



STILLWATER BOARD OF EDUCATION  
Tuesday, January 13, 2026

**5:30 PM Regular Meeting**  
**Stillwater Public Schools Administration Building**  
**314 South Lewis Street**  
**Stillwater, OK 74074**

1. CALL TO ORDER AND ROLL CALL
2. Discussion and possible board action to appoint an individual to vacant board seat #2
3. Swearing-in individual who was appointed to seat #2
4. PLEDGE OF ALLEGIANCE
5. COMMUNICATIONS/PUBLIC INTEREST
  - A. Superintendent's Report
  - B. Board Communication
  - C. Public Comments - *Patrons who wish to address the Board of Education shall be required to submit form BED-E prior to the start of the meeting*
6. CONSENT AGENDA (Action)

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

  - A. December 9, 2025, Regular Meeting Minutes
  - B. Out of State Travel Requests:
    1. SHS Cheer will be traveling to Fort Worth, TX to compete at NCA Nationals on January 23, 2026, through January 26, 2026.
  - C. Transfer and Summary of Activity Account Funds
  - D. Activity Account Fundraising Projects
  - E. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):  
  
2025-2026 General Fund (11) Encumbrances #2026-11-541– 2026-11-584 totaling \$70,998.48  
2025-2026 Bond 31 Fund Encumbrances #2026-31-29 – 2026-31-34 totaling \$53,503.00  
2025-2026 Bond 32 Fund Encumbrances #2026-32-43 – 2026-32-53 totaling \$853,795.90  
2025-2026 Bond 33 Fund Encumbrances #2026-33-220 – 2026-33-227 totaling \$104,433.78
  - F. Annual Activity Fund Planning and Approval Packages
  - G. Stillwater Public Schools FY 25-26 Contracts:
    2. East Central University (Student Teaching Affiliation Agreement) (Ed Services)
    3. Oklahoma State University Speech (Ed Services)
    4. Payne County Health Department (Health Department and Programming Agreement) (Ed Services)
    5. Shannon Frohock (Interpreting Services for Staff Members Agreement)
    6. University of Central Oklahoma Department of Kinesiology and Health Studies (Student Teaching Affiliation Agreement)(Ed Services)
    7. Youth Medical Mentorship (Health Service Club for Students)
  - H. Student Dropout Report
  - I. College Remediation Report
  - J. Stillwater Public Schools FY 26-27 Academic School Calendar
  - K. Consider and vote to 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 Willowbrook, Inc. use of Owner Contingency and allowances for the SPS Bond 2023 HS Phase I Construction Project.

- M. Consider and vote to approve Service Order No. 31 with 505 Architects for professional services, including preparation of construction documents for Richmond Elementary Seclusion Room Remodel.
- N. Consider and vote to approve Trafera Student Device Lease Agreement Certificate of Acceptance.
- O. Consider and vote to approve a Memorandum of Understanding between Stillwater Public Schools and CrowdComfort Solutions.
- 7. BUSINESS/FINANCE
  - A. Treasurer's Report provided by our Chief Financial Officer, Kristie Newby
- 8. OPERATIONS
  - A. Consider and vote to approve or not approve the Design Development package for SPS Bond 2023, High School Athletics Phase I Construction and Authorize 505 Architects to Proceed with preparation of the construction documents for the High School Athletics Phase I Project.
  - B. Receive the Bond 2023 Update
- 9. OTHER REPORTS / RECOMMENDATIONS

**7A. Review and Vote to Approve or Not Approve the following SPS Policies:**

10. CKAK	11. Behavioral Threat Assessment
12. CL	13. Buildings, Equipment, and Grounds
14. COA	15. Wellness Policy
16. DEC-R10	17. Maternity Leave
18. DO	19. Suspension, Dismissal and Nonreemployment of Teachers
20. EIED	21. Graduation Requirements
22. FB	23. Title IX

- 24. 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).
- 25. Vote to Convene in Executive Session
- 26. President's Acknowledgment of the Return of the Board to Open Session
- 27. Statement of Executive Session Minutes
- 28. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda.
- 29. ADJOURNMENT
  - A. Vote to Adjourn

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 January 12, 2026, at 4:30p.m. Notice of this regular meeting was given to the Payne County Clerk prior to December 15, 2025.

STILLWATER BOARD OF EDUCATION



Tawni Hooten, Clerk



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

## **Minutes of Regular Meeting**

Tuesday, December 9, 2025 5:30 PM Central

Attendance Taken at 5:30 PM.

Dr Marshall Baker: Present  
Rachel Dillin: Present  
Roberta Douglas: Present  
Mr Timothy Riley: Present  
Gay Washington: Present

Attendance Update Taken at 7:40 PM.

Dr Marshall Baker: Absent

President Douglas stated that Marshall Baker had to leave, but there is still a quorum of the board to continue.

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

President Douglas called the meeting to order at 5:30 p.m.

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

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

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

#### **A. Recognitions**

**Rachel May introduced the Red Ribbon Post and Coloring Contest Winners:**

#### **Coloring Contest**

**Pre- K, 1st Place- Ishtika Puri, Will Rogers**

**KG, 1st Place- Mary Trojan, Sangre Ridge**

**1st Grade, 1st Place- Judah Harden, Westwood**

**2nd Grade, 1st Place- Arielle Starks, Richmond**

#### **Elementary Poster Contest (3rd - 5th Grade)**

**1st Place- KG Potter, 3rd Grade, Sangre Ridge**

**2nd Place- Naomi Rackley, 4th Grade Richmond**

**Middle School Poster Contest**

**1st Place- Stella Zhang, 6th Grade**

**2nd Place- Esther Amadasun, 7th Grade**

**Junior High Poster Contest**

**1st Place- Saige McLean, 8th Grade**

**2nd Place- Edie Williamson, 9th Grade**

**High School Poster Contest**

**1st Place- Sunny Cooper, 11th Grade**

**2nd Place- Liz Warner, 12th Grade**

**3rd Place- Mahala Scouten, 12th Grade**

**B. Superintendent's Report**

Mr. Bridges gave his superintendent's update.

**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**

The following individuals completed the BED-E form prior to the start of the meeting, and were allowed to speak during public comment:

Kamden Bessinger, Junior High Student spoke: "There are not enough measures being taken to prevent students skipping class or coming in late. This prevents teachers from being able to start class on time and get students through their work".

Joel Mease, patron of the community, spoke on "Cold weather student drop off policy at the Junior High and other SPS sites".

**4. CONSENT AGENDA (Action)**

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

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

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

**A. November 11, 2025, Regular Meeting Minutes**

**B. November 26, 2025 Special Meeting Minutes**

**C. Transfer and Summary of Activity Account Funds**

**D. Activity Account Fundraising Projects**

**E. Change Orders, Encumbrances and Accounts Payable (approval of encumbrance numbers as listed):**

2025-2026 General Fund (11) Encumbrances #2026-11-473 – 2026-11-540 totaling \$172,786.18

2025-2026 Child Nutrition Fund (22) Encumbrances #2026-22-66 - 2026-22-71 totaling \$9,267.90

2025-2026 Bond 31 Fund Encumbrances #2026-31-26 – 2026-31-28 totaling \$4,781.00

2025-2026 Bond 32 Fund Encumbrances #2026-32-41 – 2026-32-42 totaling \$8,446.26

2025-2026 Bond 33 Fund Encumbrances #2026-33-208 – 2026-33-219 totaling \$12,181.65

2025-2026 Gift Fund (81) Encumbrances#2026-81-1 – 2026-81-2 totaling \$376,319.00

**F. Out-of-State Travel Requests:**

1. The Stillwater High School Varsity Pom Squad is traveling to Orlando, Florida to compete in the DII National School Spirit Championship on January 27, 2026, through February 2, 2026.

**G. Out-of-State Travel Requests:**

1. The Stillwater High School Choir is traveling to Albuquerque, NM for the Southwest ACDA conference and Honor Choir Festival on March 3, 2026, through March 7, 2026.

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

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

**J. Consider and Vote to Approve CO 2A for Stillwater Public Schools Bond 2023 High School Phase I and II FF&E Package**

**K. Consider and Vote to Approve CO 2B for Stillwater Public Schools Bond 2023 High School Phase I and II FF&E Package**

**L. Out-of-State Travel Requests:**

1. The Stillwater High School Vocal Music is traveling to Kansas City, MO for a performance tour and to compete from May 8, 2026, through May 10, 2026.

**5. BUSINESS/FINANCE, Chief Financial Officer, Kristie Newby**

**A. Receive and Vote to Approve or Not Approve the Treasurer's Report**

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

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

**6. OPERATIONS, Assistant Superintendent Bo Gamble**

**A. Presentation by Bryan Bloomer to Receive the Technology Overview Presentation for the Bond 2023 Stillwater Public Schools High School Phase I and II Construction Project**

**B. Consider and Vote to Approve Technology Contracts for Bond 2023 Stillwater Public Schools High School Phase I and II High School Project**

I move to Approve Technology Contracts for Bond 2023 Stillwater Public Schools High School Phase I and II High School Project as presented. This motion, made by Gay Washington and seconded by Timothy Riley, **Carried.**

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

**C. Receive Bond 2023 Update**

**7. OTHER REPORTS / RECOMMENDATIONS**

**8. Review and Approve or Not Approve the following updated SPS policies: (Sup)**

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

I move to approve the following SPS policies as presented. This motion, made by Rachel Dillin and seconded by Marshall Baker, **Carried.**

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

**9. 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).**

**10. Vote to Convene in Executive Session (Action)**

I move to convene into Executive Session at 6:54 p.m. This motion, made by Timothy Riley and seconded by Marshall Baker, **Carried.**

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

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

President Douglas acknowledged the return of the board to open session at 7:40 p.m. With the attendance to reflect Marshall Baker to not be in attendance. There is still a quorum of the board to proceed.

**12. Statement of Executive Session Minutes**

The following statement was provided by MARSHALL BAKER. The Executive Session convened at 6:54p.m. During the Executive Session, the following people were present: Roberta Douglas, Rachel Dillin, Tim Riley, Gay Washington, Marshall Baker (6:54 p.m. - 7:10 p.m.), Mr. Tyler Bridges (6:54 p.m. - 7:40 p.m.), and Dr. Trent Swanson (6:54 p.m.- 7:00 p.m.). In the Executive Session, the Board discussed the appointments, resignations, and employment recommendations listed on Exhibit A of the agenda as authorized by OKLA. STAT. tit. 25 Section 307(B)(1), and the evaluation of the Superintendent as authorized by OKLA. STAT. tit. 25 Section 307(B)(1) and (7). Nothing else was discussed in the Executive Session. No votes were taken in the Executive Session. This will constitute the minutes of the Executive Session.

**13. Consider and Vote to Approve or Not Approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda.**

I move to approve the Appointments, Resignations and Employment Recommendations Listed on Exhibit A of the Agenda. This motion, made by Rachel Dillin and seconded by Timothy Riley, **Carried.**

Rachel Dillin: Yes, Roberta Douglas: Yes, Timothy Riley: Yes, Gay Washington: Yes

**14. ADJOURNMENT**

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

I move to adjourn at 7:45 p.m. This motion, made by Timothy Riley and seconded by Rachel Dillin, **Carried.**

Rachel Dillin: Yes, Roberta Douglas: Yes, Timothy Riley: Yes, Gay Washington: Yes

STILLWATER BOARD OF EDUCATION

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Roberta Douglas, President

STILLWATER BOARD OF EDUCATION

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Annette Turley, Deputy Board & Minutes Clerk (SEAL)

These minutes were officially approved by the Stillwater Board of Education on January 13, 2026.



# STILLWATER PUBLIC SCHOOLS

## OUT-OF-STATE TRAVEL APPLICATION

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

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

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

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

<b>Application Date:</b> 9/29/25	<b>Building:</b> SHS	<b>Sponsor Name:</b> Lauren Duhon	<b>Organization Requesting Travel:</b> SHS Cheer
<b>Date(s) of Travel:</b> 1/23-1/26		<b>Number of Students Traveling:</b> 23	<b>Destination:</b> Fort Worth Convention Center 1201 Huston S
<b>Purpose of Travel:</b> List the purpose of the trip and how students will benefit from the travel. NCA National Competition			
<b>Method of Transportation (vehicles, drivers, bus companies, etc.):</b> Bus			
<b>Lodging (hotels, etc):</b> Please provide name and address of hotels, etc. Holiday Inn Express and Suites 1111 W Lancaster Ave, Fort W			
<b>Supervision:</b> Give a list of people (school personnel or parents) who have committed to serve as sponsors for this trip.			
1. Lauren Duhon	2. Kristi Duhon	3. Kynadi Sullivan	
4.	5.	6.	
7.	8.	9.	
<b>Organizational History:</b> What recent (five years or fewer) trip(s) has this organization taken out-of-state? NCA Nationals 25 UCA Nationals 21-24			

# OUT-OF-STATE TRAVEL APPLICATION FUNDING INFORMATION

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

## Sources of Funds

Projected Costs		General Fund	Activity Fund	Booster	Individual	Other
Ground Transportation / Gas	\$ 750			x		
Ground Transportation / Driver	\$ 1,440			x		
Ground Transportation / Other	\$					
Air Transportation	\$					
Lodging	\$6,436.53			x		
Food	\$					
Registration	\$5,794			x		
Other – Explain	\$					

Are scholarships provided for students needing financial assistance?      Yes       No

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

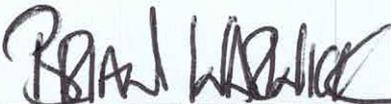
If answer is no, provide reason. \_\_\_\_\_

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

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

### APPROVALS

  
\_\_\_\_\_  
Director of Athletics/Activities

10/4/25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Building Principal

10/3/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Transportation

1/8/2026  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

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

<b>Date:</b>	<b>Itinerary:</b>
1/23	Travel to Convention Center
1/24-1/25	Competition
1/26	Travel Home



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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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.

# Request for Transfer of Funds between Activity Accounts

Date: 12/10/25 School: High School

Name of Requestor/Sponsor: Walter Howell - Principal

Signature of Requestor/Sponsor: \_\_\_\_\_

Approval of Supervisor/Principal: Walter R. Howell

912 - Disc Golf

859 - Family Support Services

Move from  
Paying Account Name & No

Move to  
Receiving Account Name & No

Amount to be transferred: \$626.34

Reason for Moving funds:

Inactive account - Moving funds to the 859 Family Support Services Account to benefit our district's homeless students and families.

.....  
**TO BE COMPLETED BY DISTRICT ACTIVITY FUND CLERK**

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

Keep for Audit Records

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/2/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000 NON-CATEGORICAL	\$0.00	\$320.00	\$0.00	\$0.00	\$320.00	\$0.00	\$320.00
800 CLEARING/SWEEP	\$141,990.51	\$44,587.98	\$0.00	\$23,545.91	\$163,032.58	\$480.99	\$162,551.59
801 STUDENT SUPPLIES	\$188,875.85	\$263,141.14	\$0.00	\$208,992.99	\$243,024.00	\$22,019.91	\$221,004.09
802 COURTESY/APPRECIATION FUND	\$7,743.17	\$2,755.00	\$0.00	\$182.83	\$10,315.34	\$477.24	\$9,838.10
803 LIBRARY	\$21,985.65	\$19,554.22	\$0.00	\$15,834.58	\$25,705.29	\$4,267.76	\$21,437.53
805 SITE GENERAL ACTIVITY FUND	\$45,466.03	\$25,276.67	\$0.00	\$17,294.56	\$53,448.14	\$5,192.11	\$48,256.03
806 FACILITY RENTALS	\$9,907.57	\$0.00	\$0.00	\$2,364.46	\$7,543.11	\$0.00	\$7,543.11
807 SPECIAL EVENTS	\$109,323.39	\$51,247.08	\$0.00	\$38,335.36	\$122,235.11	\$12,027.57	\$110,207.54
812 PARKING FEES	\$15,922.81	\$13,260.00	\$0.00	\$12,778.06	\$16,404.75	\$1,836.50	\$14,568.25
813 LOCKER	\$2,929.60	\$0.00	\$0.00	\$1,350.00	\$1,579.60	\$0.00	\$1,579.60
814 HUMAN RESOURCES	\$1,380.63	\$0.00	\$0.00	\$598.00	\$782.63	\$530.00	\$252.63
816 PIONEER PANTRY	\$34,514.35	\$6,403.29	\$0.00	\$2,603.49	\$38,314.15	\$14,976.61	\$23,337.54
817 PERFORMING ARTS CENTER	\$47,151.53	\$12,394.74	\$0.00	\$8,912.37	\$50,633.90	\$532.40	\$50,101.50
818 WORK KEYS	\$864.00	\$81.00	\$0.00	\$189.00	\$756.00	\$0.00	\$756.00
820 THANKS A LATTE CART	\$1,001.11	\$338.35	\$0.00	\$338.82	\$1,000.64	\$64.81	\$935.83
828 SPECIAL EDUCATION	\$29,636.85	\$3,018.00	\$0.00	\$4,557.24	\$28,097.61	\$2,830.73	\$25,266.88
829 TECHNOLOGY	\$2,672.95	\$0.00	\$0.00	\$0.00	\$2,672.95	\$1,912.59	\$760.36
830 PROFESSIONAL DEVELOPMENT	\$13,258.56	\$10,182.14	\$0.00	\$6,100.76	\$17,339.94	\$8,198.67	\$9,141.27
831 PIONEER BOOK BUS	\$4,621.55	\$6,500.00	\$0.00	\$0.00	\$11,121.55	\$0.00	\$11,121.55
832 GRADY LAMBERT MEMORIAL LIBRARY	\$6,292.18	\$1,250.00	\$0.00	\$2,088.79	\$5,453.39	\$0.00	\$5,453.39
833 AFTER SCHOOL PROGRAMS	\$25,966.26	\$3,200.00	\$0.00	\$2,660.97	\$26,505.29	\$3,196.27	\$23,309.02
834 AFTER SCHOOL CHILDCARE	\$379,472.97	\$218,119.30	\$0.00	\$109,402.49	\$488,189.78	\$154,594.23	\$333,595.55
835 TEACHER OF THE YEAR	\$856.35	\$2,500.00	\$0.00	\$0.00	\$3,356.35	\$0.00	\$3,356.35
836 SUPPORT EMPLOYEE OF THE YEAR	\$300.14	\$1,500.00	\$0.00	\$0.00	\$1,800.14	\$0.00	\$1,800.14
838 SUPERINTENDENT/BOE	\$8,448.62	\$15,096.62	\$0.00	\$4,301.35	\$19,243.89	\$4,035.00	\$15,208.89
839 STILLWATER PUBLIC EDUCATION FOUNDATION GRANTS	\$24,416.96	\$47,345.42	\$0.00	\$36,587.03	\$35,175.35	\$5,819.76	\$29,355.59
840 OPEN DOORS (INTERNATIONAL FAMILIES PROGRAM)	\$201.65	\$0.00	\$0.00	\$0.00	\$201.65	\$0.00	\$201.65
841 SMS AVIATION	\$0.00	\$90.00	\$0.00	\$0.00	\$90.00	\$0.00	\$90.00
843 FACILITIES DEPARTMENT	\$3,467.87	\$39.00	\$0.00	\$150.00	\$3,356.87	\$0.00	\$3,356.87
845 REFUGEE SCHOOL IMPACT (RSI)	\$3,996.49	\$0.00	\$0.00	\$0.00	\$3,996.49	\$0.00	\$3,996.49
846 PSO FUND	\$0.00	\$1,371.84	\$0.00	\$0.00	\$1,371.84	\$0.00	\$1,371.84
848 BREW CREW	\$23.69	\$0.00	\$0.00	\$0.00	\$23.69	\$0.00	\$23.69
850 GRANT	\$2,925.36	\$0.00	\$0.00	\$216.62	\$2,708.74	\$65.00	\$2,643.74
851 TEACHER GRANTS	\$2,119.21	\$0.00	\$0.00	\$0.00	\$2,119.21	\$0.00	\$2,119.21
854 SPS STAFF WELLNESS	\$17.52	\$0.00	\$0.00	\$0.00	\$17.52	\$0.00	\$17.52
856 DONATIONS	\$2,735.48	\$0.00	\$0.00	\$0.00	\$2,735.48	\$0.00	\$2,735.48
857 PTA DONATIONS	\$4,850.91	\$0.00	\$0.00	\$0.00	\$4,850.91	\$0.00	\$4,850.91
858 FRIENDS OF LINCOLN ACADEMY	\$8,489.98	\$5,976.41	\$0.00	\$2,482.19	\$11,984.20	\$1,242.21	\$10,741.99
859 SUPPORT OF HOMELESS STUDENTS DONATION FUND	\$4,175.99	\$3,168.01	\$0.00	\$0.00	\$7,344.00	\$0.00	\$7,344.00
860 CLASS OF 1963	\$1,853.00	\$0.00	\$0.00	\$0.00	\$1,853.00	\$0.00	\$1,853.00
865 CHROMEBOOK REPLACEMENT/REPAIR	\$2,288.58	\$68,548.00	\$0.00	\$14,492.43	\$56,344.15	\$0.00	\$56,344.15
874 ADVANCED ART	\$533.12	\$2,685.00	\$0.00	\$2,392.38	\$825.74	\$0.00	\$825.74
876 ART	\$956.32	\$2,114.00	\$0.00	\$1,372.77	\$1,697.55	\$211.00	\$1,486.55
878 POTTERY	\$1,764.90	\$2,625.00	\$0.00	\$3,174.15	\$1,215.75	\$135.63	\$1,080.12
880 SCIENCE	\$564.09	\$0.00	\$0.00	\$0.00	\$564.09	\$0.00	\$564.09
883 SPEECH & DRAMA	\$6,565.85	\$6,394.17	\$0.00	\$3,483.68	\$9,476.34	\$1,994.50	\$7,481.84
885 INSTRUCTIONAL	\$16,497.13	\$16,211.00	\$0.00	\$1,313.80	\$31,394.33	\$16,705.00	\$14,689.33
901 ACADEMIC TEAM	\$1,181.82	\$640.00	\$0.00	\$250.00	\$1,571.82	\$60.00	\$1,511.82
903 AFRICAN AMERICAN STUDENT ASSOCIATION	\$477.59	\$0.00	\$0.00	\$0.00	\$477.59	\$0.00	\$477.59
904 ART CLUB	\$2,238.74	\$908.00	\$0.00	\$1,890.61	\$1,256.13	\$166.00	\$1,090.13
905 BAND	\$125,168.81	\$93,692.17	\$0.00	\$49,247.35	\$169,613.63	\$25,136.79	\$144,476.84
906 BEST BUDDIES	\$633.15	\$200.00	\$0.00	\$614.61	\$218.54	\$0.00	\$218.54
907 BETA CLUB	\$6,498.17	\$7,754.62	\$0.00	\$1,337.32	\$12,915.47	\$74.00	\$12,841.47
909 BUSINESS PROFESSIONALS OF AMERICA	\$184.42	\$460.00	\$0.00	\$435.96	\$208.46	\$0.00	\$208.46

