCHOOLS**  
**SUDDEN CARDIAC EMERGENCY RESPONSE PLAN**

(Adapted from Project ADAM National resources; for additional drill resources please visit [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools))

SITE: \_\_\_\_\_

This Cardiac Emergency Response Plan is adopted by \_\_\_\_\_ effective \_\_\_\_\_.

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a Sudden Cardiac Arrest (SCA) or a heart attack but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of Sudden Cardiac Arrest can include one or more of the following:

1. Not moving, unresponsive or unconscious, or
2. Not breathing normally (i.e., may have irregular breathing, gasping or gurgling or may not be breathing at all),  
or
3. Seizure or convulsion-like activity.

*Note: Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may have SCA from commotio cordis.*

The Cardiac Emergency Response Plan of Stillwater Public Schools, \_\_\_\_\_ shall be as follows:

1. Developing a Cardiac Emergency Response Team
  - a. The Cardiac Emergency Response Team shall be composed of those individuals who have current CPR/AED certification. It will include the school nurse, coaches, and others within the school. It should also include an administrator and office staff who can call 9-1-1 and direct EMS to the location of the SCA.
  - b. Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” attachment, to be updated yearly and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator.
  - c. All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
  - d. As many other staff members as reasonably practicable shall receive training.
2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency
  - a. The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
  - b. The Protocol for responding to a cardiac emergency is described in Section 8 (below) and in the “Protocol for Posting” attachment.

3. Automated external defibrillators (AEDs) – placement and maintenance
  - a. Minimum recommended number of AEDs for (insert name of school/school district):
    - i. Inside the school building – The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 2 minutes of being notified of a possible cardiac emergency.
    - ii. Outside the school building on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 2 minutes of being notified of a possible cardiac emergency.
    - iii. Back-up AEDs – One or more AEDs shall be held in reserve for use as a replacement for any AED which may be out-of-service for maintenance or other issues. The back-up AED(s) should also be available for use by the school’s athletic teams or other groups traveling to off-site locations.
  - b. (insert name of school/school district) will regularly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity. The school shall designate a person who will be responsible for verifying equipment readiness and for maintaining maintenance activity.
  - c. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes and a CPR barrier mask.
  - d. AEDs shall not be locked in an office or stored in a location that is not easily and quickly accessible at all times.
  - e. AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the “Cardiac Emergency Response Team” attachment and in the “Protocol for Posting” attachment.
4. Communication of this Plan throughout the school campus
  - a. The Cardiac Emergency Response Protocol shall be posted as follows:
    - i. In each classroom, cafeteria, restroom, health room, faculty break room and in all school offices.
    - ii. Adjacent to each AED.
    - iii. Adjacent to each school telephone.
    - iv. In the gym, near the swimming pool, and in all other indoor locations where athletic activities take place.
    - v. At other strategic school campus locations, including outdoor physical education and athletic areas.
    - vi. Attached to all portable AEDs.
  - b. The Cardiac Emergency Response Protocol shall be distributed to:
    - i. All staff and administrators at the start of each school year, with updates distributed as made.
    - ii. All Health Services staff including the school nurse, health room assistants and self-care assistants.
    - iii. All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.

- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel. See paragraph 5(b) below.
  - d. A copy of this Cardiac Emergency Response Plan shall be provided to any organization using the school. A signed acknowledgment of the receipt of this Plan and the Protocol by any outside organization using the school shall be kept in the school office. School administration and any outside organization using the school shall agree upon a modified Cardiac Emergency Response Plan. The modified Plan shall take into consideration the nature and extent of the use and shall meet the spirit and intent of this Plan which is to ensure that preparations are made to enable a quick and effective response to a cardiac emergency on school property.
5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use
- a. Staff Training:
    - i. In addition to the school nurse, a sufficient number of staff shall be trained in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable (insert name of school/school district) to carry out this Plan. (It is recommended that at a minimum, at least 10% of staff, 50% of coaches, and 50% of physical education staff should have current CPR/AED certification.) Training shall be renewed at least every two years. The school shall designate the person responsible for coordinating staff training as well as the medical contact for school based AEDs, if available.
    - ii. Training shall be provided by an instructor, who may be a school staff member, currently certified by a nationally-recognized organization to conform to current American Heart Association guidelines for teaching CPR and/or Emergency Cardiac Care (ECC).
    - iii. Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice and testing.
  - b. Cardiac Emergency Response Drills:
    - i. Cardiac Emergency Response Drills are an essential component of this Plan. (Insert name of school) shall perform a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of athletic trainers, athletic training students, team and consulting physicians, school nurses, coaches, campus safety officials and other targeted responders. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less. (Insert name of school/school district) shall prepare and maintain a Cardiac Emergency Response Drill Report for each Drill. (See “Conducting Drills” attachment.) These reports shall be maintained for a minimum of 5 years with other safety documents. The reports shall include an evaluation of the Drill and shall include recommendations for the modification of the CERP if needed. (It is suggested that the school / school district consider incorporating the use of students in the Drills.)
6. Local Emergency Medical Services (EMS) integration with the school/school district’s plan
- a. (insert name of school/school district) shall provide a copy of this Plan to local emergency response and dispatch agencies (e.g., the 9-1-1 response system), which may include local police and fire departments and local Emergency Medical Services (EMS).
  - b. The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety officials, on-site first responders, administrators, athletic trainers, school nurses and other members of the school and/or community medical team.
  - c. (Insert name of school/school district) shall work with local emergency response agencies to 1) coordinate this Plan with the local emergency response system and 2) to inform local emergency response systems of the number and location of on-site AEDs.

## 7. Annual review and evaluation of the Plan

(insert name of school/school district) shall conduct an annual internal review of the school/school district's Plan. The annual review should focus on ways to improve the schools response process, to include:

- a. A post-event review following an event. This includes review of existing school-based documentation for any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function. The school shall designate the person who will be responsible for establishing the documentation process.
- b. Post-event documentation and action shall include the following:
  - i. A contact list of individuals to be notified in case of a cardiac emergency.
  - ii. Determine the procedures for the release of information regarding the cardiac emergency.
  - iii. Date, time and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
  - iv. The identification of the person(s) who responded to the emergency.
  - v. The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
  - vi. An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
  - vii. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.
- c. A review of the documentation for all Cardiac Emergency Response Drills performed during the school year. Consider pre-established Drill report forms to be completed by all responders.
- d. A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in school facilities, equipment, processes, technology, administration, or personnel.

### **Develop a Cardiac Emergency Response Team (CERT)**

#### What is a Cardiac Emergency Response Team?

The Cardiac Emergency Response Team is a group of school staff members who have current CPR/AED training and are designated to respond to and provide basic life support during a cardiac emergency.

The Cardiac Emergency Response Team should be established prior to the start of each school year to plan, implement, and evaluate the school's adopted Cardiac Emergency Response Plan (CERP).

### Who are potential members of a Cardiac Emergency Response Team?

Potential team members include:

1. Staff members with current CPR and AED training.

Include at least one staff member in each section of the building(s) or location(s)

1. Medical professionals such as an on-site nurse
2. Organization administrators or management
3. Health and physical educators
4. Athletic directors or trainers
5. Coaches or after-school event advisors
6. Representatives of organization(s) using shared space

### What are the roles of a Cardiac Emergency Response Team?

Roles of the team include:

1. Communicate with organization administrators or management annually to receive the outcome of the medical and legal counsel review of the plan to ensure that the adopted Cardiac Emergency Response Plan is consistent with local, state, and federal law.

Read the Cardiac Emergency Response Plan to implement action steps in the following categories:

1. Automated external defibrillators (AEDs)
2. Activation of Cardiac Emergency Response Team during an identified cardiac emergency
3. Communication of the plan throughout the building or location
4. Training plan for AED use and cardiopulmonary resuscitation (CPR)
5. Local Emergency Medical Services (EMS) integration
6. Annual review and evaluation of the plan
7. Protocol for All Cardiac Emergency Response Responders (Staff, Faculty, Cardiac Emergency Response Team etc.)

*Meet monthly to plan, implement, and evaluate the Cardiac Emergency Response Plan*

*Monitor the implementation of the Cardiac Emergency Response Plan monthly with the CERP Timeline*

*Evaluate the Cardiac Emergency Response Plan annually and provide feedback & data.*

*Update the CERP Sample Action Steps regarding the Cardiac Emergency Response Plan annually.*

## CARDIAC EMERGENCY RESPONSE TEAM

Year: \_\_\_\_\_

The following people compose the Cardiac Emergency Response Team. All members shall have current CPR and AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency. Those closest to the emergency shall be contacted first.

Team Member Name	CPR/AED Training Expiration	LOCATION Room or Location	LOCATION #2 Alternate Location	During Normal Hours Phone/Extension	After-Hours Phone/Extension

\_\_\_\_\_

Organization Leader

\_\_\_\_\_

Date

Note: Other students, staff or volunteers not listed here may initiate a response and provide basic life support as needed if Team Members are not immediately available.

## Protocol for Cardiac Emergency Response Team

Sudden cardiac arrest events can vary greatly. All staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

1. Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:
  - a. The person is not moving, unresponsive, or unconscious.
  - b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
  - c. The person appears to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If it's a true seizure, the AED will not deliver a shock.
  - d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.
2. Facilitate immediate access to professional medical help:
  - a. Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the building or location address, cross streets, and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit and escort the victim.
  - b. Immediately contact the members of the Cardiac Emergency Response Team (CERT) using your organization's designated communication system (i.e. walkie talkies, overhead page, phones).
  - c. Give the exact location of the emergency (office or room number, cafeteria, etc.). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
  - d. If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - e. The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open as a signal that the AED was retrieved.
3. Start CPR
  - a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to simplified adult BLS graphic below.
    - i. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
    - ii. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.
4. Use the nearest AED:
  - a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.

Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.

- i. Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
    - b. Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
    - c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue.
  5. Transition care to EMS.
    - a. Once EMS arrives, there should be a clear transition of care from the CERT to EMS.
    - b. Team focus should now be on assisting EMS safely out of the building or location.
    - c. Provide EMS a copy of the patient's emergency information sheet.
  6. Action to be taken by administrative staff:
    - a. Confirm the exact location and the condition of the patient.
    - b. Activate the Cardiac Emergency Response Team and give the exact location.
    - c. Confirm that the Cardiac Emergency Response Team has responded.
    - d. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
    - e. Assign a staff member to direct EMS to the scene.
    - f. Perform "Crowd Control" – directing others away from the scene.
    - g. Notify other staff: safety director, safety manager, or leadership, etc.
    - h. Consider medical coverage to continue to be provided at the athletic event if continued after the event.
    - i. Consider having people in the location stay in place (i.e. delaying area traffic, services provided in the area, or other changes) to facilitate CPR and EMS functions.
    - j. Designate people to cover the duties of the CPR responders.
    - k. Copy the patient's emergency information for EMS.
    - l. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
    - m. Notify staff, volunteers, members, clients, and other individuals in the location when to return to the normal schedule or services.
    - n. Contact organization leadership, human resources, or other management.
  7. Debrief
    - a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
    - b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
    - c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

### **How to Plan and Execute Cardiac Emergency Response (or AED) Drills**

Doing regular AED drills is the best way to test your Cardiac Emergency Response Plan, your communication system and your response team's readiness. Use the steps below to execute a basic school-based AED drill. Utilize the AED Drill Checklist for an objective post-drill review. Drills should be performed at least once per school year to assure optimal performance during an actual emergency. However, you should consider multiple drills.

## **Planning the Drill:**

**When:** Inform your team that you will be doing an AED drill in the next few weeks so they have time to review the Cardiac Emergency Response Plan in advance. Do NOT tell them exactly when you will do the drill. Ensure that the team member who would normally communicate with EMS does NOT call 911 unless pre-arranged, and be sure it is clearly communicated that this is only a drill.

The team's first few drills can take place at a time when students are not present to build confidence. A few examples of times are before or after school or on a staff in-service day. Once the team is comfortable, it is recommended a drill take place during the school day to make for a more realistic situation.

**Who:** The drill will involve your School Site Coordinator, Cardiac Emergency Response Team, office staff and a recorder (to record times on the Drill Summary Checklist during the drill). Project ADAM recommends a Site Coordinator be identified at each school to set up the drills. It is important that the recorder is present on scene and next to where the manikin and AED Training Unit are placed so they can accurately complete the checklist as the drill occurs. Determine the manner in which classrooms will be covered during a drill or true cardiac emergency if classroom teachers are on the Cardiac Emergency Response Team. All other team members should be responsible for making sure CPR and the AED are initiated promptly.

### **What you will need:**

1. Manikin – If your school does not have access to this equipment, consider reaching out to your local EMS/Fire organization, hospital or other community partners to see if a loaner is available.
2. Radio/walkie talkie/other communication devices for team members and office staff
3. AED Training Unit (compatible with manikin) – If your school does not have access to this equipment, consider reaching out to your local EMS/Fire organization, hospital or other community partners to see if a loaner is available.
4. AED Drill Checklist – preferably on a clipboard with a pen or pencil
5. Stopwatch or cell phone to track time

**Where:** Drills can be anywhere on campus so all staff can practice and identify what they will be looking for (unresponsiveness and abnormal or no breathing) and what they will do. If students are on campus, be sure they are informed beforehand about what the drill may look like and that it is only a drill.

**Establish a Code:** This code name will be used to initiate a response to a cardiac emergency by activating the Cardiac Emergency Response Team. The code should be communicated on the drill day and in a real cardiac emergency as defined in your communication plan. Encourage team members to be descriptive in addition to a code name and state there is a medical emergency in room #, teacher's name and geographic location. For example, Code AED, Room 320, Ms. Jones' room, English hallway or Medical Emergency Response Team to Room 103. Some ideas to consider include putting an AED symbol on your evacuation plan showing AED locations and the code to activate your school's emergency response plan, making a condensed version of your plan for the back of staff ID badges or to place on/near each classroom phone. Additional examples can be found here: [www.projectadam.com/Heartsafeschools](http://www.projectadam.com/Heartsafeschools).

**Establish a Communication System:** How will the Cardiac Emergency Response Team know the drill has been initiated? Choose a method of mass communication to the team (i.e. overhead announcements, intercoms, walkie-talkies, cell phones, etc.). Consider dead zones for cell phones in the event service is unavailable in certain parts of your building.

## The Day of the Drill:

Who will participate?

1. School Site Coordinator
2. Recorder (to record times on the Drill Summary Checklist during the drill)
3. Cardiac Emergency Response Team
4. Finder (pick someone that isn't on the team to find the manikin)

The School Site Coordinator should place a manikin on the floor along with the AED Training Unit with the recorder standing next to the manikin, checklist and pen in hand. Have the finder call the front office advising them that this is only a drill. Tell them you have an unresponsive victim and give the location. Your plan now goes into effect. The school's Cardiac Emergency Response Team should be notified using the established Code (i.e. Code Blue, Code AED, Medical Emergency Response Team, etc.) using the team's established communication system (i.e. overhead announcements, intercoms, walkie-talkies, cell phones, etc.). Your Recorder should document each step as it happens using the AED Drill Checklist. As part of the drill, a team member will arrive with a school AED(s). Place the school AED(s) to the side as the AED Training Unit will be used for the drill. **Never apply the real school AED pads for a drill.** Proceed as if this was a real cardiac arrest situation.

## AED Drill Checklist

Date/Time: \_\_\_\_\_ School: \_\_\_\_\_  
 \_\_\_\_\_

Drill Location:

Participants/ Cardiac Emergency Response Team Members who attended the drill:

- |    |     |
|----|-----|
| 1. | 6.  |
| 2. | 7.  |
| 3. | 8.  |
| 4. | 9.  |
| 5. | 10. |

RESPONSE ACTION	YES	NO	Time
Victim unresponsiveness was determined	YES	NO	
Office was notified	YES	NO	
Cardiac Emergency Response Team was notified	YES	NO	
EMS/911 was called	YES	NO	
Cardiac Emergency Response Team arrived	YES	NO	
Possible SCA identified and CPR was started immediately	YES	NO	
AED arrived at the scene	YES	NO	

AED pads were placed appropriately and immediately on the victim’s bare chest	YES	NO	
Team followed all prompts from the AED	YES	NO	
Team used proper CPR body mechanics throughout response	Yes	NO	
Use of school’s chosen CPR barrier device	YES	NO	
Someone met and directed EMS	YES	NO	
Crowd control took place	Yes	NO	
Office obtained necessary information for EMS call			
<b>Drill was completed in our goal time of under 3 minutes</b> “Completed” meaning AED was applied and used within 3 minutes. The drill can continue through cycles of AED use & compressions to practice switching roles.	YES	NO	
<b>If drill was not completed within the goal time of under 3 minutes, please document completion time.</b>			

### Evaluating Your Program

After each drill, the team should debrief; use the following questions to guide you:

1. What went well during this drill? Were some components easier than others?
2. What could have gone better? How can these issues be addressed by the team or school/district leadership?
  - a. Some things to consider:
    - i. Were there barriers to delivery of the AED to the scene quickly?
    - ii. Is there additional learning or training that the team needs?

After drills, the CERP can be reviewed and updated based on the experience and feedback from the team. We recommend schools review all drill checklists and post arrest reviews when reviewing the CERP annually.

## APPENDIX B

### Standard Response Protocol ([I Love U Guys Foundation](#))

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

## **APPENDIX C**

### **Standard Reunification Method** **([I Love U Guys Foundation](#))**

#### **THE STANDARD REUNIFICATION METHOD**

#### **REUNIFY**

A Practical Method to Unite Students with Parents  
After an Evacuation or Crisis. The “I Love U Guys”  
Foundation

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**SRM Version 3.0 | 2023-03-27**

## **PEACE**

**It does not mean to be in a place where  
there is no noise, trouble, or hard work.**

**It means to be in the midst of those  
things and still be calm in your heart.**

## SRM V3 CHANGE HISTORY

AUTHOR/CONTRIBUTOR	VERSION	REVISION DATE	REVISION COMMENTARY
John-Michael Keyes	0.9.0	2011-09-17	Preliminary Draft
John-Michael Keyes	0.9.1	2011-10-01	First Final Contest Revision
Ellen Stoddard-Keyes	0.9.2	2011-10-16	Preliminary Edits
Lee Shaughnessy	0.9.3	2011-10-26	Preliminary Edits
Joseph <u>Maisak</u>	1.0	2011-11-16	Continuity and Final Edits
John-Michael Keyes	1.1	2016-06-08	Additional Content
John-Michael Keyes Will <u>Schwall</u> Michelle Brady Russ <u>Deffner</u> Carolyn Mears	2.0	2017-03-02	<u>Reunifier</u> replaces Runner Additional Content Edits
Kevin <u>Burd</u> Ellen Stoddard-Keyes Allyson Jones Melissa A. Reeves, <u>Ph.D.</u> NCSP, LCMHC	3.0	2023-03-27	Updates and Edits Update ICS / HSEEP Compatibility Update Communication Recommendations NASP Guidance

## **DEDICATION**

The “I Love U Guys” Foundation dedicates this book to the many people who have invested time, knowledge and caring toward the art of safely and responsibly re-uniting students, guardians and families when daily routines are disrupted.

## **FORWARD**

The concept for the Standard Reunification Method (SRM) isn’t new. There are many resources available to design a well-run reunification, however few have all the parts in one place. The SRM is a synthesis of common practices in use at a number of districts, departments, and agencies, as well as guidance provided by a variety of federal governmental agencies.

The evolution of SRM has included reviews, comments, and suggestions from a number of practitioners. As of 2023, the SRM has been subjected to tactical scrutiny by hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

## **ACKNOWLEDGMENTS**

The “I Love U Guys” Foundation is primarily grateful to Will Schwall, Emergency Manager, Hays County Sheriff’s Office, San Marcos, Texas, for the structure and organization of the materials, and Michelle Brady, Emergency Planning Coordinator, Hillsboro School District, Hillsboro, Oregon, for inspiring the job action sheets.

## **STAFF**

At the time of this version release, The “I Love U Guys” employs eight people full time, all of whom bring unique skills, curiosity and intelligence to these materials.

Allyson Jones, Communications Manager, Andy Arnold, Instructor/Explorer, Brooke Weeber, Directors’ Assistant, Carly Posey, Mission Director, Emily Pisqui, Administrative Assistant, Ellen Stoddard-Keyes, Operations Director, and John-Michael Keyes, Executive Director.

## **BOARD OF DIRECTORS**

Whereas many nonprofits have a combative relationship with their Boards, we have always treasured ours for their input, dedication and wisdom.

Chris Zimmerman, Craig Straw, Dave Bauer, Frank DeAngelis, Heilit Biehl, James Englert, Louis S. Gonzalez, Murphy Robinson, and Pat Hamilton.

## **INPUT AND GUIDANCE**

We are grateful to the following people who helped with additional, indirect guidance for the Standard Reunification Method:

Pat Hamilton – Chief Operating Officer, Adams 12 Five Star Schools, Adams County, CO

Bill Godfrey - C3 Pathways <https://www.c3pathways.com>

Kevin Burd, Priority of Life Training and Consulting <https://priorityoflife.org>

### **ADJUNCT INSTRUCTORS**

The Foundation has a growing pool of skilled and trained instructors who conduct trainings around the country on a part time basis, bringing their expertise and knowledge to the table. They bring back information, and we work together to stay current and improve the programs.

### **CONTACT INFORMATION**

The “I Love U Guys” Foundation can be reached online at <https://iloveguys.org>.

Email: [srp@iloveguys.org](mailto:srp@iloveguys.org)

The “I Love U Guys” Foundation

P.O. Box 489, Placitas, NM 87043

### **REQUEST FOR COMMENT**

The Standard Reunification Method is a synthesis of common practices in use at a number of districts, departments, and agencies, as well as guidance provided by a variety of federal governmental agencies.

The evolution of SRM has included reviews, comments, and suggestions from a number of practitioners. As of 2023, the SRM has been subjected to tactical scrutiny by hundreds of law enforcement agencies and operational review and adoption by thousands of schools.

Suggestions for modification can be made via email at [srm\\_rfc@iloveguys.org](mailto:srm_rfc@iloveguys.org). Please include contact information, district, department, or agency, including daytime phone.

**“Recovery starts before the crisis begins.”**

**“Reunification is the first step in the recovery process.”**

– John McDonald, Executive Director of Safety and Emergency Planning, JeffcoR1, Colorado

## **MISSION**

The “I Love U Guys” Foundation was created to restore and protect the joy of youth through educational programs and positive actions in collaboration with families, schools, communities, organizations, and government entities.

## **THE “I LOVE U GUYS” FOUNDATION**

On September 27th, 2006 a gunman entered Platte Canyon High School in Bailey, Colorado, held seven girls hostage, and ultimately shot and killed Emily Keyes. During the time she was held hostage, Emily sent her parents text messages... “I love you guys” and “I love u guys. k?”

Emily’s kindness, spirit, fierce joy, and the dignity and grace that followed this tragic event define the core of The “I Love U Guys” Foundation.

## **COMMITMENT**

There are several things we are committed to. The most important thing we can do is offer our materials at no cost to schools, districts, departments, agencies, and organizations. The reason we are able to continue to provide this service is due, in part, to the generosity of our donors and Mission Partners (see Partner with Love [www.iloveguys.org](http://www.iloveguys.org)). The “I Love U Guys” Foundation works very hard to keep our costs down as well as any costs associated with our printed materials. Donor and Mission Partner support allows us to stretch those dollars and services even more. Your gift, no matter the size, helps us achieve our mission. Your help makes a difference to the students, teachers, first responders, and the communities in which we live and work.

## **WARNINGS AND DISCLAIMER**

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Incorporating the SRM into a commercial product, like software or publication, requires a commercial license. Please contact The “I Love U Guys” Foundation for more information and costs.

## **ABOUT THIS BOOK**

In 2012, The “I Love U Guys” Foundation introduced the Standard Reunification Method. At the time, we saw a void in school safety planning regarding student/parent reunification after an incident. We were certain this was a true need, but few schools or districts actually had reunification plans and practices in place. Fewer still had actually drilled or practiced.

Was it truly a need? The answer lies in the widespread adoption of the SRM. Since 2012, thousands of schools in the US and Canada have implemented the Standard Reunification

Method as a means to safely reunite students and families after a crisis. Recovery starts before the crisis begins. Reunification is one step in that recovery.

This is Version 3.0 of the Standard Reunification Method. But notice, we use the word method. Not protocol. Not procedure. Method.

What that means is that we provide you with some tactics. Things we know. But the incident, your reunification site, and your environment, will ultimately dictate what you do.

Please, in your planning, if you see something here that doesn't seem to work in your environment, figure out what does. Let us know.

### **ABOUT SRM V3**

Version 3 contains expanded guidance, closer adherence to FEMA Incident Command System, and compatibility with HSEEP (Homeland Security Exercise and Evaluation Program) 2020.

Although SRM Version 2 is still valid, The I Love U Guys Foundation recommends updating to the newer version when possible

### **THE "I LOVE U GUYS" FOUNDATION MOU**

Some schools, districts, departments, and agencies may also desire a formalized Memorandum of Understanding (MOU) with The "I Love U Guys" Foundation. For a current version of the MOU, please visit <https://iloveuguy.org>.

The purpose of this MOU is to define the responsibilities of each party and provide scope, and clarity of expectations. It affirms the agreement of stated protocol by schools, districts, departments, and agencies. It also confirms the online availability of the Foundation's materials.

An additional benefit for the Foundation is in seeking funding. Some private grantors view the MOU as a demonstration of program effectiveness.

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  - 2.2 Memorandum of Understanding
3. The following modification to the parent handouts and reunification cards are allowable:
  - 3.1 Localization

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*"Cops own the crime.*

*Fire owns the flames.*

*Schools own the kids."*

*"But Paramedics own the patient."*

And that may be an area of conflict during an incident.  
Your reunification plans and methods must be communicated with  
first responders prior to an incident.

## **REUNIFICATION**

The nation has experienced high- profile acts of school violence. In response to this and the everyday types of crises, The “I Love U Guys” Foundation develops programs to help districts, departments and agencies respond.