# Stillwater Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/2/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
912 N/A	\$626.34	\$0.00	\$0.00	\$0.00	\$626.34	\$0.00	\$626.34
915 FCCLA	\$2,755.09	\$2,639.00	\$0.00	\$2,631.33	\$2,762.76	\$1,129.86	\$1,632.90
916 FFA	\$23,891.11	\$142,891.00	\$0.00	\$112,615.19	\$54,166.92	\$54,137.55	\$29.37
917 FRENCH CLUB	\$135.95	\$0.00	\$0.00	\$0.00	\$135.95	\$0.00	\$135.95
924 KEY CLUB	\$32.62	\$0.00	\$0.00	\$0.00	\$32.62	\$0.00	\$32.62
925 MOCK TRIAL	\$292.21	\$255.00	\$0.00	\$0.00	\$547.21	\$250.94	\$296.27
926 MU ALPHA THETA	\$1,125.48	\$0.00	\$0.00	\$0.00	\$1,125.48	\$0.00	\$1,125.48
927 NATIONAL HONOR SOCIETY	\$8,857.35	\$1,300.00	\$0.00	\$445.00	\$9,712.35	\$0.00	\$9,712.35
930 ORCHESTRA	\$38,951.60	\$42,367.47	\$0.00	\$24,882.74	\$56,436.33	\$13,589.93	\$42,846.40
931 Orchestra Booster Club	\$852.35	\$0.00	\$0.00	\$0.00	\$852.35	\$0.00	\$852.35
932 ROBOTICS	\$13,397.77	\$30,830.22	\$0.00	\$10,796.97	\$33,431.02	\$12,030.97	\$21,400.05
933 PINK OUT WEEK	\$0.00	\$16,107.12	\$0.00	\$929.68	\$15,177.44	(\$44.99)	\$15,222.43
934 PIONEER PEER PARTNERS	\$2,095.65	\$0.00	\$0.00	\$0.00	\$2,095.65	\$348.93	\$1,746.72
936 PLTW	\$1,730.55	\$1,275.00	\$0.00	\$743.34	\$2,262.21	\$0.00	\$2,262.21
937 RUNNING CLUB	\$783.87	\$0.00	\$0.00	\$0.00	\$783.87	\$0.00	\$783.87
938 SCIENCE CLUB	\$3,832.62	\$0.00	\$0.00	\$52.99	\$3,779.63	\$0.00	\$3,779.63
940 SIGN LANGUAGE CLUB	\$179.54	\$0.00	\$0.00	\$0.00	\$179.54	\$0.00	\$179.54
941 SMS SINGERS	\$11,987.57	\$2,815.00	\$0.00	\$8,188.62	\$6,613.95	\$355.00	\$6,258.95
942 SPANISH CLUB	\$859.60	\$0.00	\$0.00	\$0.00	\$859.60	\$0.00	\$859.60
944 SPECIAL EDUCATION TRANSITION	\$10,491.57	\$2,294.13	\$0.00	\$1,934.60	\$10,851.10	\$7,340.14	\$3,510.96
945 STILLWATER MAKES A CHANGE	\$114.94	\$45,525.60	\$0.00	\$0.00	\$45,640.54	\$0.00	\$45,640.54
946 STUDENT COUNCIL	\$12,514.82	\$7,580.00	\$0.00	\$4,338.50	\$15,756.32	\$2,225.56	\$13,530.76
947 TECHNOLOGY STUDENT ASSOCIATION	\$1,282.98	\$1,745.53	\$0.00	\$175.00	\$2,853.51	\$75.74	\$2,777.77
948 THEATER PERFORMANCE	\$83,300.36	\$42,993.43	\$0.00	\$14,709.07	\$111,584.72	\$13,902.51	\$97,682.21
949 VOCAL MUSIC	\$40,827.08	\$23,158.10	\$0.00	\$7,817.16	\$56,168.02	\$22,039.76	\$34,128.26
951 YEARBOOK	\$40,141.69	\$12,237.16	\$0.00	\$20,439.63	\$31,939.22	\$4,144.97	\$27,794.25
952 YOUNG DEMOCRATS CLUB	\$270.22	\$0.00	\$0.00	\$0.00	\$270.22	\$0.00	\$270.22
953 N/A	\$534.49	\$0.00	\$0.00	\$0.00	\$534.49	\$0.00	\$534.49
960 SR. CLASS OF 2028	\$2,030.00	\$2,300.00	\$0.00	\$0.00	\$4,330.00	\$0.00	\$4,330.00
961 SR. CLASS OF 2027	\$7,135.99	\$2,237.00	\$0.00	\$164.34	\$9,208.65	\$33.11	\$9,175.54
962 SR. CLASS OF 2026	\$7,502.75	\$1,873.00	\$0.00	\$0.00	\$9,375.75	\$4,220.00	\$5,155.75
964 ESPORTS CLUB	\$773.84	\$0.00	\$0.00	\$0.00	\$773.84	\$50.00	\$723.84
965 GENDER & SEXUALITY ALLIANCE (GSA)	\$269.72	\$0.00	\$0.00	\$0.00	\$269.72	\$0.00	\$269.72
970 ALL SPORTS	\$151,086.54	\$240,703.29	\$0.00	\$181,401.96	\$210,387.87	\$34,648.62	\$175,739.25
971 STADIUM CONCESSIONS	\$62,715.52	\$35,115.70	\$0.00	\$27,241.96	\$70,589.26	\$13,268.39	\$57,320.87
972 STATE PLAYOFFS	\$10,170.38	\$7,284.25	\$0.00	\$3,536.75	\$13,917.88	\$3,113.75	\$10,804.13
973 BASEBALL	\$0.26	\$0.00	\$0.00	\$0.00	\$0.26	\$0.00	\$0.26
974 BASKETBALL (BOYS)	\$1,129.00	\$0.00	\$0.00	\$0.00	\$1,129.00	\$0.00	\$1,129.00
975 BASKETBALL (GIRLS)	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
976 CHEERLEADERS	\$1,641.63	\$19,558.41	\$0.00	\$5,087.76	\$16,112.28	\$6,567.00	\$9,545.28
977 CROSS COUNTRY	\$7,629.99	\$0.00	\$0.00	\$400.00	\$7,229.99	\$0.00	\$7,229.99
978 FOOTBALL	\$2,778.73	\$916.00	\$0.00	\$2,043.00	\$1,651.73	\$0.00	\$1,651.73
979 GOLF (BOYS)	\$225.91	\$0.00	\$0.00	\$0.00	\$225.91	\$0.00	\$225.91
980 GOLF (GIRLS)	\$347.27	\$0.00	\$0.00	\$0.00	\$347.27	\$0.00	\$347.27
981 POM	\$10,158.10	\$1,517.00	\$0.00	\$7,005.28	\$4,669.82	\$0.00	\$4,669.82
982 SOCCER (BOYS)	\$7.70	\$0.00	\$0.00	\$0.00	\$7.70	\$0.00	\$7.70
983 SOCCER (GIRLS)	\$433.13	\$0.00	\$0.00	\$0.00	\$433.13	\$0.00	\$433.13
984 SWIMMING	\$1,579.60	\$500.00	\$0.00	\$720.05	\$1,359.55	\$0.00	\$1,359.55
985 TENNIS (BOYS)	\$1,875.78	\$0.00	\$0.00	\$0.00	\$1,875.78	\$0.00	\$1,875.78
986 TENNIS (GIRLS)	\$2,085.00	\$0.00	\$0.00	\$0.00	\$2,085.00	\$0.00	\$2,085.00
987 TRACK (BOYS)	\$2,673.00	\$0.00	\$0.00	\$0.00	\$2,673.00	\$0.00	\$2,673.00
988 TRACK (GIRLS)	\$2,768.00	\$0.00	\$0.00	\$0.00	\$2,768.00	\$0.00	\$2,768.00
989 VOLLEYBALL	\$516.50	\$50.00	\$0.00	\$0.00	\$566.50	\$0.00	\$566.50
990 WRESTLING	\$119.10	\$0.00	\$0.00	\$0.00	\$119.10	\$0.00	\$119.10
991 SOFTBALL	\$1,163.30	\$1,000.00	\$0.00	\$689.97	\$1,473.33	\$0.00	\$1,473.33
995 PIONEER PLAYDAY	\$190,633.90	\$58,364.09	\$0.00	\$8,809.40	\$240,188.59	\$0.00	\$240,188.59
996 L. ALLRED GOLF SCHOLARSHIP	\$20,500.00	\$1,000.00	\$0.00	\$21,500.00	\$0.00	\$0.00	\$0.00

## Stillwater Public Schools

### Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/2/2025 - 6/30/2026

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
997 W. WELCH WRESTLING SCHOLARSHIP	\$2,645.00	\$0.00	\$0.00	\$0.00	\$2,645.00	\$0.00	\$2,645.00
998 RAYMOND ESTES SCHOLARSHIP	\$5,895.60	\$0.00	\$0.00	\$0.00	\$5,895.60	\$0.00	\$5,895.60
999 MATT FOSTER MEMORIAL	\$830.00	\$0.00	\$0.00	\$0.00	\$830.00	\$0.00	\$830.00
<b>Total</b>	<b>\$2,126,596.09</b>	<b>\$1,711,880.67</b>	<b>\$0.00</b>	<b>\$1,051,173.22</b>	<b>\$2,787,303.54</b>	<b>\$482,211.02</b>	<b>\$2,305,092.52</b>



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

Annual Activity Account Fund Raising Projects for FY 2025-2026

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Account Fund Raising Projects for FY 2025-2026

**BACKGROUND INFORMATION:**

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

• Junior High

**STILLWATER BOARD OF EDUCATION**

**CFB-E1**

**FUNDRAISER REQUEST**

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

Reporting School Year: 2025-2026 Sponsor Name: Emmy Wade

Name of Activity Fund: Pom Account No: 981

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

Chipotle will be partnering to give us a percentage of the sales on January 26th from 4:00-8:00pm. We will not be present at the restaraunt but we will post and spread the word to mention SJHS Pom.

**PURPOSE OF RAISING FUNDS:**

We will be using the money fundraised for a plethora of team needs. We just registered for two competitions and ordered new poms so some of the total will take care of these purchases.

**FUNDRAISER DATES:** START 1/26/26 4:00pm END 1/26/26 8:00pm

**AMOUNT OF MONEY TO BE RAISED:**

EST. INC. \$300 - EST. EXP. \$0 = EST. PROFIT \$300

Emmy Wade  
SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION  
(applicable only if athletic fundraiser)

Danny Nelson  
PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

**FUNDRAISER CLOSEOUT**

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

**FUNDRAISER PROFIT**

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

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

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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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 January 1, 2026

**BACKGROUND INFORMATION:**

This monthly report is highlighting changes to existing Purchase Orders and activity through January 1, 2026.

Change Order Listing

**Options:** Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 12/17/2025 - 12/19/2025, PO Range: 33 - 33, Minimum Amount Change: \$10,000.00, Minimum Percentage Change: 25.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount	
33	07/01/2025	53164	HOOTEN OIL LLC	PETROLEUM PRODUCTS FOR DISTRICT VEHICLES	10,000.00	
				PETROLEUM PRODUCTS FOR DISTRICT VEHICLES, JULY 1, 2025 - JUNE 30, 2026		
		11-047-2740-612-000-0000-000-715		09/05/2025	12/17/2025	-804.72
		11-047-2740-612-000-0000-000-715		12/17/2025		10,804.72
				REQUEST FOR CHANGE ORDER @ JAN. BOE MTG. IN THE AMOUNT OF + \$10,000.00 FROM V JAMESON (AFTER DECREASING 2026-11-39 TO MIDWEST BUS SALES		

<b>Non-Payroll Total:</b>	<b>\$10,000.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$10,000.00</b>

**Project Totals**

047	DISTRICT WIDE TRANSPORTATION	10,000.00
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**Unit Totals**

715	TRANSPORTATION	10,000.00
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## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/18/2025, PO Range: 541 - 584, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor	Description	Amount
GENERAL FUND	541	11/21/2025	AMAZON CAPITAL SERVICES	MATH REMEDIATION	467.16
GENERAL FUND	542	11/21/2025	AMAZON CAPITAL SERVICES	CLASSROOM GUIDANCE BOOKS	838.52
GENERAL FUND	543	11/24/2025	CDW GOVERNMENT	COLOR CARTRIDGES	517.47
GENERAL FUND	544	12/01/2025	CCOSA	REGISTRATION	229.00
GENERAL FUND	545	12/01/2025	T & W TIRE LLC	TIRES FOR SPS VEHICLES	8,797.98
GENERAL FUND	546	12/01/2025	WALMART LOCAL	REFRIGERATOR	200.00
GENERAL FUND	547	12/03/2025	GRIMSLEY'S INC.	ICE MELT	649.25
GENERAL FUND	548	12/03/2025	AUTRY AREA VOCATIONAL SCHOOL	CPR CARDS	120.00
GENERAL FUND	549	12/03/2025	BETHANY PUBLIC SCHOOLS	REGISTRATION	1,000.00
GENERAL FUND	550	12/03/2025	THE GOOD AND THE BEAUTIFUL LLC	SPACE GRANT SUPPLIES	3,045.38
GENERAL FUND	551	12/03/2025	SHAKE, RATTLE & ROLL AUDIO- VISUAL	GRADUATION AUDIO/VISUAL	7,797.00
GENERAL FUND	552	12/03/2025	OSU ATHLETICS	2026 GRADUATION	20,918.00
GENERAL FUND	553	12/03/2025	JARED NOLES	SECURITY	150.00
GENERAL FUND	554	12/03/2025	INTERMOUNTAIN LOCK & SECURITY	CLOSET DOOR PARTS	1,020.64
GENERAL FUND	555	12/04/2025	AMAZON CAPITAL SERVICES	HEADPHONES FOR STUDENTS	199.90
GENERAL FUND	556	12/04/2025	HERTZBERG-NEW METHOD INC	SHS LIBRARY BOOKS	1,062.82
GENERAL FUND	557	12/05/2025	PROJECT LEAD THE WAY, INC.	STEM CLASSROOM SUPPLIES	1,344.70
GENERAL FUND	558	12/09/2025	FOLLETT CONTENT SOLUTIONS LLC	SHS LIBRARY BOOKS	713.18
GENERAL FUND	559	12/09/2025	OPERATION PARENT, INC	PARENT HANDBOOKS	649.48
GENERAL FUND	560	12/10/2025	SYLOGISTED, INC	2025 TAX FORMS	1,619.36
GENERAL FUND	561	12/10/2025	TECHNOLOGY STUDENT ASSOCIATION	TSA NATIONAL DUES	520.00
GENERAL FUND	562	12/10/2025	MERIDIAN TECHNOLOGY CENTER	CLASS FEE	129.00
GENERAL FUND	563	12/10/2025	E.L. ACHIEVE, INC	REGISTRATION	990.00
GENERAL FUND	564	12/12/2025	Pitsco Education, LLC	ECHO DRONE	3,595.91
GENERAL FUND	565	12/12/2025	THE LIBRARY COLLECTIVE	LIBRARY BOOKS	2,215.72
GENERAL FUND	566	12/12/2025	SUMMER R MONTGOMERY	REIMBURSEMENT FOR TEST	130.00
GENERAL FUND	567	12/12/2025	ARC NETWORK LLC	REGISTRATION	540.00
GENERAL FUND	568	12/12/2025	FOLLETT CONTENT SOLUTIONS LLC	SHS LIBRARY BOOKS	1,806.54
GENERAL FUND	569	12/12/2025	AMAZON CAPITAL SERVICES	SHS LIBRARY BOOKS	464.30
GENERAL FUND	570	12/12/2025	ORION SECURITY SOLUTIONS	CAMERA LICENCING	4,861.00
GENERAL FUND	571	12/12/2025	OKLAHOMA FCCLA	FCS NEW TEACHER ACADEMY	15.00
GENERAL FUND	572	12/12/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	573	12/12/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	574	12/12/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	575	12/12/2025	WALMART LOCAL	FCS CULINARY CLASS SUPPLIES	500.00
GENERAL FUND	576	12/12/2025	AMAZON CAPITAL SERVICES	BOOKS FOR LIBRARY	778.07
GENERAL FUND	577	12/15/2025	B&H FOTO & ELECTRONICS CORP.	SPACE GRANT SUPPLIES	419.72
GENERAL FUND	578	12/17/2025	WALMART LOCAL	FACS SUPPLIES	300.00
GENERAL FUND	579	12/17/2025	WALMART LOCAL	FACS SUPPLIES	300.00
GENERAL FUND	580	12/17/2025	GOODWILL INDUSTRIES OF CENTRAL OK	FASHION CLASS PROJECT	200.00
GENERAL FUND	581	12/17/2025	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	120.00

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 12/18/2025, PO Range: 541 - 584, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
GENERAL FUND	582	12/17/2025	LOWE'S HOME IMPROVEMENT CENTER	CLASSROOM SUPPLIES	36.98
GENERAL FUND	583	12/18/2025	AMAZON CAPITAL SERVICES	LIBRARY BOOKS	67.37
GENERAL FUND	584	12/18/2025	AMAZON CAPITAL SERVICES	INTERIOR DESIGN SUPPLIES	169.03
<b>Non-Payroll Total:</b>					<b>\$70,998.48</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$70,998.48</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 12/18/2025, PO Range: 29 - 34, Fund(s): BOND FUND 31

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
BOND FUND 31	29	11/21/2025	HUNZICKER BROTHERS INC	EQUIPMENT FOR PARKING LOT LIGHTING -WILL ROGERS	3,959.50
BOND FUND 31	30	11/21/2025	HUNZICKER BROTHERS INC	EQUIPMENT FOR PARKING LOT LIGHTING -MIDDLE SCHOOL	2,109.25
BOND FUND 31	31	11/24/2025	ASSOCIATED ENGINEERING CONS, LTD	OUTDOOR LEARNING IMPROVEMENTS	7,400.00
BOND FUND 31	32	12/04/2025	TYLER TECHNOLOGIES INC	HARDWARE, SOFTWARE AND SERVICES-MAINTENCE FLEET	15,248.00
BOND FUND 31	33	12/04/2025	TYLER TECHNOLOGIES INC	HARDWARE, SOFTWARE AND SERVICES-SCHOOL BUSES	16,779.00
BOND FUND 31	34	12/09/2025	HUNZICKER BROTHERS INC	EQUIPMENT FOR PARKING LOT LIGHTING -HIGHLAND PARK	8,007.25

<b>Non-Payroll Total:</b>	<b>\$53,503.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$53,503.00</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 12/18/2025, PO Range: 43 - 53, 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	43	11/21/2025	ANDERTON GROUP II, LTD	WALL WRAP	2,871.00
BOND FUND 32	44	11/21/2025	RYKO ENTERPRISES, LLC	PANEL & ELO BACKPACK	2,534.00
BOND FUND 32	45	11/21/2025	ROCKET ALUMNI SOLUTIONS	ALUMNI SOLUTIONS SOFTWARE	18,308.00
BOND FUND 32	46	12/12/2025	B&H FOTO & ELECTRONICS CORP.	WALL CHARGER	659.89
BOND FUND 32	47	12/12/2025	IMAGENET CONSULTING, LLC	PRESENTATION DEVICES	657.15
BOND FUND 32	48	12/15/2025	THE CERAMIC SHOP	KILNS FOR SHS	15,294.34
BOND FUND 32	49	12/15/2025	TRAFERA HOLDINGS, LLC	JH CLASSROOM TECHNOLOGY	110,024.00
BOND FUND 32	50	12/15/2025	ULINE	ALUMINUM HAND TRUCKS	815.34
BOND FUND 32	51	12/16/2025	ORION SECURITY SOLUTIONS	NEW HS ACCESS CONTROL	320,878.00
BOND FUND 32	52	12/16/2025	IMAGENET CONSULTING, LLC	NEW HS AV	378,620.90
BOND FUND 32	53	12/18/2025	ACCURATE HEAT-AIR & PLUMBING, LLC	INSTALLATION OF EQUIPMENT	3,133.28

<b>Non-Payroll Total:</b>	<b>\$853,795.90</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$853,795.90</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/18/2025, PO Range: 220 - 350, Fund(s): BOND FUND 33

Fund	PO No	Date	Vendor	Description	Amount
BOND FUND 33	220	12/04/2025	AMAZON CAPITAL SERVICES	USB-A CONNECTED STORAGE	183.71
BOND FUND 33	221	12/04/2025	PROVANTAGE SUPERSTORE	BACKUP SMART TOWER	388.00
BOND FUND 33	222	12/12/2025	TRAFERA HOLDINGS, LLC	JH CLASSROOM TECHNOLOGY	94,080.00
BOND FUND 33	223	12/15/2025	MAIN AUTOMOTIVE SUPPLY	REPLACEMENT BATTERY	822.76
BOND FUND 33	224	12/15/2025	GRIMSLEY'S INC.	BATTERIES FOR PAC	4,367.40
BOND FUND 33	225	12/18/2025	P & K EQUIPMENT, INC	LAWNMOWER DECK	2,884.14
BOND FUND 33	226	12/18/2025	P & K EQUIPMENT, INC	MOWER MAINTENANCE	1,563.09
BOND FUND 33	227	12/18/2025	P & K EQUIPMENT, INC	HAND HELD EQUIPMENT	144.68
<b>Non-Payroll Total:</b>					<b>\$104,433.78</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Balance Forward:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$104,433.78</b>



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

Annual Activity Fund Planning and Approval Packages for FY 2025-2026

**BOARD ACTION REQUESTED:**

Motion to Approve Annual Activity Fund Planning and Approval Packages for FY 2025-2026

**BACKGROUND INFORMATION:**

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

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

The attached Annual Activity Fund Planning and Approval Package (Policy CFB-E1) provides the purpose of the account, the source(s) of income, and planned expenses. In addition, the package includes a Fund Subaccount Budget for 2025-2026, a Report on the Prior Year Fund Subaccount Budget, and Fundraiser Request for 2025-2026.

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2025-2026 Sponsor Name: Nutrition Services

Name of Activity Fund: Nutrition Services Donation Account

Account No. 847

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

**PACKET CONTENTS:**

FORM	FOUND ON PAGE	INITIAL IF COMPLETE
APPROVAL OF ACCOUNT FORM	PAGE 2	12/12/2025
ACTIVITY FUND SUBACCOUNT BUDGET	PAGE 3	12/12/2025
ACTIVITY FUND FUNDRAISER REQUEST(S) (pg. 4)	PAGE 4	12/12/2025
REPORT ON PRIOR YEAR ACTIVITY FUND SUBACCOUNT BUDGET*	PAGE 2	Type text here

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 12/11/2025

SITE: Nutrition Services

ACCOUNT NAME: Nutrition Services Donation Account

PURPOSE

To track donations to meal accounts >\$100

SOURCE(S) OF INCOME

Donors

PLANNED EXPENSES

Donations to meal accounts

SPONSOR NAME

Nutrition Services

SIGNATURE

*[Handwritten Signature]*

PRINCIPAL/DIRECTOR

Krista Neal

SIGNATURE

*[Handwritten Signature]*

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY:

*[Handwritten Signature]*

DATE:

12/12/25

ACCOUNT NUMBER:

847

BOARD OF EDUCATION APPROVAL DATE:

ACTIVITY FUND SUBACCOUNT BUDGET

Reporting School Year: 2025-2026

Sponsor Name: Nutrition Services

Name of Activity Fund: Nutrition Services Donation Account

Account No:

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$0.00	\$
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
Donations to meal accounts >\$100	\$3000	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Revenues:	\$	\$
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$3000	\$
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
Donations to meal accounts	\$3000	
	\$	
	\$	
	\$	
	\$	
Total Expenditures:	\$3000	\$
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$0.00	\$

**ANNUAL ACTIVITY FUND PLANNING AND APPROVAL PACKAGE**

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

Reporting School Year: 2025-2026

Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics

Account No: \_\_\_\_\_

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

**PACKET CONTENTS:**

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

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

ACTIVITY FUND REQUEST FOR ACCOUNT

DATE: 12/17/2025 SITE: BOE

ACCOUNT NAME: Special Olympics

PURPOSE

To support our Special Olympics Program.

SOURCE(S) OF INCOME

Fundraising

PLANNED EXPENSES

Uniforms, t-shirts, entry fees, practice equipment

SPONSOR NAME

Beverly Taylor

SIGNATURE

Beverly Taylor PhD

PRINCIPAL/DIRECTOR

Austin Hula

SIGNATURE

Austin Hula

TO BE COMPLETED BY FINANCE DEPARTMENT

APPROVED BY: [Signature] DATE: 12/19/25

ACCOUNT NUMBER: TBD

BOARD OF EDUCATION APPROVAL DATE:

**ACTIVITY FUND SUBACCOUNT BUDGET**

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor  
 Name of Activity Fund: Special Olympics Account No: \_\_\_\_\_

	NEXT YEAR EST.	ACTUALS*
1. ESTIMATED BEGINNING CASH BALANCE, JULY 1	\$ <u>0.00</u>	\$ _____
2. SOURCE OF ALL REVENUES AND ESTIMATED AMOUNTS:		
<u>Fundraisers</u>	\$ <u>1,000</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues:	\$ <u>1,000.00</u>	\$ _____
3. TOTAL CASH BALANCE PLUS REVENUES (ADD 1 AND 2)	\$ <u>1,000.00</u>	\$ _____
4. EXPENDITURES AND ESTIMATED AMOUNTS:		
<u>Uniforms or t-shirts</u>	\$ <u>300.00</u>	
<u>Practice Equipment/Supplies</u>	\$ <u>200.00</u>	
<u>Entry Fees</u>	\$ <u>500.00</u>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures:	\$ <u>1,000.00</u>	\$ _____
5. ENDING CASH BALANCE, JUNE 30 (SUBTRACT 4 FROM 3)	\$ <u>\$0.00</u>	\$ _____

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics Account No:

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

Participation in the Cowboy Country Polar Plunge put on by the Oklahoma State Special Olympics Office. Part of the money raised may be received by our team.

PURPOSE OF RAISING FUNDS:

To support our Special Olympics programs.

FUNDRAISER DATES: START 1/15/2026 END 2/21/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$500.00 - EST. EXP. \$0.00 = EST. PROFIT \$500.00

Beverly Taylor PhD SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Austin Hal PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE

FUNDRAISER REQUEST

Submit one copy per fundraiser (Due April 30)

Reporting School Year: 2025-2026 Sponsor Name: Beverly Taylor

Name of Activity Fund: Special Olympics Account No:

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

T-shirt fundraiser

PURPOSE OF RAISING FUNDS:

To support our Special Olympics programs.

FUNDRAISER DATES: START 3/15/2026 END 5/15/2026

ACCOUNT OF MONEY TO BE RAISED:

EST. INC. \$500.00 - EST. EXP. \$0.00 = EST. PROFIT \$500.00

Beverly Taylor Ph.D. SPONSOR SIGNATURE

ATHLETIC DIRECTOR AUTHORIZATION (applicable only if athletic fundraiser)

Principal Signature PRINCIPAL AUTHORIZATION

BOARD OF EDUCATION APPROVAL DATE

FUNDRAISER CLOSEOUT

START DATE: END DATE:

FUNDRAISER PROFIT

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

RECEIPT BOOK #: TO

SPONSOR SIGNATURE

FINANCIAL SECRETARY SIGNATURE



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

**PREPARED BY:** Dr. Angela Rhoades, Assistant Superintendent  
**APPROVED BY:** Mr. Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

**Educational Services FY 2025-2026 Contracts and Agreements:**

- 1) East Central University (Student Teaching Affiliation Agreement)
- 2) Oklahoma State University Speech Language Pathologist Assistance (Site Experience Agreement)
- 3) Payne County Health Department (Health Education and Programming Agreement)
- 4) Shannan Frohock (Interpreting Services for Staff Members Agreement)
- 5) University of Central Oklahoma Department of Kinesiology and Health Studies (Student Teaching Affiliation Agreement)
- 6) Youth Medical Mentorship (Health Science Club for Students)

**BOARD ACTION REQUESTED:**

Motion to Approve Contracts for 2025-2026.

**BACKGROUND INFORMATION:**

**NEW Contracts & Agreements:**

**New Contract - Annual Renewal, No Cost to SPS**

- 1) **East Central University** Student Teaching Affiliation Agreement

This agreement between ECU and Stillwater Public Schools concerns the placements of students enrolled in the programs served by the Department of Education within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. This contract is valid from January 13, 2026, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**

- 2) **Oklahoma State University Speech Language Pathologist Assistance** Site Experience Agreement

This agreement will allow OSU Speech Language Pathology Assistance (SLPA) to obtain school-based experience hours in our district. SLPA students will be placed with a participating Speech Language Pathologist. During their experience hours, SLPAs will observe therapy sessions and provide speech services under the supervision of the participating SLP. This contract is valid from January 13, 2026, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**

**3) Payne County Health Department Health Education and Programming Agreement**

SPS seeks approval of an MOU with the Payne County Health Department (PCHD) to support and promote the health and well-being of students within the district. This agreement formalizes an existing collaborative relationship and establishes a framework for coordinated health-related services and supports for students and school communities. Under the MOU, PCHD may provide health education, health-related resources and information, and other supportive services aligned with public health priorities and school needs. Services will be offered at times that are mutually acceptable to both SPS and PCHD and will be coordinated with district administration to minimize disruption to instructional time. The MOU does not obligate SPS to financial expenditures and ensures that all activities are consistent with district policies, applicable laws, and parental consent requirements. This partnership is intended to enhance access to preventative health education and resources, support student wellness, and strengthen collaboration between SPS and local public health partners. This contract is valid from January 13, 2026, through June 30, 2026.

**New Contract - Annual Renewal, General Fund**

**4) Shannan Frohock Interpreting Services for Staff Members Agreement**

This contract will allow Shannan Frohock to interpret for a current staff member with a hearing impairment when the current interpreter is absent, and other district staff are unable to interpret. Cost is \$70.00 per hour. This contract is valid from January 13, 2026, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**

**5) University of Central Oklahoma Department of Kinesiology and Health Studies Student Teaching Affiliation Agreement**

This agreement between UCO and Stillwater Public Schools concerns the placements of students enrolled in the programs served by the Department of Kinesiology and Health Studies within Stillwater Public Schools to complete their required field / clinical experiences as part of their degree program. The students will be required to submit a cleared background check and complete all district-required training. This contract is valid from January 13, 2026, through June 30, 2026.

**New Contract - Annual Renewal, No Cost to SPS**

**6) Youth Medical Mentorship Health Science Club for Students**

The Youth Medical Mentorship MOU is a partnership with OSU Medicine to engage with our community and schools. OSU Medicine has a TSET Grant, which funds this unique experience for rural students. The goal of the program is to provide hands-on experiences for students that expose them to specialty medical areas each month, led by local, community medical professionals. This would support college and career readiness goals for graduation requirements - especially those within the health science pathway. This contract is valid from January 13, 2026, through June 30, 2026.



### **Memorandum of Understanding**

This memorandum of understanding (MOU) is written in the spirit of cooperation between the school district and East Central University hereinafter "the Institution", for the purpose of co-constructing a mutually beneficial student teaching experience.

The district and the Institution jointly agree to:

1. Engage in a semester internship experience for student teachers in a placement that meets all Institution and certification requirements co-constructed by the district and the Institution.
2. Co-select the cooperating teacher for a student teacher as determined by the placement site's principal and the Institution's Coordinator of Field Experiences. Said cooperating teacher shall have appropriate certification and at least 3 years' experience.

The district agrees to:

1. Provide opportunities for student teachers to experience district orientations, trainings and other campus functions.
2. Provide access to appropriate district resources including curriculum documents, online resources, libraries, and forms.
3. Provide a Cooperating Teacher who will:
  - a. Participate in an Institution-provided cooperating teacher training.
  - b. Plan with and supervise the student teacher while providing opportunities of increasing responsibility for student teachers working with students.
  - c. Observe student teachers and provide continual and timely feedback and support to facilitate professional growth
  - d. Be familiar with Chapter 4: Student Teaching of the ECU Teacher Education Handbook.
  - e. Serve as the communication link between the student teacher, the school community, and the Institution.
  - f. Participate in the Candidate Preservice Assessment of Student Teaching (CPAST) process, the formative and summative assessment of the student teacher.

The Institution agrees to:

1. Recommend for placement in the student teacher program only those students who have a satisfactory record and have met the requirements established by the institution, including the completion of a passed background check.
2. Communicate objectives, requirements, policies, and the process to student teachers and cooperative teachers.
3. Cooperate with the district in any case where the student teacher needs redirection, or removal from the site.
4. Assign a single point of contact to work with the district regarding all student teaching placements.
5. Assign a University Supervisor who will:
  - a. Communicate timelines for student teacher expectations, including the CPAST process.
  - b. Serve in a supportive role to foster growth and development of knowledge, skills and professional dispositions for student learning.

- c. Serve as the communication link between the student teacher, the university, and the public school.
- d. Based on program expectations, conduct observations, and provide timely feedback and documentation of candidate progress through the CPAST process.

The cooperating school district or the Institution has the right to terminate this Memorandum of Understanding at any time if it is in their best interest.

\_\_\_\_\_  
Administrator/Designee – School District

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Institution Representative

\_\_\_\_\_  
Date

## OKLAHOMA STATE UNIVERSITY CLINICAL EXTERNSHIP AGREEMENT

THIS Clinical Externship Agreement (“Agreement”) is made and entered into as of [DATE] by and between [Stillwater Public Schools] (the “FACILITY”) and Oklahoma State University, Stillwater, Oklahoma (the “UNIVERSITY”).

WHEREAS FACILITY has certain facilities that would be beneficial to undergraduate students of [*speech language pathology assistant certificate*] for training and practical experience;

WHEREAS, the UNIVERSITY has students who would benefit from such training and experience;

NOW THEREFORE, it is mutually understood, in consideration of the mutual covenants and promises, and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Clinical Externships. The UNIVERSITY shall be responsible for arranging the clinical externship experience (“Clinical Externship”) for any participating UNIVERSITY student(s) (“Student(s)”) at the FACILITY. The UNIVERSITY and the FACILITY shall mutually determine the scope of the Clinical Externship program, the schedule of student assignments and the number of Students who may participate in the Clinical Externship.

2. Term. The term of this Agreement will commence on [January 13, 2026] and continue in effect until [**June 30, 2026**] (“Term”), unless sooner terminated as provided in Section 7 below. the parties may extend the Term upon mutual agreement.

3. Responsibilities of the UNIVERSITY.

a. The UNIVERSITY shall designate a UNIVERSITY employee, or another individual retained by the UNIVERSITY (the “Externship Coordinator”) to serve as the coordinator for the Clinical Externship to work directly with FACILITY personnel (“Facility Coordinator”) to coordinate all the activities of Students.

b. Thirty (30) days prior to the start of the Term, the Externship Coordinator will work with the Student, the Facility Coordinator, and the FACILITY Student Externship Supervisor(s) (defined below), to mutually determine the duration of the Clinical Externship.

c. The UNIVERSITY shall provide the name(s) of the Student(s) (the “Roster”) along with a Clinical Externship schedule, to the Facility Coordinator before the Clinical Externship begins.

The UNIVERSITY will require any participating Student(s) who will participate in the Clinical Externship to provide to the FACILITY verification of the following before the Student enters a FACILITY site: if applicable per the FACILITY requests (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) negative Purified Protein Derivative (PPD) or chest x-ray (dated within current year); (iii) MMR vaccinations (series of two) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician's designee; and (v) an approved background check. Agreement is terminated immediately should a student fail to pass a background check.

d. The UNIVERSITY shall require that any participating Student(s), before beginning the Clinical Externship, have current Cardiopulmonary Resuscitation (CPR) certification that meets standards acceptable to the FACILITY.

e. Subject to the provisions of the Oklahoma Governmental Tort Claims Act, including its limits of liability and exclusions therefrom, UNIVERSITY shall be responsible for all actions, activities and affairs of Student(s) during the Clinical Externship to the extent required by law.

f. Student trainee assignments and minimal levels of academic preparation and clinical experience will be mutually agreed upon by the UNIVERSITY and FACILITY from time to time.

All representations in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations become inaccurate in any way, the representing party shall immediately notify the other party.

#### 4. Responsibilities of the FACILITY.

a. The FACILITY shall designate an appropriately competent Facility Coordinator for the Clinical Externship who will work directly with the Externship Coordinator to plan and coordinate the Clinical Externship.

b. The FACILITY will designate one or more appropriately competent employee(s) to serve as the FACILITY Student Externship Supervisor(s), who will be responsible for coordinating learning experiences for the Student(s). [The FACILITY Student Externship Supervisor(s) will also be responsible for ensuring the supervision of student representatives meets the minimum requirements established by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA)]. The FACILITY will provide clinical supervision and other activity(ies) necessary for the successful completion of the Clinical Externship. The FACILITY Student Externship Supervisor(s) has authority to plan and arrange the work schedule of the Student(s).

c. At its sole expense, the FACILITY will maintain records concerning the progress/performance and client/contact records for each Student. [Client/contact records

shall conform to the format suggested by the CAA of ASHA]. Student evaluation forms will be provided by the UNIVERSITY. Client/contact records will be provided by the FACILITY. Upon completion of the assignment, completed Student evaluation forms and client/contact records shall be forwarded to the UNIVERSITY unless otherwise not permitted by law or due to confidentiality restrictions.

d. At its sole expense, the FACILITY shall provide the UNIVERSITY and Student Externship Supervisor(s) with copies of the FACILITY's policies, rules, regulations and procedures that are applicable to the Student's participation in the Clinical Externship.

e. The FACILITY shall, using due discretion, permit the Student(s) to assist in the provision of services to FACILITY patients, but the FACILITY may restrict their activities, including any patient/client care activities, at the FACILITY. The FACILITY will retain full responsibility for patient care by providing appropriate professional supervision of Student(s).

f. FACILITY shall permit the UNIVERSITY to visit, tour and inspect the FACILITY's facilities and records relating to the Clinical Externship on reasonable notice during the FACILITY administration's 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/client care activities.

g. The FACILITY shall make available emergency care and treatment to Student(s), as necessary, subject to its usual charges. Such treatment will be at the expense of the Student treated.

5. Conflicts and Removal of Students. If a conflict arises between an employee of the FACILITY and a Student, the FACILITY Coordinator and/or Externship Coordinator shall intervene in an attempt to resolve the matter. The FACILITY may require that the UNIVERSITY immediately remove a Student from a Clinical Externship when the FACILITY believes that the Student 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/client, employee or any other person.

6. Insurance Coverage. This provision is applicable to Universities that are owned and operated by the State of Oklahoma. The UNIVERSITY represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The FACILITY requires any participating Student(s) furnish verification of professional liability insurance covering themselves with insurance liability limits of no less than \$1,000,000 per occurrence and \$3,000,000 aggregate; however, policy limits may exceed the target limits required. A certificate of such insurance shall be furnished to the FACILITY upon request. The FACILITY shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

7. Termination.

a. Termination for Convenience. Either party may terminate this Agreement by providing written notification to the other party at least 90 days in advance, provided however, that notification by a party of its intent to terminate shall not affect students currently enrolled and participating in Clinical Externship up until date of termination.

b. Termination for Cause. The FACILITY may immediately terminate this Agreement for cause upon written notice to the UNIVERSITY upon the occurrence of any of the following events: (i) the failure of the any participating Student(s) to maintain insurance coverage as required by this Agreement and such Student fails to cure such insurance coverage failure within five (5) business days from the written notice; or (ii) the UNIVERSITY fails to bar any Student(s) from participating in a Clinical Externship after the FACILITY has informed the UNIVERSITY to remove any Student(s) for reasons permitted under this Agreement.

c. 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 thirty (30) days 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 thirty-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.

8. Responsibility for Actions. Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, directors and, in the case of FACILITY, its affiliates. 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 employees, officers, directors, or agents to perform any of their obligations under this Agreement. The UNIVERSITY is an agency or institution of the State of Oklahoma and the UNIVERSITY'S liability shall be governed by the Oklahoma Governmental Tort Claims Act.

9. Disclaimer of Intent to Become Partners. The FACILITY and the UNIVERSITY 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. In the making and performing of this Agreement, the parties act and shall act at all times as independent entities and nothing contained herein shall be construed or implied to create any agency, partnership, or employer and employee relationship between the parties. Neither party is authorized to act as an agent for the other for any purpose. In the making and performing of this Agreement, the Parties act and shall act at all times as independent entities, and nothing contained herein shall be construed or implied to create any agency, partnership, or employer and employee

relationship between the Parties and neither party is authorized to act as agent for the other for any purpose.