One critical aspect of crisis response is accountable re- unification of students with their parents or guardians in the event a controlled release is necessary. The Standard Reunification Method provides school and district safety teams with proven methods for planning, practicing, and achieving a successful reunification. Keep in mind though, that this is an evolving process. While there is a smattering of science in these methods, there is certainly more art. Site-specific considerations will dictate how these practices can be integrated into school and district safety plans. Successful planning and implementation will also demand partnerships with all responding agencies participating in a crisis response.

### **ADAMS 12, FIVE STAR SCHOOLS METHOD**

The methods detailed in the first version of the Standard Reunification Method are based on the practices devel- oped at the Adams 12, Five Star School District, Thorn- ton, Colorado, by Pat Hamilton, Chief Operating Officer, and also at Jefferson County School District, Golden, Colorado, by John McDonald, Executive Director of Security and Emergency Planning. Since its introduction in 2012, other districts and agencies have also contributed. The core concept of the Adams 12 Reunification Method rests on accountability achieved through a process based on managing the physical location of students, staff, and incoming parents. The process also uses per- forated cards. These cards are completed by parents or guardians at the reunification site. The cards are separat- ed at the perforation, and a reunifier retrieves the child.

### **OBJECTIVES**

The objective of this manual is to help districts develop, train, and mobilize a district reunification team, and im- plement tangible, on-site, and off-site reunification plans. Inherent in this objective is creating or strengthening partnerships with responding agencies – police, fire, and medical. By having school and district personnel build a well-designed draft plan, it becomes easier to engage the responders and other key participants in the planning process. During this process, a core philosophy is essential:

Cops own the crime. Fire owns the flames. Schools own the kids.

Paramedics own the patient.

Additionally, performing a successful reunification is much more likely when drills are conducted in advance of an event. Tabletop exercises and live exercises should be scheduled and performed.

### **WHAT DOES IT COST?**

Implementing the Standard Reunification Method concepts and planning stages take a certain amount of time. But in the grand scheme of school safety, the level of effort is modest. There will be some staff hours commit- ted to the planning, training, and practice of these concepts. There will be some cost in printing, and in creating both the ROK boxes (Reunification Operation Kits) and the classroom “go kits” necessary for successful reunifi- cation. “Go kits” are the bags or folders that teachers need in their classrooms during any type of event. They often include class rosters, tissues, space blankets, candy for low blood sugar, and other items specific to the location and students. ROK Boxes are typically maintained at

the district level and contain everything necessary for the reunification team to function. Visit <https://iloveguys.org/> to find links for all materials found in the ROK box. Since some of this activity is happening at the district level, the cost of the kits can be spread among all of the schools in the district.

### **WHEN TO INITIATE A REUNIFICATION**

Initiating a reunification can be a result of anything abnormal at the school that renders it unsafe to stay in, or something in the area such as a power or phone outage, weather event, hazmat incident, bomb threats, criminal activity in the area, or active violence at the school.

In some cases, it may be only a partial student population reunification. For instance, criminal activity in the area might result in reunifying students who walk to and from school. In other instances, reunification of the entire student population may be necessary for things such as a gas leak in the school or a violent event.

### **WHY BOTHER?**

Crisis recovery starts before the crisis, not after. Simply “winging it” when reuniting ignores not only the mental health demands that accompany a crisis, but the responsibility of the school and the district to maintain the chain of custody for every student.

No school is immune to stuff hitting the proverbial fan. Wild land or structural fires, hazardous materials, floods, tornados, blizzards, power outages, tsunamis, bomb threats, acts of violence, acts of terror... these just start the list of events that may necessitate a controlled reunification and release for a school or district.

A predetermined, practiced reunification method ensures the reunification process will not further complicate what may already be a chaotic, anxiety-filled scene. In fact, putting an orderly reunification plan into action will help prevent emotions from escalating at the site. There is a hidden side effect of implementing the Standard Reunification Method. Going through the planning and training process may help strengthen district relationships with first responders. Often law enforcement is active in partnering with schools and districts. Less often is the fire department. The SRM may be a vector for strengthening relationships with fire agencies as well.

### **THE PROCESS IN A NUTSHELL**

The materials in this manual provide the fundamentals for a comprehensive district plan. The beauty of the Standard Reunification Method is its simplicity.

- Establish a parent/guardian check-in location.
- Deliver the students to an assembly area or a transportation area beyond the field of vision of parents/guardians.
- Conduct accountability, or attendance, of who is at the assembly area (student and staff).
- Once students are on-site, notify parents/guardians of the location.
- “Greeters” hand parents/guardians a Reunification Card, and help them understand the process.
- The parent/guardian completes the card and brings it to the check-in area. The procedure allows parents/guardians to self-sort during check-in, streamlining the process.
- Parent/guardian identification is verified. The card is split at the perforation, and the

parent/guardian receives the bottom portion.

- Parent/guardian brings that to an area outside the student assembly area and hands it to a “Reunifier.”
- The “Reunifier” recovers a student from the assembly area and delivers them to the parent/guardian.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with less drama and anxiety.
- Medical, notification or investigative contingencies are anticipated.
- Pedestrian “flows” are created so lines don’t cross.
- In the end, successful reunification is about managing the student and parent experience.

## COMMON QUESTIONS

Who is allowed to pick up students?

This comes down to a local school or district policy. Some schools allow anyone on the emergency contact form to pick up the child. Others limit it to only primary guardians if the reunification is due to a violent event. Your organization will have to think through the process and develop a local policy.

What about kids with multiple guardians, homes, or from multiple families?

It will be essential for schools to communicate with all guardians who may pick up a child. This becomes complicated when kids live in different homes depending on the day. You will also run into a situation where one guardian arrives before the other, picks up the child, and never communicates with the other guardians. The school will have to notify the later arriving guardians once they get to the check-in area that the child has already been picked up.

## WHY USE CARDS?

Many schools use electronic rosters or campus information systems. Wouldn’t that be easier? The reality is a little different. First and foremost is access to data. Foundation research indicates that in any high profile incident, and even many local ones, internet, and cell service become intermittent or even unresponsive. Often school WiFi is impacted as well.

## THE CARD

The card is titled "Reunification Information" and includes the instruction: "Have photo identification out and ready to show school district personnel." It features a pink circular icon with a white silhouette of a person and a child.

**School personnel complete:**  
Photo  correct?  Not matches name of person picking up student?  
Yes or No

**Parent/Guardian complete:**  
Print Student Name Again \_\_\_\_\_ Student Grade \_\_\_\_\_  
Teacher \_\_\_\_\_  
Student Birthday \_\_\_\_\_  
School personnel complete upon release of student  
SAR \_\_\_\_\_ OTHER \_\_\_\_\_

The Reunification Card does a ton of work. Its primary function is to provide accountability, so one student per card is recommended. It also helps with the parent experience. It gives the parent/guardian something to do while they are waiting in line. The card is perforated and gives parents a sense of progress as they go through the process. The main objective is to keep parents/guardians calm and organized while they wait. Let the card do this work for you.

### **A LITTLE SOCIAL ENGINEERING**

A reunification typically occurs because of a crisis or emergency. Consequently, not just students and parents /guardians are trying to function at elevated stress levels; staff, their families, and other first responders also feel the strain.

By having a defined process with signage, cards, branding, procedures, and protocols, the school presents an organized, calm face to all involved. Fear or uncertainty often results from the unknown. By adopting, communicating, and practicing a “known” procedure, the school removes some of that uncertainty.

The cards also bring anxiety down a notch. Asking a parent/guardian to complete the form is a familiar activity and will demand they slow down and perform a cognitive action, “Here, read the instructions on the back, and we’ll get things started,” might be the first step in lowering blood pressure.

### **ACCOUNTABILITY: THE ONE NON-NEGOTIABLE**

The entire process of reunification, much like any other crisis response method that is based on the National Incident Management System (NIMS) and uses the Incident Command System (ICS), can and should be modified to fit the needs of your local organization. Names and titles can be changed based on what works for you. Ensure all responding agencies understand and are aware of the terminology.

The one thing that cannot be modified is the need for 100% accountability of your students and staff. You absolutely must know who is at the reunification site and who is not. Understand that you may not know the exact location of everyone. This is especially true in a violent event where many will self-evacuate. However, by identifying who is at the impacted site, who evacuated via transportation, and who arrived at the reunification site, you will be able to determine who is present at the reunification site and who is missing.

The accountability process could look like this: During the evacuation phase of an incident, teachers take attendance of their students. This attendance is collected to include staff members, and gives you the number of staff and students you have at the impacted site. If you started the day with 300 total students and staff and you account for 278 during an evacuation, you now know that you need to locate 22 individuals. You should also be able to identify who those missing individuals are. Remember, just because they are not present does not mean they are injured or deceased, as many people will self-evacuate. You will now know that you must maintain the accountability of 278 individuals as they are transported from the impacted site to the reunification site. This information must be communicated to the incident commander at the reunification site and passed along to the student assembly supervisor. Once the students and staff begin to arrive at the reunification site, they will be accounted for by their student assembly supervisor or an accountant assigned to them. If it was not already done, a name-by-name roster should be developed at this point. You absolutely must know the name of each person who has arrived at the reunification site. Once all 278 individuals arrive, you now know that no more transportation is coming from the impacted site. Be sure to confirm this with the impacted site transport team. The name-by-name roster can then be duplicated, one copy stays with the assembly area supervisor, and a second copy goes to the accountant at the parent check-in area. By using this process, you will now know if a student is at the reunification site when their

parent or guardian checks in.

### **NOT SO WEIRD ADVICE**

At first blush, this bit of advice may sound weird to educators: “Check out FEMA. Go to <http://training.fema.gov> and complete the online training for IS-100.C Introduction to Incident Command System.” The course takes about an hour and a half to complete and introduces some basic emergency response principles.

Here’s why this advice isn’t as weird as it sounds. Every responding agency that partners with schools uses “Incident Command” during a crisis. The Incident Command System (ICS) is a response method that determines the role of everyone responding to a crisis and defines a shared vocabulary and shared expectations of behavior.

District and school safety teams need this shared vocabulary when interacting with first responders during a crisis. Equally important is that, when meeting with first responders, having the concepts and vocabulary of ICS removes some of the language barriers. It also shows a commitment to success that departments and agencies will appreciate.

Finally, understanding ICS concepts allows school or district leadership to become a part of the response structure rather than victims or unused assets. It opens the door to a true unified command where school or district leaders can operate shoulder to shoulder with fire, police, EMS, and other public safety leaders.

#### **INCIDENT COMMAND SYSTEM**

Whether it is a man-made or natural crisis, or an act of violence in the school, law enforcement, fire, and medical teams will be involved in the reunification process. Learning to understand and speak a common language as well as being familiar with their procedures is imperative to a successful outcome. With that in mind, district and school safety teams must understand and use the Incident Command System.

The Incident Command System can also be used for pre-planned, non-emergency occasions such as sporting events or large gatherings. All the tasks that need to be completed before and during the event can be put into the ICS structure. The structure provides a way to better organize tasks and personnel.

### **PRIORITIES, OBJECTIVES, STRATEGIES, AND TACTICS**

A valuable FEMA resource is the Incident Action Planning Guide, and it’s a good start in understanding how first responders manage an incident.

From a school or district perspective, it’s important to understand that the Incident Commander has an expectation that to be useful during the event, the school or district personnel need to have some experience with incident command.

If the school or district personnel don’t exhibit any knowledge of the process, their input may be marginalized.

### **ARTICULATE YOUR P.O.S.T.**

The first step in incident management is defining the priorities, objectives, strategies, and tactics that will be used during the incident. While each one will be unique, there are considerations that can be addressed in advance.

Priorities:

- Student and staff safety and well-being.
- Student and staff whereabouts and condition.
- Starting the recovery process.

Objectives:

- Every student has been accounted for.
- Every staff member has been accounted for.
- Every student still in the school’s control is reunited with their parent or guardian.

Strategies:

- The Standard Reunification Method

Tactics:

- Tactics will vary based on the event and the environment but look at the typical reunification life cycles on page 16 for a jumpstart.

The next pages describe the structure of the Incident Command System and how it functions in schools and districts.

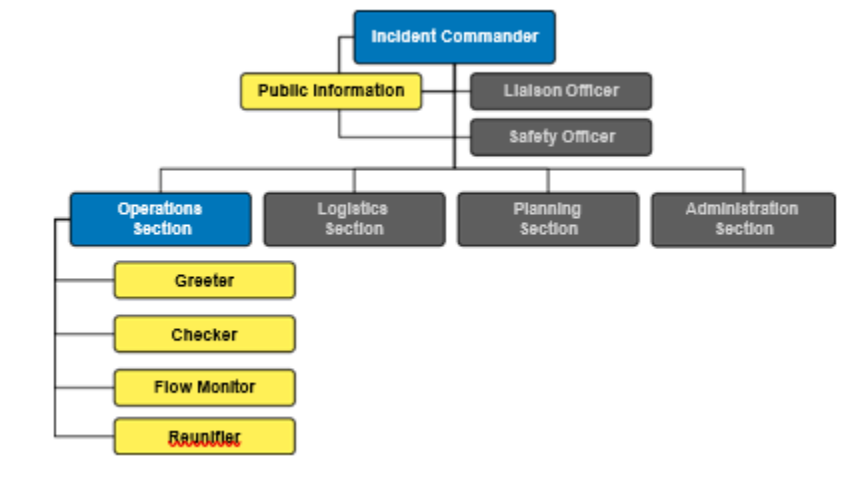
Following that, there are examples of what the roles might look like during different types of reunifications. Please refer to the Resources and References page at the back of this book for clarification of some of the terms used.

### INCIDENT COMMAND ROLES

These are the different roles people will take during a reunification. On the following pages, various types of reunifications are described. There are explanations of unique considerations for each type of reunification, and how the groups can be activated and used.

#### Incident Commander

A school Principal is very likely to be the initial Incident Commander. When something unexpected happens (call it an incident) which changes the daily routine, they assess the situation and determine what actions need to be taken. When it will require a responsible reunification of students with parents or guardians, a number of steps are taken.



The Incident Commander coordinates Priorities, Objectives, Strategies, and Tactics for an

accountable and organized reunification of students with parents/guardians. They decide which key staff stakeholders will be needed, and ensure that notification has been made to them for activation. They will establish security measures for everyone in the school. However, they do not do it alone. While the Incident Commander is the central point of contact they are eventually surrounded by a team of support. As people arrive to assist, they assign them to manage specific areas as necessary based on the type of incident. They will assign command staff, who fill very specific roles, as well as section chiefs. The typical sections of the incident command system are Operations, Planning, Logistics, and Administration.

## Command Staff

The command staff assists the incident commander with communications, safety oversight (to make sure you do not end up with another incident within your incident), and a liaison to ensure integration with other organizations.

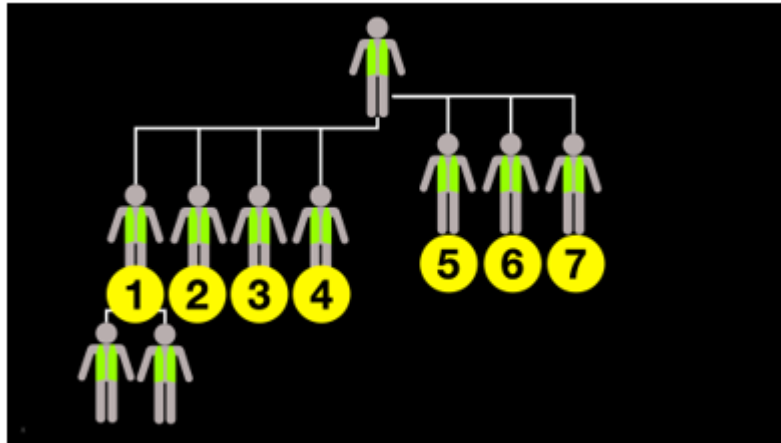
## Section Chiefs

Section Chiefs, often referred to as the General Staff, report directly to the Incident Commander. They subdivide the incident and assign additional personnel as needed to achieve their objectives. Some, such as Finance/Administration, won't need to be staffed at all during a school-based incident.

Example: In an on-site reunification for a non-violent incident, the Incident Commander assigns an Operations Section Chief who oversees the people conducting the reunification. The reunification team provides Section Chiefs with status and resource information, who in turn report to the Incident Commander. The number of subordinates a school needs will depend on how many students they need to reunite. In a large reunification, the Operations Chief may assign Leads for each group, and the Leads will report to the Chief. This example assumes that the students are in the main assembly area with their classes, and supervised by their teacher. The decision to engage in Logistics or Planning is made by the Incident Commander. If they see a need to acquire or provide supplies such as water or snacks, they might assign someone to Logistics to handle that. In non-violent events, these roles can usually be filled by school staff or may not be needed.

## Span of Control

The term "span of control" refers to how many people a single individual can supervise. The recommended span of control is one person supervising no more than seven people, with two to five being the ideal number.



People in various roles will report to the person who is assigned as their commander/supervisor. This keeps communication clear and allows for accurate responses.

It is important to note that the ICS structure is not set in stone. It is adaptable and jobs, names, and section responsibilities can be adjusted to fit the needs of your organization and location. It is imperative, however, that if changes are made to the traditional model they are articulated to other local authorities and you practice regularly with them to ensure everyone is on the same page.

### **COMMUNICATION**

In any type of event, clear and well-planned communication is essential to providing the right information while mitigating the stress of the situation. Depending on the type of incident, you might have only minutes to prepare a statement and communicate it to the appropriate people. Communication with parents and guardians is critical to the reunification process. Once students and staff are at the reunification site and you are ready to begin the reunification process, a multi-channel message is sent to parents and/or guardians regarding where reunification will take place and what they need to bring with them.

### **PUBLIC INFORMATION OFFICER (PIO)**

The role of Public Information Officer is filled by a staff member who usually handles outward communication. No matter how small the incident, the fact that a school day has been disrupted means they are obligated to keep parents and the public informed of the status of the situation. It is critical for the school and district to ask parents and guardians to update their contact information routinely.

Parents and/or guardians are contacted using the communication method that's best for their school community. Use a push method (text, email, phone) and a passive method such as posting on social media.

Throughout the year, routinely ask parents to update their contact information, and ask them to appoint a trusted friend or neighbor as a backup contact. That is especially important when parents might have a job that restricts their ability to leave, be available by phone, or requires a long commute.

#### **Joint Information Center**

The physical location of the JIC will be determined by the Incident Commander in consultation with the Lead PIO. It is common to locate the JIC away from the crisis site to ensure access to reliable utilities (power, phone, Internet, etc.) and help minimize press congregating at the crisis site.

This can be busy and focused. It will include a few resources who will be working together to deliver clear and consistent messaging as approved by the Incident Commander. Unless a backup plan for internet service is in place at the crisis site, the internet will fail quickly. This affects security cameras and phones if they are VoIP (Voice over Internet Protocol) based.

### **CHANNELS**

Decide which methods of communication are the best fit for your community. This depends on your community's internet bandwidth, cell phone service, and other preferences. Whatever you choose needs to be reliable, fast, and reach a high percentage of community members quickly. Document who on the Communication Team has access to update each channel.

Also, think about which channels are used regularly for day-to-day messaging, like emails. When sending out messages regarding reunification, consider using alternative methods such as text and phone, which may not be used as frequently. Doing so will alert the recipients that this is not the regular, daily email but something more important.

### **SCHOOL-BASED MENTAL HEALTH PROFESSIONALS**

Many schools have mental health professionals as part of their team, and they can be an incredible asset during any type of reunification. An evacuation and reunification can cause stress or anxiety regardless of the reason it was conducted. Therefore, it is important that mental health professionals are on-site and ready to assist.

During a larger reunification, and especially for those occurring due to a violent event, a district-level mental health supervisor should be put in place to oversee mental health services at the reunification site. This Supervisor should work with the incident command staff to ensure mental health services are available for students and staff. Oftentimes those can be placed in or near the student assembly area. Additionally, mental health professionals need to be made available for parents/guardians who are waiting in line. Finally, they should also be at the check-in area to assist families who are notified their student is not at the reunification site.

### **PREPARATION**

A tabletop exercise is a great start; basically, it's a brainstorming session. Your Communication Team talks through possible scenarios and formulates messaging accordingly. They must think about what immediate information is necessary, how to follow up, and who they will need to speak with/follow to receive trusted updates.

Use the 27/9/3 rule during message preparation. This is a very basic recommendation and suggests using a total of 27 words, which can be spoken in about nine seconds, containing three or fewer key points.

The team should pre-script some basic messages that may be sent out, with blank spaces for details like time and date. Having these pre-approved and available will aid the team later if they're under stress or time constraints.

### **THE DISTRICT REUNIFICATION TEAM**

Reunification will take place for a variety of reasons. It's a good bet that at some point today a school somewhere is having to conduct a reunification of students with their appropriate caregivers. Most often, reunification will be needed for non-traumatic, non-violent events, such as a power outage, heating loss, or a weather-related event. In these cases, the school typically

handles the reunification duties on their own with little to no outside support. However, during larger, more complex incidents district support will be needed to assist the schools.

Offsite reunification on the other hand will most likely require District resources and it is a good practice to have a central Reunification Team staffed by District personnel. There are several reasons for this:

- Training can be more readily coordinated.
- Experienced teams are more proficient.
- School-based teams may initially be unavailable.

Smaller districts may recruit from various school administrators to populate the team. Extremely small districts may recruit volunteers from the community to staff the Reunification Team. A good rule of thumb for team size is five people, plus one per 100 students.

Once the staff is at the reunification site, there are roles they will assume for setup, breakdown, and the actual reunification.

### **REUNIFICATION ROLES AND DUTIES**

The following outlines the roles and duties of the Reunification Team. Not all these roles need to be filled for every reunification. For detailed tasks see the Job Action Sheets found at <https://iloveguys.org/The-Standard-Reunification-Method.html>

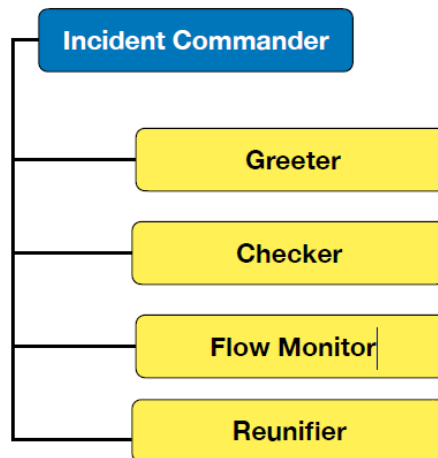
- Accountant Assemble rosters of who is on site and assist in identifying missing students or staff. In a very small reunification, one person can fill the role of Accountant and Checker.
- Checkers Verify ID and that the person is on the emergency contact roster. Direct parents to the accountant or the Reunification Area.
- Check-in Area Supervisor Establishes and manages the check-in process. Supervises checkers and accountants.
- Class Leaders Teachers and Staff who arrive with students remain in the Student Assembly Area to manage students. Additional people may be assigned to this task.
- Communications Facilitate radio and other communication needs. May be combined with the PIO.
- Exit Accountant Collects bottom slip of reunification card and checks students out once reunified. Can be combined with the Exit Director role.
- Exit Director The final person the students and parent/guardian see during the reunification process. They are available to answer any questions. Their most important role is to be a friendly face who offers a wave or hug. Often the school principal likes to fill this role. Can be combined with an exit accountant.
- Facilities Coordinate any physical plant needs.
- Finance/Administration Chief Establish and manage administrative staff.
- Flow Monitor Assist with guiding traffic flow and assisting parents/guardians as needed.
- Greeters Help coordinate the parent lines. Tell parents about the process. Help verify parents without ID. Your most friendly staff members are good in this role.
- Greeter Supervisor Establishes and manages the greeting area, Supervises greeters.
- Liaison Officer Communicate with Fire, Medical or Law Enforcement.
- Logistics Chief Establish and manage logistical staff.
- Medical Staff Nurses or EMS personnel on-site
- Mental Health Supervisor Oversees the coordination of mental health practitioners from a variety of agencies.

- Nutrition Services Provide snacks and water.
- Operations Chief Establish and manage operational staff.
- Planning Chief Establish and manage planning staff.
- Public Information Officer Communicate with parents and press, if appropriate. Coordinate use of mass calls or text messages. May be combined with the communications role.
- Reunification Incident Commander Coordinates Priorities, Objectives, Strategies, and Tactics for an accountable, easy reunification of students with parents.
- Reunifier Take the bottom of the Reunification Card to the Assembly Area, locate the student and bring them to the Reunification Area. Ask the student, “Are you okay going home with this person?” There’s a lot of walking involved, so consider that when assigning people to this role.
- Reunification Area Supervisor Establishes and manages the reunification area. Supervises reunions.
- Safety Officer Observe site and remedy safety concerns.
- Scribe Document events. A yellow pad is sufficient.
- Student Assembly Supervisor Establish and manage the Student Assembly Area.
- Supervisor For span of control, some groups may need Supervisors.
- Transportation Directs transportation needs. May become a supervisor position.
- Victim Advocates/Mental Health Professionals
- Standby unless needed.

### ON-SITE PARTIAL REUNIFICATION

#### Incident Command Structure

This chart is an example of the organizational structure that might be used to conduct an On-site Partial Reunification.



Partial reunification is conducted when only part of the student body will need to be reunited, and very often results from a school being in Secure Protocol. It may be needed at the conclusion of a school day when there is an ongoing hazardous condition outside the school or in the area.

It may be due to criminal activity in the area, or a local hazard that makes it unsafe for the students who usually walk home to do so.

Students who ride the bus home would still do so. If there is criminal activity in the area, the bus loading area will require elevated situational awareness and extra staff.

In some rural communities this might only involve a few students, whereas in many urban schools it might be the majority of the student population in which case the number of roles as described on page 17 would be expanded.

Schools and districts should conduct a tabletop exercise in advance to talk through the potential hazards and discuss how to manage them.

## Student Drivers

The age of the students will play a big role in how the school handles this. High school-age students will be able to manage much more independently than the younger students. Make a plan to address those who drive to and from school, and any students who carpool with them.

## Workflow

A partial reunification can typically be successfully completed quickly with the school staff. However, there may be increased law enforcement nearby, and they may be available to assist. The minimum number of recommended roles is five people, plus one per 100 students to conduct this.

Students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Discuss this in advance to decide what works best for your school.