10.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 mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

University's Business and Agreement Address	Facility's Business and Agreement Address
Kenneth W. Sewell	
Vice President for Research	Stillwater Public Schools
Oklahoma State University	314 S. Lewis
203 Whitehurst Hall	Stillwater, OK, 74074
Stillwater, OK 74078	
Phone: 405-744-6501	
Email: research@okstate.edu	

11.Confidentiality. "Confidential Information" is defined as business information, strategies, technical data, information, trade secrets and/or other proprietary information of the FACILITY, including patient information, relating to the product or process that is a part of the Clinical Externship that is not disclosed to the public in the ordinary course of business and is marked as "Confidential Information." The UNIVERSITY shall, and the UNIVERSITY must require any participating Student(s) 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 UNIVERSITY or any Student(s), (b) was independently known or developed by UNIVERSITY or already possessed by UNIVERSITY at the time of disclosure, or (c) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The UNIVERSITY and Student(s) shall not use Confidential Information of FACILITY except as required to provide patient care services in the Clinical Externship. Except for patient information and other information required to be kept confidential by applicable law, the provisions relating to confidentiality will remain in effect for three (3) years from the date of termination of this Agreement.

12.HIPAA Compliance.

a. The UNIVERSITY must, and the UNIVERSITY shall require any participating 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 other applicable law. Student(s) 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 UNIVERSITY 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 UNIVERSITY becomes aware; and (iv) require that any agents, including a subcontractor, to whom the UNIVERSITY provides protected health information received from, or created or received by the UNIVERSITY on behalf of, the FACILITY agrees to the same restrictions and conditions that apply to the FACILITY with respect to such information.

c. FERPA. The parties acknowledge that student educational records are protected by the Family Educational Rights and Privacy Act (“FERPA”), 20 U.S.C. § 1232, 34 CFR Part 99, and that generally student permission must be obtained before releasing student-specific data to anyone other than UNIVERSITY. FACILITY shall use student educational records solely for the purposes of performing this Agreement, and such records shall not be redisclosed to any third parties.

13.Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, audio and/or visual recordings, 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.

14.Non-Discrimination. Except to the extent permitted by law, the FACILITY, the UNIVERSITY and Student(s) 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 UNIVERSITY, 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 UNIVERSITY 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 UNIVERSITY permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the UNIVERSITY agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. Section

4212. This Agreement incorporates applicable federal executive orders and regulations in effect at the time of execution.

15.FACILITY Policies and Procedures. The UNIVERSITY shall agree to educate any participating Student(s) of the requirement to comply with the policies, rules, and regulations of the FACILITY as will be provided to any participating Student(s) by the FACILITY prior to the start of any Term.

16.Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

17.No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

18.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.

19.Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma, without reference to conflict of law rules, and the forum for any proceeding or suit arising from or incident to this Agreement shall be located in the State of Oklahoma.

20.Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to either the UNIVERSITY or 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 UNIVERSITY 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.

21.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.

22.Publicity. Neither party will use the name of the other party in any publicity, advertising, or news release without the prior written approval of the other party.

23.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.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized officer as of the day and year first above written.

**UNIVERSITY**

Signature: *Julie Swearingin-Griffin on behalf of*

Name: Kenneth W. Sewell

Title: Vice President for Research

Date: 01/08/2026

**FACILITY**

Signature:

Name: [Insert Name]

Title: [Board of Education President]

Date: [Date]

# StillwaterPublicSchools-SLPA-Contract 2026 - #386

Final Audit Report

2026-01-08

Created:	2026-01-08
By:	Ramitha Raja (ramitha@okstate.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjZT4O1SCKPMmPZGWiLKLPriEWfh03Ck

## "StillwaterPublicSchools-SLPA-Contract 2026 - #386" History

-  Document created by Ramitha Raja (ramitha@okstate.edu)  
2026-01-08 - 7:09:05 PM GMT- IP address: 139.78.244.80
-  Document emailed to Julie Swaringim-Griffin (julie.swaringim@okstate.edu) for signature  
2026-01-08 - 7:09:51 PM GMT
-  Email viewed by Julie Swaringim-Griffin (julie.swaringim@okstate.edu)  
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-  Document e-signed by Julie Swaringim-Griffin (julie.swaringim@okstate.edu)  
Signature Date: 2026-01-08 - 8:20:10 PM GMT - Time Source: server- IP address: 139.78.244.144
-  Agreement completed.  
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## Memorandum of Understanding (MOU) between the Payne County Health Department and Stillwater Public School District.

This is an agreement between the Payne County Health Department (hereinafter referred to as CHD) and the Stillwater Public School District (hereinafter referred to as School.) This MOU will be in effect from January through May 2026. Either party may terminate this MOU without cause by providing 30 days written notice to the other party.

The goal of this MOU is to promote the health and well-being of children and adolescents in schools. Services shall be provided at a time that is mutually acceptable to the CHD and the School. It is the desire of the CHD to provide needed health education and training while being a resource to schools implementing the Health Education Act Standards.

Terms of this MOU are as follows:

CHD agrees to:

1. Schedule requested health education topics at a time that meets the school's needs.
2. Provide resources and information (ex. parent night, forms, consents, educational material) prior to delivery of service and/or program.
3. Clearly communicate any processes and forms required for the service.
4. Offer referral resources as appropriate.
5. Consult with school officials to determine any follow-up resources as requested.
6. It's worth noting that the "health education topics" can be offered in various presentation styles and groups such as classroom discussion, parent education group, directly to teachers and staff and/or joint presentation with school and community.

Health Education Topics offered

- Hygiene
- Nutrition
- Physical Activity
- Healthy Relationships
- Growth and Development
- Hands Only CPR for Seniors
- Making a Difference
- Making Proud Choices
- Tobacco/Vape Prevention
- Injury Prevention
- HIV/STD Prevention
- Internet Safety
- CPR for School Staff (PO with training center required)

School agrees to:

1. Identify the service(s) interested in the CHD to provide from above list.
2. Assist with scheduling services.
3. Provide a space for CHD employee(s) to offer health education programming.



# CONSULTANT SERVICES FOR INTERPRETING SERVICES FOR STAFF MEMBERS AGREEMENT

School Year 2025-2026

This Consultant Services for Hearing Impaired Students Agreement (the “Agreement”) dated as of the 13<sup>th</sup> day of January, 2026, is between Independent School District No. 16 of Payne County, Oklahoma (“Stillwater Schools”) with a notice address of 314 S. Lewis, Stillwater, Oklahoma 74074, and Shannan Frohock (“Consultant”), with a notice address of 24 Yellow Brick Drive, Stillwater, Oklahoma 74074.

In consideration of the mutual terms, covenants and conditions specified in this Agreement, Stillwater Schools and CONSULTANT agree as follows:

- 1. Interpreting Services.** CONSULTANT agrees to provide to Stillwater Schools such interpreting services as requested during the term of this Agreement pertaining to special education services for Stillwater Schools’ students categorized as Hearing Impaired.
- 2. CONSULTANT’s Duties.** CONSULTANT shall provide such interpreting services for designated staff. The specific starting date for CONSULTANT’s delivery of Services will be mutually determined by CONSULTANT and Stillwater Schools.
- 3. Certification and Licensure.** CONSULTANT represents and warrants that CONSULTANT is a certified deaf educator licensed by the State of Oklahoma and certified by the Oklahoma Department of Education. CONSULTANT shall notify Stillwater Schools immediately if, for any reason, CONSULTANT’s Oklahoma teacher’s license is suspended or if CONSULTANT’s certification is not renewed upon expiration.
- 4. Confidentiality.** CONSULTANT agrees to adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
- 5. Insurance.** CONSULTANT represents and warrants that CONSULTANT is insured under a professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers CONSULTANT when CONSULTANT is providing services as consultant in the area of services to hearing impaired students on the premises of Stillwater Schools. CONSULTANT agrees to maintain this insurance policy at all times while this Agreement is in effect and agrees to notify Stillwater Schools immediately should the forgoing policy be changed. CONSULTANT will provide Stillwater Schools with a copy of the foregoing insurance policy.
- 6. Indemnification.** In addition to the requirement of paragraph 5 and not in lieu thereof, CONSULTANT agrees to indemnify and hold Stillwater Schools and its agents, employees and officers harmless (including defense costs) against any claim,

demand or action against Stillwater Schools arising from services provided by CONSULTANT.

7. **Worker's Compensation.** CONSULTANT certifies that, by law, CONSULTANT is not required to carry Workers Compensation Insurance and shall in no event be entitled to such coverage from Stillwater Schools.
8. **OSHA and Background Checks.** CONSULTANT represents and warrants that CONSULTANT has received training in the prevention of exposure to bloodborne pathogens and other potentially infectious materials in accordance with the OSHA Standard on Bloodborne Pathogens ("OSHA training") and agrees to provide Stillwater Schools with written verification of same. If CONSULTANT has not received OSHA training, CONSULTANT agrees to attend a one-hour OSHA training course provided by Stillwater Schools at no cost to CONSULTANT no later than October 1, 2025. CONSULTANT further represents and warrants that Consultant has not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. CONSULTANT agrees to provide Stillwater Schools with written consent for Stillwater Schools to conduct such background checks and criminal history investigations as Stillwater Schools may request from time to time during the term of this Agreement.
9. **Compensation.** Stillwater Schools agrees to pay CONSULTANT the sum of \$70.00 per hour for the Services which is inclusive of travel and other work-related expenses. CONSULTANT will work 10-20 hours per week. Additional hours may be negotiated according to the needs of Stillwater Schools. CONSULTANT agrees to invoice Stillwater Schools monthly for all Services provided. CONSULTANT agrees and acknowledges that all required documentation must be submitted to Stillwater Schools **no later than the 3<sup>rd</sup> day of the month following the month in which the Services were provided** and that Stillwater Schools has no obligation to forward payment to CONSULTANT until Stillwater Schools has been provided the required documentation. CONSULTANT acknowledges that all revenue provided to CONSULTANT pursuant to this Agreement constitutes "net earnings from self-employment" as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended, and that Stillwater Schools shall have no obligation to CONSULTANT as an employer for withholding and remitting taxes, insurance, FICA, etc.
10. **Term and Termination.** This Agreement is effective as of January 13, 2026, and shall continue in effect through June 30, 2026, unless terminated earlier as provided herein. Either party may terminate this Agreement upon fourteen (14) days' written notice.
11. **Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be an employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any

obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

- 12. Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, pandemic, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, casualty, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.
- 13. Notices.** All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the addresses herein or at such other addresses of which either party may give notice; (ii) confirmed facsimile; or (iii) nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.
- 14. Miscellaneous.** This agreement embodies the entire agreement and understanding between Stillwater Schools and CONSULTANT relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and inure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

OF PAYNE COUNTY, OKLAHOMA

By: \_\_\_\_\_  
President, Board of Education

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

  
\_\_\_\_\_  
SHANNAN FROHOCK

Date: 1/6/2026



UNIVERSITY OF

Central Oklahoma

**AFFILIATION AGREEMENT  
BETWEEN  
UNIVERSITY OF CENTRAL  
OKLAHOMA  
AND  
STILLWATER PUBLIC SCHOOLS**

THIS AGREEMENT is made and entered into as of the **13th day of January 2026** between **the University of Central Oklahoma** (the "School"), and **Stillwater Public Schools** (the "Facility").

1. Field Experience. The School and Facility agree to arrange professional field experience ("Field Experience") for **Kinesiology & Health Studies** Students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Field Experience programs, the schedule of student assignments and the number of Students who may participate in the Field Experiences.

2. Term. The term of this Agreement shall be for the period commencing **January 13, 2026**, and ending **June 30, 2026**, unless terminated earlier as provided in this Agreement. After the initial term, this Agreement shall continue in effect for additional periods of one year each unless one party notifies the other at least 90 days prior to the end of the initial term or any extended term of its intent to terminate this Agreement at the end of such term, in which event this Agreement shall terminate at the end of the then-current term. However, notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Field Experiences.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Faculty Supervisor") to serve as the coordinator for the Field Experiences to work directly with Facility personnel, coordinate all the activities of Students, and instruct and supervise Students during the Field Experiences.

b. For each Instructor and Student who will participate in the Field Experiences, the School certifies that the Student has completed a complete Hepatitis B vaccination series; MMR vaccinations(s) or positive titer(s); and a criminal background check.

c. 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.

d. The School shall require that each Student before beginning the Field Experience have current CPR certification that meets standards acceptable to the Facility.

e. 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, Instructor performance evaluation, references and all academic aspects of the Field Experience programs.

f. The School shall require the Faculty Supervisor, each Faculty member and each Student to read and be familiar with the policies, rules, regulations and procedures of the Facility.

#### 4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Field Experiences and to work directly with the Faculty Supervisor and Instructors to plan and coordinate the Field Experiences.

b. The Facility shall provide the Faculty Supervisor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Field Experiences. .

c. The Facility shall provide an orientation to the Student and Faculty that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Field Experiences.

d. The Facility shall permit Students and Instructors to assist in the provision of exercise and fitness assessment and programming, patient care, and wellness promoting activities, to Facility priority populations, subject to reasonable Facility restrictions which have been communicated to the School and its Faculty Supervisor in advance.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Field Experiences on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including health promotion activities.

g. The Facility shall make its facility, classrooms, venues, conference rooms and library facilities available to the School for Field Experiences, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available to Students and the Faculty Supervisor, the Facility's Emergency Action Plan, evaluation plan and any emergency care equipment if an emergency arises.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Faculty Supervisor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Field Experience when the Facility believes that 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 another students, clients, patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Field Experience begins, the Facility may refuse to allow any Student or Instructor to participate in the Field Experience if the individual has an unfavorable record with the Facility from previous employment, another field experience or any other 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 Field Experience; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Field Experiences.

b. Students are required to wear appropriate professional attire related to the Facility standards, be well-groomed, and make a neat appearance while at the Facility. Students may check out name badges issued by the School.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Field Experience any Student who is not competent or qualified to participate in the Field Experience. Students must be under direct supervision at all times; both verbal and visual.

e. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Field Experiences and any services required of them under this Agreement.

f. The School has provided the Faculty Supervisor, Instructors, 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 of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. 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. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School and not the Facility is the employer of the Instructors and Faculty Supervisor. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Faculty Supervisor, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage. The School represents that it and its faculty are self-insured and subject to the Oklahoma Governmental Tort Claims Act. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. During the term of this Agreement, the School shall require Students to maintain, and each Student shall continuously maintain professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. The School agrees to furnish verification of professional liability insurance covering the participating Faculty. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policies shall provide that they may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination.

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 require Students to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Field Experience 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 days 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. Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees; officers, directors and affiliates. 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 employees, officers, directors, or agents to perform any of their obligations under this Agreement. The School's liability, if any, shall be governed by the Oklahoma Governmental Tort Claims Act.

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 mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall require Faculty Supervisors, Instructors and Students to keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including information on patients, priority populations, and patient data unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School, its Faculty Supervisors, Instructors or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Faculty Supervisors, Instructors, and Students shall not use such information except as required to provide population health services in the Field Experiences.

14. HIPAA Compliance.

a. The School shall require the Faculty Supervisors, 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. Rights in Property. All supplies, fiscal records, client or 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.

16. 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, sexual orientation, 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, sexual orientation 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, 38 U.S.C. Section 4212.

17. Sexual Harassment: Federal law and the policies of the School prohibit sexual harassment of School employees or students. Sexual harassment includes any unwelcome sexual advance toward a School employee or student, any request for a sexual favor from a School employee or student, or any other verbal or physical conduct of a sexual nature that is so pervasive as to create a hostile or offensive working environment for School employees, or a hostile or offensive academic environment for School students. Facility is required to exercise control over their employees, agents and subcontractors so as to prohibit acts of sexual harassment of School employees and students. Further disciplinary actions may be taken as warranted.

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.

22. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. 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.

24. Force Majeure. Neither the Facility nor School shall be liable for any breach of this agreement if the failure to perform the contract arises out of causes beyond the control, and without the fault or negligence of the Facility or School. Such causes may include, but are not restricted to: acts of God or of the Public Enemy, Acts of the Government in either its sovereign or contractual capacity, Fires, Floods, Epidemics, Quarantine Restrictions, Strikes, Freight Embargoes, and Unusually Severe Weather, but in every case the failure to perform must be beyond the control and without fault or negligence of the Facility or School. If the failure to perform is caused by default of a subcontractor of either party, and if such default arises out of causes beyond the control of either the Facility or School, whichever the case may be, and subcontractor, and without the fault or negligence of them, the Facility/School shall not be liable for any failure to perform.

25. 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.

26. 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.

Signatures on the following page

SCHOOL:  
**University of Central Oklahoma**  
100 University Dr.  
Edmond, OK 73034

FACILITY:  
**Stillwater Public Schools**  
314 S. Lewis Street  
Stillwater, OK 74074

By: Charlotte K. Simmons  
Charlotte K. Simmons (Jan 5, 2026 13:37:43 CST)

By: \_\_\_\_\_

Title: Provost and VP for Academic Affairs

Title: President – Board of Education

Date: 01/05/2026

Date: January 13, 2026

BLD Dean Approval

01/05/2026

 General Counsel approved as to form  
Kendall Parrish

01/05/2026

# Affiliation Agreement Stillwater Public Schools-UCO Kinesiology 26

Final Audit Report

2026-01-05

Created:	2026-01-05
By:	Catherine Coelis (ccoelis@uco.edu)
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-  Document created by Catherine Coelis (ccoelis@uco.edu)  
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-  Document emailed to Bryan Duke (bduke@uco.edu) for approval  
2026-01-05 - 5:08:20 PM GMT
-  Email viewed by Bryan Duke (bduke@uco.edu)  
2026-01-05 - 5:53:43 PM GMT- IP address: 198.102.159.123
-  Document approved by Bryan Duke (bduke@uco.edu)  
Approval Date: 2026-01-05 - 5:54:11 PM GMT - Time Source: server- IP address: 198.102.159.123
-  Document emailed to Kendall Parrish (kparrish5@uco.edu) for approval  
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-  Document approved by Kendall Parrish (kparrish5@uco.edu)  
Approval Date: 2026-01-05 - 7:17:31 PM GMT - Time Source: server- IP address: 198.102.159.142
-  Document emailed to Charlotte Simmons (cksimmons@uco.edu) for signature  
2026-01-05 - 7:17:37 PM GMT
-  Email viewed by Charlotte Simmons (cksimmons@uco.edu)  
2026-01-05 - 7:37:18 PM GMT- IP address: 198.102.159.140
-  Signer Charlotte Simmons (cksimmons@uco.edu) entered name at signing as Charlotte K. Simmons  
2026-01-05 - 7:37:41 PM GMT- IP address: 198.102.159.140



Document e-signed by Charlotte K. Simmons (cksimmons@uco.edu)

Signature Date: 2026-01-05 - 7:37:43 PM GMT - Time Source: server- IP address: 198.102.159.140



Agreement completed.

2026-01-05 - 7:37:43 PM GMT



**Adobe Acrobat Sign**

## AGREEMENT

**THIS AGREEMENT (“Agreement”)** is made as of the date last affixed hereto by and between **Stillwater Public Schools**, hereby known as (“District”), and **YOUTH MEDICAL MENTORSHIP INC.** (“YMM”). In consideration of the covenants and conditions contained in this Agreement, the parties agree as follows:

1. **Services.** YMM agrees to facilitate mentorship programs for District students in accordance with the Scope of Work document attached hereto as Exhibit A. The District agrees to provide access to students pursuant to its policies and this Agreement.

2. **Term.** The Agreement shall be effective beginning January 15, 2026, and will expire upon its own terms June 30, 2026. Upon mutual agreement of the Parties, this Agreement may be extended for additional one-year terms. Either Party may terminate this Agreement at any time, without cause, upon 30-days’ written notice to the other.

3. **Student Safety.** YMM certifies that it will not place any employee, contractor or volunteer on District property if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude or is/are currently registered or required to be registered under the provisions of the Oklahoma Sex Offender’s Registration Act or the Mary Rippy Violent Offender Registration Act. YMM shall submit written proof to the District that any employee or representative of YMM coming on to District property has passed a background check prior to their entering on District property. All YMM employees, volunteers and representatives must have in their possession, at all times, a current photo ID which identifies them as an employee or volunteer of YMM and, if required by the District, a District photo ID authorizing access to a specific District site. If at any time a YMM volunteer or employee demonstrates actions which are inappropriate or creates a disruption within a school, the principal may require that such person leave District property and not return without specific permission of the principal.

4. **Compensation.** The Parties agree and understand that neither entity will be monetarily compensated under this Agreement.

5. **Insurance and Indemnification.** Before performing services or providing goods pursuant to this agreement, YMM shall obtain a Commercial General Liability (“CGL”) insurance policy and a Professional Liability (“PL”) insurance policy, each insuring YMM in an amount not less than \$250,000 for personal injury to or death of any individual, and \$2,000,000 in the aggregate for personal injury or death. In addition, YMM shall obtain a Commercial Automobile Liability with a limit not less than \$2,000,000 Combined Single Limit for Bodily Injury and Property Damage. YMM must add the District as an additional insured party on each policy in amounts commensurate with the limits of the Oklahoma Governmental Tort Claims Act with a “waiver of subrogation” made in favor of the district. YMM shall maintain the required insurance policies at all times while this Agreement is in effect. YMM agrees that it will furnish the District with verification of the insurance policies required by this Agreement. If any of the required insurance policies are canceled during this school year, YMM must immediately notify the District and cease providing services.

In addition to, and not in lieu thereof, YMM shall indemnify, defend and hold the District harmless from any liability for any action or omission of YMM, and its employees, volunteers, agents, officers, representatives, or contractors.

6. **Student Privacy.** YMM will adhere to district student privacy policies, as well as the Family Educational Rights and Privacy Act (“FERPA”) and the Student Data Privacy Act. YMM agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound), collecting a student’s written or oral statements, or using records made in connection with the activities that are the subject of this Agreement. The only exceptions being express written permission obtained from the parent/guardian of the student (if under 18 years of age) or the student (if over 18 years of age).

7. **Employees and Volunteers.** YMM is solely responsible for the hiring/recruitment of its employees and volunteers and for the payment of its employees’ compensation and benefits including employment taxes, any similar taxes associated with employment, withholding of federal, state, or local taxes imposed on wages, workers compensation insurance, deductions for social security, contributions for unemployment compensation funds, contributions for workers compensation, and all other regulations governing such matters. In no event shall YMM employees, volunteers, contractors, agents, or officers be entitled to such compensation or benefits from the District.

8. **Independent Contractors.** It is not the intention of the parties to form a joint venture or partnership of any kind. This Agreement shall not be construed to create an employment or agency relationship between the parties or any of their respective officers, agents, employees, representatives or contractors. The parties shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors.

9. **Miscellaneous.** This Agreement constitutes the entire agreement between the parties, and supersedes all other agreements, oral or in writing with respect to the subject matter. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable for any reason, the remaining provisions will continue in full force and effect. This Agreement may not be amended or modified at any time without the prior written consent of all parties. This MOU shall be governed and construed according to the laws of the State of Oklahoma without regard to its conflicts of law’s provisions. Any disputes which may arise under this agreement must be litigated in a court of competent jurisdiction over Payne County, Oklahoma.

IN WITNESS WHEREOF, the Parties execute this agreement upon the date of the last signature affixed hereto.

**Stillwater Public School District**

**YOUTH MEDICAL MENTORSHIP, INC.**

**Stillwater, Oklahoma**

By: \_\_\_\_\_

Roberta Douglas  
President, Board of Education

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

By: Chris McNeil

Name: Chris McNeil

Title: Executive Director

Date: 1/6/26



## **STILLWATER PUBLIC SCHOOLS**

### **STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Dr. Angela Rhoades, Assistant Superintendent  
**APPROVED BY:** Mr. Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

---

#### **AGENDA ITEM:**

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

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

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

#### **BACKGROUND INFORMATION:**

In accordance with OAC 210:35-25-3, information will be presented on the certified annual dropout report submitted to the State Department of Education. The report reflects the 2022-2023 school year and includes grades 7-12.

Oklahoma State Department of Education  
 State Dropout Report  
 2022-2023

District	School	Enrollment	Dropout Rates		Dropouts			Dropout by Age								Dropouts by Race/Ethnicity					Dropouts by Grade					
		Oct Enrollment (Grades 7-12)	Dropout Rate (Grades 7-12)	HS Dropout Rate (Grades 9-12, < 19 YO)	Male	Female	Total	<13	13	14	15	16	17	18	19-22	Hispanic	African Am.	Native Am.	Asian/Pacific Is	White	Two or More Races	<9	9	10	11	12
Stillwater	Middle School (Gr. 7)	494	3.8	0.00%	10	9	19	12	7	0	0	0	0	0	0	<3	<3	<3	<3	11	<3	19	0	0	0	0
	Junior High (8-9)	887	***	***	***	***	***	0	<3	<3	4	<3	0	0	0	4	0	0	0	5	<3	<3	7	0	0	0
	High School (10-12)	1317	***	***	***	***	***	0	0	<3	13	15	25	10	10	16	<3	4	<3	40	10	***	0	20	27	28

State DO Rate: 4.2%



## **STILLWATER PUBLIC SCHOOLS**

### **STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Dr. Angela Rhoades, Assistant Superintendent

**APPROVED BY:** Mr. Tyler Bridges, Superintendent

**DATE:** January 13, 2026

---

#### **AGENDA ITEM:**

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

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

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

#### **BACKGROUND INFORMATION:**

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

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

**Oklahoma State Regents for Higher Education**  
**Participation in Developmental Education in 2023-24**  
**2023 Oklahoma Public High School Graduates as Fall 2023 College Freshmen in Public Higher Education by District**

District Name	Fall First-Time Degree Seeking Freshman Count	Science Developmental Student Count	Percent Science	English Developmental Student Count	Percent English	Math Developmental Student Counts	Percent Math	Reading Developmental Student Count	Percent Reading	Total Developmental Students	Percent Total
STILLWATER	161	-	0.0%	3	1.9%	13	8.1%	5	3.1%	16	9.9%
BARTLESVILLE	135	-	0.0%	2	1.5%	18	13.3%	7	5.2%	20	14.8%
BIXBY	244	-	0.0%	6	2.5%	32	13.1%	19	7.8%	46	18.9%
BROKEN ARROW	554	3	0.5%	25	4.5%	107	19.3%	108	19.5%	159	28.7%
BROKEN BOW	45	1	2.2%	2	4.4%	9	20.0%	1	2.2%	10	22.2%
CHOCTAW-NICOMA PARK	193	1	0.5%	17	8.8%	43	22.3%	-	0.0%	53	27.5%
DEER CREEK	224	-	0.0%	5	2.2%	32	14.3%	3	1.3%	35	15.6%
EDMOND	825	-	0.0%	17	2.1%	118	14.3%	7	0.8%	124	15.0%
ENID	137	-	0.0%	11	8.0%	37	27.0%	16	11.7%	42	30.7%
JENKS	435	1	0.2%	11	2.5%	63	14.5%	38	8.7%	87	20.0%
LAWTON	251	-	0.0%	14	5.6%	49	19.5%	11	4.4%	56	22.3%
MIDWEST CITY-DEL CITY	340	1	0.3%	51	15.0%	88	25.9%	5	1.5%	108	31.8%
MOORE	580	-	0.0%	18	3.1%	70	12.1%	8	1.4%	85	14.7%
MUSKOGEE	68	1	1.5%	4	5.9%	15	22.1%	9	13.2%	18	26.5%
MUSTANG	253	2	0.8%	6	2.4%	38	15.0%	6	2.4%	47	18.6%
NORMAN	403	1	0.2%	13	3.2%	52	12.9%	4	1.0%	61	15.1%
OKLAHOMA CITY	328	-	0.0%	15	4.6%	53	16.2%	5	1.5%	63	19.2%
PUTNAM CITY	331	2	0.6%	14	4.2%	71	21.5%	4	1.2%	80	24.2%
SAND SPRINGS	146	-	0.0%	7	4.8%	22	15.1%	13	8.9%	31	21.2%
TULSA	560	3	0.5%	31	5.5%	160	28.6%	137	24.5%	222	39.6%
YUKON	247	3	1.2%	9	3.6%	30	12.1%	2	0.8%	35	14.2%



STILLWATER PUBLIC SCHOOLS  
**ACADEMIC SCHOOL CALENDAR**  
 2026-2027

**July 2026**

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2026**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2026**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October 2026**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November 2026**

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December 2026**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**SUMMER TEACHER WORK DAYS**

<b>AUG 3-5</b>	New Teacher Orientation
<b>AUG 10-12</b>	Back to School Professional Development (Aug 11 - 1/2 PD & 1/2 Work Day)

**SCHOOL YEAR**

<b>AUG 13</b>	First Day of School
<b>AUG 13 - OCT 13</b>	1st Quarter (42 Days)
<b>OCT 19 - DEC 18</b>	2nd Quarter (40 Days)
<b>JAN 5 - MAR 11</b>	3rd Quarter (46 Days)
<b>MAR 22 - MAY 19</b>	4th Quarter (42 Days)
<b>MAY 19</b>	Last Day of School
<b>MAY 21</b>	SHS/Lincoln Academy Graduation

170 Instructional Days / 180 Teacher Contract Days

**NO SCHOOL**

<b>SEP 7</b>	Labor Day
<b>SEP 8</b>	PD Day
<b>OCT 14</b>	PD Day
<b>OCT 15</b>	In Lieu of P-T Conference Time
<b>OCT 16</b>	Fall Break
<b>NOV 23-27</b>	Thanksgiving Break
<b>DEC 21-JAN 4</b>	Winter Break
<b>JAN 18</b>	MLK Jr Day - Offices also closed
<b>FEB 15</b>	Presidents Day / Teacher Flex Day
<b>MAR 12</b>	In Lieu of P-T Conference Time
<b>MAR 15-19</b>	Spring Break
<b>APR 30</b>	PD Day / Teacher of the Year Celebration
<b>MAY 20</b>	Teacher Work Day

**PARENT-TEACHER CONFERENCES**

<b>OCT 6 &amp; 8</b>	Fall Elem. Parent-Teacher Conferences
<b>OCT 8 &amp; 12</b>	Fall Sec. Parent-Teacher Conferences
<b>MAR 4 &amp; 9</b>	Spring Elem. Parent-Teacher Conferences
<b>MAR 4 &amp; 8</b>	Spring Sec. Parent-Teacher Conferences

**January 2027**

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	14	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February 2027**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

**March 2027**

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April 2027**

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2027**

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	G	22
23	24	25	26	27	28	29
30	31					

**June 2027**

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Read by Stillwater Board of Education 1-13-26



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

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

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

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

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



# CM Contingency Modification

0309b. - Stillwater New High School

**Title:** CMOD 24 - Epoxy Floor Moisture Mitigation

**CM Contingency Modification : #** 24

**Date:** 11/26/2025 **Date Required:**

**Description of Work:** This contingency modification is to cover costs associated with providing fluid applied moisture mitigation barrier at the first floor epoxy flooring locations to meet manufacture's specifications and warranty requirements.

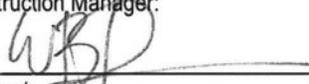
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : CMOD 24 - Epoxy Floor Moisture Mitigation	0.00	LS	0.00	- 29,345.0	0.0	0.00	- 29,345.00	
2 : Carroll's Flooring	0.00	LS	0.00	29,345.0	0.0	0.00	29,345.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

	12/17/2025
Construction Manager:	Date:
	12/26/2025
Architect:	Date:
	1/5/26
Owner:	Date:

# Carroll's Commercial Floors

11408 E 19th St  
 Tulsa, OK 74128  
 Telephone: 918-376-9885 Fax: 918-376-9885



**Proposal**  
 Date 10/25/25

*We are a Factory Authorized Dealer*

Customer: Willowbrook	Job Site: <b>Change Order ADD - Mitigation 1st Floor Epoxy</b> Stillwater HS
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Attn: Shawn Vick	Contact: Brian Torrie   918-549-5770   ccftrorie@gmail.com
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Qty	UOM	Description	Tax	Unit	Total
8,003.00	SF	Moisture Mitigation Centimark Concrete Measures 85 Rh (Needs to be 75 Rh max. First Floor only)		\$ 3.67	\$ 29,344.33

**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.

**Exclusions:** N/A

Subtotal **\$ 29,345.00**

We hereby propose to furnish the above complete in accordance with the above specifications, for the sum of:

**\$ 29,345.00**

*\* Deduct Taxes and/or Bid Bond Costs if not applicable*

**ACCEPTANCE OF PROPOSAL:**

Authorized Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

*This proposal is valid for 30 days from the date of issuance. After this period, terms and pricing may be subject to revision.*

**PART A** GPDFMVPA1  
**PART B** GPDFMVPB1

**CLEAR  
HARDENER**

Revised: August 7, 2025

**PRODUCT INFORMATION**

**PRODUCT DESCRIPTION**

**RESUPRIME MVP** is a clear, 100% solids epoxy moisture mitigation system formulated to bond to concrete with relative humidity (RH) as high as 99% (at 40% depth). It is designed to reduce moisture vapor emission levels up to 20lbs/1000 sq. ft./24 hours to 3 lbs/1000 sq. ft./24 hours or less.

**BENEFITS**

- Reduces moisture levels to 3 lbs./1,000 sq. ft/24hours or less
- VOC 0 g/L
- Typical one coat application
- Excellent adhesion
- Resistant to high pH

**LIMITATIONS**

- For interior applications only
- Apply only to properly prepared, sound and stable concrete at least 5 days old.
- Resuprime MVP is to be applied at substrate temperatures between 60° F and 90° F.
- Do not apply when RH of concrete is greater than 99% (at 40% depth of slab) or moisture vapor transmission levels are greater than 20 lbs/1000 sq. ft./24 hours
- Recoat window of within 24 hours must be adhered to.
- Do not use as a stand-alone system
- Available clear only
- Does not prevent floor failures due to osmotic blistering.

**PRODUCT CHARACTERISTICS**

<b>Colors:</b>	Clear
<b>Mix Ratio:</b>	2A:1B by volume
<b>Weight Solids:</b>	100%
<b>VOC:</b>	<50 g/L
<b>Pot Life, 70°F:</b>	45 minutes
<b>Recoat Range, 70°F:</b>	12-24 hours
<b>Foot Traffic:</b>	24 hours
<b>Cured Film Thickness:</b>	16 mils at 100 sq. ft. per gallon
<b>Shelf Life:</b>	12 months, unopened at 73°F

**TYPICAL USES**

- Moisture mitigation system under any epoxy-based Sherwin-Williams HPF flooring system
- Use with resilient flooring primers, adhesives or underlayments approved by their manufacturers as compatible with MVP

**PERFORMANCE CHARACTERISTICS**

Test Name	Test Method	Results
<b>Bond Strength to Concrete</b>	ACI-40	Substrate Failure
<b>Compressive Strength</b>	ASTM D695	11,200 psi
<b>Flame Spread/NFPA-101</b>	ASTM E84	Class A
<b>Flexural Strength</b>	ASTM D790	5,100 psi
<b>Hardness, Shore D</b>	ASTM D2240	75-80
<b>Permeance (73°F/50% RH)</b>	ASTM E96	0.13 PERMS (grains h <sup>-1</sup> ft <sup>2</sup> in Hg <sup>-1</sup> )
<b>Tensile Strength</b>	ASTM D638	2,100 psi
<b>Water Absorption</b>	MIL D-24613	Nil

**ORDERING INFORMATION**

Resuprime MVP is available in 1-gallon cans, 5-gallon pails, and 50-gallon drums.

Revised: August 7, 2025

**PRODUCT INFORMATION*****SURFACE PREPARATION***

This product requires preparation in order to perform as expected. Surface must be profiled, clean, dry, oil free and sound. Perform anhydrous calcium chloride tests per ASTM F1869 for to determine moisture vapor emission rates and/or in situ probe method testing per ASTM F2170 to determine relative humidity levels.

NOTE: If replacing VCT, note that salt concentration is typically higher where tiles meet. Sherwin-Williams highly recommends core analysis at intersection of joint lines prior to installation of any resinous floor system.

***APPLICATION***

Pour 2 parts resin into 1 part hardener and mix for 2 minutes using a jiffler-type mixer at 300 – 450 rpm. Resuprime MVP is applied with a 3/16 inch V-notched squeegee and back-rolled with a 3/8 inch nap roller cover. Apply at a rate of 100 sq.ft./gallon to yield a dry film thickness of 16 mils.

NOTE: Out-gassing may occur in very porous concrete. To address this, apply a second coat of Resuprime MVP mixed with an equal amount of Resufloor No Sag. Apply using a flat squeegee at 250 – 350 square feet per mixed gallon.

NOTE: Resuprime MVP is a moisture mitigation system designed to reduce moisture vapor emission only. It will not prevent floor failures caused by osmotic blistering unless ionic components (salts) in the substrate are at acceptable levels.

**JOINT GUIDELINES**

Construction, Expansion and Isolation joints are considered moving joints which allow horizontal and vertical movement between the slab and adjoining structures, such as walls and columns, helping to minimize cracking where the two meet.

Prior to filling moving joints Sherwin-Williams recommends “honoring” these joints by making a saw cut through the finished floor system at a depth of 3/4” deep and 1/4” wide with a diamond blade saw attached to a vacuum. A bond breaker such as backer rod (closed cell) must be added to the bottom of the joint.

Be sure to mark the location of the joints prior to the installation of the finished floor.

Control and or Contraction joints are considered nonmoving joints which accommodate shrinkage and relieve internal stresses during the curing process of the concrete. Fill joints as follows: Mix 1 part Resuprime MVP hardener with 2 parts Resuprime MVP resin and thicken with 3 parts Resufloor No Sag.

***SAFETY***

Refer to the SDS sheet before use.

Published technical data and instructions are subject to change without notice. Contact your Sherwin-Williams representative for additional technical data and instructions.

***DISCLAIMER***

The information and recommendations set forth in this Product Data Sheet are based upon tests conducted by or on behalf of The Sherwin-Williams Company. Such information and recommendations set forth herein are subject to change and pertain to the product offered at the time of publication. Consult your Sherwin-Williams representative to obtain the most recent Product Data Information and Application Bulletin.

***WARRANTY***

The Sherwin-Williams Company warrants our products to be free of manufacturing defects in accord with applicable Sherwin-Williams quality control procedures. Liability for products proven defective, if any, is limited to replacement of the defective product or the refund of the purchase price paid for the defective product as determined by Sherwin-Williams. NO OTHER WARRANTY OR GUARANTEE OF ANY KIND IS MADE BY SHERWIN-WILLIAMS, EXPRESSED OR IMPLIED, STATUTORY, BY OPERATION OF LAW OR OTHERWISE, INCLUDING MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.



# CM Contingency Modification

0309b. - Stillwater New High School

**Title:** CMOD 25 - ASI 19 Tile Framing Revisions

**CM Contingency Modification : #** 25

**Date:** 12/17/2025 **Date Required:**

**Description of Work:** This contingency modification covers costs associated with revising column framing to accommodate the updated tile dimensions outlined in ASI 19.

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 25 - ASI 19 Tile Framing Revisions	0.00	LS	0.00	- 430.0	0.0	0.00	- 430.00	
2 : Wiljo Interiors	0.00	LS	0.00	430.0	0.0	0.00	430.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Volk*

12/18/2025

Construction Manager:

Date:

*WSP*

12/26/2025

Architect:

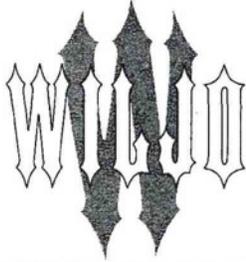
Date:

*RJ*

1/5/26

Owner:

Date:



# WILJO INTERIORS, INC.

2100 N INDIANWOOD AVE - BROKEN ARROW, OKLAHOMA 74012  
(918) 250-0679 / FAX (918) 250-0112

## EXTRA WORK ORDER - AUTHORIZATION

DATE: 11-13-25  
 JOB NAME: Stillwater High School  
 CUSTOMER: willowbrook

JOB #: 3919  
 E.W.O.#:

DESCRIPTION OF WORK / LOCATION: (Complete ) (Partial )  
 In Area 4 2nd floor Hallway 2000, we had to modify some columns because the tile didn't provide the correct dimensions

LABOR (Including Stocking, Cleanup, Finishing & Supervision):			
DESCRIPTION / NAME:	HOURS	RATE	PRICE
2 guys	6		
TOTAL LABOR:			

MATERIALS / ATTACHMENTS / SCAFFOLDING / LIFTS / TRAVEL EXPENSE:					
PCS.	DESCRIPTION	SIZE	TOTAL QTY.	UNIT	PRICE
2	Denshield	8'x4'			
TOTAL MATERIALS:					

Completed By (Foreman) Raymundo Telesforo

By my signature, I accept the description of work, labor and materials as listed above.

Charges for such work will be based upon a reasonable price for labor and materials, plus profit.

**Total: \$430.00**

Accepted By (Supt.) PRINT \_\_\_\_\_ Date: \_\_\_\_\_  
 Accepted By SIGNATURE \_\_\_\_\_



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

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

**BOARD ACTION REQUESTED:**

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

**BACKGROUND INFORMATION:**

The attached report lists the requested use of Owner Contingency and Allowances by Willowbrook, Inc. for the SPS Bond 2023 HS Phase I Construction Project.

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



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 86 - RFI 244 Stair Nosing

Owner Contingency Modification : # 86

Date: 12/01/2025 Date Required:

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

1. Provide and install stair nosing along the stair edge on the 2nd floor at all stair locations as outlined in RFI 244. The nosing shall be installed in two pieces and the middle joint shall algin with the middle handrail. Sealant to be installed under nosing prior to installation.