We recommend parents and guardians show identification when they arrive at a check-in location. This ensures the correct person is picking up the student. Additionally, it displays an organized, thought-out process that will help maintain order and control in a potentially uncertain situation.

It's not uncommon to have a few students left if all parents cannot be located. It is the schools' and districts' responsibility to plan for this.

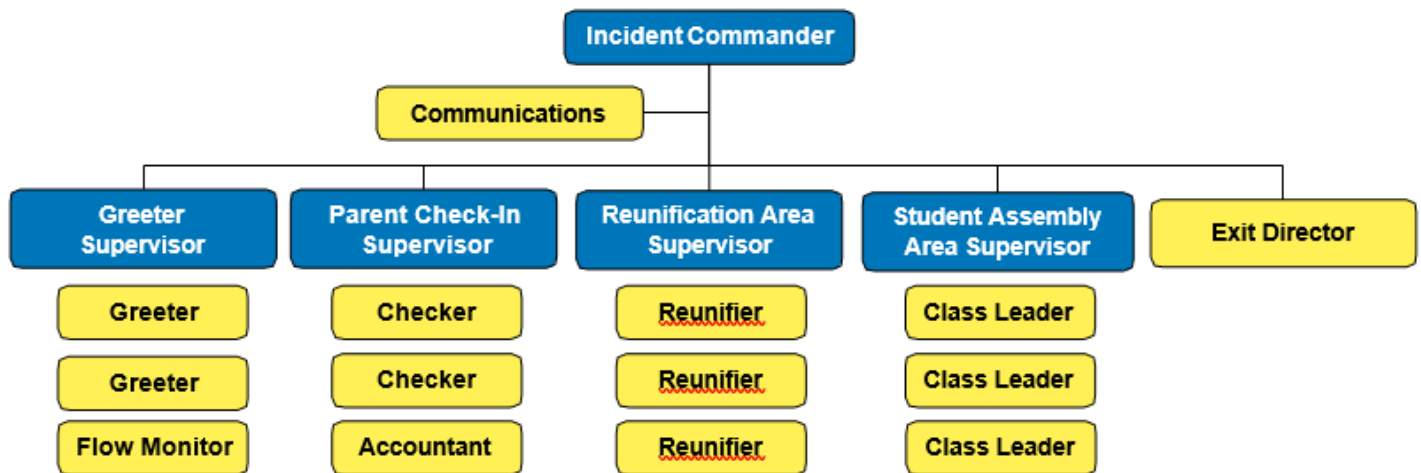
## Communication

Notification of danger outside the school is usually received by the school from local public safety partners. If this is the case, keep lines of communication open throughout the duration of the incident to monitor events. If the situation is not resolved or minimized by the normal release time, students may be held until it's safe enough to release the buses and for parents to pick up the students who normally walk home.

Contact parents as soon as the problem is identified, let them know the students are safe inside, and the day will proceed as usual except that activities normally held outdoors will be held indoors. Set expectations as clearly as possible to keep stress levels down. This includes telling students what is happening and why you're using the Secure action.

If there is ongoing criminal activity in the area, parents and volunteers are discouraged from coming to the school, as that would put them in harm's way. If the situation becomes more manageable, the school might allow for monitored entry and controlled release. Communicate this to parents. There will be instances when a parent has arranged to pick up their child for an appointment during the day. Depending on what's going on and the information available, the school will have to decide how to handle that.

## ON-SITE FULL REUNIFICATION



### Incident Command Structure

The chart above is an example of the organizational structure that might be used to conduct an On-site Full Reunification. Remember, the minimum recommendation is five people, plus one per 100 students. The additional personnel per 100 students will typically fill more checker, greeter, reunifier, or flow monitor roles as needed. If available, the exit director role can also be filled.

The above chart shows the Incident Commander, a communications individual, and all of the Operations Section roles. In this example, the Incident Commander oversees the Operations Section directly. There is no Planning, Finance, or Logistics section. If these roles became necessary, the Incident Commander could assign them as needed.

An on-site reunification is for an event such as a power outage, water system or mechanical failure, which disrupts school operations. The event is small enough that the school isn't in danger but significant enough that it's not safe to continue operations for the remainder of the school day, and students will leave at an unusual time.

Sending students home on buses may not be a good plan because they could be arriving at locked and empty houses.

As with partial reunification, be sure to develop a plan for students who drive and those who ride with them.

### Workflow

A full on-site reunification can often be completed by school staff but they may request assistance from the District. Again, students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Discuss this in advance to decide what works best for your school.

Utilize the same parent/guardian identification method recommended for partial on-site reunification. Nothing changes in the process between the two types of reunifications, but it does expand with more support staff and more students to reunite.

## Communication

Parent/guardian notification for an on-site reunification can most often be handled by the affected school staff. If needed, district personnel should be available to support.

Once it is determined that an unplanned dismissal will be occurring, the school initiates the preplanned communication protocol. Typically this involves phone calls, email, and text messages to parents and guardians. Inform them of the issue and why the change in dismissal time is occurring. It is important to inform them of the reason to avoid any unnecessary confusion or panic.

Even though the incident may not seem like a big event, be prepared for the media to arrive. Oftentimes a story involving a school will fit nicely in the day's news cycle. Ensure staff is properly trained and briefed on what to say. Things like "we were well trained to conduct the reunification and are following our plan" will sound much better than "we were caught off guard but we are figuring it out." Having a well thought out and practiced plan will make everyone more at ease and that mindset will show during any media coverage.

## OFF-SITE REUNIFICATION OVERVIEW

During an offsite reunification, as described on the following pages, there will be two separate teams. The district reunification team will deploy to the reunification site while a second team will go to the impacted school. This second team will facilitate transportation and initiate accountability processing. They are responsible for the safe evacuation and transportation of students, teachers, and staff to the reunification site whether it's a walking or driving location. During a non-traumatic event, school staff may be able to serve as the impacted site team. After a traumatic event, however, they may not be able to fill those roles so it's recommended that the district sets up and trains the two-team method. Law enforcement should also be included in this training as district teams may not be able to get to the scene and it is imperative that accountability and transportation occur in an orderly and normalized process.

### ***NASP Online: Reunification Following School Evacuation***

***Ideally, the reunification site should be within walking distance so that the school is not dependent on other means of transportation as arranging for buses in the immediate aftermath of a crisis or disaster that requires evacuation can be very challenging. However, in some situations it may be best to evacuate students further away from the site, thus coordination must occur with district and/or community transportation***

**personnel to plan for the use of district transportation in emergency situations. Transportation to and from the reunification site must include explicit consideration of students with disabilities and special needs. For some of these students, an individual evacuation plan may be necessary.**

### **TEACHERS: STAY WITH YOUR STUDENTS**

Interviews with safety directors directly impacted by the crisis reveal a common thread. Often teachers will group together in the immediate aftermath, or assume their job is done when the police arrive on the scene. It's important to emphasize that teachers remain with their students, and aren't done until all of the students have been reunited with their families.

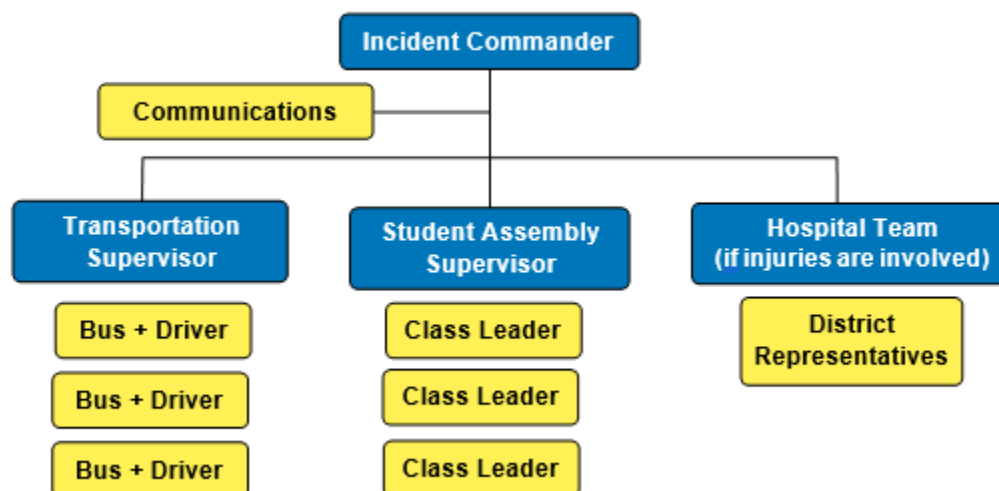
If possible, have teachers fill the roles of class leaders. This will assist with accountability as the teachers can remain with their students throughout the evacuation and reunification process. If the teachers are unable to fill that role, a pool of additional staff such as teaching assistants should be ready to step in. Teachers may be unable for a variety of reasons. They themselves could be parents and need to retrieve their own children. Additionally, the stress of an evacuation and reunification may impact their abilities to fill the role. Sometimes they will only require a short break, while at other times they need some extended attention.

Be sure to include teachers in the process and training. Inform them of counseling resources beforehand and have mental health professionals available as a part of your reunification team.

### **IMPACTED SCHOOL: TRANSPORT TEAM**

The team at the impacted school has these priorities:

- Assemble a master student roster, teacher roster, and guest roster
- Identify and notify the reunification site
- Provide safe transport of students and staff to the reunification site
  
- Assign District personnel to go to the receiving health facilities if there are injuries, in coordination with Incident Command.



### **TRANSPORT ROLES AND DUTIES**

The following outlines the roles and duties of the Transportation Unit. For detailed

tasks see the Job Action Sheets.

#### Transportation Supervisor:

Whether the district runs its own buses or the service is contracted out, the Transportation Supervisor should be involved in all planning, drilling, and training for reunification.

In combination with the Student Assembly Supervisor, coordinate resources (people and vehicles) to execute the safe and accountable movement of students and staff from an impacted site to the reunification site whether it's a walking or driving location. Supervise an orderly movement of people from the impacted site to the reunification site, and maintain communication with the reunification site about arrivals. Depending on the incident, you may want to keep the bus loading area secure and as uncrowded as possible. After a violent incident, securing the bus loading area will most likely be managed by Law Enforcement personnel.

#### Class Leaders at the Impacted Site:

Report to the Student Assembly Supervisor. Communicate via radio to get students to the transportation area. Most often the Class Leader role is filled by teachers who will remain with the class during evacuation and at the reunification site to maintain accountability and continuity.

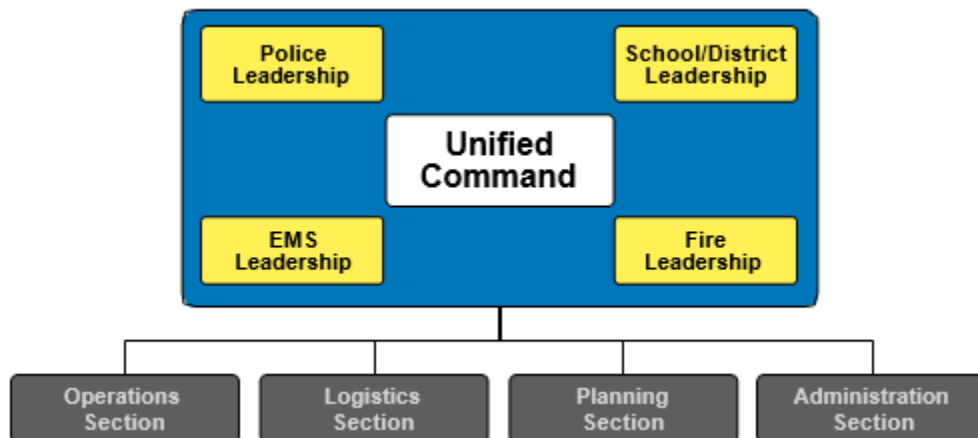
#### Scribe:

Document the events. This includes all activities, updates, and actions and the time those took place.

### UNIFIED COMMAND OVERVIEW

Unified Command is activated when there are multiple entities with legal authority to be in charge of an incident. For example, law enforcement will have authority in a school violence event, but schools and districts still remain responsible for students and staff (in loco parentis). Unified Command is sometimes used to include key incident stakeholders in decision-making and coordination. The school or district may or may not be viewed as a resource unless prior interaction and training has occurred with public safety partners.

With multiple organizations responding, Leadership of each entity with legal authority communicate with each other and channel information to the Unified Incident Commander.



## **PUBLIC INFORMATION OFFICER (PIO) OR JOINT INFORMATION CENTER (JIC)?**

Clear communication, both internal and external, is essential when daily routines are disrupted. Minimally, in non-violent events, external communication is handled by the school or district personnel who usually manage public messaging and social media. This person is your PIO. If the media has a presence, your PIO should be communicating with them to make sure the messaging is agreed upon and consistent.

In larger incidents, and especially when there has been violence, Unified Command is activated, and there will be a Joint Information Center. It will include Law Enforcement and/or Fire PIOs, and often an Investigator alongside the school/district PIO.

The JIC is managed by the Lead Public Information Officer (PIO). As information is obtained, the PIO brings it to Incident Command, and messaging is formulated and delivered.

## **INCLUDING FIRST RESPONDERS**

It is absolutely imperative that as the reunification plan is developed, first responders are brought into the process. Meeting with command staff, including PIOs, both law enforcement and Fire/EMS will generate two outcomes. First, they will look at your plan from their perspective. Second, they have suggestions you might not have thought of.

In the example chart above, police, fire, EMS, and school leadership will sit together and make decisions as a single unit. The decisions will be sent out to the subordinate sections to ensure unified objectives.

## **LAW ENFORCEMENT SUPPORT**

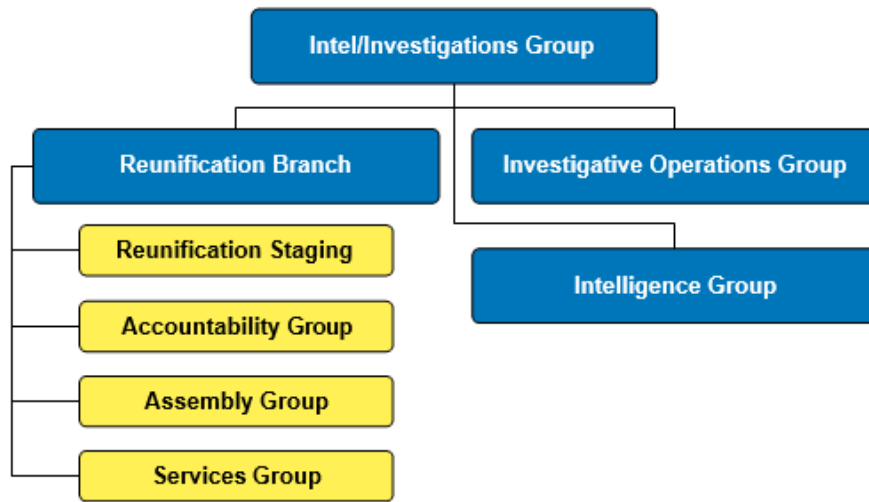
Depending on the type of event, the school may receive an influx of law enforcement officers. During a violent incident, the response might be overwhelming at the impacted site. Ensure that in training prior to an incident, the school, district, and law enforcement leadership is aware of additional need for law enforcement support at the reunification site.

At the reunification site, law enforcement support may be necessary. Some assignments may include:

- Traffic Control
- Crowd Control
- ID Verification
- Perimeter Control
- Security
- Liaison

## **LOOKING AT REUNIFICATION FROM A LAW ENFORCEMENT PERSPECTIVE**

SRM V3 presents a number of organizational structures from a school or district perspective. In the face of an active assailant, when Law Enforcement takes the lead in Unified Command, they may implement an ICS structure supporting the needs of witness interviews, evidence retention and other legal responsibilities.



Source: C3Pathways, ASIM - <https://c3.cm/asc>

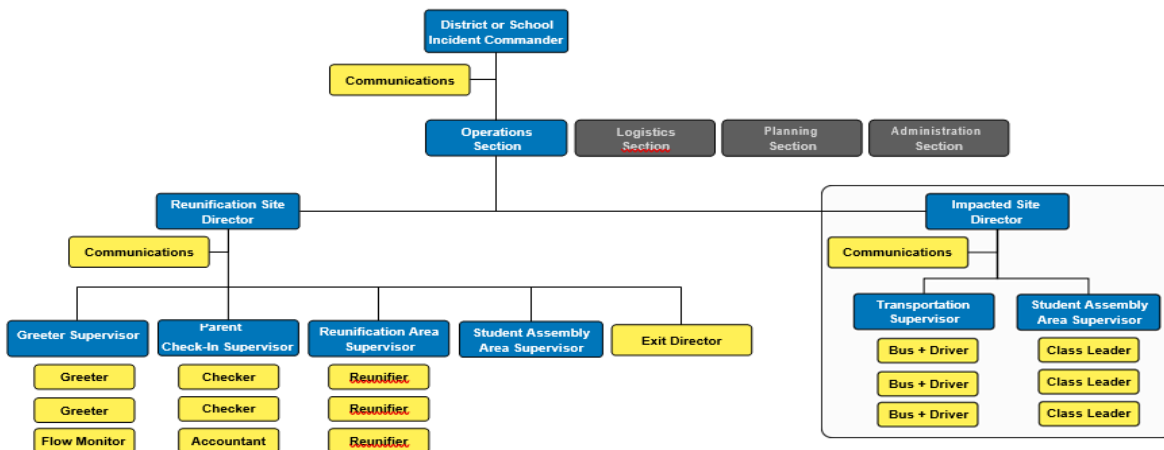
### WHO ARE VICTIM ADVOCATES?

Many law enforcement agencies, district attorneys, and prosecutors have victim advocates on staff and a cadre of trained volunteers. In many states and counties, they are charged to protect and promote the rights of victims. They often deploy when there is a crisis. Very often they are trained in Psychological First Aid and can be helpful with crisis counseling, if needed, during a reunification. Get to know these community partners.

### PARTNERSHIPS

During one Standard Reunification Method workshop conducted by The Foundation, a fire chief requested the training for every fire station in his city. When questioned why, he replied, “We are going to be on the scene. If we’re not actively engaged in fire or EMS, we can help with the reunification process.” This is a perfect example of a community that is ready to work as a team instead of as separate entities.

### OFF-SITE REUNIFICATION - NON-VIOLENT EVENT



## Offsite Non-Violent Event

An off-site reunification is conducted when something happens which makes it unsafe or unhealthy to remain in the building or even a specific area. This could be a gas leak, fire, potential flooding, or something similar.

Transporting students to a different location creates a very different dynamic for parents and families.

The chart above shows an example of the organizational structure that might be used to conduct an evacuation and reunification of the entire student population during a non-violent event.

### Workflow

An offsite reunification requires more people simply because there are more moving parts. The minimum recommendation is five people, plus one per 100 students.

While waiting to evacuate, students may either stay in a room with their teacher or be brought to an assembly area. In the assembly area, students remain with their teacher and classmates to maintain accountability. Alternatively, you may choose to move people directly to buses, one classroom at a time.

At the reunification site, we recommend parents and guardians show identification when they arrive to pick up their child. This ensures the correct adult is picking up the student and it displays an organized, thought-out process that will help maintain order and control in a potentially chaotic situation.

It's not uncommon to have a few students left whose parents/guardians cannot make it to the site. It is the schools' and districts' responsibility to have a plan in place to address that.

### Communication

Let parents know as soon as possible, and tell them exactly what is going on and when they might be able to pick up their child. If students will be transported off-site, it's advisable not to immediately tell parents where the site is as parents may cause traffic problems before students and staff arrive.

### Preparation

Create relationships in advance with other schools and community partners for reunification sites. It is advisable to create a Memorandum of Understanding with them in order to set expectations and understand responsibilities.

Plan in advance to have a site within walking distance as well as a transport site farther away. The time of day and weather conditions are some of the factors determining which site will be used.

Create classroom go-bags and have them packed with items that your student population requires.

Plan for the accommodations that your students and staff with disabilities may require, making sure to include people with temporary mobility injuries.

Have a plan in place in advance to address high school students who drive to school and/or carpool.

Law Enforcement may be available to assist with safety and traffic control.

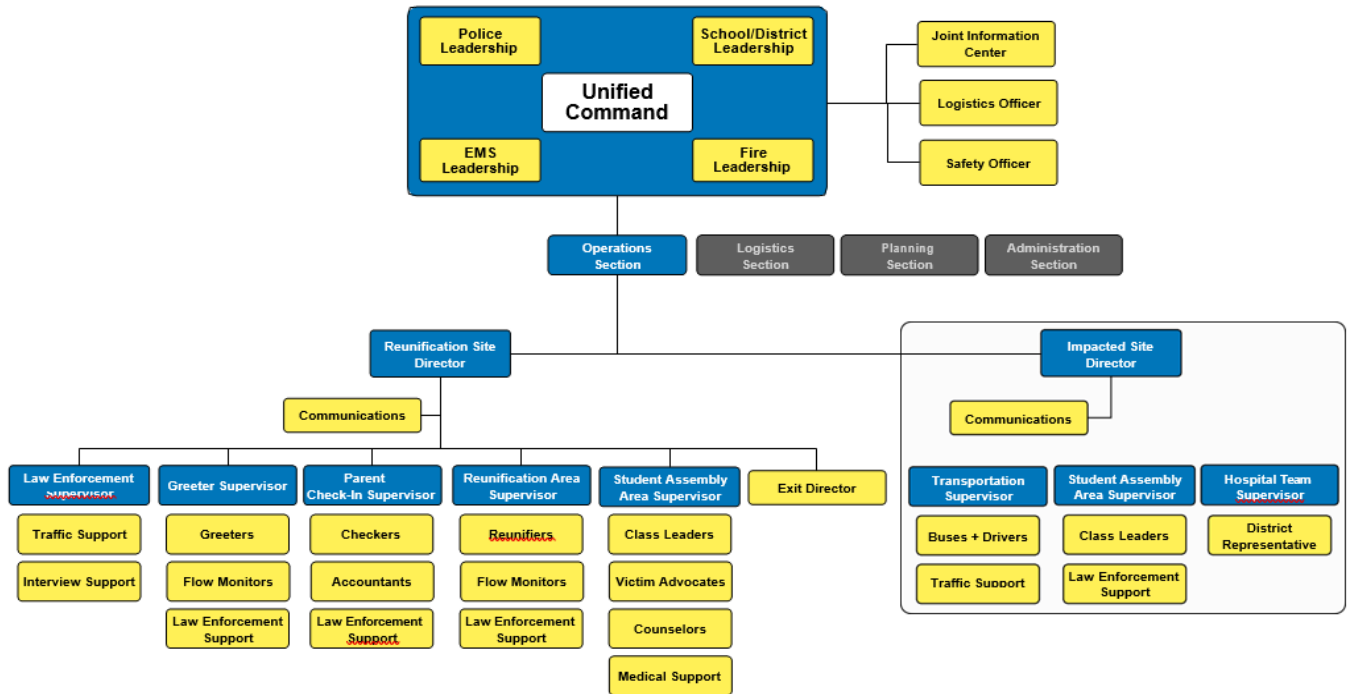
### Communication Between the Reunification Site and Impacted Site

During a non-violent event requiring evacuation and reunification, the school and district will be responsible for most of the activities. A transport team will be required at the impacted site and

a reunification team will be needed at the reunification site.

The District Incident Commander could be located at the reunification site or the impacted school site. It is recommended to go to the reunification site since that location will be operating for the longer period of time.

## OFF-SITE REUNIFICATION - VIOLENT EVENT



Off-site Violent Event

In the event of violence on campus or in a school, the school must be evacuated because it is now a crime scene. A number of additional resources will arrive, the command structure is adjusted, and extra precautions and actions are necessary.

The chart above shows an example of the organizational structure you may see during a large-scale violent event. What is not shown is the law enforcement, fire, and EMS coordination that will be occurring simultaneously. We only illustrate the reunification specific roles. However, there will be an entire operations section, group, or branch dedicated to tactical response, medical first aid, and evacuation.

This information is here so school safety teams understand this will happen. Acknowledge it and plan for it.

Law Enforcement will arrive and assume command of the impacted site. It is important for both groups to acknowledge that, at this point in time, there are most likely two separate incident command structures which are operating independently. The first is the one initiated by the school in response to the threat or hazard. That structure will be in place prior to the arrival of public safety officials. Once those responders arrive they will initiate their own command structure. As quickly as possible these structures need to be linked up. Eventually, it is likely a Unified Command will be set up. It is crucial that district leadership is a part of the Unified Command.

## Workflow

A reunification following a violent event is going to require district support as the impacted school staff may be unavailable. The district reunification team should report to the reunification site and establish communications with incident command.

The school district should be responsible for deciding when it's time to announce the reunification site. Depending on the situation, they may decide to announce it quickly in order to keep parents from arriving at the impacted school.

## Evacuation

This discussion assumes that the school is in Lockdown. Law Enforcement most likely will be clearing the classrooms. School personnel should be prepared to assist law enforcement with maps, keys, and information regarding alternative exit pathways to avoid bringing students through, or within sight of, the crime scene(s).

Classrooms can be cleared either to an interior or exterior Assembly Area or directly to a bus if Transportation has been able to get buses there. Either way, every effort should be made to keep the evacuees away from the site of the violence. This could mean bringing some classes to an exit they would not normally use and around the building to the destination.

If body searches are being conducted, if possible find a way for these to occur out of the public's sight.

Move students and staff off-site as quickly as possible while maintaining safety measures. They may arrive at the reunification site before it's set up, in which case they can stay on the buses.

## SRP LIFECYCLE WITH:



### EXAMPLE 1: SECURE

Scenario: Criminal activity in the area has resulted in the school going into the Secure protocol. Students were brought into the building. Business as usual inside, but no one is let in or out.

Law enforcement has indicated that school can be released at the normal time even though the situation outside isn't completely resolved.

Considerations: With criminal activity in the area of the school, it's decided that students who walk home should have their parents/guardians pick them up.

Incident Command: Because there was no criminal or safety issue in the school, Incident Command would be led by the school safety team. Coordination with Law Enforcement Incident Command about the status of the criminal activity would be necessary.

Public Information Officer: Because the school was not directly involved in criminal activity, the school or district would lead public information within the school community. The District and Law Enforcement PIOs work with the Incident Commander to develop media messaging.

Notifications: Depending on the situation, parents/guardians and media will be notified of what is occurring and the status of student reunification. Additional notification will be made to parents who would need to pick up their students.

Police Role in Reunification: With criminal activity in the area, but not directly near the school, officers may be asked to assist with reunification. Some duties might include assisting with parent/guardian identification (for the parents without ID), traffic control, or simply uniformed presence. Patrol resources may also be relocated near the school.

### SECURE LIFECYCLE

- School is placed in Secure Protocol.
- Parents/guardians are notified.
- Business goes on as usual within the school as much as possible.
- Law enforcement presence around the school may be increased.
- At release time, if the situation hasn't been resolved, the Standard Reunification Method is utilized for the students who walk home at the end of the school day.



## EXAMPLE 2: LOCKDOWN

**Scenario:** An armed intruder is seen in the school building by a staff member who announces a Lockdown and calls 911. Students and staff immediately take action to avoid injury. The intruder causes damage to the building prior to Law Enforcement arriving.

**Considerations:** Because it is an active law enforcement response and investigation, the decision is made to transport students to a nearby community center for reunification.

**Unified Command:** Because it is an active crime scene, law enforcement would establish a unified command with school officials.

**Reunification Incident Command:** At the reunification site, a command structure is established to manage the reunification.

**Joint Information Center:** Because it is an active crime scene, the law enforcement PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

**Notifications:** Parents/guardians and media are notified that the school has been placed in Lockdown. Additional notifications are made to parents/guardians about the location of the reunification site once students are en route or at the site.

**Police Role in Reunification:** While the school has become an active crime scene, some officers will be assigned to the reunification site. Depending on the site, police may decide to sweep the area prior to students arriving. In addition to the duties outlined in the Secure example, detectives may be on scene for witness interviews and statements.

## LOCKDOWN LIFECYCLE

- School is placed in Lockdown Protocol.
- Multiple law enforcement agencies arrive on scene.
- Parents/guardians begin to arrive outside of the police perimeter.
- Media arrives on scene.
- Internet, WiFi, and cell services become intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents/guardians are notified of location.
- The Standard Reunification Method is utilized.



### EXAMPLE 3: EVACUATE

Scenario: An unknown cause has resulted in thick smoke in a school. Students successfully evacuate to the football field.

Considerations: Because it is still an active fire response and investigation, and the area is experiencing inclement weather, a decision is made to transport students to a nearby high school for reunification.

Unified Command: Because it is an active fire event, the fire department would establish unified command with school officials.

Reunification Incident Command: At the reunification site, a command structure is established to manage the reunification.

Joint Information Center: Because it is an active fire event, the fire department PIO would be the primary press representative. The school or district PIO would be in the JIC, communicating with the PIO at the reunification site.

Notifications: Parents/guardians and media are notified that the school has been evacuated. Additional notifications are made to parents/guardians about the location of the reunification site once students are en route or at the site.

Police Role in Reunification: While the school is an active fire scene, the school requests assistance from law enforcement. Officers are assigned to the reunification site.

### EVACUATE LIFECYCLE

- Parents/guardians begin to arrive outside the perimeter.
- The media arrive on scene.
- Internet, WiFi, and cell services are intermittent or unresponsive.
- Police secure the reunification site.
- District mobilizes Reunification Team.
- Buses are deployed and students are transported to the reunification site.
- Parents/guardians are notified of site location.
- The Standard Reunification Method is utilized.



#### EXAMPLE 4: SHELTER

Scenario: A tornado has unexpectedly touched down in a neighborhood. The local elementary school has gone into the Shelter Protocol with all students and staff taking refuge in appropriate locations.

Considerations: The tornado blew down trees and power lines. Roads are closed and there is no access to the school at this time. The school was not damaged but students will need to remain on-site until the roads are cleared and their parents/ guardians can arrive.

Unified Command: School officials will be working with the district, local emergency management, law enforcement, public works, and utility companies to clear the roads and get access to the school.

Reunification Incident Command: The school is serving as the reunification site. Since the school was not damaged there was no need for an evacuation. The school staff will serve as the reunification team.

Joint Information Center: The district PIO will work with the town officials to handle communications and notifications.

Notifications: Parents and media are notified that the school was undamaged and all students and staff are safe at this time. Parents will be notified once the roads are cleared and they can pick up their children.

Police Role in Reunification: Law Enforcement will be used to ensure the safety of the tree clearance teams. They may be requested to help with traffic flow in and around the school once the roads are clear.

#### SHELTER LIFECYCLE

- Shelter Protocol is enacted, students and staff take shelter.
- Shelter is lifted once it is safe
- Notification goes out to parents
- School ensures the safety of the students, and prepares for a reunification
- Routes are cleared
- Parents begin to arrive
- The Standard Reunification Method is utilized.

# SRM Staging the

## STEP 1 ESTABLISH ONSITE INCIDENT COMMAND

The first step in staging for transport is establishing School Incident Command at the affected school. Integrating with Unified Command should be a priority.



**Priorities:** Student and staff safety and wellbeing  
Student and staff whereabouts and condition  
Assemble affected school command staff  
Integrate with Unified Command  
Joint Information Center established

**Objectives:** Safe transport of students and staff to reunification site

**Strategy:** The Standard Reunification Method

**Tactics:** Will be determined by the environment

## STEP 2 CLASSROOM EVACUATION

Classrooms are individually evacuated to the Secure Assembly Area. During a Police Led Evacuation, students and staff will be asked to keep their hands visible.



If it is a Police Led Evacuation after a Lockdown, each room will be cleared by Law Enforcement personnel. This process may take up to several hours. Teacher should take attendance in the classroom, prior to evacuation.

### SPECIAL NEEDS POPULATIONS

The Individuals with Disabilities Act mandates additional supports for students with special education needs in school setting. These supports would also function to provide supervision and assistance to students with disabilities during emergency situations.



# SRM Actions and

## COMMUNITY ACTION PARENTS WILL BEGIN TO ARRIVE

Parents will be arriving at the impacted school. Often with a Lockdown event, adjoining schools will go into Lockout. Parents may be arriving at those schools as well.



## REUNIFICATION SITE MOBILIZE REUNIFICATION TEAM

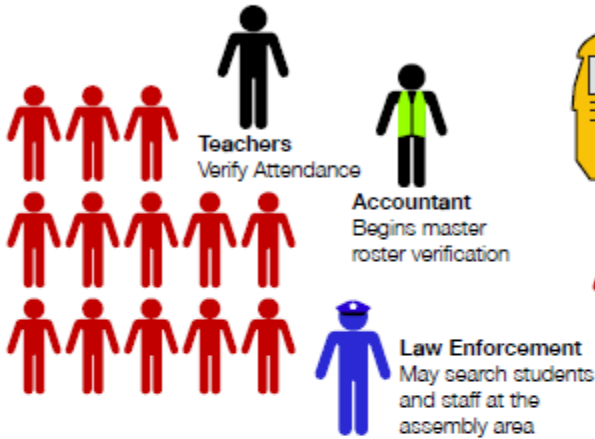
Contacting the Superintendent and determining the Reunification Site are among the first actions taken. If the site is another school, early release may be necessary.



# School for Transport

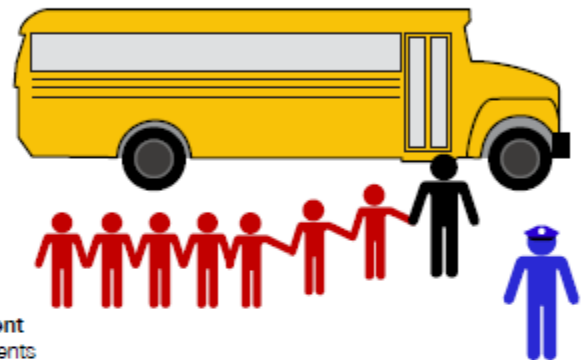
## STEP 3 SECURE ASSEMBLY AREA

At the Secure Assembly Area it is preferable that teachers stay with their students. If some teachers are unable to be at the Secure Assembly Area, doubling up classes with "Partner" teachers is appropriate.



## STEP 4 STUDENT AND STAFF TRANSPORT

Students and staff board the bus and are transported to the Reunification Site. Buses having audio video systems can be utilized for further accountability by having students face the camera and state their name.



# Considerations

## LAW ENFORCEMENT SUPPORT AND INVESTIGATIONS

Regardless of criminal activity, law enforcement support will be necessary at both the impacted school and the reunification site.



## FIRE AND EMS CASUALTY CARE

If necessary, Fire and EMS will establish Casualty Collection, Triage and Transport areas. Many fire departments are also willing to assist in the transport and reunification process, if they are not actively responding to crisis.



# SRM Staging the

## ASSEMBLY AREA

### STUDENTS ENTER OUT OF PARENTAL VIEW

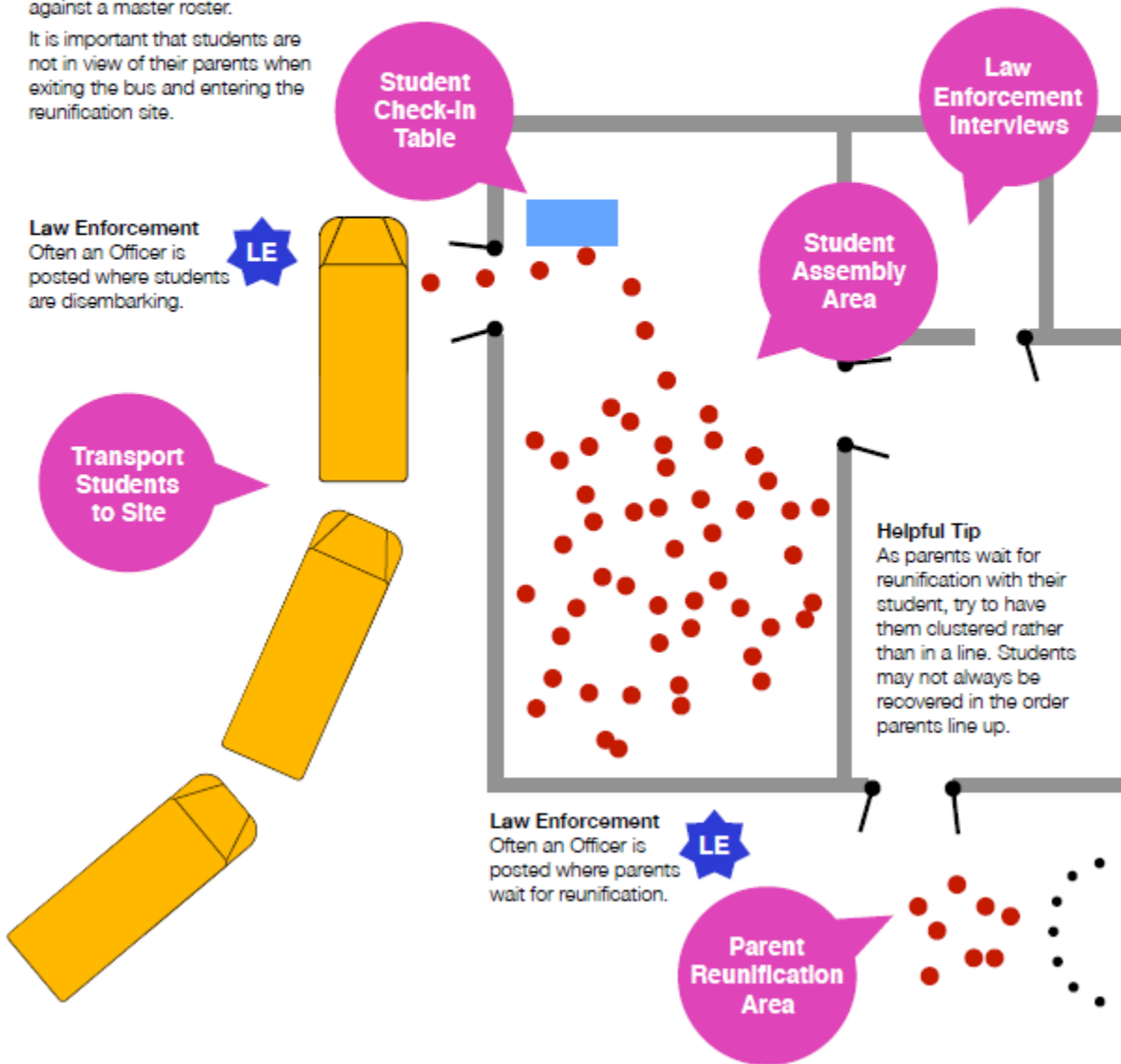
Students are transported to the Reunification Site and are then directed to the Student Assembly Area. Often this is a cafeteria or gymnasium. Upon arrival, students are verified against a master roster.

It is important that students are not in view of their parents when exiting the bus and entering the reunification site.

## GREETING AREA

### PARENTS ARE MET HERE

As parents arrive, signage directs them to Parent Check-in Table. Greeters begin the process by asking parents to complete the Reunification Card.



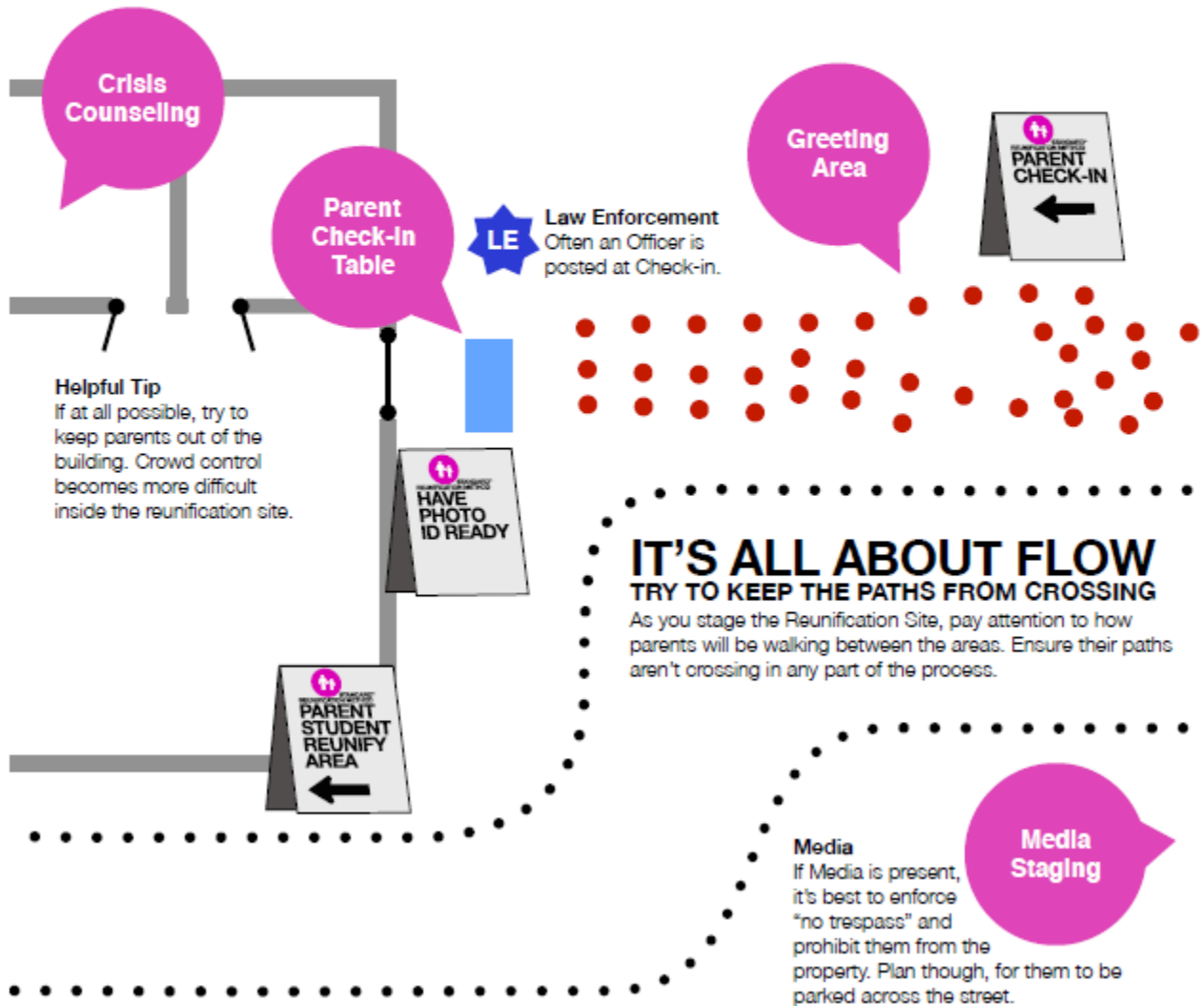
# Reunification Site

## CHECK-IN TABLE SET UP MULTIPLE LINES

Establish parallel check-in lines based on first initial of last name. Checkers verify ID and custody.

## REUNIFICATION AREA PARENT STUDENT REUNIFICATION

As their tasks are completed, Greeters and Checkers can be reassigned as Reunifiers.



# SRM The Process

## Step 1

### Greetings

As parents arrive at the reunification site, Greeters explain the process and distribute Reunification Cards.

## Step 2

### Parents fill out card

Parents complete the information requested on the card, and begin to self sort into lines.

## Step 3

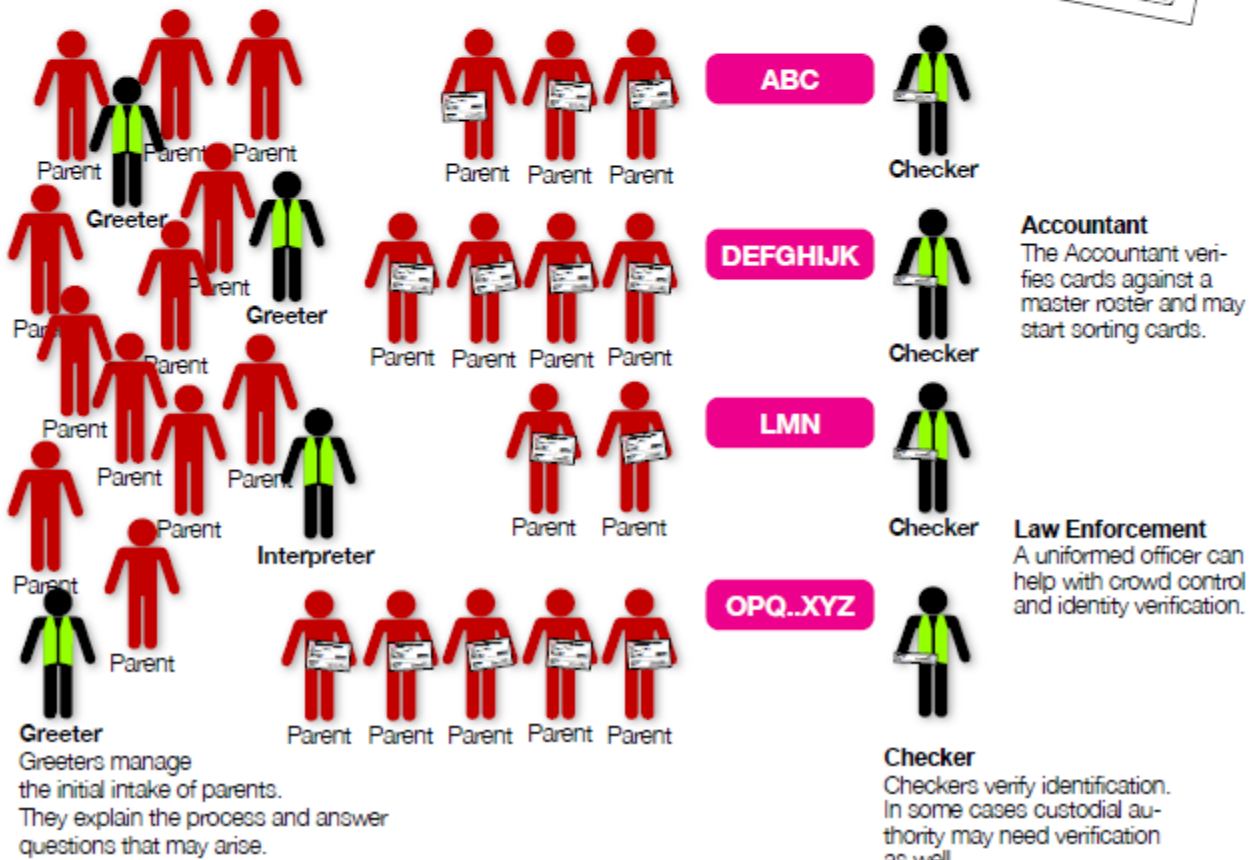
### Checkers Verify ID

Parent custody is verified. The card is torn on the perforation and the bottom is returned to the parent. The top is given to the Accountant.

**Reunification Information**  
 Student Name: \_\_\_\_\_ Student Cell Phone Number: \_\_\_\_\_  
 Student Grade: \_\_\_\_\_ Student Cell Phone Number: \_\_\_\_\_  
 Name of parent/guardian of student: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home number of parent/guardian of student: \_\_\_\_\_  
 Readability of student being placed in: \_\_\_\_\_

**Reunification Information**  
 Student Name: Sarah Smith Student Cell Phone Number: \_\_\_\_\_  
 Student Grade: 5th Student Cell Phone Number: 708-554-1038  
 Name of parent/guardian of student: John Smith  
 Address: 214-554-763  
 Home number of parent/guardian of student: \_\_\_\_\_  
 Readability of student being placed in: \_\_\_\_\_

**Reunification Information**  
 Student Name: Sarah Smith Student Cell Phone Number: 708-554-1038  
 Student Grade: 5th Student Cell Phone Number: 708-554-1038  
 Name of parent/guardian of student: John Smith  
 Address: 214-554-763  
 Home number of parent/guardian of student: \_\_\_\_\_  
 Readability of student being placed in: Parent



# in 6 easy steps

## Step 4

### Reunification Area

At the Reunification Area, parents give the bottom of the card to a Reunifier. The Reunifier goes to the Assembly area to recover the student.

## Step 5

### Student Reunification

The Reunifier returns the student to their parents asking the student if they feel comfortable leaving with that adult. They then note the time, and initial the bottom of the card.

## Step 6

### Accountability

The Reunifier delivers the bottom of the card to the Student Assembly Accountant. The Accountant may start sorting the cards.

Parent/Teacher completion:	Student Name:	Student Grade:
Parent/Teacher Name:	Parent/Teacher Signature:	Parent/Teacher Title:
Parent/Teacher Phone:	Parent/Teacher Email:	Parent/Teacher Address:
Parent/Teacher Date:	Parent/Teacher Time:	Parent/Teacher Initials:

Parent/Teacher completion:	Student Name:	Student Grade:
Parent/Teacher Name:	Parent/Teacher Signature:	Parent/Teacher Title:
Parent/Teacher Phone:	Parent/Teacher Email:	Parent/Teacher Address:
Parent/Teacher Date:	Parent/Teacher Time:	Parent/Teacher Initials:

Parent/Teacher completion:	Student Name:	Student Grade:
Parent/Teacher Name:	Parent/Teacher Signature:	Parent/Teacher Title:
Parent/Teacher Phone:	Parent/Teacher Email:	Parent/Teacher Address:
Parent/Teacher Date:	Parent/Teacher Time:	Parent/Teacher Initials:



### Principal

It may be beneficial to have the school principal in the area where students and parents are reunited.

## What If?

### the student isn't there?

If the student isn't in the Assembly Area, the Reunifier hands the card to a Victim Advocate/Crisis Counselor.

Parent/Teacher completion:	Student Name:	Student Grade:
Parent/Teacher Name:	Parent/Teacher Signature:	Parent/Teacher Title:
Parent/Teacher Phone:	Parent/Teacher Email:	Parent/Teacher Address:
Parent/Teacher Date:	Parent/Teacher Time:	Parent/Teacher Initials:

## Separate

### the parent from the line

The Victim Advocate/Crisis Counselor then separates the parent from the other parents in line and brings them to a private location.



### Law Enforcement

A uniformed officer can help with crowd control and keep the peace.



## **SRM THE CARD**

### **REUNIFICATION INFORMATION CARDS**

The Standard Reunification Method was created to manage not just the students, but the parental experience of reunification as well. The Reunification Card is an essential element of the method.

Some might initially protest, “What! More Paperwork?” And the answer is “Yes. Precisely.” Beyond providing a mechanism for accountability, the card demonstrates to parents that there is a process for this. It shows that the school or district has a plan and a method.

The psychology behind the process begins to offer the parent some measure of order in what might be a stressful time. Filling the card out, then separating the top from the bottom, handing the card to the Reunifier, gives the parent feedback, demonstrating progress in the process. The bottom of the card also provides proxy identification for the parent, removing the need to ID them at every phase.

Send it home in advance?

A question often comes up about whether the school should send the cards home in advance and request parents fill out and return them. Certainly an option, but it creates unnecessary work in collecting the cards and diminishes the parent experience. One alternative is to send the cards home, with the handout, and ask parents to complete the card and put it in their car. This gives parents an expectation of the process and some parents will complete the request.

### **AVAILABLE IN SPANISH**

The Reunification Card is also available in Spanish. Check the website for new translations.



## Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name .....

Student Grade ..... Student Cell Phone Number .....

Name of person picking up student .....

Signature .....

Phone number of person picking up student .....

Relationship to student being picked up .....

**School personnel completes:**  
 Photo identification matches name of person picking up student?  
 Yes or No .....

**Parent/Guardian completes:**

Print Student Name Again..... Student Grade .....

Teacher .....

Student Birthday .....

**School personnel completes upon release of student**

DATE ..... INITIALS ..... OTHER .....

### Reunificación

Primero, queremos agradecerle su paciencia durante esta reunificación. Compartimos la misma meta durante este proceso: Reunir a Ud. y a su estudiante lo más rápido posible. La razón por la cual estamos haciendo esto es que un acontecimiento ha ocurrido en la escuela que nos manda a juntarse personalmente con su niño.