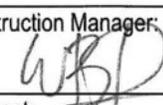
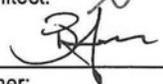
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 86 - RFI 244 Stair Nosing	0.00	LS	0.00	- 3,632.3	0.0	0.00	- 3,632.29	
2 : Carroll's Flooring	0.00	LS	0.00	3,632.3	0.0	0.00	3,632.29	

Total Change Amount: 0.00

Notes:

**Approved By:**

	12/17/2025
Construction Manager:	Date:
	12/26/2025
Architect:	Date:
	1/5/26
Owner:	Date:

# Carroll's Commercial Floors

11408 E 19th St  
 Tulsa, OK 74128  
 Telephone: 918-376-9885 Fax: 918-376-9885



**Proposal**  
 Date 11/18/25

We are a Factory Authorized Dealer

Customer: Willowbrook	Job Site: <b>CO Add - Stair Landing Nosings</b> Stillwater HS
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Attn: Shawn Vick	Contact: Brian Torrie   918-549-5770   ccftrorie@gmail.com
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Qty	UOM	Description	Tax	Unit	Total
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ALL 5 LANDINGS AT THE SAME TIME					
11.00	EA	(STR NOSING) WOOSTER PRODUCTS INC Type 333FT, 3" Wide, 3/16" Thick, Spectra/FlexTred CO		\$ 301.64	\$ 3,318.00
20.00	EA	ADHESIVE/CAULKING PFS MONTINATOR		\$ 14.86	\$ 297.14
1.00	BOX	ANCHOR NAILS		\$ 17.14	\$ 17.14
<b>TOTAL:</b>				<b>\$</b>	<b>3,632.29</b>

TRIP CHARGE PER MOBILIZATION IF NOT ALREADY ON THE JOBSITE **-ADD-** \$ 434.36  
 (CARPET AND LVT CREW TO INSTALL)

SINGLE LANDING - MOCKUP					
3.00	EA	(STR NOSING) WOOSTER PRODUCTS INC Type 333FT, 3" Wide, 3/16" Thick, Spectra/FlexTred CO		\$ 776.10	\$ 2,328.29
		* 1 EXTRA PIECE			
1.00	EA	TRIP CHARGE (FOR 1 STAIRWELL MOCKUP) CPT AND LVT CREW TO INSTALL		\$ 428.57	\$ 428.57
1.00	BOX	ANCHOR NAILS		\$ 17.14	\$ 17.14
<b>TOTAL:</b>				<b>\$</b>	<b>2,774.00</b>

4 REMAINING LANDINGS					
9.00	EA	(STR NOSING) WOOSTER PRODUCTS INC Type 333FT, 3" Wide, 3/16" Thick, Spectra/FlexTred CO		\$ 322.72	\$ 2,904.50
1.00	BOX	ANCHOR NAILS		\$ 17.14	\$ 17.14
<b>TOTAL:</b>				<b>\$</b>	<b>2,921.64</b>

TRIP CHARGE PER MOBILIZATION IF NOT ALREADY ON THE JOBSITE **-ADD-** \$ 434.36  
 (CARPET AND LVT CREW TO INSTALL)

**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.

**Exclusions:** N/A

**NOTE:** FREIGHT IS A STANDARD PRICE AFFECTING THE PER PIECE PRICING SIGNIFICANTLY IF WE ONLY DO 1 MOCKUP LANDING THEN 4, VS. ALL 5 LANDINGS

**ACCEPTANCE OF PROPOSAL:**

Authorized Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_

*This proposal is valid for 30 days from the date of issuance. After this period, terms and pricing may be subject to revision.*



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 87 - RFI 240 Cold Storage Refrigeration Power

Owner Contingency Modification : # 87

Date: 12/01/2025 Date Required:

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

1. Provide material, labor, and equipment for additional electrical circuitry for the cold storage refrigeration system as outlined in RFI 20.

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 87 - RFI 240 Cold Storage Refrigeration Power	0.00	LS	0.00	- 9,658.0	0.0	0.00	- 9,657.96	
2 : Colburn Electric	0.00	LS	0.00	9,658.0	0.0	0.00	9,657.96	

Total Change Amount: 0.00

Notes:

**Approved By:**

12/17/2025

Construction Manager:

Date:

12/26/2025

Architect:

Date:

1/5/26

Owner:

Date:



Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 44: RFI 244 Kitchen refrigeration power on roof

**Takeoff**

**Phase: HVAC & MOTORS**

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	120.00	EA	M	1	EMT ON STEEL BEAM MULTI RUN	0.00	0.00
10002	120.00	FT	M	1	EMT	178.48	8.78
20012	0.00	EA	M	1	EMT 90-ELBOW	0.00	0.00
20002	3.00	EA	M	1	EMT FIELD-BEND	0.00	1.73
30002	12.00	EA	M	1	EMT STEEL-SS COUPLING	11.21	0.86
630082	61.00	EA	M	1	COND HAMMER-ON HGR 1/2-FLNG SNP-CLOSE HD	249.20	5.72
30012	2.00	EA	M	1	EMT STEEL SS CONNECTOR	1.73	0.38
40002	2.00	EA	M	1	PLASTIC BUSHING	0.55	0.42
70035	925.00	FT	M	8	THHN/THWN CU (STR)	506.04	5.84
100032	6.00	EA	M	#18 to 8	WIRE-NUT MED -RED	1.23	0.63
70229	130.00	FT	M	10.	GREEN THHN CU (GRD 60A)	41.80	1.33
100032	2.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.41	0.21
150043	2.00	EA	M	2-1/8"D	1900 1"-KO NO BRKT	7.54	0.84
150096	2.00	EA	M		1900 BLANK COVER	1.66	0.21
630578	2.00	EA	M	1/2" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8	4.98	0.13
161526	2.00	EA	M	1/4-20	PLTD HEX NUTS	0.10	0.06
160873	2.00	EA	M	1/4"	PLTD FLAT WASHER	0.13	0.00
100053	2.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	1.52	0.21
10518	1.00	EA	M	1	CORED HOLE UP TO 8" D	0.00	1.75
740109	1.00	EA	M	1	FIRE STOP WALL/FLOOR SEAL LBR	0.00	1.40
TITLE	2.00	EA	M	30A	208/240V 3PH RT FAN-UNIT FLD-INST-DISC FLEX BJ	0.00	0.00
210030	2.00	EA	M		ROOF-TOP EXHAUST FAN CONNECTION	0.00	4.50
220137	2.00	EA	M	60/2 SN	F/HD/240V N-3R RT SAFETY-SW	784.18	8.00

230440	6.00	EA	M	50	AMP	RK1 TD 250V FUSE	130.56	0.36
160706	10.00	EA	M	#12 x 1"		SHEET METAL SCREW	1.38	0.45
160873	6.00	EA	M	1/4"		PLTD FLAT WASHER	0.38	0.01

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

Phase: HVAC & MOTORS

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Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
60000	2.00	EA	M	1/2	GRC BUSHED CHASE NIPPLE	1.64	0.36
40023	2.00	EA	M	1/2	LOCKNUT	0.32	0.30
40000	2.00	EA	M	1/2	PLASTIC BUSHING	0.23	0.30
50001	12.00	FT	M	1/2	FLEXIBLE STEEL CONDUIT	7.60	0.72
50030	2.00	EA	M	1/2	FLEX COND ANGLE CONN	6.05	0.43
50041	2.00	EA	M	1/2	FLEX COND STRAIGHT CONN	2.21	0.36
40000	4.00	EA	M	1/2	PLASTIC BUSHING	0.47	0.60
160193	4.00	EA	M	1/2	EMT 1-HOLE STEEL STRAP	0.69	0.24
70034	48.00	FT	M	10	THHN/THWN CU (STR)	15.12	0.50
70229	16.00	FT	M	10.	GREEN THHN CU (GRD 60A)	5.14	0.19
150006	2.00	EA	M	1-1/2"D	1900 CMB-KO NO BRKT	3.50	0.80
150096	2.00	EA	M		1900 BLANK COVER	1.66	0.20
630577	2.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8	4.22	0.12
630545	2.00	EA	M	1/4-20	WASHER NUT 1/4-20	1.31	0.08
100032	12.00	EA	M	#18 to 8	WIRE-NUT MED -RED	2.46	1.20
100049	2.00	EA	M		GROUND SCREW	0.14	0.16
100818	4.00	EA	M	#10 HOLE	NON-INSUL RING CRIMP LUG 12-10	3.17	0.80
180246	2.00	EA	M	50/2	BOLT-ON BREAKER	130.00	1.86

**2,109.00 53.03**

**2,109.00 53.03**

COLBURN ELECTRIC LLC

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

Phone: (918) 251-  
Web:



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 88 - RFI's 033 and 211

Owner Contingency Modification : # 88

Date: 12/03/2025 Date Required:

**Description of Work:** The following scope of work is included in this PCO:  
 1. Provide additional lighting circuitry in the Drama room as outlined in RFI 033.  
 2. Provide additional pathways for low voltage drops as outlined in RFI 211.

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 88 - RFI's 033 and 211	0.00	LS	0.00	- 9,776.9	0.0	0.00	- 9,776.86	
2 : Colburn Electric	0.00	LS	0.00	9,776.9	0.0	0.00	9,776.86	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Vial*

12/17/2025

Construction Manager:

Date:

*WBJ*

12/26/2025

Architect:

Date:

*B. J. ...*

1/5/26

Owner:

Date:



Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 42: RFI 233 AK, AJ power

### Takeoff

#### Phase: DEVICES

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
TITLE	4.00	EA	M	1/2 FLEX #12	20A-2G-DX-SPEC	0.00	0.00
140021	8.00	EA	M	20A	DX RECEPT SPECIFICATION GRADE	193.28	3.60
150118	4.00	EA	M	1/2"D 7.3-CI	4"SQ 2-DX COMMRL CVR	13.91	1.20
150041	4.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	11.44	1.20
100053	4.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	3.04	0.40
100032	1.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.21	0.10
100030	4.00	EA	M	#18 to 10	WIRE-NUT SML -YELLOW	0.48	0.36
50001	32.00	FT	M	1/2	FLEXIBLE STEEL CONDUIT	20.26	2.02
50041	8.00	EA	M	1/2	FLEX COND STRAIGHT CONN	8.84	1.44
40000	8.00	EA	M	1/2	PLASTIC BUSHING	0.93	1.20
70033	106.00	FT	M	12	THHN/THWN CU (STR)	21.37	0.76
70228	36.00	FT	M	12.	GREEN THHN CU (GRD 20A)	7.59	0.32
630266	0.00	EA	M	1/2	COND BOT-MNT SNP-CLS-HGR Z-PURLIN	0.00	0.00
160193	8.00	EA	M	1/2	EMT 1-HOLE STEEL STRAP	1.38	0.48
160699	16.00	EA	M	#10 x 1"	TEK SCREW	1.12	0.58
160873	8.00	EA	M	1/4"	PLTD FLAT WASHER	0.51	0.01
TITLE	15.00	EA	M	1/2	EMT ON BAR JOIST MULTI RUN	0.00	0.00
10000	45.00	FT	M	1/2	EMT	22.50	2.42
20010	0.00	EA	M	1/2	EMT 90-ELBOW	0.00	0.00
20000	0.00	EA	M	1/2	EMT FIELD-BEND	0.00	0.00
30000	3.00	EA	M	1/2	EMT STEEL-SS COUPLING	1.23	0.14
630074	12.00	EA	M	1/2	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	29.34	0.72
30010	6.00	EA	M	1/2	EMT STEEL SS CONNECTOR	1.98	0.64

40000	6.00	EA	M	1/2	PLASTIC BUSHING	0.70	0.80
70029	189.00	FT	M	12	THHN/THWN CU (SOL)	38.40	1.22
100032	9.00	EA	M	#18 to 8	WIRE-NUT MED -RED	1.85	0.80

Takeoff Report: STILLWATER HIGH SCHOOL BUILDING

Phase: DEVICES

#####

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
70228	51.00	FT	M	12.	GREEN THHN CU (GRD 20A)	10.75	0.35
100032	3.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.62	0.27
150041	3.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	8.58	0.80
150096	3.00	EA	M		1900 BLANK COVER	2.49	0.27
630577	3.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 STD	6.33	0.16
630505	3.00	EA	M	THREAD ROD MOUNT	COMB BOX & 1/2 > 3/4" SNP-CLS CONDHGR-CO	39.21	1.00
161526	3.00	EA	M	1/4-20	PLTD HEX NUTS	0.15	0.07
160873	3.00	EA	M	1/4"	PLTD FLAT WASHER	0.19	0.00
100053	3.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	2.28	0.27
TITLE	135.00	EA	M	3/4	EMT ON BAR JOIST MULTI RUN	0.00	0.00
10001	135.00	FT	M	3/4	EMT	116.83	9.04
20011	0.00	EA	M	3/4	EMT 90-ELBOW	0.00	0.00
20001	2.00	EA	M	3/4	EMT FIELD-BEND	0.00	0.58
30001	13.00	EA	M	3/4	EMT STEEL-SS COUPLING	8.02	0.81
630075	15.00	EA	M	3/4	COND HAMMER-ON HGR 1/4-FLNG SNP-CLOSE HD	43.19	1.20
30011	2.00	EA	M	3/4	EMT STEEL SS CONNECTOR	1.09	0.32
40001	2.00	EA	M	3/4	PLASTIC BUSHING	0.32	0.36
70034	612.00	FT	M	10	THHN/THWN CU (STR)	190.88	3.55
100032	3.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.62	0.32
70229	137.00	FT	M	10.	GREEN THHN CU (GRD 60A)	43.61	1.40
100032	1.00	EA	M	#18 to 8	WIRE-NUT MED -RED	0.21	0.11
150041	1.00	EA	M	2-1/8"D	1900 CMB-KO NO BRKT	2.86	0.32
150096	1.00	EA	M		1900 BLANK COVER	0.83	0.11
630577	1.00	EA	M	1/4" FLANGE	HAMMER-ON FLANGE CLIP - 1/4-20 x 3/8 STD	2.11	0.06
630505	1.00	EA	M	THREAD ROD MOUNT	COMB BOX & 1/2 > 3/4" SNP-CLS CONDHGR-CO	13.07	0.39
161526	1.00	EA	M	1/4-20	PLTD HEX NUTS	0.05	0.03
160873	1.00	EA	M	1/4"	PLTD FLAT WASHER	0.06	0.00
100053	1.00	EA	M	#12 SOL	8" PIGTAIL W/GRD SCREW	0.76	0.11

**875.44**      **42.32**

**875.44**      **42.32**

COLBURN ELECTRIC LLC

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

Phone: (918) 251-  
Web:



Job ID: EW00541



Project: STILLWATER HIGH SCHOOL BUILDING

CO: 41: RFI 211- LV DROPS

### Takeoff

27 Oct 2025 13:15:48

Item #	Qty	U/	Q/M	Size	Description	Material Result	Labor Result
20071	5.00	EA	M	1	GRC 90-DEG ELBOW	53.53	2.50
60037	5.00	EA	M	1 X CLOSE	GRC NIPPLE	11.20	2.60
10141	50.00	FT	M	1	PVC SCH 40	25.86	3.56
40326	0.78	OZ	M	OUNCE	PVC (GLUE) CEMENT	0.79	0.01
31329	10.00	EA	M	1	PVC MALE ADAPTER	4.51	2.70
10002	30.00	FT	M	1	EMT	44.62	2.21
30012	4.00	EA	M	1	EMT STEEL SS CONNECTOR	3.46	0.72
160195	4.00	EA	M	1	EMT 1-HOLE STEEL STRAP	1.65	0.22
20002	2.00	EA	M	1	EMT FIELD-BEND	0.00	1.15
630381	7.00	EA	M	MEB1	4-Sq LV MOUNTING BRACKET BOX HANGER	23.60	1.05
150043	7.00	EA	M	2-1/8"D	1900 1"-KO NO BRKT	26.40	2.80
150066	7.00	EA	M	5/8"RISE 4-8-CI	1G 1900 MUD-RING	9.71	0.70
500140	24.00	FT	M		PULL LINE (STRING)	0.58	0.09
40013	7.00	EA	M	3/4	EMT NM TERMINATOR	1.17	1.19
<b>Phase</b>						<b>207.08</b>	<b>21.50</b>
<b>Job</b>						<b>207.08</b>	<b>21.50</b>



# Owner Contingency Modification

0309b. - Stillwater New High School

Title: OMOD 89 - RFI 246 Door Hardware 2053.1

Owner Contingency Modification : # 89

Date: 12/17/2025 Date Required:

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

1. Provide and install locking hardware to match other electrical rooms as outlined in RFI 246.

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 89 - RFI 246 Door Hardware 2053.1	0.00	LS	0.00	- 725.0	0.0	0.00	- 725.00	
2 : Piper Weatherford	0.00	LS	0.00	725.0	0.0	0.00	725.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Vick*

12/18/2025

Construction Manager:

Date:

*WBJ*

12/26/2025

Architect:

Date:

*BA*

1/5/26

Owner:

Date:

**PIPER-WEATHERFORD COMPANY**  
**DISTRIBUTOR OF ARCHITECTURAL SPECIALTIES**  
210 NE 31 Street  
OKLAHOMA CITY, OK. 73105  
PHONE: (405) 896-3795

**QUOTATION**

**Date: 12-3-2025**

**Willowbrook**

**Job: Stillwater HS**

**Location: Stillwater, Ok**

---

**Reference RFI# 246 / 2053.1**

1) ML 2053 LWA 626 CT6D

\$ 725.00

1) CR8000 59D1 Keyway

**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



Notes:

1. Backset is measured from centerline of bevel which is centerpoint of door thickness.
2. (\*) When preparing doors for lead wrapped locks, add 1/8 (3.2) to dimensions marked (\*) to allow proper clearance.
3. 1-1/8 (28.6) strike lip suits frame for 1-3/4 (44.5) thick door, lip will vary for other door thicknesses.
4. For preparation of trim, refer to separate template.
5. For open back strike, refer to template T30606.
6. Dimensions given in inches and (mm).

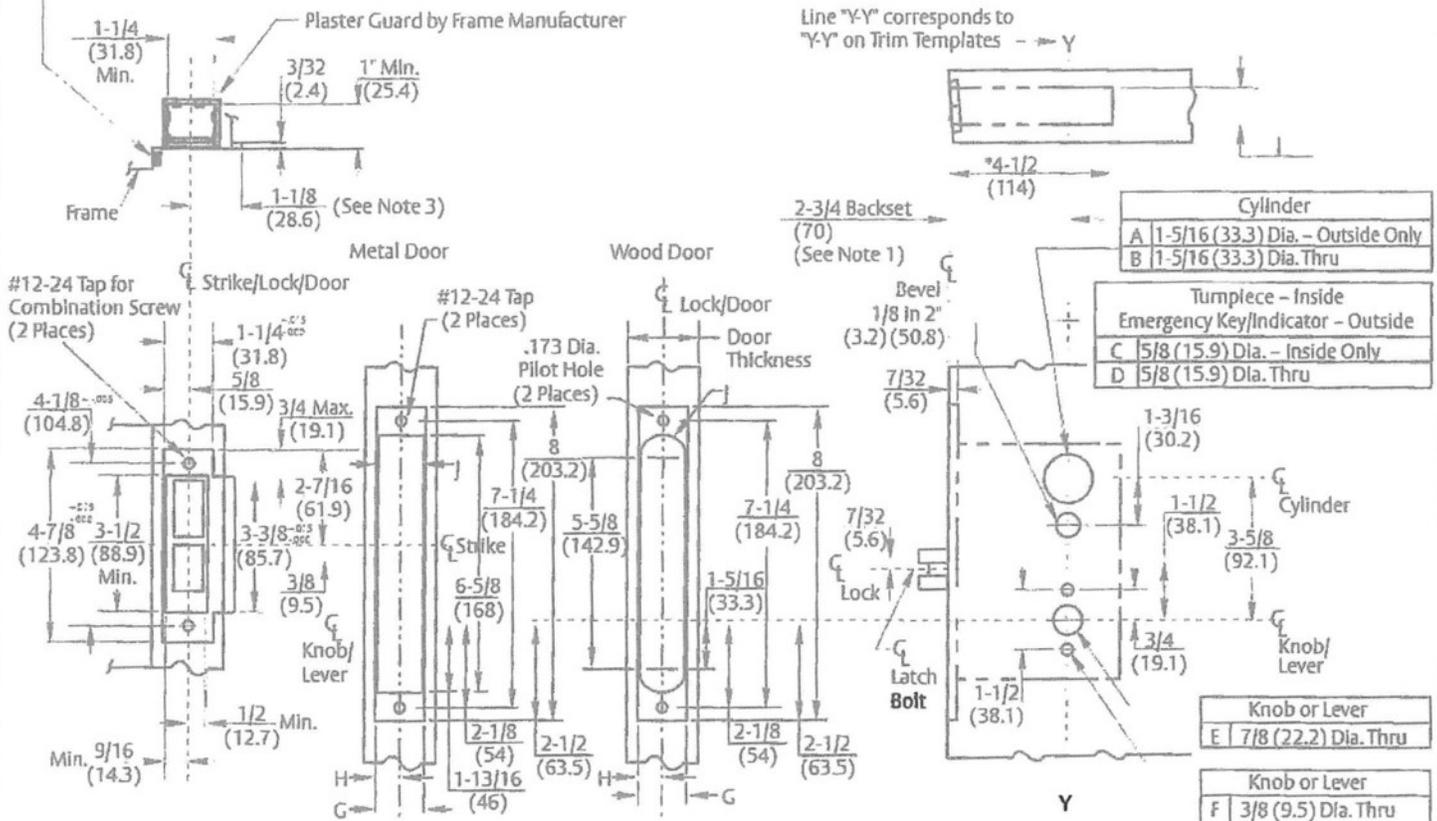
**CAUTION: DOOR & FRAME MANUFACTURERS**  
When door gasketing or silencers are used, proper allowances must be made for strike location to maintain a common centerline with lock and door as shown so that bolt will freely enter strike.

Function	Required Holes					
	A	B	C	D	E	F
ML2002		X			X	X
ML2003	X				X	X
ML2004	X		X		X	X
ML2010					X	X
ML2011	X					
ML2012		X				
ML2013	X		X			
ML2017	X		X			
ML2020				X	X	X
ML2022		X			X	X
ML2024	X		X	⊗	X	X
ML2029	X		X		X	X
ML2030				X	X	X
ML2032		X			X	X
ML2040			X	X	X	X
ML2042		X			X	X
ML2048	X		X		X	X
ML2049	X		X		X	X
ML2051	X				X	X
ML2052		X			X	X
ML2053	X		X		X	X

Function	Required Holes					
	A	B	C	D	E	F
ML2054	X		X		X	X
ML2055	X				X	X
ML2056	X				X	X
ML2057	X				X	X
ML2058	X		X		X	X
ML2059	X				X	X
ML2060				X	X	X
ML2062		X			X	X
ML2065	X		X		X	X
ML2067	X		X		X	X
ML2068	X		X		X	X
ML2069	X		X		X	X
ML2072		X			X	X
ML2073	X				X	X
ML2075	X		X		X	X
ML2080					T	T
ML2082		X			X	X
ML2087		X			X	X
ML2090					X	X
ML2092		X			X	X

⊗ = ONLY WHEN M19 INDICATOR IS SPECIFIED

T = CUT HOLE ON TRIM SIDE OF DOOR ONLY



FRAME DETAIL	
ANSI Strike	Description
236L72	Latch & Dead Bolt Holes
And Optional Box 120F76	

G	H	J	Door Thickness
1-1/4 (31.8)	5/8 (15.9)	1-1/16 (27)	1-3/4 Min. (44.5) Standard
1-1/16 (27)	17/32 (13.5)	1-1/32 (26.2)	1-3/8 Min. (34.9) Optional

Tolerances	
Inches	(mm)
.005	(.127)
.015	(.381)

**RESPONSIBILITY**  
DOOR AND FRAME MANUFACTURERS ARE RESPONSIBLE FOR PROVIDING ADEQUATE CONSTRUCTION OR REINFORCEMENTS FOR PROPER INSTALLATION OF HARDWARE SHOWN. ALL ARCHITECTURAL BUILDERS HARDWARE MUST BE INSTALLED ON PROPERLY REINFORCED DOORS AND FRAMES, REGARDLESS OF TYPE, MATERIAL, OR METHOD OF CONSTRUCTION.

**ML2000 Series  
Mortise Lock**



**ASSA ABLOY**

www.corbinrusswin.com

SUPERSEDES	T30600-12	DO NOT SCALE DRAWING
TEMPLATE NUMBER	T30600-13	SHEET 1 of 1 DATE 12/23

Experience a safer and more open world



# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 90 - RFI 247 East Canopy Gutter & Downspout

**Owner Contingency Modification : #** 90

**Date:** 12/17/2025 **Date Required:**

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

1. Provide material, labor, and equipment to install gutter and downspout at the east canopy TPO roof as outlined in RFI 247.

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 90 - RFI 247 East Canopy Gutter & Downspout	0.00	LS	0.00	- 2,356.7	0.0	0.00	- 2,356.68	
2 : JR & Co.	0.00	LS	0.00	2,356.7	0.0	0.00	2,356.68	

Total Change Amount: 0.00

Notes:

**Approved By:**

*Shawn Vack*

12/18/2025

Construction Manager:

Date:

*WBP*

12/26/2025

Architect:

Date:

*BA*

1/5/26

Owner:

Date:





# Owner Contingency Modification

0309b. - Stillwater New High School

**Title:** OMOD 91 - Virtual Academy Additional Paint

**Owner Contingency Modification : #** 91

**Date:** 12/18/2025 **Date Required:**

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

1. Provide additional wall paint for interior perimeter walls as outlined on the attached document per Owner request.

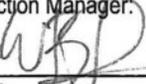
The below items will increase or decrease the contract scheduled value by the amounts listed below. Time in days indicates additional time required to project completion due to the changes referenced.

Item	Units	UM	Unit Price	Item Total	Bonds & Ins	Fee	Total	Time (In days)
1 : OMOD 91 - Virtual Academy Additional Paint	0.00	LS	0.00	- 3,100.0	0.0	0.00	- 3,100.00	
2 : Advanced Commercial Painting	0.00	LS	0.00	3,100.0	0.0	0.00	3,100.00	

Total Change Amount: 0.00

Notes:

**Approved By:**

	12/19/2025
Construction Manager:	Date:
	12/26/2025
Architect:	Date:
	1/5/26
Owner:	Date:



<https://www.acnational.com>

Change Order # 9R-1  
Date: 12/2/25

**Change Order Summary**

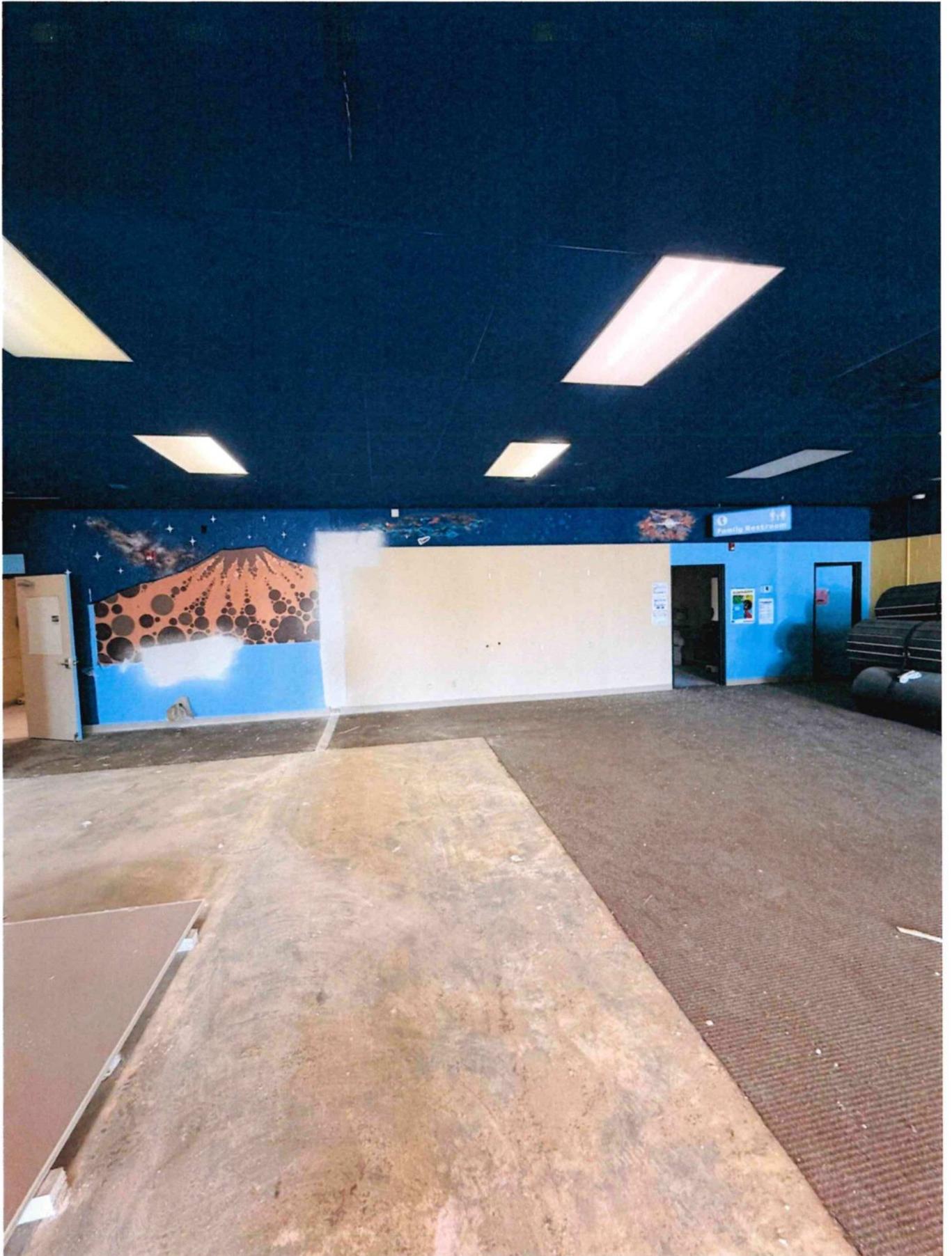
Project Name: Stillwater New High School  
Project Address: 410 West Franklin Lane, Stillwater, OK 74075  
Attn: PM/ Shawn Vick

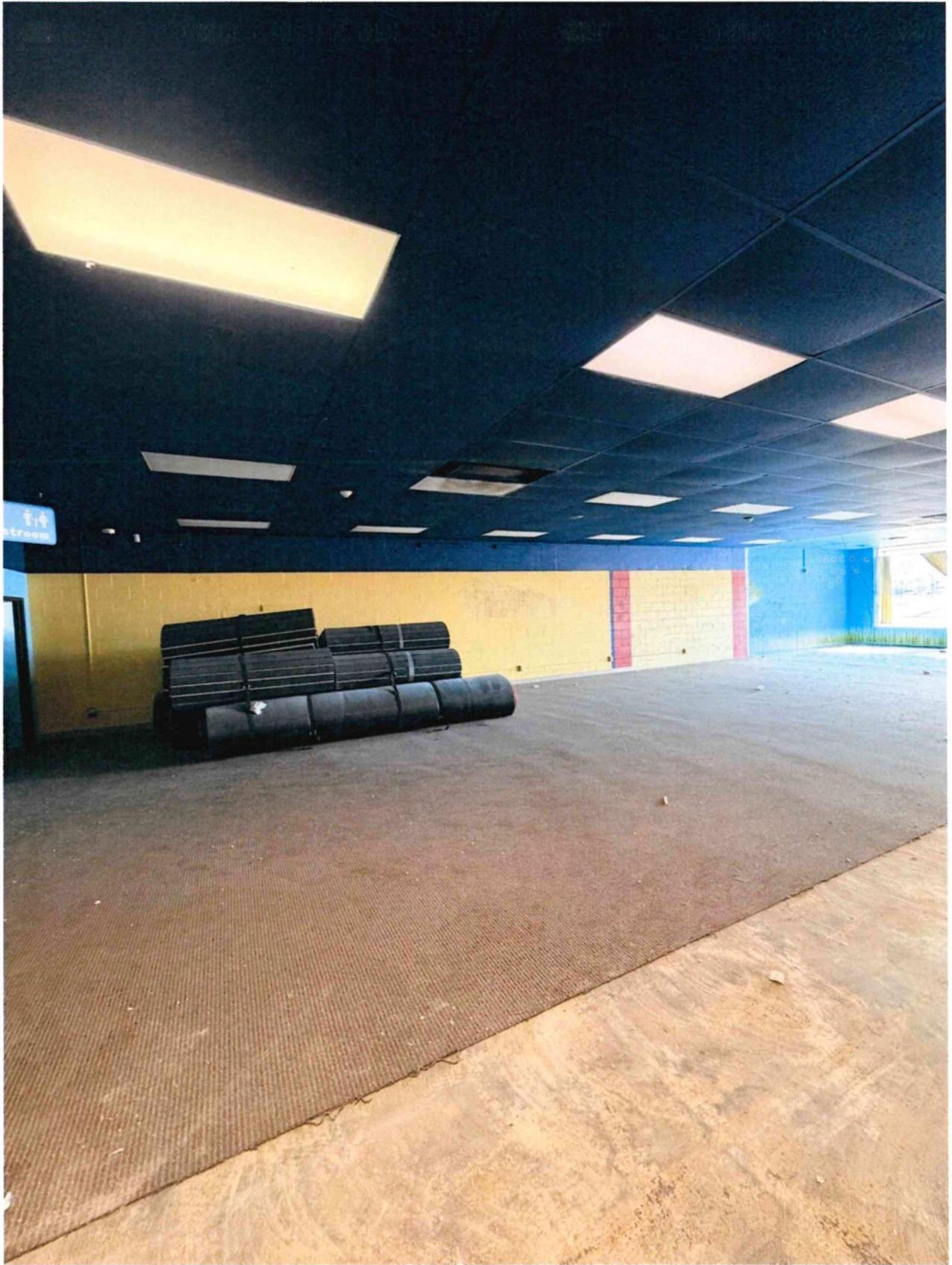
**Scope Of Work**

Supply and install the following items per plans and specifications	Amount
<b>1.-Supply &amp; install - Paint system for existing walls at Virtual academy building per attachment</b> Labor - 50 hrs Material -5 gal primer & 15 gal paint	\$2,500.00 \$600.00
<b>BASE BID : \$3,100.00</b>	
<b>Exclusions &amp; Qualifications</b>	
<b>Inclusions</b>  Clean up to a central location. All sealants per our scope to create smooth paint transitions. Equipment for our scope of work. Removal of hazardous materials from sites.	Any item not specifically mentioned above Bond and bond cost
* ACP will provide supervision and management of its work, equipment for its use and clean up of our debris for disposal into an on-site receptacle. The Trash receptacle and its expense are to be provided by others.  * Any premium expense for shift of overtime labor, or unnecessary and unproductive labor required as a result of any acceleration of schedule or as a result of delays caused by others is excluded. All temporary enclosure, lighting ventilation, heating and/or utilities are excluded from bid, though they may be required for proper installation of certain materials	
<b>Acknowledgements</b> Bid Plans: None Addendas: None Revisions: None C.M. Clarifications: None	Sales Tax: Exempt Submitted by: <a href="#">Sandro Romero</a>

2709 I-44 Service Rd.  
Oklahoma City, OK 73112  
(405) 227-9412



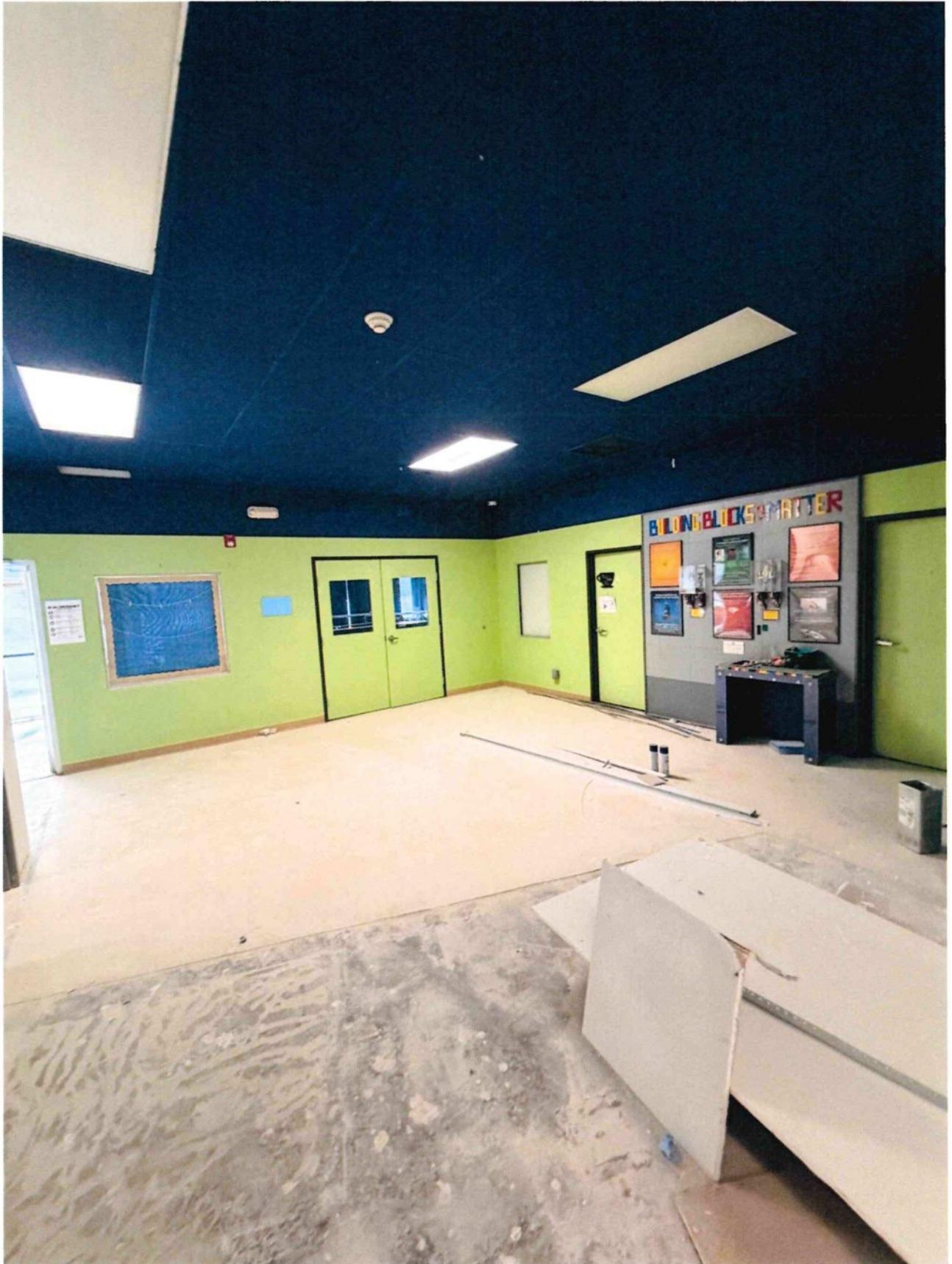


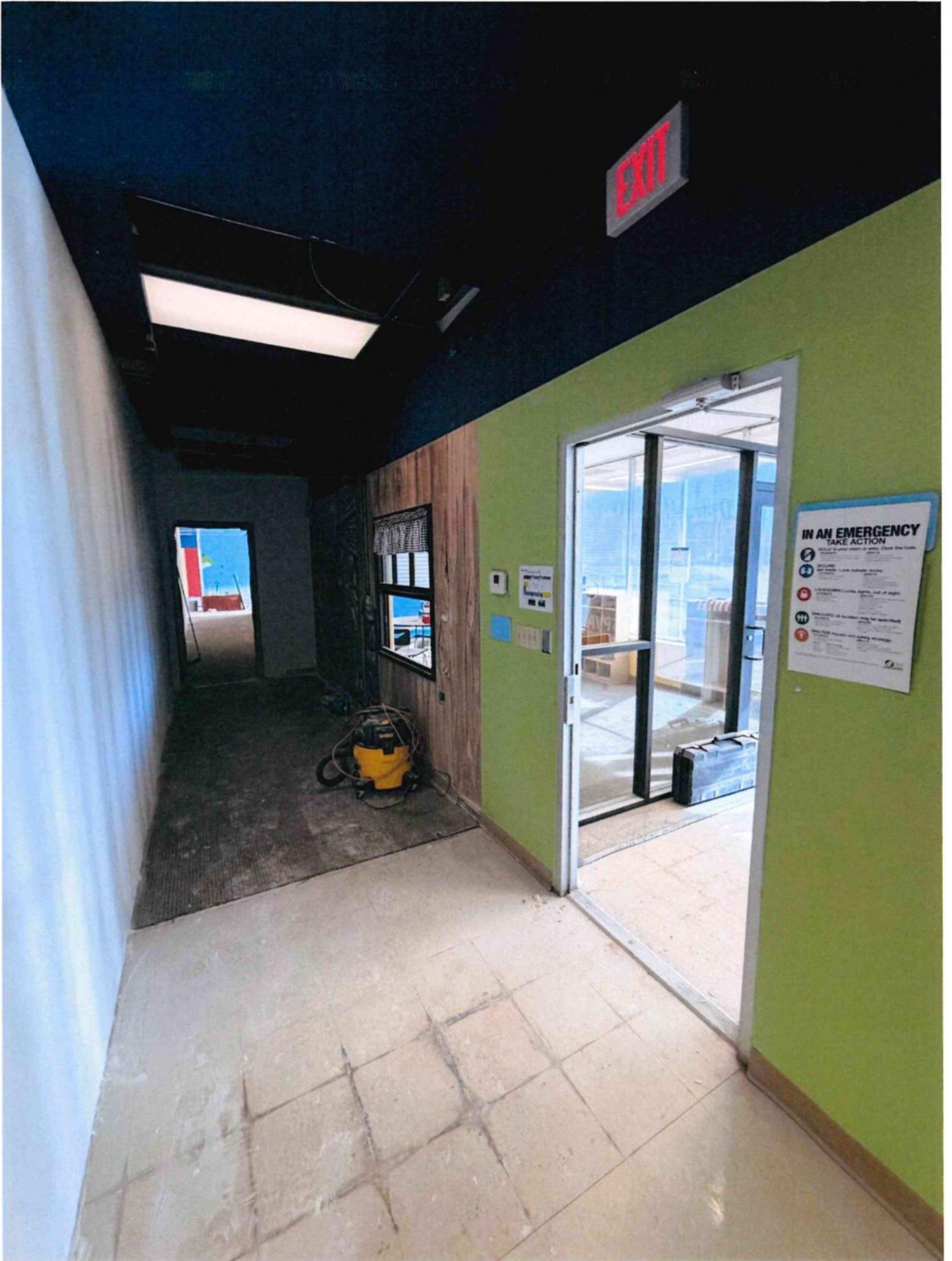












EXIT

**IN AN EMERGENCY  
TAKE ACTION**  
When in great danger or alarm, check the facts.  
1. **REMAIN CALM** - Don't panic. Think clearly.  
2. **ALWAYS** - Look outside doors.  
3. **USE EXITS** - Exits, stairs, and all ways.  
4. **DO NOT** - Use elevators, they are dangerous.  
5. **DO NOT** - Re-enter, until you are told.