### Instrucciones

1. Por favor complete la información del otro lado de esta tarjeta.
2. Prepare su identificación (si usted no tiene identificación con usted, por favor muévase al lado de la línea/fila, puede tomar un poco verificar su identidad.)
3. Seleccione la fila de registro basada en apellido del estudiante o grado del estudiante.
4. Después del registro, el personal abrirá esta tarjeta en dos y un controlador será enviado para traer a su estudiante. Por favor camine hacia la ubicación de reunificación.
5. Si ha habido una lesión u otras preocupaciones, puede pedirse reunirse con un consejero.
6. Por favor no le quite al personal de la escuela o del distrito. Completaremos esto lo más rápido posible.

### Firma del Padre o Tutor

He leído y entiendo estas instrucciones.

Imprima su Nombre..... Fecha .....

Firma.....

## PRESS READY ARTWORK

The Reunification Cards are press ready for your printer. The artwork is set up for Work and Tumble<sup>1</sup> on 8 1/2" x 11" index card stock. Ask your printer for a strong perforation. There is little worse than a "bad perf" on reunification day.

<sup>1</sup> "In prepress and printing, an imposition or layout in which one plate contains all the images (pages) to be printed on both sides of a sheet. When one side of a job has been printed, the pile of printed sheets is turned over, the edge of the sheet that was the gripper edge for the first side becoming the back edge for the second side. After printing, the sheet is cut in half, yielding two identical units."

<sup>1</sup>Source: *PrintWiki – the Free Encyclopedia of Print*, <http://printwiki.org>

# **STANDARD REUNIFICATION METHOD**

## **STUDENT/PARENT REUNIFICATION**

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat event, danger outside the school or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

## **NOTIFICATION**

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. "

## **PARENT/GUARDIAN EXPECTATIONS**

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient.

Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## **WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?**

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

## **WHAT IF THE STUDENT DROVE TO SCHOOL?**

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

## **HOW IT WORKS**

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

## **REUNIFICATION CARDS**

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification card.

This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

## **BRING ID TO CHECK IN**

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

## **INTERVIEWS AND COUNSELING**

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information

**APPENDIX D**

**Stillwater Public Schools'  
Athletic Emergency Action Plan**

# Stillwater Public Schools' Athletic Emergency Action Plan



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## **Emergency Action Plan**

Emergency situations may arise anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant in emergencies and/or life threatening conditions. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies could occur at any time during an activity, the sports medicine department and athletic staff must be prepared. Athletic Organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of emergency care to all sports participants. This preparation involves formulation of an emergency action plan, proper coverage of events, maintenance of appropriate medical emergency equipment and supplies, utilization of appropriate medical emergency personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques, and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation. But, with proper preparation on the part of the Sports Medicine Team, each emergency situation should be managed appropriately.

### **Components of the Emergency Action Plan**

1. Emergency Personnel
2. Roles of First Responders
  - a) Activating Emergency System
3. Emergency Communication
4. Emergency Equipment
5. Emergency Transportation
6. Venue Directions with Map
7. Individual Sports/Facility's EAP
  - a) Babcock Park
  - b) Colvin Recreation Center
  - c) Couch Park Baseball Field
  - d) Couch Park Softball Field
  - e) Couch Park Tennis Courts
  - f) Junior High Auxiliary Gymnasium
  - g) Junior High Basketball Gymnasium
  - h) Junior High Football Field
  - i) Lakeside Memorial Golf Course
  - j) Links at Stillwater
  - k) "Old Gymnasium"
  - l) Pioneer Fieldhouse Gymnasium
  - m) Pioneer Stadium
  - n) Stillwater Country Club Golf Course
  - o) Stillwater Middle School
  - p) Stillwater YMCA
  - q) Sunset Park
  - r) Weight Room
  - s) West Gymnasium
8. On-Field Emergency Protocol
9. Emergency Action Plan Checklist for non-medical emergencies

### **Emergency Action Plan Personnel**

During athletic practice or competition, the first responder to an emergency is typically a member of the sports medicine staff. Most commonly this staff member is a certified athletic trainer, but may also be a coach, administrator, or physician. A team physician may not always be present at every organized practice or competition though. The type and degree of sports medicine coverage for an athletic event may vary widely based on such factors as the sport or activity, the setting, the type of training, or competition.

### **Roles of First Responders**

The development of an emergency action plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians, emergency medical technicians, certified athletic trainers, student athletic trainers, coaches, managers, and possibly bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or the preference of the Head Athletic Trainer. There are four basic roles within the emergency medical team.

1. The first and most important role is establishing safety of the scene and immediate care of the athlete. Acute care (immediate care) should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training.
2. EMS activation may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening event. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event.

---

### **Activating the EMS System**

#### **Making the Call:**

- Notify emergency personnel at 911

#### **Providing Information**

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes injured
- Condition of athletes (breathing, not breathing, pulse, no pulse, bleeding, conscious, unconscious)
- First Aid treatment initiated by first responder (blood control, CPR, etc.)
- Specific directions as needed to location of injured athlete (see individual sport EAP)
- Other information requested by dispatcher

- 
3. Equipment retrieval may be done by anyone on the emergency team who is familiar with the types and locations of the specific equipment needed. Student athletic trainer aides, managers, and coaches are good choices for this role.
  4. Directing EMS to the scene is the fourth role. One member of the team should be responsible for meeting emergency medical personnel as they arrive at the site of the emergency. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of the medical personnel. An administrator, the athletic director or coach may be appropriate for this role.

### **Emergency Communication**

Communication is key to quick emergency response. Athletic trainers and emergency medical personnel must work together to provide the best emergency response capable and should have contact information established as part of pre-planning for emergency situations. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event, then direct communication with the emergency medical system at the time of the injury or illness is necessary.

Access to a working telephone or other telecommunication device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order. A back-up communication plan should be in effect should there be failure of the primary communication system. A cellular phone is preferred if available. At any athletic venue, whether home or away, it is important to know the location of a workable telephone. Pre-arranged access to the phone should be established if not easily accessible.

### **EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

### **SPORTS MEDICINE STAFF**

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

### **ATHLETIC OFFICE STAFF**

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**

### **Emergency Equipment**

All necessary emergency equipment should be at the site and quickly accessible. An automated external defibrillator (AED) should be present during all athletic practices and competitions. During regular after school practices, the AED may be located wherever a certified athletic trainer is present, which is in the Athletic Training Room or on the football field. During home events, it will be located on the sideline, court, or dugout depending upon the sporting event that is taking place. If there are multiple sports taking place at the same time, the certified athletic trainer will use his/her discretion as to the location of the AED. Every venue has an AED nearby. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition and personnel must be trained in advance to use it properly. Emergency equipment available should be appropriate for the level of training of the emergency medical staff. Creating an equipment inspection log book for continued inspection throughout the year is strongly recommended. It is also recommended that a few members of the emergency team be trained and responsible for the care of the equipment.

It is important to know the proper way to care for and store the equipment. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

### **Medical Emergency Transportation**

In the medical emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance where the necessary staff and equipment is available to deliver appropriate medical care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure that the activity areas are supervised should the emergency care provider leave the site in transporting the athlete. Any emergency situations where there is impairment in level of consciousness (LOC), airway, breathing, or circulation (ABC) or there is neurovascular compromise should be considered a “load and go” situation with emphasis placed on rapid evaluation, treatment and transportation. In order to provide the best possible care for Stillwater Public Schools’ Athletics, all athletes should be transported to a local hospital of the parent’s choice.

### **Non-Medical Emergencies**

For the following non-medical emergencies; fires, bomb threats, severe weather and violent or criminal behavior, refer to the emergency action plan checklist for the particular sport and follow the instructions.

## EMERGENCY ACTION PLAN

### BABCOCK PARK

**Address: 19th Ave & Western Rd., Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to what field you are on at Babcock Park. Directions for Lifenet are: When heading to Babcock Park take a left onto N Boomer Rd then a right on Duck St, right on Hall of Fame and follow the curve to take you down towards 6th Ave. The road changes into Western Rd. Take Western Rd down past 12th Ave. and go over the bridge that crosses over Stillwater Creek and then take a right into the second driveway entrance to the parking lot for the fields at Babcock Park. Continue onto the field.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective vehicles . All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock

down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

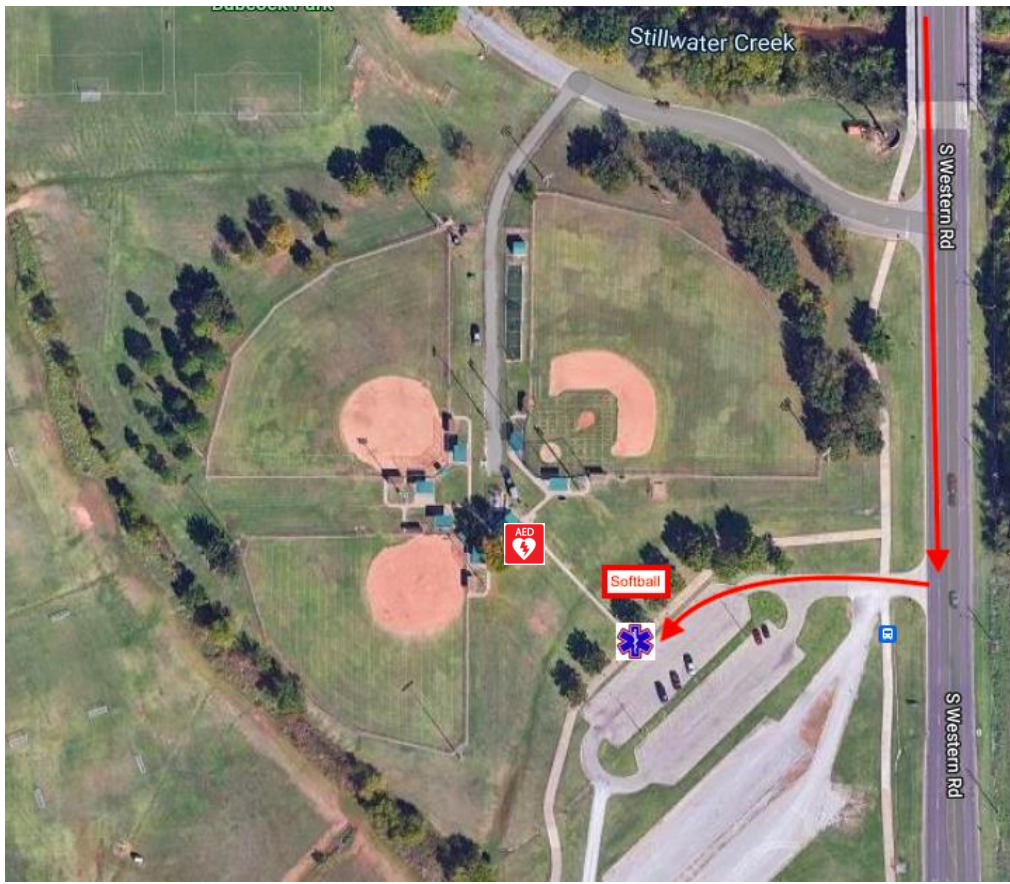
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

**ATHLETIC OFFICE STAFF**

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**COLVIN RECREATION CENTER**

**Address: 1651 W Hall of Fame Ave., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Colvin Recreation Center. Directions for Lifenet are: Go South on Washington St and stay on that road until you hit Hall of Fame Ave. Take a right onto Hall of Fame Ave. and then a left onto Cleveland St. For the tennis courts and the Colvin Center Annex take a right onto Farm Rd.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

## EMERGENCY PHONE NUMBERS:

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

## SPORTS MEDICINE STAFF

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

## ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**COUCH PARK BASEBALL FIELD**

**Address: 800 E 12th Ave, Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the dugout during all practices and games.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Couch Park Baseball Field. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12<sup>th</sup> Ave. Turn left onto E 12<sup>th</sup> Ave. and go over the railroad tracks. Then turn right onto E Alcott Ave. past the parking lot for the public swimming pool. The baseball field will be on your left. After turning left off of E Alcott Ave, the field will be the one on the left and not the right. Continue onto the field.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective locker rooms. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

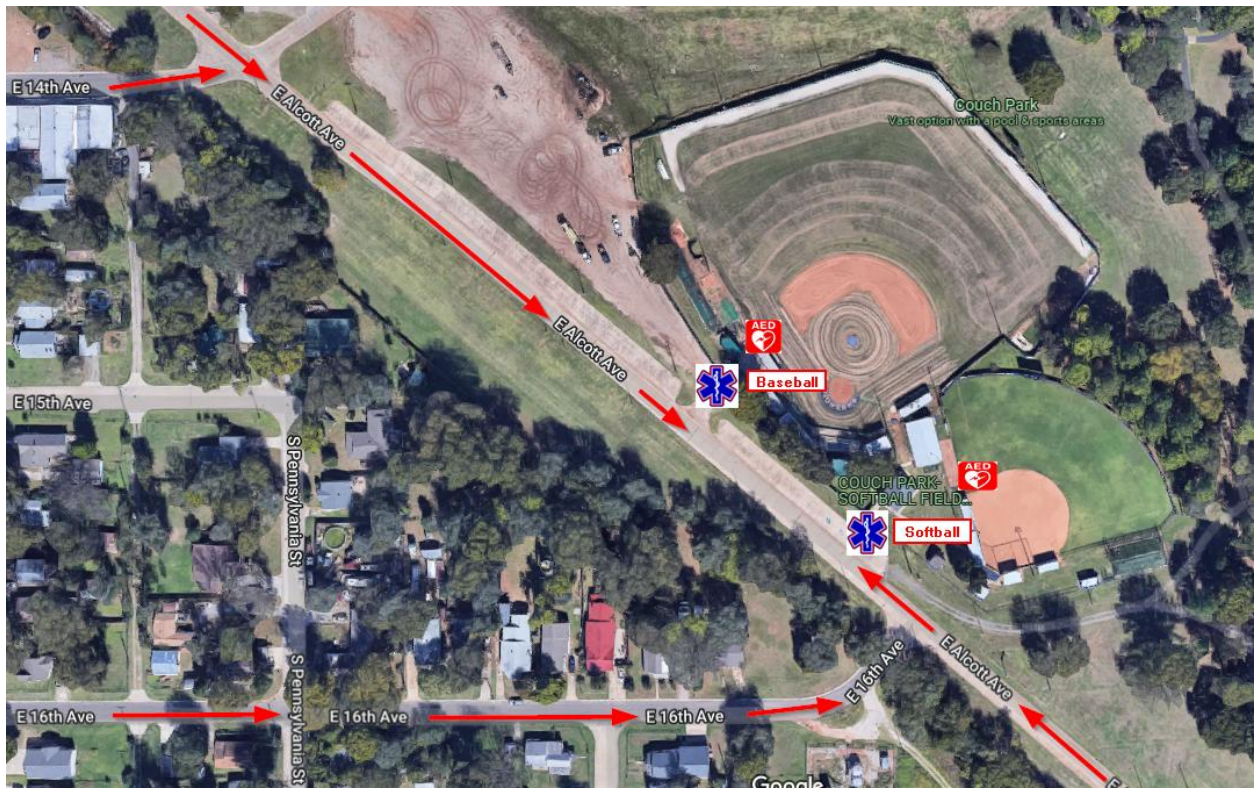
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**COUCH PARK SOFTBALL FIELD**

**Address: 800 E 12th Ave, Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the dugout during all practices and games.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Couch Park Softball Field. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12<sup>th</sup> Ave. Turn left onto E 12<sup>th</sup> Ave. and go over the railroad tracks. Then turn right onto E Alcott Ave. past the parking lot for the public swimming pool. The softball field will be on your left. After turning left off of E Alcott Ave, the field will be the one on the right and not the left. Continue onto the field.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective locker rooms. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**

## COUCH PARK TENNIS COURTS

**Address: 800 E 12th Ave, Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the tennis courts. Directions for Lifenet are: go South on N Boomer Rd. until you reach McElroy Rd. Turn left onto McElroy Rd and take that road East until Perkins Rd. (N 3340 Rd.). Turn right onto Perkins Rd. and go South until you get to E 12<sup>th</sup> Ave. Turn left onto E 12<sup>th</sup> Ave. and go past the public swimming pool. The courts will be on your right. Turn into the parking lot. Continue onto the courts.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the courts by exiting the courts into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

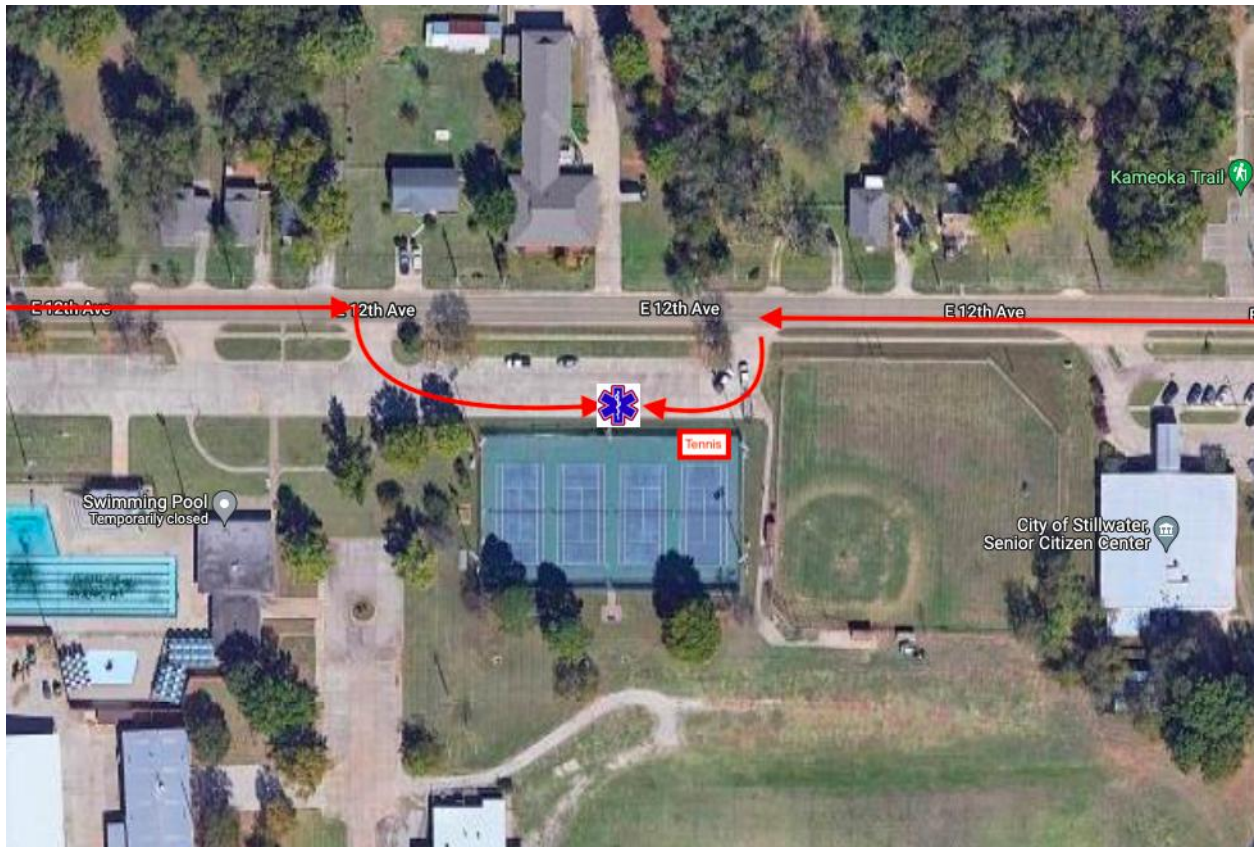
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**JUNIOR HIGH AUXILIARY GYMNASIUM**

**Address: 1900 N Skyline St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the main office and in the hallway outside of the Junior High Basketball Gymnasium.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Junior High Basketball Gymnasium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Then continue into the Gymnasium through the East doors.
  - h. Open appropriate doors.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective locker rooms. All spectators and fans will be encouraged to move into the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the court into their respected locker rooms. **The coaches will be responsible for counting the players**

and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

**EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
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**ATHLETIC OFFICE STAFF**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### JUNIOR HIGH BASKETBALL GYMNASIUM

**Address: 1900 N Skyline St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the hallway right outside the gymnasium during all practices and games.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Junior High Basketball Gymnasium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Then continue into the Gymnasium through the South doors.
  - h. Open appropriate doors.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes to their respective locker rooms. All spectators and fans will be encouraged to move into the hallway right outside the gymnasium or the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the court by exiting into their respected locker rooms. **The coaches**

will be responsible for counting the players and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

**EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
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  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**JUNIOR HIGH FOOTBALL FIELD**

**Address: 1900 N Skyline St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the main office and in the hallway outside of the Junior High Basketball Gymnasium.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Pioneer Stadium. Directions for Lifenet are: go North on N Boomer Rd. and turn on to W Lakeview Rd. Take E Lakeview Rd. past the Goodwill. Turn right onto N Benjamin St. and follow the road onto E Dell Ave. which turns into N Grandview St. after a sharp turn. Then take a left onto Kraye Ave. After another sharp turn, Kraye Ave. turns into N Skyline St. The Junior High will be on your right. Turn into the large parking lot off of N Skyline St. Continue straight onto field/track.
  - h. Open appropriate gates (gates located on the Southeast corner of the stadium).
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field/track to their respective locker rooms. All spectators and fans will be encouraged to move to the locker rooms. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for**

counting the players and making sure that everyone is accounted for. In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

**EMERGENCY PHONE NUMBERS:**

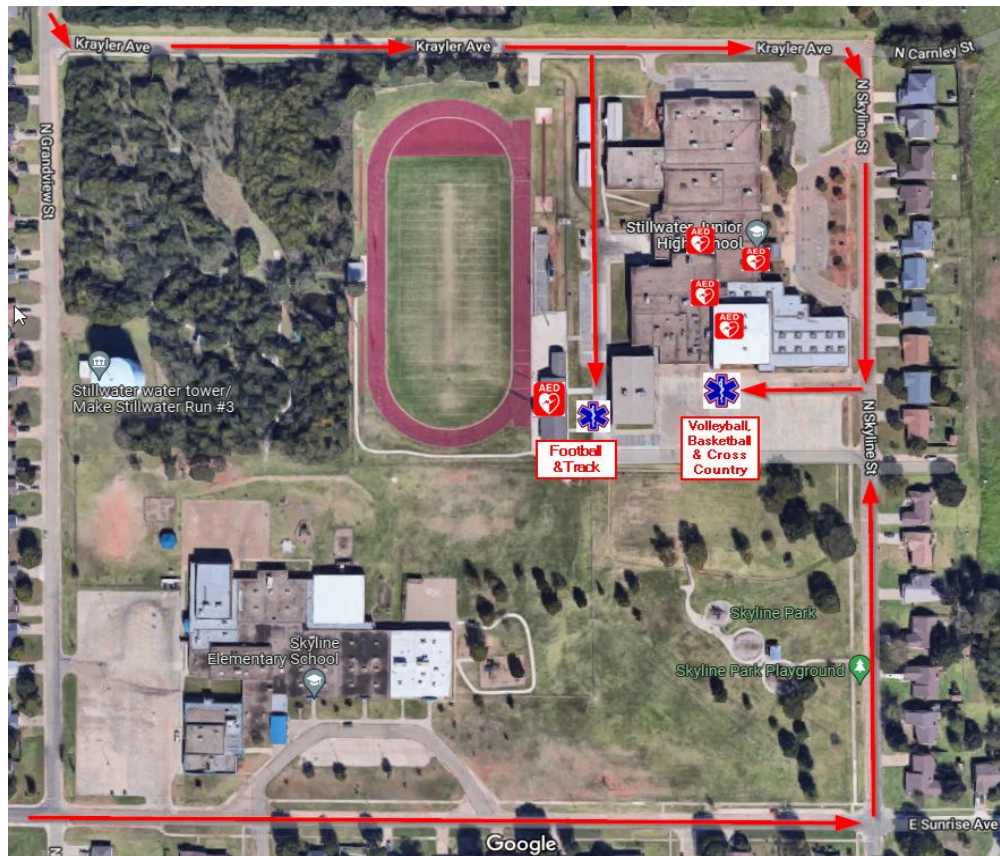
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

- **Aaron Harmon, Head Athletic Trainer-(405) 880-4263**
- **Brionna Belcher, Assistant Athletic Trainer - (918) 688-8850**
- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

**ATHLETIC OFFICE STAFF**

- **High School Athletic Office-(405) 533-6338**
- **Brian Warwick, High School Athletic Director-(405) 714-8146**
- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### LAKESIDE MEMORIAL GOLF COURSE

**Address: 5201 N Washington St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Lakeside Memorial Golf Course. Directions for Lifenet are: Go North on Washington St. and turn right at the entrance of Lakeside Memorial Golf Course and follow the parking lot to the clubhouse which will be on the Northeast side of the parking lot.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### LINKS AT STILLWATER

**Address: 4599 N Washington St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Links at Stillwater. Directions for Lifenet are: Go North on Washington St and turn right at the entrance of The Links and follow that road to the club house.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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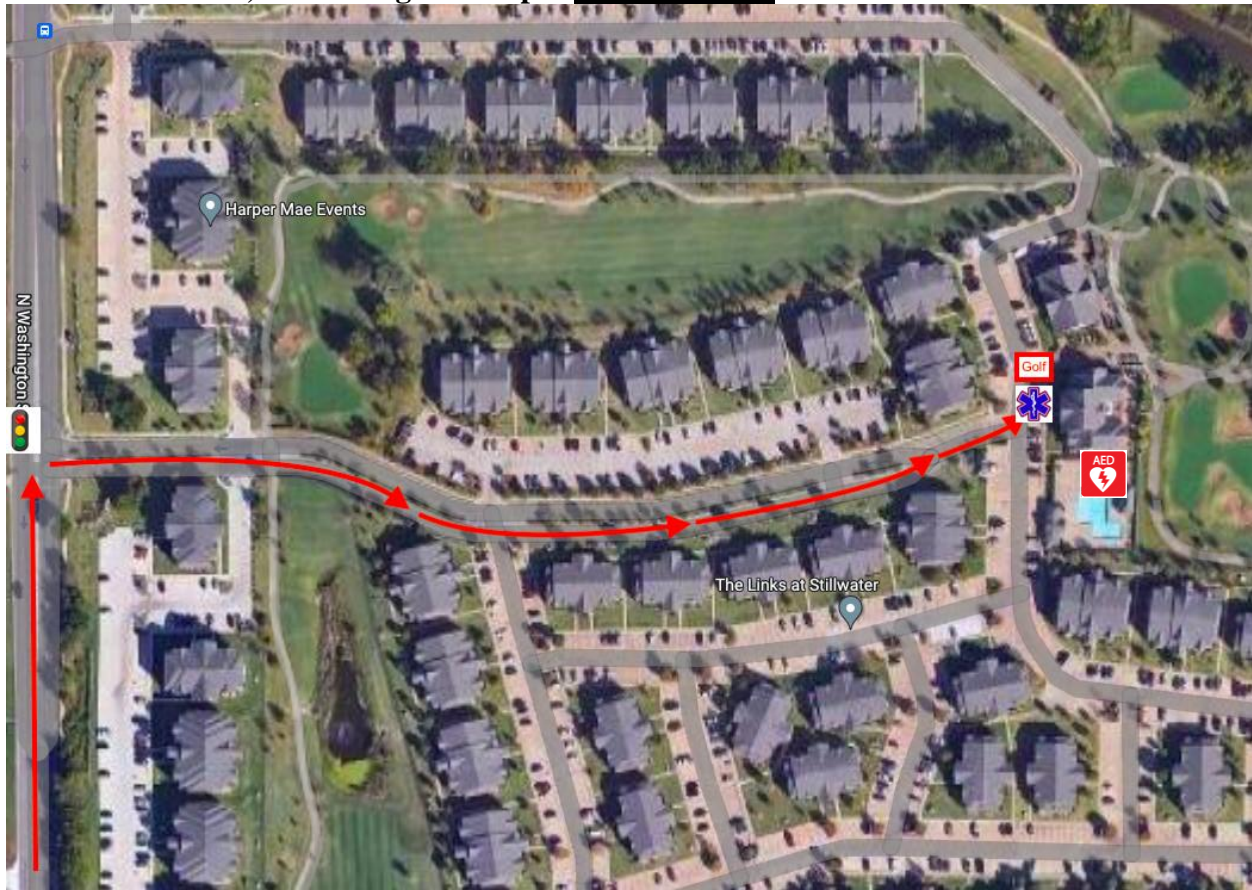
- **EMERGENCY NUMBER: 911**
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## **SPORTS MEDICINE STAFF**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### “OLD GYMNASIUM”

**Address: 1224 N Husband St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer’s kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the Northwest corner of the Field House in the Athletic Training room.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the Southeast doors leading to the Gymnasium which are just North of the Pioneer Field House Gymnasium.
  - h. Open appropriate doors (doors located on Southeast side of building).
  - i. Assign an individual to “flag down” EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach’s instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach’s instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock

down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

**EMERGENCY PHONE NUMBERS:**

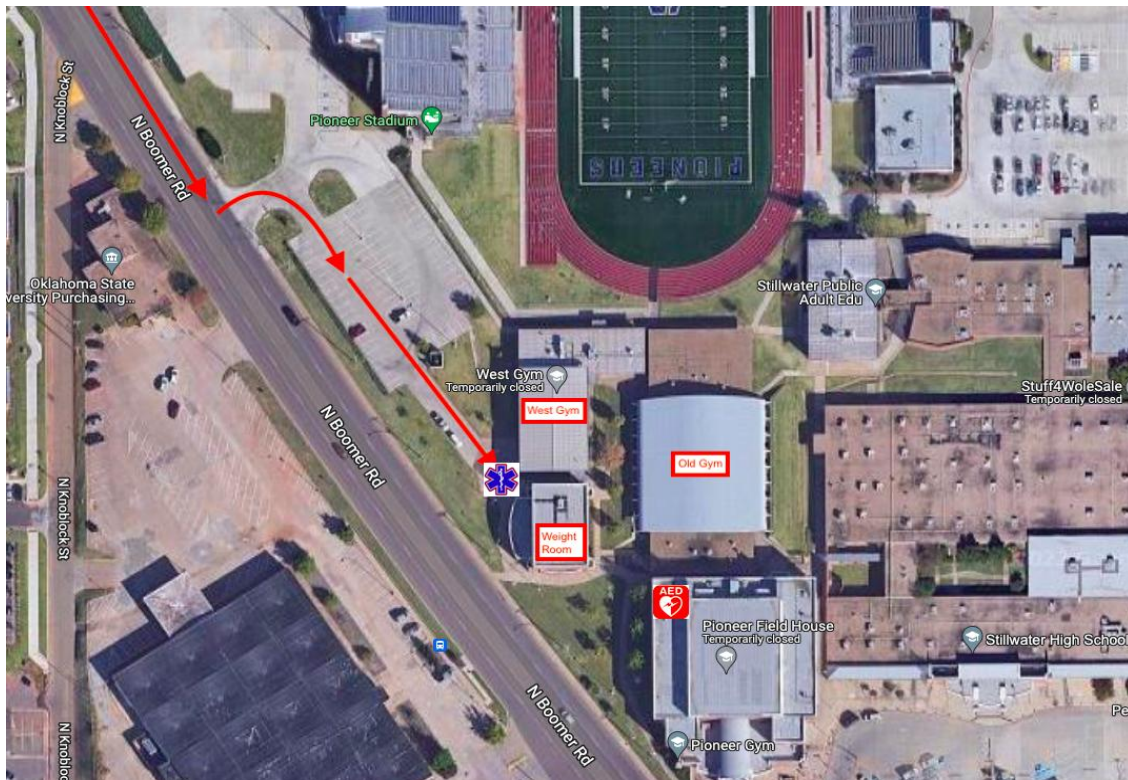
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

**ATHLETIC OFFICE STAFF**

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**PIONEER FIELDHOUSE GYMNASIUM**

**Address: 1224 N Husband St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the sideline and in the hallway near the court.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors leading to the Gymnasium.
  - h. Open appropriate doors (doors located on the South side of the building).
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms or hallways. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

## **EMERGENCY PHONE NUMBERS:**

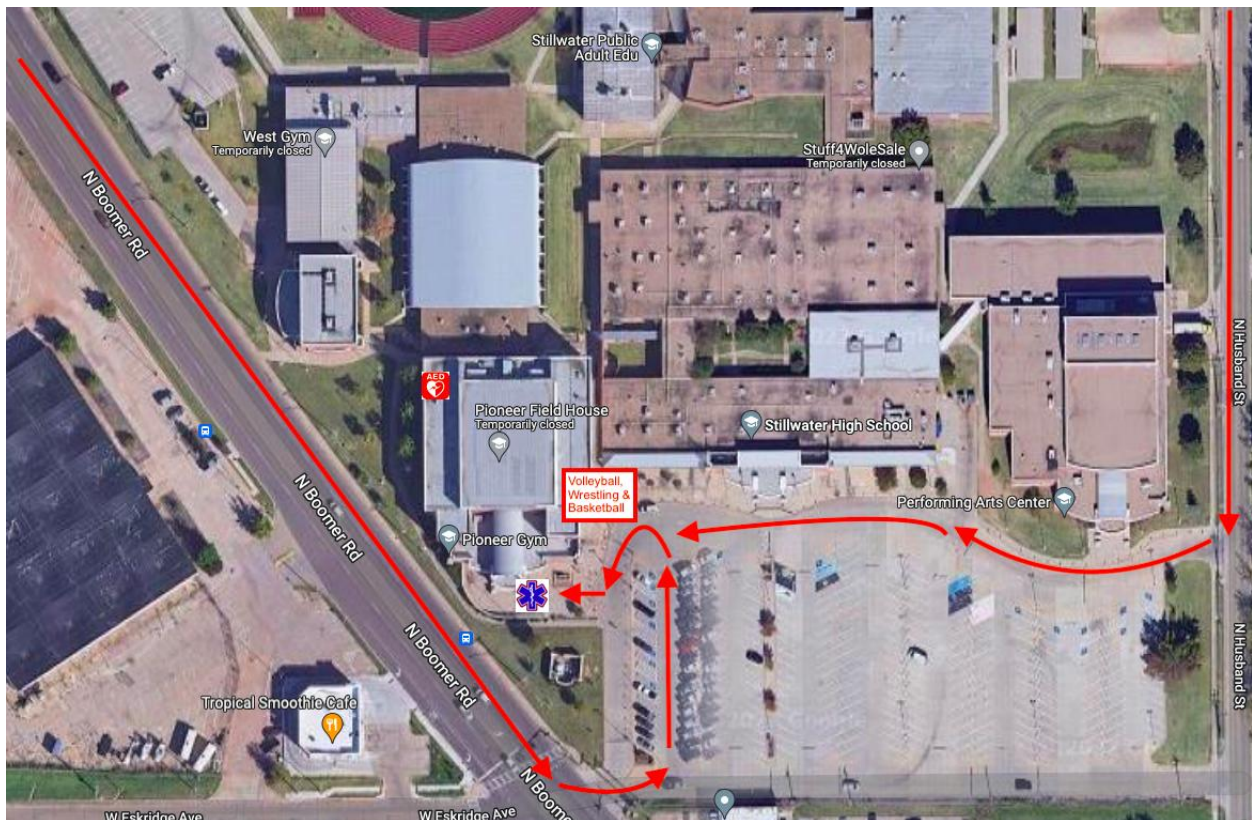
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

## **SPORTS MEDICINE STAFF**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

## **ATHLETIC OFFICE STAFF**

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### PIONEER STADIUM

**Address: 1224 N Husband St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located on the football field during all practices and games/meets, the football locker room, and the first aid station on the home side.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Pioneer Stadium. Directions for Lifenet are: enter off of N Husband St. and turn into the parking lot. Continue straight onto the field/track.
  - h. Open appropriate gates (gates located on the Southeast corner of the stadium).
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field/track to their respective locker rooms. All spectators and fans will be encouraged to move underneath the bleachers or to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a campus lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

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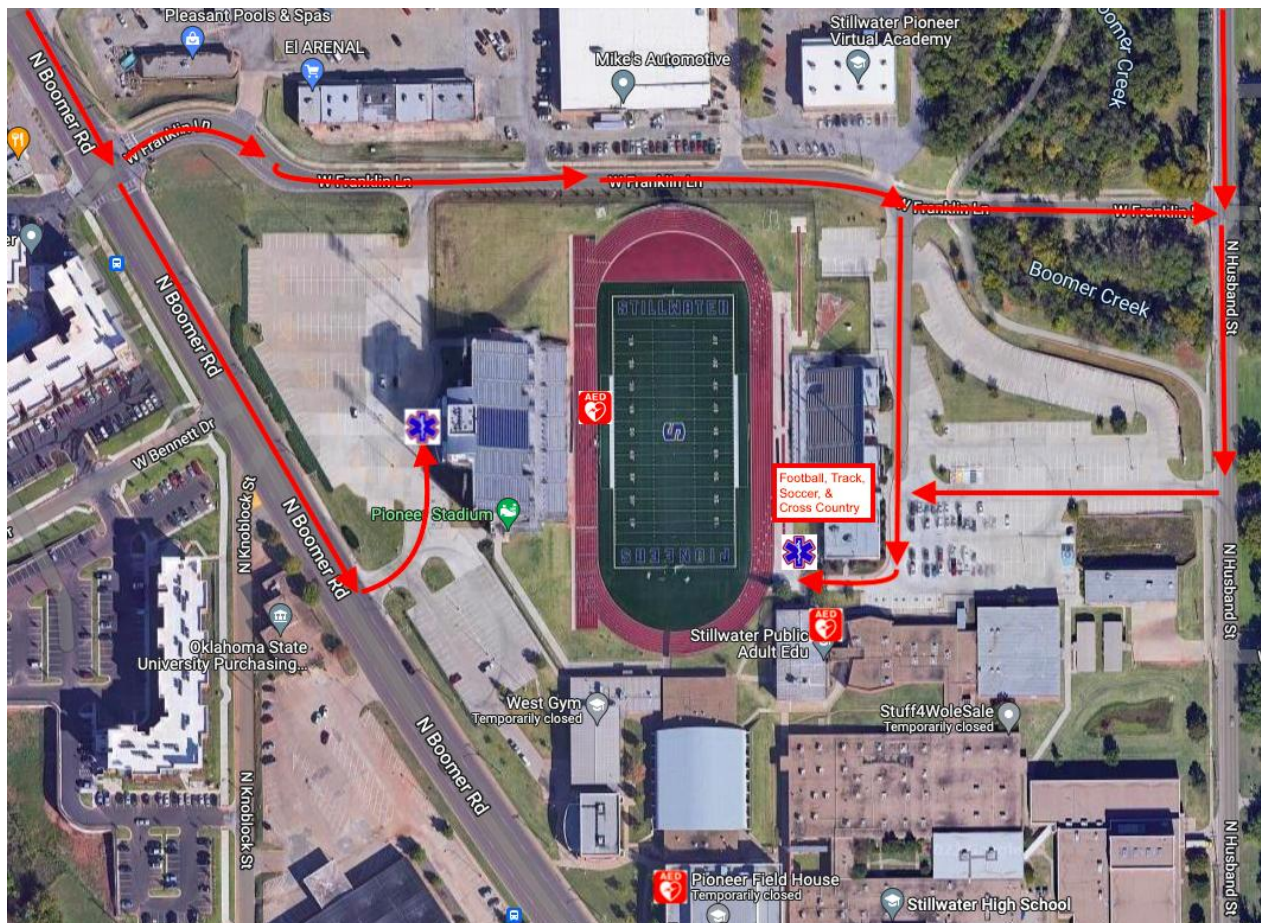
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## SPORTS MEDICINE STAFF

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## ATHLETIC OFFICE STAFF

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### STILLWATER COUNTRY CLUB GOLF COURSE

**Address: 5215 W Country Club Dr., Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Stillwater Country Club Golf Course. Directions for Lifenet are: Go West on Lakeview Rd and then take a left on Country Club Rd. Follow that road down to Country Club Dr. and then the clubhouse will be on the left side of the road.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the course to the clubhouse or to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

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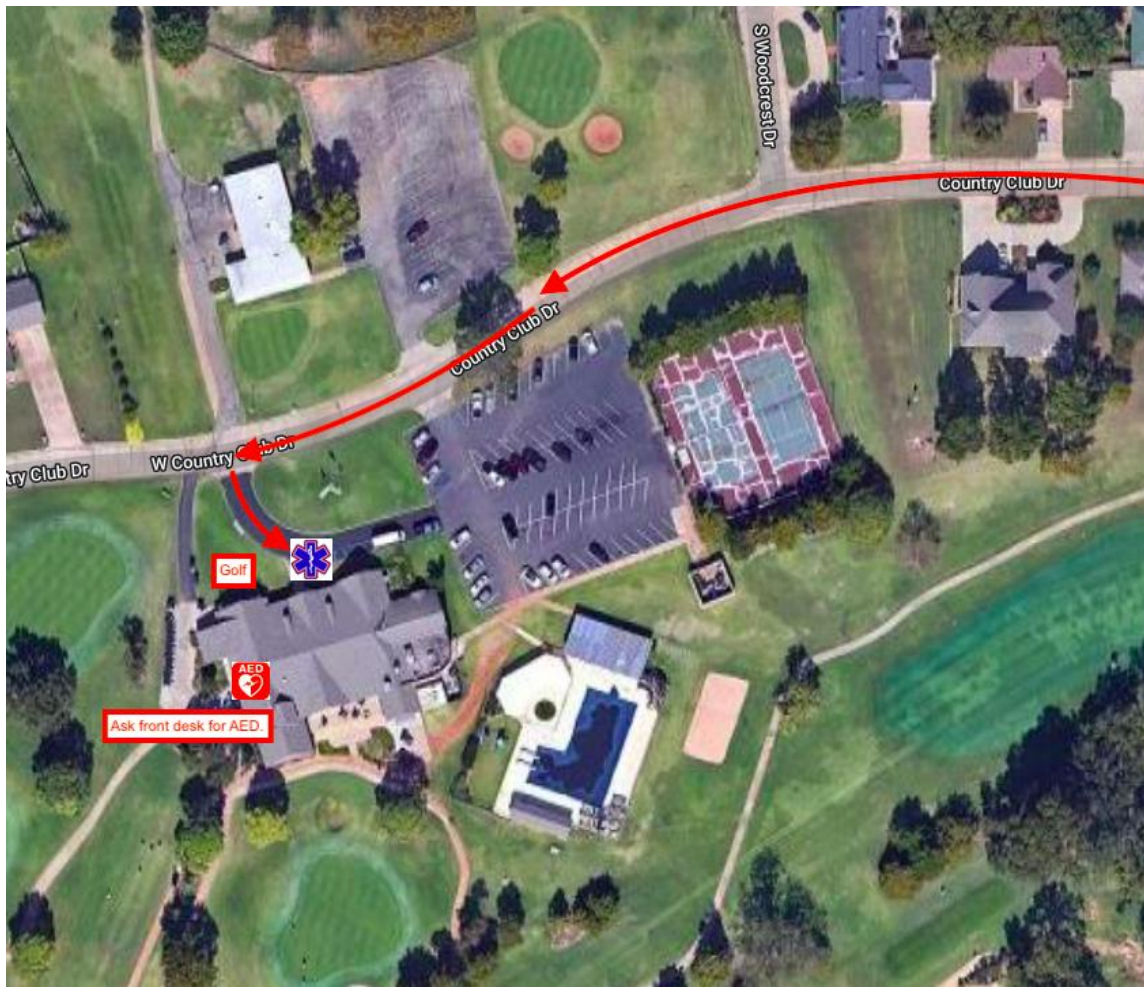
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- **Jim Vestal, Junior High Principal-(918) 852-5884**



**EMERGENCY ACTION PLAN**  
**STILLWATER MIDDLE SCHOOL**

**Address: 2200 S Sangre Rd., Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the hallway right outside of the gymnasium for all practices and games.

**ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Stillwater Middle School. Directions for Lifenet are: Go South onto N Boomer Rd then a right on Duck St, right on Hall of Fame and follow the curve to take you down towards 6th Ave. Take a slight turn to the right onto 6th Ave and then take a left onto Sangre Rd. Follow Sangre Rd. down to the middle school and turn into the parking lot.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

**SAFETY LOCATIONS:**

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is

obtained and authorities have allowed re-entry into the building. In the event of a campus lock down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

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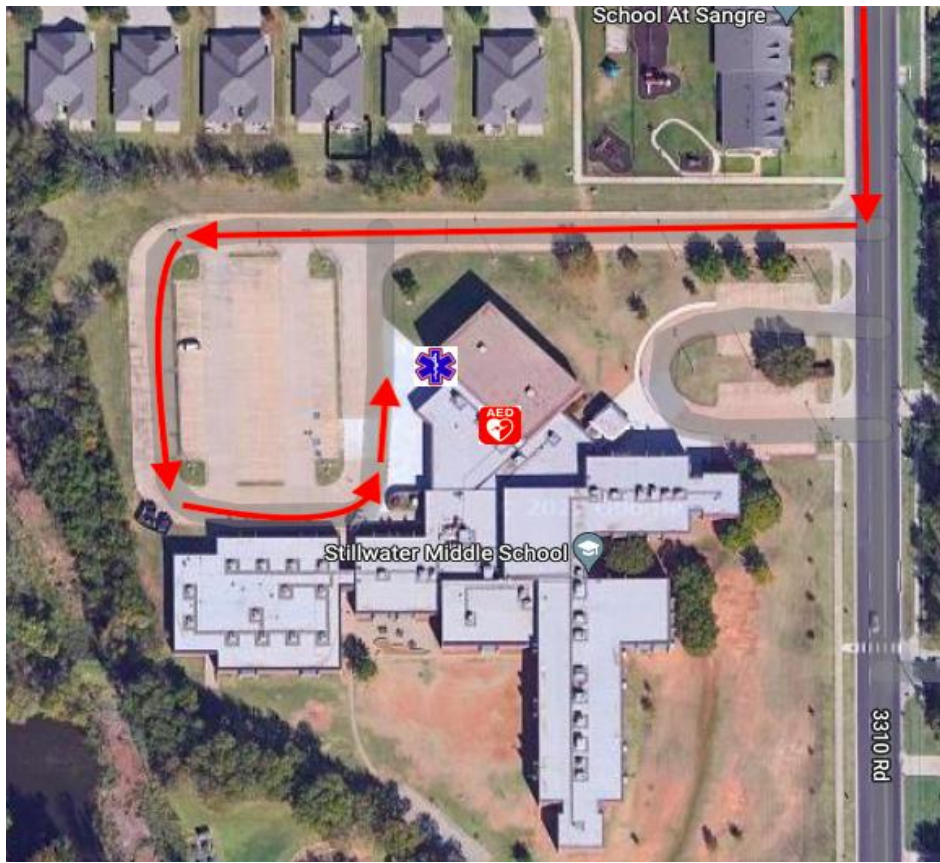
- **EMERGENCY NUMBER: 911**
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  - **OFFICE: (405) 707-5120**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### STILLWATER YMCA

**Address: 204 S Duck St., Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) may be located in the pool area and in the hallway right outside the pool area for all practices and games.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Stillwater YMCA. Directions for Lifenet are: Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. Stay on Duck St. until you reach the YMCA, it will be on the right side of the road between Maple St. and 3rd Ave. There is a circle drive on the East side of the building or a parking lot on the South side of the building.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the pool to the commons area or their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a

lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

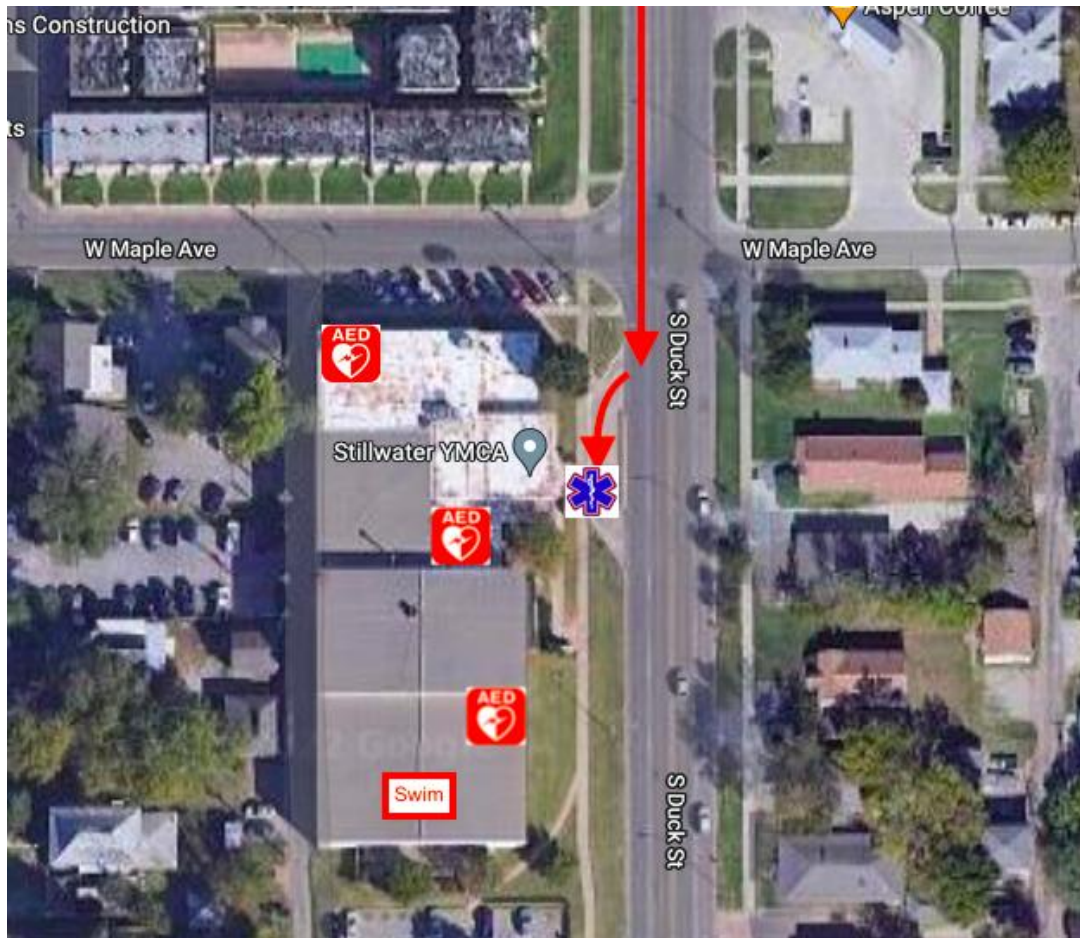
- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

**SPORTS MEDICINE STAFF**

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- **Athletic Training Room-(405) 707-5359**
- **Ortho Oklahoma-(405) 707-0900**

**ATHLETIC OFFICE STAFF**

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- **Chad Cawood, Assistant Athletic Director-(405) 762-6181**
- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### SUNSET PARK

**Address: 701 S Washington St., Stillwater, OK 74074**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Sunset Park. Directions for Lifenet are: Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. and stay on that until 8th Ave. Take a right at 8th Ave. and then the tennis courts will be on your right side at the corner of 8th Ave. and Washington St.  
**ALTERNATE ROUTE:** Go South onto Washington St and then merge onto N Boomer Rd, then take a right onto Duck St. Take a right onto 6th Ave and then a left onto S Washington St.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the courts to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock

down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

**EMERGENCY PHONE NUMBERS:**

- **EMERGENCY NUMBER: 911**
- **Jeremy Hooten, OFFICER: (405) 762-1413**
  - **OFFICE: (405) 707-5120**

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- **Jim Vestal, Junior High Principal-(918) 852-5884**



## EMERGENCY ACTION PLAN

### WEIGHT ROOM

**Address: 1224 N Husband St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the Northwest corner of the Field House in the Athletic Training room.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the Pioneer Field House Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors which are located just Northwest of the Pioneer Field House Gymnasium.
  - h. Open appropriate doors (doors located on South side of building).
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock

down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

### **EMERGENCY PHONE NUMBERS:**

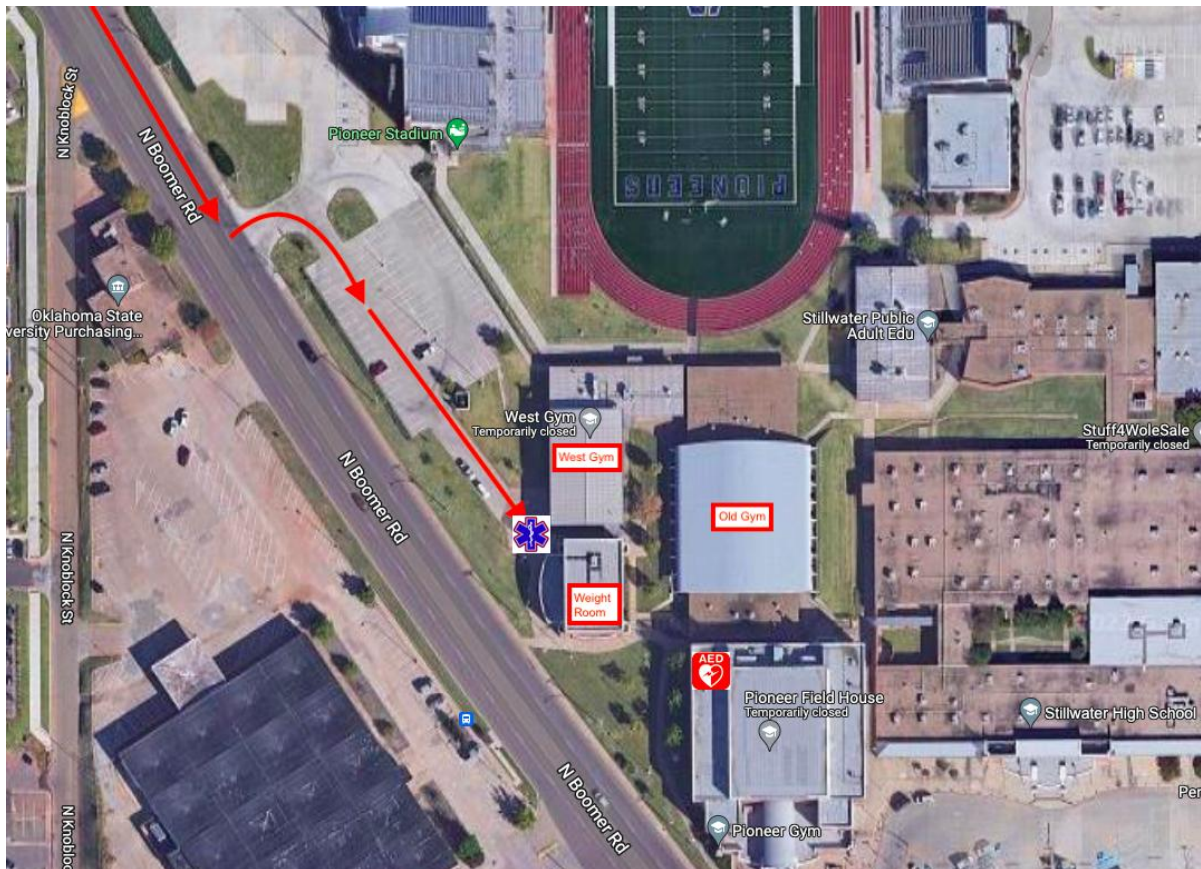
- **EMERGENCY NUMBER: 911**
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## EMERGENCY ACTION PLAN

### WEST GYMNASIUM

**Address: 1224 N Husband St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. The automatic external defibrillator(AED) is located in the Northwest corner of the Field House in the Athletic Training room.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency)
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to the West Gymnasium. Directions for Lifenet are: enter off of N Husband St. and continue through the parking lot. Come through the South doors which are just West of the "Old Gymnasium".
  - h. Open appropriate doors (doors located on the Southeast side of the building).
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of severe weather (tornadoes, hail storms, etc.) move all individuals into the locker rooms. In the event of a fire, have all athletes exit in accordance with coach's instructions to the exterior of the building until the scene is safe. Have all spectators exit through the nearest exit and wait until the scene is safe. **The coaches are responsible for counting the student athletes to make sure that all are accounted for.** In the event of a bomb threat, all athletes are to exit the building in accordance with coach's instructions and wait until an all clear signal is obtained and authorities have allowed re-entry into the building. In the event of a campus lock

down due to criminal activity, all athletes are to report to their locker rooms, if safe to do so, until the all clear signal is given by campus security or another high school official.

**EMERGENCY PHONE NUMBERS:**

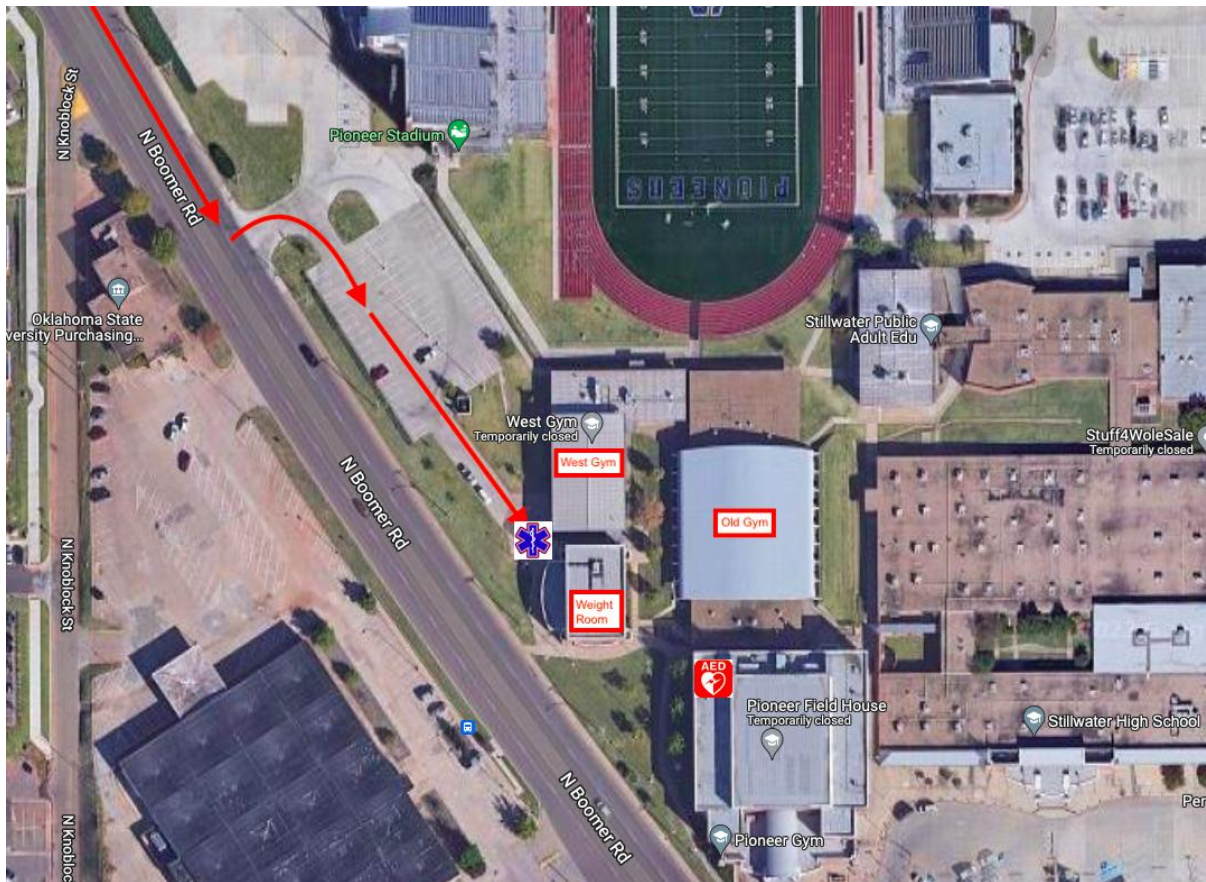
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## EMERGENCY ACTION PLAN

### WHITTENBERG PARK

**Address: 5500 N Washington St., Stillwater, OK 74075**

**EMERGENCY PERSONNEL:** A certified athletic trainer may be on-site for all practices and competitive events. Student athletic trainer aides may be present when supervised by a certified athletic trainer.

**EMERGENCY COMMUNICATION:** Cell phone of the certified athletic trainers, coaches or person making the emergency call will be used.

**EMERGENCY EQUIPMENT:** First aid supplies (athletic trainer's kit, biohazard bags, splints, crutches, and braces). The crutches, braces, and immobilizers can be found in the athletic training room located in the Pioneer Field House Gymnasium. An automatic external defibrillator(AED) may be onsite for all practices and games if one is available.

#### **ROLES OF EMERGENCY CARE TEAM MEMBERS:**

1. Immediate care/assessment of injured/ill student-athlete.
2. Emergency equipment retrieval (appropriate for the emergency).
3. Activate the emergency medical system by calling 911.
  - a. Identify yourself and your role in the emergency.
  - b. Specify the location and telephone number you are calling from.
  - c. Give name of injured individual and approximate age.
  - d. Give the condition of the victim.
  - e. Give an approximate time of the incident/accident.
  - f. Tell the care that is being provided.
  - g. Give specific directions to Whittenberg Park. Directions for Lifenet are: Go North on Washington St. and turn left at the entrance of Whittenberg park and go through the parking lot to get to the fields.
  - h. Open appropriate gates.
  - i. Assign an individual to "flag down" EMS and direct them to the scene (an administrator, the athletic director or coach may be appropriate for this role).

#### **SAFETY LOCATIONS:**

In the event of lightning or severe thunderstorm warnings, move all athletes from the field to their respective vehicles. All spectators and fans will be encouraged to move to their vehicles. In the event of a fire or bomb threat, the teams/players should vacate the field by exiting the field into their respected locker rooms. **The coaches will be responsible for counting the players and making sure that everyone is accounted for.** In the event of a lock down due to criminal activity, all athletes are to report to their respective locker rooms, if safe to do so, until the all clear signal is given by security or another high school official.

## **EMERGENCY PHONE NUMBERS:**

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# Document G704® – 2017

## Certificate of Substantial Completion

**PROJECT:** *(name and address)*  
SPS OES Phase Building Renovation  
Phase 2  
5021 N. Perkins Road, Stillwater,  
Oklahoma 74075

**CONTRACT INFORMATION:**  
Contract For:  
General Construction  
Date:  
12-10-2024

**CERTIFICATE INFORMATION:**  
Certificate Number:  
01  
Date:  
07-09-2025

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

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

**CONTRACTOR:** *(name and address)*  
Firebrand Construction LLC  
  
221 E 9th Avenue  
Stillwater, Oklahoma 74074

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

  
\_\_\_\_\_  
ARCHITECT *(Signature)*

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

07-09-2025  
\_\_\_\_\_  
*Date Of Substantial Completion*

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:  
*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:  
*(Identify the list of Work to be completed or corrected.)*  
Refer to attached punchlist dated 07.02.2025

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

Cost estimate of Work to be completed or corrected: \$15,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:  
*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

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

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

  
\_\_\_\_\_  
*(Printed name and title)* *PM*

7/9/25  
\_\_\_\_\_  
*Date*

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

Roberta Douglas, SPS Board President  
\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*Date*



# OES Phase 2- Punch List 07/02/2025

**Project:** OES Phase 2-building  
**Location:** Stillwater, OK  
**Firebrand Job Number:** 2418  
**Owner:** SPS  
**Architect:** 505 Architects

Item #	Room	Description	Inspector	Responsible	Date Completed	Verified By
1	300	break	CL	AAE	7/2/2025	CL
2	201	break	CL	ALPR	7/2/2025	CL
3	201	break	CL	AAE	7/7/2025	CL
4	202	women	CL	FB	7/2/2025	CL
5	202	women	CL	FB	7/2/2025	CL
6	203	cust	CL	FB	7/2/2025	CL
7	203	cust	CL	ALPR	7/2/2025	CL
8	203	cust	CL	OKIE	7/3/2025	CL
9	204	mens	CL	FB	7/2/2025	CL
10	204	mens	CL	OKIE	7/2/2025	CL
11	206	conf	CL	ALPR	7/2/2025	CL
12	206	conf	CL	FB	7/2/2025	CL
13	207	assist	CL	FB	7/2/2025	CL
14	208	dispatch	CL	ALPR	7/2/2025	CL
15	209	secretary	CL	ALPR	7/2/2025	CL
16	210	director	CL	ALPR	7/2/2025	CL
17	1C1	hall	CL	FB	7/2/2025	CL
18	1C1	hall	CL	AAE	7/2/2025	CL
19	1C1	hall	CL	ALPR	7/2/2025	CL
20	EXT	Plumbing vent on west wall	CL	FB	7/2/2025	CL

21	S. Wall		Leak at sink	CL	OKIE	7/3/2025	CL
22	S. Wall		Touch up paint	CL	ALPR	7/2/2025	CL
23	General		install room signs	CL	FB	7/7/2025	CL
24	General		access control system-SPS		SPS	7/2/2025	CL
25			caulk water fountain	JT	FB	7/3/2025	CL
26			adjust panel on water fountain	JT	OKIE	7/3/2025	CL
27			blank covers in AC electric panel	JT	AAE	7/8/25	CL
28			missing cover on vanity light	CL	AAE		
29			black insulation on east furnace	JT	FB	7/2/2025	CL
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**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve the Certificate of Substantial Completion for SPS OES Building Renovation Phase 2 project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve the Certificate of Substantial Completion for SPS OES Building Renovation Phase 2 project.

**BACKGROUND INFORMATION:**

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools OES Building Renovation Phase 2 project. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor, Firebrand Construction, LLC has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Stillwater Public School Long-Range Facility Planning Executive Committee recommendation for the SPS High School Athletics Phase I Project.

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Stillwater Public School Long-Range Facility Planning Executive Committee recommendation for the SPS High School Athletics Phase I Project.

**BACKGROUND INFORMATION:**

The Stillwater Public Schools Long-Range Facility Planning Executive Committee received a report from the High School Athletics Key Focus Group, which identified a list of prioritized needs to be addressed in the High School Athletics Phase I Project. The committee reviewed this list and is providing a recommendation for the Board of Education to consider for approval. This recommendation includes plans for addressing specific areas and a maximum budget of \$22.5 million.

# ***STILLWATER PUBLIC SCHOOLS***

## **Long Range Facilities Planning Executive Committee**

**SPS BOND 2023  
HS ATHLETICS PHASE I PROJECT  
RECOMMENDATION TO  
SPS BOARD OF EDUCATION**



# ATHLETICS KEY FOCUS GROUP MEMBERS

**JANET VINSON - ACTING SUPERINTENDENT**

**WALTER HOWELL - HIGH SCHOOL PRINCIPAL  
ATHLETICS**

**CHAD CAWOOD - ASSISTANT DIRECTOR OF ATHLETICS**

**TRENT SWANSON - CHIEF HUMAN RESOURCE OFFICER**

**MARTY LEES - HEAD BASEBALL**

**- HEAD SOFTBALL**

**ETHAN KYLE - HEAD WRESTLING**

**HEAD GIRLS SOCCER**

**SCOTT MORRIS - HEAD GIRLS BASKETBALL**

**BO GAMBLE - ASST SUPT OF OPERATIONS**

**BRIAN WARWICK - DIRECTOR OF**

**KRISTIE NEWBY - CHIEF FINANCIAL OFFICER**

**ROB LAMECKER - DIR OF FAC. AND MAINT.**

**KARIE LINSENMEYER**

**TANNER RIVERA -**

**RACHEL WILSON - HEAD POM**

*INITIAL KFG CONDUCTED TWO MEETINGS IN DECEMBER OF 2021. THE CURRENT KFG MET ON APRIL 9, APRIL 30, AND MAY 20 WITH  
THE STATED GOAL OF ASSESSING, ALIGNING WITH FINANCIAL RESOURCES, PRIORITIZING, AND RECOMMENDING DISTRICT ATHLETICS  
ENHANCEMENTS TO THE LRFP EXECUTIVE COMMITTEE.*



# SPS ATHLETICS PHASE I PROJECT

Committee	Project/Need	Work Description	Priority	M
Athletics	Locker room/storage/offices/training (track/cross country, football, pom/cheer, soccer, and tennis)		247	
Athletics	Practice facilities/2nd comp gym w/locker (basketball, volleyball, and pom/cheer)		196	
Athletics	Wrestling practice, locker rooms, offices		132	
Athletics	Weight rooms		129	
Athletics	Softball/baseball facilities		125	
Athletics	Fieldhouse locker room/storage/offices (basketball, volleyball)		84	
Athletics	Indoor practice facilities (baseball, softball, golf, track, cross country, multi-purpose)		70	
Athletics	Indoor turf field (soccer, fb, multi-purp)		50	
Athletics	JH Turf field		45	
Athletics	Athletic uniforms		42	
Athletics	JH Athletics - upgrades & reno		35	
Athletics	MS locker rooms		5	
Athletics	Tennis upgrades		5	



# ***SPS ATHLETICS PHASE I PROJECT***

## **PRIORITY RECOMMENDATIONS (NO PARTICULAR ORDER):**

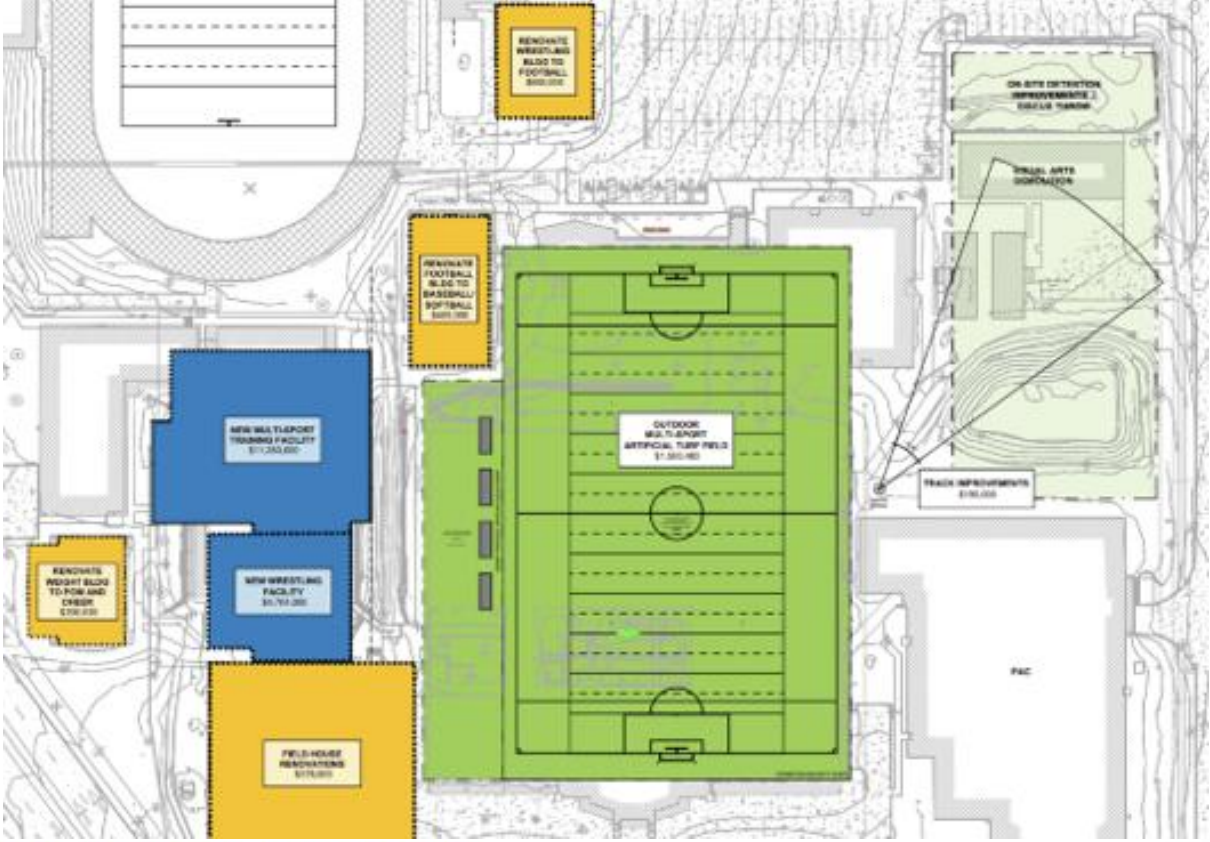
- **LOCKER ROOMS; NEW, REPLACE, OR RENOVATED**
- **GYM WITH 2 FULL-SIZE COURTS**
- **CHEER/POM PRACTICE AREA**
- **WEIGHT ROOM**
- **2ND MULTI-SPORT OUTDOOR PRACTICE FIELD**
- **WRESTLING; 4 MATS MINIMUM**
- **BASEBALL/SOFTBALL INDOOR PRACTICE FACILITIES**



# SPS ATHLETICS PHASE I PROJECT



# SPS ATHLETICS PHASE I PROJECT



# ***SPS ATHLETICS PHASE I PROJECT***

## **SUMMARY OF PROJECT:**

- **DEMOLITION OF WEST GYM AND CITY GYM**
- **CONSTRUCTION OF A NEW MULTI-SPORT TRAINING FACILITY**
- **CONSTRUCTION OF A NEW WRESTLING FACILITY**
- **RENOVATION OF CURRENT WEIGHT ROOM TO CHEER AND POM FACILITY**
- **RENOVATION OF CURRENT WRESTLING FACILITY INTO TRACK/CROSS COUNTRY AND SOCCER LOCKER ROOMS**
- **RENOVATION OF CURRENT FOOTBALL AND CHEER FACILITY INTO INDOOR FOR BASEBALL AND SOFTBALL**
- **CONSTRUCTION OF A NEW MULTI-SPORT FIELD**



# ***SPS ATHLETICS PHASE I PROJECT***

## **MULTI-SPORT TRAINING FACILITY**

**THIS NEW CONSTRUCTION WOULD HOUSE THE FOLLOWING:**

- **MULTI-SPORT WEIGHT ROOM**
- **MULTI-SPORT PT/TRAINING ROOM**
- **MULTI-SPORT LAUNDRY**
- **3RD GYM W/ FULL-SIZE COURT FOR BASKETBALL AND VOLLEYBALL**
- **VOLLEYBALL 9-12 LOCKER ROOM W/ COACHES OFFICE AND STORAGE**
- **FOOTBALL 9-12 LOCKER ROOM W/ COACHES OFFICE AND STORAGE**
- **MULTI-SPORT TEAM MEETING ROOM**



# ***SPS ATHLETICS PHASE I PROJECT***

## **WRESTLING TRAINING FACILITY**

**THIS NEW CONSTRUCTION WOULD HOUSE THE FOLLOWING:**

- **LOCKER ROOM FOR BOYS PROGRAM**
- **LOCKER ROOM FOR GIRLS PROGRAM**
- **COACHES OFFICE AND STORAGE**
- **4 MATS**

## **MULTI-SPORT TURF FIELD**

- **NEW CONSTRUCTION OF AN OUTDOOR MULTI-SPORT PRACTICE FACILITY WITH ARTIFICIAL TURF AND SIZED TO ACCOMMODATE FOOTBALL, SOCCER, AND OTHER SPORTS/ACTIVITIES THAT NORMALLY REQUIRE A FULL-SIZE FIELD**



# ***SPS ATHLETICS PHASE I PROJECT***

## **RENOVATIONS**

### **RENOVATIONS WOULD INCLUDE:**

- **CURRENT WEIGHT ROOM INTO A CHEER AND POM PRACTICE FACILITY WITH LOCKER ROOM FOR GIRLS AND BOYS**
- **CURRENT WRESTLING FACILITY RENOVATED TO ACCOMMODATE TRACK/CROSS COUNTRY AND SOCCER LOCKER ROOM AND COACHES OFFICE SPACE**
- **CURRENT FOOTBALL LOCKER ROOM AND CHEER PRACTICE SPACE RENOVATED TO ACCOMMODATE A 4-TUNNEL INDOOR FACILITY FOR SOFTBALL AND BASEBALL**



# SPS ATHLETICS PHASE I PROJECT

## SPS HS ATHLETICS PHASE 1 | OPTION K WORKING TOTALS

07.07.2025

ATHLETICS PROJECTS	CONSTRUCTION DURATION	DEMOLITION*	RENOVATIONS	OUTDOOR FIELD SPORTS	NEW CONSTRUCTION	ADD ALTERNATES
OLD WEST GYM BUILDING DEMOLITION		\$ 88,000.00				
CITY GYM BUILDING DEMOLITION		\$ 203,000.00				
NEW MULTI-SPORT TRAINING FACILITY	20 MONTHS				\$ 11,280,000.00	
NEW WRESTLING FACILITY	20 MONTHS				\$ 4,704,000.00	
ON-FIELD STORAGE	2 MONTHS				\$ 625,000.00	
NORHT FIELD CIRCULATION IMPROVEMENTS	2 MONTHS				\$ 125,000.00	
WEIGHT BLDG (RENO TO CHEER/POM)	2 MONTHS		\$ 200,000.00			
FOOTBALL BLDG (RENO TO INDOOR TURF PRACTICE (BASEBALL/SOFTBALL)	2 MONTHS		\$405,000.00			
WRESTLING BLDG (FOOTBALL LOCKER ROOM)	10 MONTHS		\$ 650,000.00			
FIELD HOUSE (LOCKEROOM RENOVATIONS)	2 MONTHS		\$ 378,000.00			
OLD HIGH SCHOOL BUILDING DEMOLITION		\$ 915,000.00				
VISUAL ARTS BUILDING DEMOLITION		\$ 40,000.00				
TRACK IMPROVEMENTS (RELOCATE SHOTPUT, DISCUS & POLE VAULT)	1 MONTH			\$ 190,000.00		
OUTDOOR MULTI-SPORT GRASS FIELD	3 MONTHS			\$ 772,680.00		
OUTDOOR MULTI-SPORT GRASS FIELD (ARTIFICIAL TURF)				\$ 627,803.00		
OUTDOOR MULTI-SPORT GRASS FIELD (LIGHTING)						\$ 600,000.00
PERIMETER FENCING				\$ 100,000.00		
ATHLETICS MISC SUPPORT IMPROVEMENTS (SHARED MEETING ROOMS / STORAGE / ETC)						\$ 900,000.00
COVERED WALKWAYS BETWEEN WEIGHT BLDG, FIELD HOUSE, and MULTI-SPORT BLDG						
<b>TOTALS</b>		\$ 1,246,000.00	\$ 1,633,000.00	\$ 1,690,483.00	\$ 16,734,000.00	\$ 1,500,000.00
HS ATHLETICS PHASE 1 PROJECT BOND CONSTRUCTION BUDGET		\$ 15,299,290.00				
SPS HS PHASE 1_2 CONTINGENCY REALLOCATION (JUNE 2025)		\$ 2,500,000.00				
SPS HS PHASE 1 HS DEMOLITION ALLOCATION		\$ 2,016,420.00				
SPS HS PHASE 1_2 CONTINGENCY REALLOCATION ESTIMATED JUNE 2026)		\$ 1,500,000.00				
HS ATHLETICS PHASE 1 CONSTRUCTION SUBTOTAL		\$ 21,315,710.00				
HS ATHLETICS PHASE 1 FF&E ALLOWANCE		\$ 1,070,950.00				
HS ATHLETICS PHASE 1 PROJECT TOTAL		<b>\$ 22,386,660.00</b>				
HS ATHLETICS PHASE 1 CONSTRUCTION TOTAL					\$ 20,057,483.00	\$ 21,557,483.00
HS ATHLETICS PHASE 1 CONSTRUCTION TOTAL INCLUDING DEMOLITION					<b>\$ 21,303,483.00</b>	\$ 22,803,483.00



# ***SPS ATHLETICS PHASE I PROJECT***

**Request that the Board of Education consider and approve the recommendation by LRFP Executive Committee for the SPS HS Athletics Phase I Project plan as presented with a budget of \$22.5 million.**





STILLWATER PUBLIC SCHOOLS





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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve an Amendment to Service Order 07 for Professional Services with 505 Architects for SPS High School Athletics Phase 1 Project

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve an Amendment to Service Order 07 for Professional Services with 505 Architects for SPS High School Athletics Phase 1 Project

**BACKGROUND INFORMATION:**

This amendment is requested to update the service agreement between the District and 505 Architects due to the revised scope of work and budget provided in Service Order 07 for the SPS High School Athletics Phase I Project approved by the BOE on March 7, 2023.



# AIA® Document G802® – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
SPS Bond 2023 High School Athletics  
Phase 1  
Stillwater, OK

**AGREEMENT INFORMATION:**  
Date:  
03-07-2023

**AMENDMENT INFORMATION:**  
Amendment Number:  
SO 07 Amendment 001  
Date:  
08-12-2025

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

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

The Owner and Architect amend the Agreement as follows:

Revise Service Order 07 for the following for the revised Scope of Work and Owner's budget for the Cost of the Work for the Project:

1.1.1 The Project consists of both new and renovated construction on the existing high school campus in Stillwater, Oklahoma. The Work shall be based on the preliminary site plan, floor plan and exterior design contained in the SPS Bond 2023 and the July 10, 2025 Long Range Facilities Planning Executive Committee High School Bond 2023 Athletic Facility Phase 1 Improvement Recommendations for the following facilities located on the existing SPS High School campus:

- Demolition of the existing West Gym, City Gym, High School Academic Building, and Visual Arts Building.
- New construction High School Multi-Sport Training Facility
- New construction High School Wrestling Facility
- Field House Locker Room Facilities Renovations
- Weight Building Renovation for Pom and Cheer
- Football/Cheer Building Renovation for indoor Softball and Baseball practice facility
- Wrestling Building Renovation for Soccer and Track/XC
- Outdoor Multi-Sport Practice Facility with artificial turf surface and fencing
- On field Athletic and Band Storage Building
- Track and Field Shot Put and Discus Throw facility improvements

1.1.2 Owners budget for the cost of the Work is \$21,500,000.00.

1.1.3 Architect's Consultants for Basic and Additional Services include:

Civil Engineers: Gose & Associates, Stillwater OK

Landscape Architects: Copeland Design Collective, PLLC, OKC OK

Structural Engineers: 360 Engineering Group, PLLC, Tulsa OK

Mechanical and Electrical Engineers: Phillips+Gomez Consulting Engineers, Tulsa, OK

2.1.1 Construction Administration services will include construction site visits and/or Owner/Architect/Contractor (OAC) construction meetings will be limited to two (2) visits per month by the Architect during the 24-month construction period. In addition to visits and reports by the Architect; six (6) structural, and four (4) mechanical/electrical site visits with associated field observation reports by the Architect's consultants are included within Basic Services

2.1.2.7 Early Demolition Package: Early Design Package includes engineering design and documentation for the demolition of the existing West Gym, City Gym, High School Academic Building, and Visual Arts Building and associated on-site parking, grading, drainage, and utilities. The scope of services includes preparation of necessary drawings and specifications, responding to bidder requests for information, and construction administration services

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Refer to 1.1.2 above for revised Cost of Work for Basic Services compensation calculation amount.

Revise 4.2 Compensation for Additional Services as follows:

- Phase 701 Civil Engineering & Landscape Fixed \$115,000 plus reimbursable expenses per Section 4.3
- Phase 702 Field Measuring & Verification Fixed \$50,000 plus reimbursable expenses per Section 4.3
- Phase 703 Low Voltage Design Fixed \$10,000 plus reimbursable expenses per Section 4.3
- Phase 704 Furniture (FF&E) Fixed \$30,000 plus reimbursable expenses per Section 4.3
- Phase 705 Environmental Graphics Fixed \$15,000 plus reimbursable expenses per Section 4.3
- Phase 706 City Gym Structural Assessment Fixed \$5,000 plus reimbursable expenses per Section 4.3
- Phase 707 Early Demolition Package Fixed \$25,000 plus reimbursable expenses per Section 4.3
- Phase 708 Outdoor Multi-sport Practice Field Fixed \$45,000 plus reimbursable expenses per Section 4.3

Revise 4.3 Reimbursable Expenses as follows:

Reimbursable Expenses are estimated to not exceed \$85,000.00

Schedule Adjustment:

Revise 3.1.2.2 Substantial Completion date: June 2028



\_\_\_\_\_  
**ARCHITECT** *(Signature)*

BY: Brian Thomas, AIA, RID, LEED AP; Principal |  
Owner

\_\_\_\_\_  
*(Printed name, title, and license number if required)*

08.04.2025

\_\_\_\_\_  
*Date*

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

BY: Roberta Douglas; School Board President

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*Date*



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** August 12, 2025

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**AGENDA ITEM:**

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  
08.12.2025***



# *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.

- Interior Renovation Construction Punch List items are being addressed by Contractor.
- Bus Parking Construction Punch walkthrough is scheduled for August 7.

# *DEFERRED MAINTENANCE PROJECTS*

SPS Sangre Ridge and Middle School Roof and HVAC Improvements Projects are under Construction.

- Middle School Roof and HVAC
  - Roofing and Roof Hatches is complete.
  - 27 of 40 RTU units have been replaced as of 8/5. Remaining units are in progress.
  - Controls are being finalized.
  - Civil grading is complete.
- Sangre Ridge Roof and HVAC
  - Roofing started on 7/22 and is anticipated to be complete 8/8.
  - All 27 RTU units have been replaced.
  - Controls are being finalized.
  - Civil grading is 95% complete

# *DEFERRED MAINTENANCE PROJECTS*

SPS HS Field House and PAC HVAC Projects are under Construction.

- High School PAC HVAC
  - 12 of 13 RTU units have been replaced.
  - Remaining large PAC-RTU-12 to be set over Fall Break.
  - Controls are being finalized.
- Field House HVAC
  - All 5 RTU units have been replaced.
  - Controls are being finalized.
- Construction, excluding the PAC RTU's, is scheduled to be completed middle of August 2025

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress.
- 505 Architects continues to received Submittals from Willowbrook for various systems and materials and is currently reviewing.
- FF&E Bid Package Bid Package for both the SPS HS Phase 1 and 2 was issued for Bidding on 8/4 with Mandatory Pre-Bid meeting held on 8/8, and FF&E Bid Opening scheduled for 9/16; Bids for BOE consideration and award at the October BOE Meeting.
- FF&E Procurement needs to occur prior to end of year to avoid price increases.

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



JUNE 26 2025



JULY 30 2025

# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## SITE WORK ACCOMPLISHED LAST MONTH

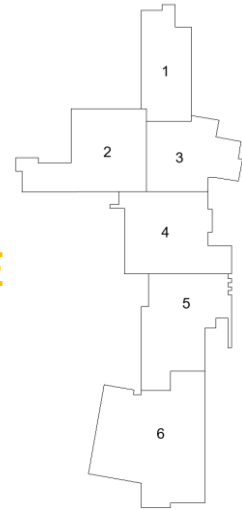
Miscellaneous paving around site and backfill

Landscaping (sod/irrigation)

## SITE WORK UPCOMING NEXT TWO WEEKS

Landscaping (sod/irrigation) West and East side continues

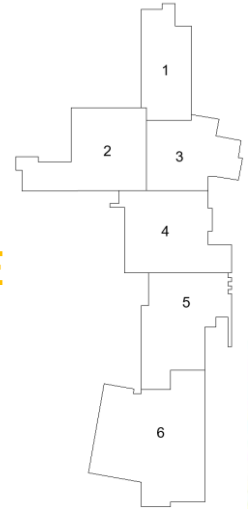
SITE



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



SITE - EXTERIOR



SITE

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

## AREA 1 WORK ACCOMPLISHED LAST MONTH

First coat of paint is in progress

Ceiling grid installation is in progress

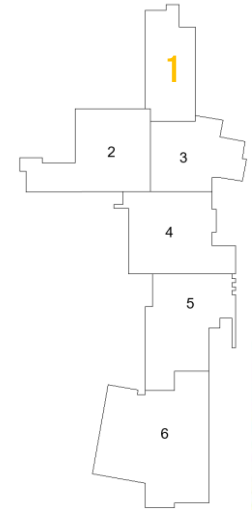
Light installation is in progress

## AREA 1 WORK UPCOMING NEXT TWO WEEKS

First coat of paint is in progress

Ceiling grid installation is in progress

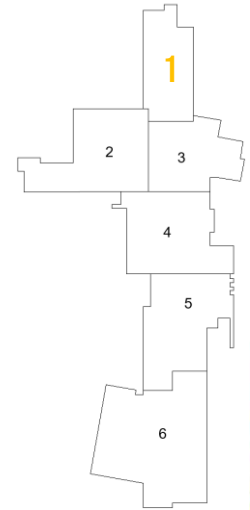
Light installation is in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



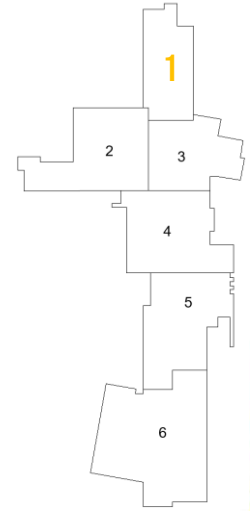
AREA 1 – STAIRS



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



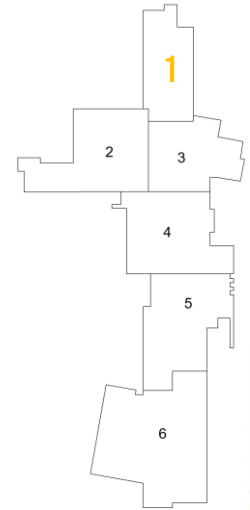
AREA 1 – HALLWAY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



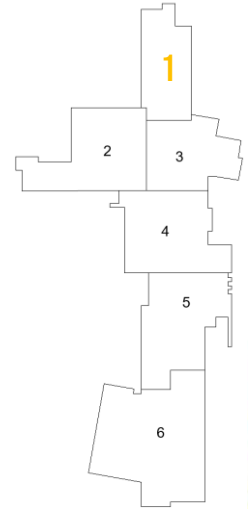
AREA 1 – SCIENCE LAB



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 1 – CLASSROOM CEILING GRID AND LIGHTING



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 2 WORK ACCOMPLISHED LAST MONTH

Drywall and insulation in progress

Tape and Bed in progress

Wall tile in SPED in progress

Pull fire alarm wire in progress

Storm shelter shrouds in progress

## AREA 2 WORK UPCOMING NEXT TWO WEEKS

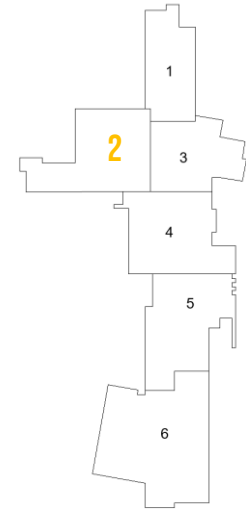
Drywall and insulation in progress

Tape and Bed in progress

Wall tile in SPED in progress

Pull fire alarm wire in progress

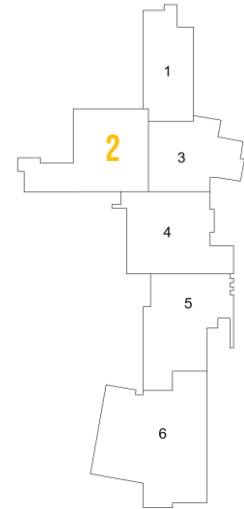
Storm shelter shrouds in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – EXTERIOR SHROUDS



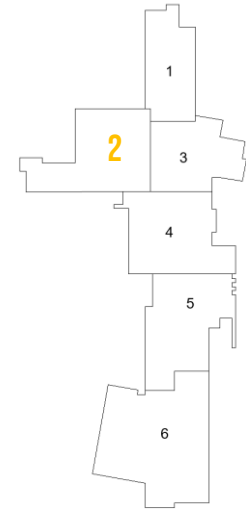
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – TEACHER SUITE SKYLIGHT



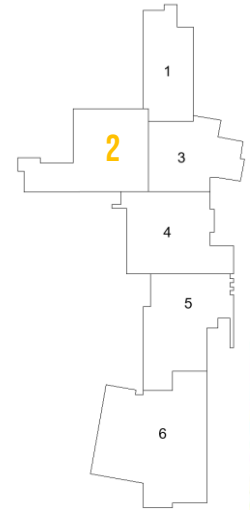
AREA 2 – LOCKER ALCOVES



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 2 – SPED PATHFINDERS



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 3 WORK ACCOMPLISHED LAST MONTH

First coat of paint is in progress

Ceiling grid installation is in progress

Light installation is in progress

Restroom tile is complete

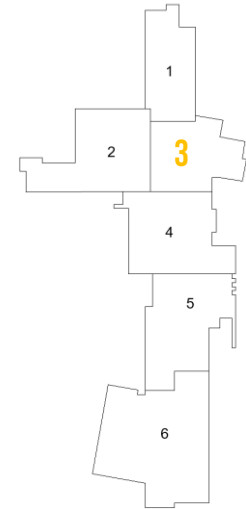
## AREA 3 WORK UPCOMING NEXT TWO WEEKS

First coat of paint is in progress

Drywall ceiling installation is in progress

Ceiling grid installation is in progress

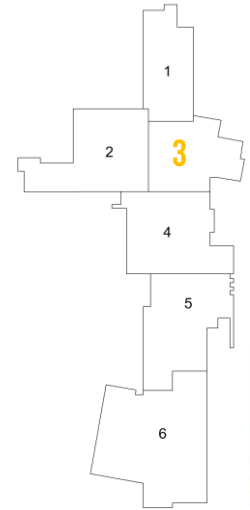
Light installation is in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



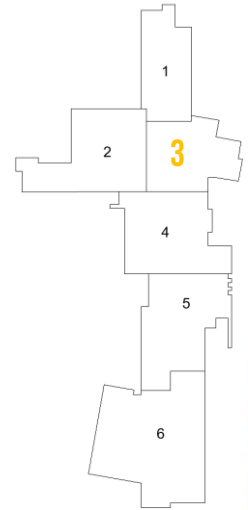
AREA 3 – JOURNALISM HALLWAY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 3 – COMMON AREA VENDING AREA



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 4 WORK ACCOMPLISHED LAST MONTH

Install fire sprinkler is in progress

Curtain wall installation is in progress

Brick veneer on west side complete; began east side

Patio roof installation begins

Interior canopy erected

East Bus Loop canopy system is erected.

## AREA 4 WORK UPCOMING NEXT TWO WEEKS

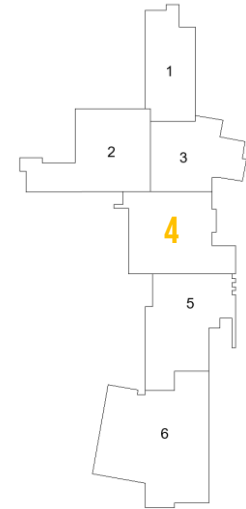
Install fire sprinkler is in progress

Curtain wall installation is in progress

Brick veneer east side is in progress

Patio roof installation is in progress

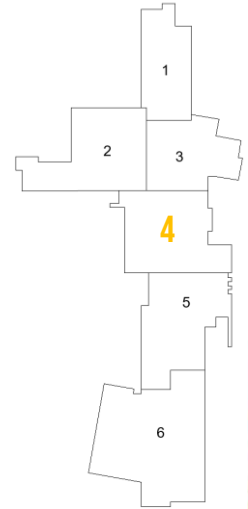
Gypsum board installation begins



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – WEST SIDE PATIO AREA



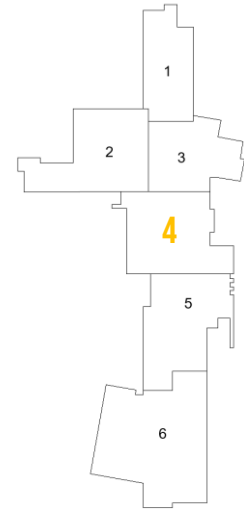
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – BUS LOOP CANOPY



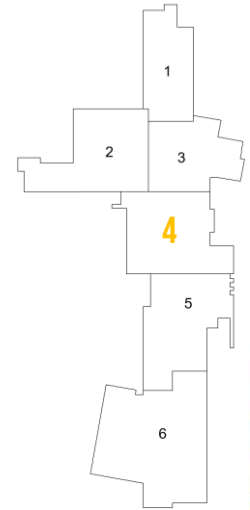
AREA 4 – MEDIA CENTER PATIO CANOPY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



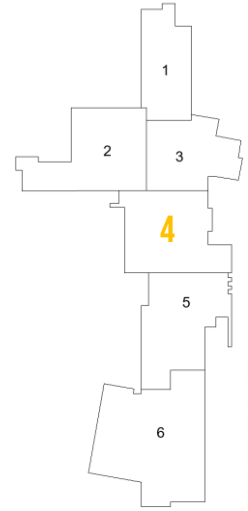
AREA 4 – PIONEER PLAZA CANOPIES



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



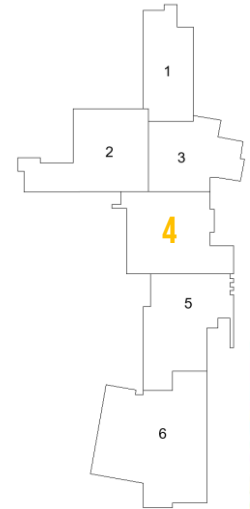
AREA 4 – STUDENT CENTER CURTAINWALL



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



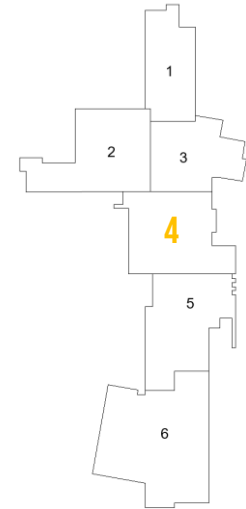
AREA 4 – STUDENT CENTER SEATING CANOPY



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



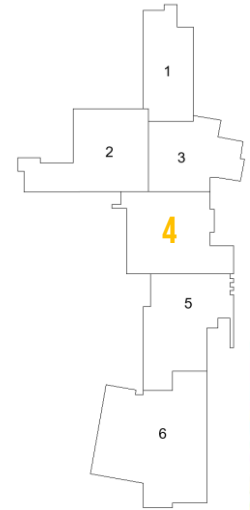
AREA 4 – STUDENT CENTER STAIRS



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 4 – STUDENT CENTER SECOND FLOOR RAILING



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 5 WORK ACCOMPLISHED LAST MONTH

Overhead and in-wall MEP is in progress

Electrical room build-out is in progress.

Interior wall framing is in progress.

Install fire sprinkler in progress.

Kitchen hoods and cooler/freezer is installed

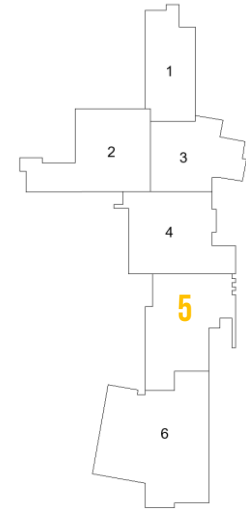
City Transformer is set.

## AREA 5 WORK UPCOMING NEXT TWO WEEKS

MEP in-wall is in progress

Electrical room build-out is in progress.

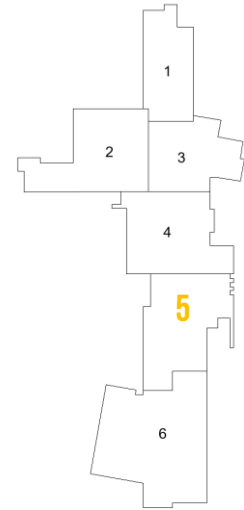
Install fire sprinkler in progress.



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – EXTERIOR BRICK EAST SIDE



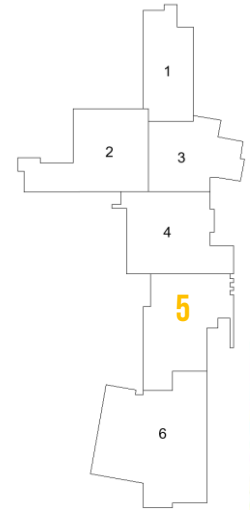
# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – KITCHEN FREEZER



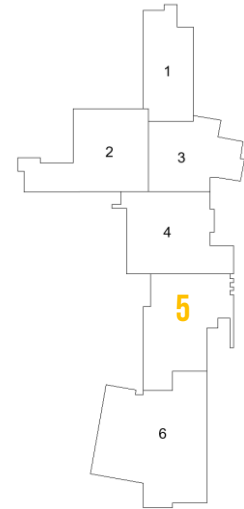
AREA 5 – LOADING DOCK BRICKWORK



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



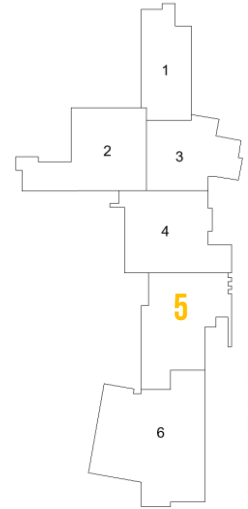
AREA 5 – TRANSFORMER



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



AREA 5 – ELECTRICAL ROOM BUILD OUT



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## AREA 6 WORK ACCOMPLISHED LAST MONTH

Structural steel and deck are complete

Roofing is complete except for cap flashing and detailing

Exterior framing and sheathing are complete

Interior framing is in progress

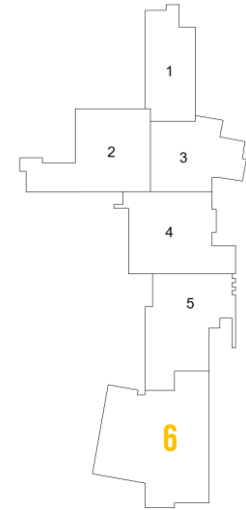
Overhead MEP in progress

## AREA 6 WORK UPCOMING NEXT TWO WEEKS

Roofing cap flashing and detailing

Interior framing is in progress

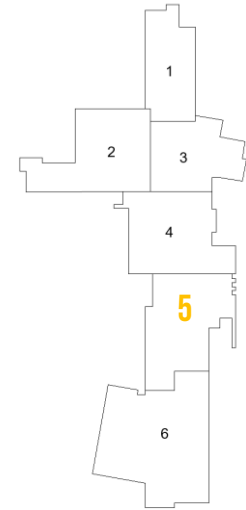
Overhead MEP in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



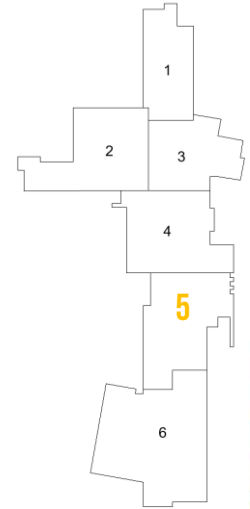
AREA 6 – PA WING INTERIOR METAL STUD FRAMING AND MEP ROUGH-IN



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



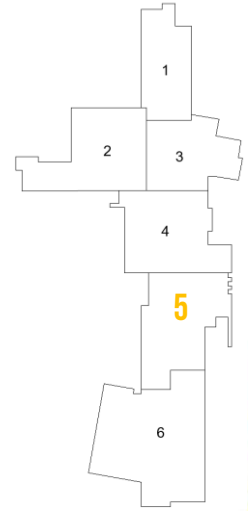
AREA 6 – PA WING COMMON SPACE FRAMING



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



AREA 6 – COMMON SPACE HALLWAY OUTSIDE OF DRAMA



# *HS ATHLETICS PHASE 1 DESIGN PHASE*

SPS Athletics Phase 1 improvements on the existing High School campus that include new gym, weight room, wrestling, locker rooms, indoor practice spaces, outdoor practice field, and associated supports spaces. Project is in Schematic Design Phase.

- 505 Architects Schematic Design Phase has begun and is anticipated to be complete for an October BOE Mtg review and approval.
- SPS Athletics Phase 1 KUG Kickoff meeting is scheduled for 8/20 to review initial concept diagrams.
- SPS Athletics Phase 1 is scheduled to Bid in April 2026 and begin construction in June 2026.



*STILLWATER PUBLIC SCHOOLS*