# AIA<sup>®</sup> Document B221<sup>™</sup> – 2018

## **Service Order** for use with Master Agreement Between Owner and Architect

**SERVICE ORDER** number 31 made as of the thirteenth day of January in the year two-thousand and twenty-six  
*(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 Richmond Elementary Seclusion Room Renovation  
Construction Documents, Bidding and Construction Administration Phases  
for the interior renovation to provide a seclusion room based on SPS  
District standards within the existing SPS Richmond Elementary located at  
201 West Richmond Road, Stillwater, Oklahoma.

### **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 The Project consists of an interior renovation at SPS Richmond Elementary School of existing NE vestibule to maintain code required egress from the building and incorporation of a seclusion room based on the SPS District standards utilized at the new High School Seclusion Room.

1.1.2 Owners budget for the cost of the Work is unknown.

1.1.3 Architect's Consultants for Basic and Additional Services include:  
None

1.1.4 The Owner shall be responsible for obtaining hazardous material studies, geotechnical testing and surveys.

§ 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.)*

The Architect shall provide architectural services for the portions of the Project relative to the scope of Work. No civil engineering, landscape architecture, structural engineering, mechanical engineering, electrical engineering, plumbing engineering, fire protection design, or food service equipment design services are anticipated based on the current scope of Work but can be provided as an Additional Service.

Mechanical, electrical, plumbing, and low-voltage system design will be delegated design utilizing same products as the new High School.

Scope of services include to review and analyze Owner provided existing design and/or as-built documents, review for ADA and code compliance and prepare Construction Documents suitable for bidding, permitting and

construction of the Scope of Work.

Construction Administration includes one (1) site visit by Architect.

Construction Documents, Bidding, Permitting and Construction Administration services are included.

**§ 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.)*

None

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

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

.1 Commencement of construction date:

May 2026

.2 Substantial Completion date:

August 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 Basic Services shall be a fixed Fee plus reimbursable expenses as follows:

Phase 400 Construction Documents Phase	Fixed	\$7,000.00 plus reimbursable expenses per Section 4.3
Phase 500 Bidding and Permitting Services	Fixed	\$450.00 plus reimbursable expenses per Section 4.3
Phase 600 Construction Phase	Fixed	\$1,300.00 plus reimbursable expenses per Section 4.3

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

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

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

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

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

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

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

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

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:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

---

**AGENDA ITEM:**

Consider and Vote to Approve Service Order No.31 with 505 Architects for professional services including preparation of construction documents for the SPS Richmond Elementary Seclusion Room Remodel

**BOARD ACTION REQUESTED:**

Vote to Approve Service Order No.31 with 505 Architects for professional services including preparation of construction documents for the SPS Richmond Elementary Seclusion Room Remodel

**BACKGROUND INFORMATION:**

The Architect will provide continued pre-planning professional services to review and analyze Owner provided existing design and/or as-built documents, review for ADA and code compliance and prepare Construction Documents suitable for bidding, permitting and construction of the Scope of Work. Construction Administration includes one (1) site visit by Architect. Construction Documents, Bidding, Permitting and Construction Administration services are included.



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

---

**AGENDA ITEM:**

Consider and Vote to Approve or Not Approve Trafera Student Device Lease Agreement Certificate of Acceptance

**BOARD ACTION REQUESTED:**

Vote to Approve or Not Approve Amended Trafera Student Device Lease Agreement Certificate of Acceptance

**BACKGROUND INFORMATION:**

- **Cost Increase:** \$4,889.00
- **Fund:** Bond Fund 33-076 (Lease PO 2026-33-177)

This agenda item is for the approval of the amended Trafera Student Device Lease Agreement and the associated Certificate of Acceptance.

This lease agreement, originally approved in September, has been amended to include protective cases for 5th and 9th-grade Chromebooks (Lenovo 14Es), which were inadvertently omitted by the vendor from the previous version. Including these essential accessories in the lease agreement is more cost-effective than purchasing them separately and allows the district to maintain the procurement under the original purchase order.

The total cost difference between the original lease and this updated lease is \$4,889.00. Additionally, the Certificate of Acceptance acknowledges that the district has successfully received and accepted all leased equipment. This receipt of equipment has been confirmed by the Technology Department.



Lease Agreement Number: SOK091025

Lease Schedule Number: 001R

**EQUIPMENT EXHIBIT A**

**VENDOR      INVOICE #      QTY      MODEL NO.      EQUIPMENT DESCRIPTION (including features)**

**Equipment Location: 314 S Lewis St, Stillwater, OK 74074**

Trafera      1001416919      920      Lenovo 14e Chromebook Gen3 14" WXGA Non-Touch Display, Intel N100 Quad-Core, 4GB LPDDR5 RAM, 32GB eMMC Flash Memory, Intel UHD Graphics, Chrome OS, Front Camera/WebCam + Microphone, WiFi +Bluetooth 5.1+ w/ Google Chrome Management Perpetual EDU License & 4 Year Warranty

**Serial Numbers:**

PFSMX953	PFSN1TML	PFSN8MK2	PFSNDGXF	PFSNFHBL
PFSMX95X	PFSN1TN3	PFSN8MLA	PFSNDGZ3	PFSNFHJ3
PFSMX96R	PFSN1TNX	PFSN8MLW	PFSNDGZH	PFSNFHQ1
PFSMX98B	PFSN1TP7	PFSN8MMA	PFSNDHJ2	PFSNFHRT
PFSMX98P	PFSN1TPC	PFSN8MML	PFSNDHJW	PFSNFHWQ
PFSMX9J2	PFSN1WV0	PFSN8MN4	PFSNDHKD	PFSNFR2J
PFSMX9JQ	PFSN1WVF	PFSN8MR8	PFSNDHL8	PFSNFR5H
PFSMX9KY	PFSN1WV0	PFSN8MRS	PFSNDHNR	PFSNFR5Z
PFSMX9M3	PFSN1WWP	PFSN8MS7	PFSNDHP4	PFSNFR8N
PFSMX9MG	PFSN1WX4	PFSN8MSM	PFSNDHRG	PFSNFR9K
PFSMX9NW	PFSN1WXN	PFSN8MT5	PFSNDHSA	PFSNFRAZ
PFSMXE5Y	PFSN1WY4	PFSN8MTN	PFSNDHT9	PFSNFRCL
PFSMXE7H	PFSN1WYH	PFSN8SJG	PFSNDHW3	PFSNFXMH
PFSMXE8G	PFSN1WYY	PFSN8SJX	PFSNDHXJ	PFSNFYC3
PFSMXE8W	PFSN1WZ3	PFSN8SKD	PFSNDNCM	PFSNFYCH
PFSMXE9A	PFSN1Z3B	PFSN8SKX	PFSNDNP4	PFSNFYDY
PFSMXEA5	PFSN1Z3N	PFSN8SMQ	PFSNDNSM	PFSNFYEK
PFSMXEH6	PFSN1Z3Z	PFSN8SN4	PFSNDNVA	PFSNFYHX
PFSMXEHQ	PFSN1Z4G	PFSN8SNJ	PFSNDNVD	PFSNFYJE
PFSMXEJ3	PFSN1Z5N	PFSN8SP4	PFSNDP07	PFSNFYS1
PFSMXEJJ	PFSN1Z63	PFSN8SR1	PFSNDP9K	PFSNG4F5
PFSMXEJT	PFSN1Z6L	PFSN8SS9	PFSNDPDP	PFSNG527
PFSMXEK9	PFSN1Z6Z	PFSN8SSQ	PFSNDPFJ	PFSNG541
PFSMXEKN	PFSN1Z7A	PFSN8Y7W	PFSNDRN5	PFSNG55R
PFSMXHQL	PFSN1Z7S	PFSN8Y89	PFSNDVWV	PFSNG581
PFSMXHRJ	PFSN21AE	PFSN8Y8M	PFSNDWDG	PFSNG58D
PFSMXHRY	PFSN21AJ	PFSN8Y95	PFSNDWDW	PFSNG58R
PFSMXHSE	PFSN21AS	PFSN8Y9J	PFSNDWE7	PFSNGAAM
PFSMXHT8	PFSN21AX	PFSN8YNP	PFSNDWFG	PFSNGAE9
PFSMXHVC	PFSN21B3	PFSN8YQ1	PFSNDWHA	PFSNGAJZ
PFSMXHVP	PFSN21BB	PFSN8YQA	PFSNDWJJ	PFSNGAKD
PFSMXHW4	PFSN21BC	PFSN8YWL	PFSNDWJZ	PFSNGALC
PFSMXHWE	PFSN21C6	PFSN8YX0	PFSNDWL6	PFSNGG45
PFSMXHXA	PFSN21FN	PFSN8YXB	PFSNDWQS	PFSNGG55
PFSMXHY2	PFSN21G3	PFSN8YYP	PFSNDWRV	PFSNGG5P
PFSMXHYJ	PFSN23LX	PFSN8ZHC	PFSNDWVY	PFSNGG63
PFSMXHYX	PFSN23MV	PFSN94W5	PFSNDWY7	PFSNGG7Y
PFSMXJAD	PFSN23PG	PFSN94X1	PFSNDWZH	PFSNGGB8
PFSMYCG3	PFSN23PY	PFSN94XT	PFSNDWZY	PFSNGJB1
PFSMYCGL	PFSN23QD	PFSN94Y7	PFSNDX1X	PFSNGJDA
PFSMYCGY	PFSN23QS	PFSN94YQ	PFSNDX2A	PFSNGJLS
PFSMYCJH	PFSN277D	PFSN94Z1	PFSNDX2S	PFSNGJPQ
PFSMYCJV	PFSN277Y	PFSN94Z2	PFSNDX3E	PFSNGJQT
PFSMYCKC	PFSN278E	PFSN9509	PFSNE1EQ	PFSNGJSR
PFSMYDD0	PFSN278P	PFSN9516	PFSNE1HY	PFSNGJT5
PFSMYDDE	PFSN278Y	PFSN951H	PFSNE1MZ	PFSNGJW8
PFSMYDET	PFSN2792	PFSN9520	PFSNE1PD	PFSNGJWH
PFSMYDF7	PFSN279Q	PFSN9536	PFSNE1X5	PFSNGMA2
PFSMYDMD	PFSN279V	PFSN953Y	PFSNE1XP	PFSNGMWY
PFSMYDMY	PFSN27AB	PFSN954E	PFSNE1YJ	PFSNGMXA
PFSMYHPC	PFSN27BF	PFSN954V	PFSNE1Z0	PFSNGMY9

Lease Agreement Number: SOK091025

Lease Schedule Number: 001R

**EQUIPMENT EXHIBIT A**

<u>VENDOR</u>	<u>INVOICE #</u>	<u>QTY</u>	<u>MODEL NO.</u>	<u>EQUIPMENT DESCRIPTION (including features)</u>				
			PF5MYHQ5	PF5N2C1C	PF5N9MF4	PF5NE12A	PF5NGM27	
			PF5MYHVQ	PF5N2C1L	PF5N9MFG	PF5NE20G	PF5NGMZR	
			PF5MYHWQ	PF5N2C1R	PF5N9MG3	PF5NE20Z	PF5NGN05	
			PF5MYHX1	PF5N2C27	PF5N9MGG	PF5NE47M	PF5NGN1F	
			PF5MYHZL	PF5N2C2B	PF5N9ML0	PF5NE48J	PF5NGN1V	
			PF5MYHZW	PF5N2C2M	PF5N9MLH	PF5NE4BN	PF5NGQDA	
			PF5MYJ0R	PF5N2C3F	PF5N9MMB	PF5NE4BX	PF5NGRJ7	
			PF5MZBSX	PF5N2C49	PF5N9MMT	PF5NE4CN	PF5NGS06	
			PF5MZBVM	PF5N2C4P	PF5N9MNB	PF5NE4E6	PF5NGS1A	
			PF5MZBWK	PF5N2C51	PF5N9ZD2	PF5NE4FN	PF5NGS26	
			PF5MZBX2	PF5N2C5K	PF5N9ZDH	PF5NE4G4	PF5NGVGS	
			PF5MZBXG	PF5N2HC4	PF5N9ZE0	PF5NE4LQ	PF5NGVH5	
			PF5MZBXX	PF5N2HDQ	PF5N9ZHM	PF5NE7HQ	PF5NGVHJ	
			PF5MZBZ9	PF5N2HE5	PF5N9ZJ2	PF5NE841	PF5NGVHZ	
			PF5MZC06	PF5N2HEJ	PF5N9ZJH	PF5NE89H	PF5NGVJC	
			PF5MZCOP	PF5N2HEV	PF5N9ZJY	PF5NE8C4	PF5NGVK9	
			PF5MZC13	PF5N2HF9	PF5N9ZKR	PF5NE8CH	PF5NGVKV	
			PF5MZC25	PF5N2HFF	PF5N9ZP3	PF5NE8CX	PF5NGXJJ	
			PF5MZC2J	PF5N2HG2	PF5NA246	PF5NE8DM	PF5NGXL1	
			PF5MZ64	PF5N2HGG	PF5NA24F	PF5NE8E3	PF5NGXQX	
			PF5MZ67E	PF5N2K48	PF5NA25M	PF5NE8EE	PF5NGXRF	
			PF5MZ680	PF5N2K4L	PF5NA260	PF5NE8KH	PF5NGXS9	
			PF5MZ652	PF5N2K50	PF5NA26F	PF5NE8L3	PF5NGXSL	
			PF5MZ65E	PF5N2K5B	PF5NA271	PF5NE8LJ	PF5NGXT1	
			PF5MZ66P	PF5N2K5S	PF5NA27E	PF5NEAPF	PF5NGXTQ	
			PF5MZ670	PF5N2K67	PF5NA28A	PF5NEAPR	PF5NGXV5	
			PF5MZ67V	PF5N2K6K	PF5NA290	PF5NEAQB	PF5NGXVP	
			PF5MZ68C	PF5N2K74	PF5NA29G	PF5NEAQP	PF5NGXW5	
			PF5MZ68V	PF5N2K7K	PF5NA2DC	PF5NEAR3	PF5NH010	
			PF5MZLPK	PF5N2K7Z	PF5NA2DS	PF5NEARY	PF5NH01F	
			PF5MZLQ0	PF5N2K89	PF5NA2E9	PF5NEASF	PF5NH01S	
			PF5MZLQJ	PF5N2K8Q	PF5NA2F7	PF5NEASX	PF5NH02N	
			PF5MZLR3	PF5N2MDA	PF5NAQDG	PF5NEATE	PF5NH032	
			PF5MZLRJ	PF5N2MDP	PF5NAQG7	PF5NEF2P	PF5NH03F	
			PF5MZLRY	PF5N2ME2	PF5NAQNT	PF5NEF32	PF5NH03V	
			PF5MZLSW	PF5N2MEG	PF5NAQP7	PF5NEF57	PF5NH223	
			PF5MZLTA	PF5N2MF1	PF5NAQPX	PF5NEF5L	PF5NH299	
			PF5MZLTN	PF5N2MFJ	PF5NAQQA	PF5NEF8P	PF5NH29M	
			PF5MZLVY	PF5N2MFX	PF5NAQR8	PF5NEF8W	PF5NH2AM	
			PF5MZLWD	PF5N2MG9	PF5NAQRH	PF5NEFFG	PF5NH2AY	
			PF5MZLWS	PF5N2MGB	PF5NAQRY	PF5NEFFR	PF5NH2B9	
			PF5MZLXA	PF5N2MGS	PF5NAQSC	PF5NEFFK	PF5NH2C1	
			PF5MZLXR	PF5N2MH7	PF5NAVXY	PF5NEFK9	PF5NH2CD	
			PF5MZM4Q	PF5N2MHD	PF5NAW0E	PF5NEFKL	PF5NH2CV	
			PF5MZM6G	PF5N2PML	PF5NAW0V	PF5NEHY6	PF5NH2DH	
			PF5MZT6N	PF5N2PMZ	PF5NAWCY	PF5NEHYK	PF5NH4HY	
			PF5MZT7X	PF5N2PN5	PF5NAWDA	PF5NEHZA	PF5NH4JH	
			PF5MZT8B	PF5N2PNE	PF5NAWDS	PF5NEJ1A	PF5NH4K6	
			PF5MZT9A	PF5N2PNR	PF5NAWEA	PF5NEJ1S	PF5NH4KG	
			PF5MZT9Q	PF5N2PP3	PF5NAWES	PF5NEJ6A	PF5NH4KV	
			PF5MZTAA	PF5N2PPM	PF5NAWF4	PF5NEJ6V	PF5NH4LQ	
			PF5MZTAK	PF5N66XR	PF5NAWFG	PF5NEJ71	PF5NH4M2	
			PF5MZTB2	PF5N66YD	PF5NAWFY	PF5NEJ7D	PF5NH4ME	
			PF5MZTBA	PF5N66YH	PF5NAYPF	PF5NEMCE	PF5NH4MN	
			PF5MZTBM	PF5N66YS	PF5NAYPW	PF5NEMKB	PF5NH4N0	
			PF5MZTC2	PF5N66Z3	PF5NAYQ9	PF5NEMKT	PF5NH6MG	
			PF5MZTDA	PF5N66ZB	PF5NAYQQ	PF5NEMMK	PF5NH6S5	
			PF5MZTKH	PF5N66ZP	PF5NAYR2	PF5NEMMY	PF5NH73C	
			PF5MZTKZ	PF5N66ZZ	PF5NAYVJ	PF5NEMRO	PF5NH75B	
			PF5MZTL9	PF5N670A	PF5NAYVY	PF5NEMTE	PF5NH762	

Lease Agreement Number: SOK091025

Lease Schedule Number: 001R

**EQUIPMENT EXHIBIT A**

<u>VENDOR</u>	<u>INVOICE #</u>	<u>QTY</u>	<u>MODEL NO.</u>	<u>EQUIPMENT DESCRIPTION (including features)</u>				
			PF5MZY50	PF5N670P	PF5NAYW6	PF5NEMTY	PF5NH774	
			PF5MZY5D	PF5N670W	PF5NAYWS	PF5NEMVH	PF5NHC9E	
			PF5MZY5S	PF5N6713	PF5NAYX0	PF5NEMW4	PF5NHC82	
			PF5MZY6L	PF5N671D	PF5NAYXJ	PF5NEQK2	PF5NHCDF	
			PF5MZY72	PF5N671P	PF5NAYY0	PF5NEQL2	PF5NHCDP	
			PF5MZY7B	PF5N671Z	PF5NB6DC	PF5NEQP1	PF5NHELZ	
			PF5MZYXK	PF5N6AD7	PF5NB6PB	PF5NEQPC	PF5NHEW8	
			PF5MZYXZ	PF5N6ADF	PF5NB6PV	PF5NEQQQ	PF5NHEX9	
			PF5MZY2D	PF5N6AGX	PF5NB6T6	PF5NEQR4	PF5NHEZ9	
			PF5MZY2YQ	PF5N6AH7	PF5NB6TG	PF5NEQRL	PF5NHF10	
			PF5MZY2X	PF5N6AHM	PF5NB6V3	PF5NEQVK	PF5NHF1C	
			PF5MZZ1A	PF5N6AJ2	PF5NB6VL	PF5NEQZC	PF5NHF2E	
			PF5MZZ27	PF5N6AJE	PF5NB6W4	PF5NEQZM	PF5NHH4H	
			PF5MZZ2H	PF5N6AJK	PF5NB6WG	PF5NEROG	PF5NHHDS	
			PF5MZZB9	PF5N6AK6	PF5NBAHF	PF5NER2M	PF5NHHHE	
			PF5MZZB5	PF5N6AKF	PF5NBEPW	PF5NEVPV	PF5NHHEN	
			PF5N0373	PF5N6AKW	PF5NBWJW	PF5NEVQ7	PF5NHHFA	
			PF5N037H	PF5N6B3H	PF5NC1Z3	PF5NEVQH	PF5NHHFJ	
			PF5N0386	PF5N6EXR	PF5NC211	PF5NEVR7	PF5NHHFW	
			PF5N038J	PF5N6EYO	PF5NC21R	PF5NEVRR	PF5NHHGN	
			PF5N038Z	PF5N6EYQ	PF5NC230	PF5NEVSS	PF5NHHK5	
			PF5N039D	PF5N6EZ6	PF5NC24B	PF5NEVWJ	PF5NHHKM	
			PF5N039T	PF5N6EZL	PF5NC54M	PF5NEVXN	PF5NHHK4	
			PF5N03A8	PF5N6F02	PF5NC56F	PF5NEVY3	PF5NHHKN	
			PF5N03AL	PF5N6F0J	PF5NC571	PF5NF027	PF5NHHKP	
			PF5N03AZ	PF5N6F0Z	PF5NCJ8B	PF5NF0EK	PF5NHHKR	
			PF5N03BF	PF5N6F1T	PF5NCJPY	PF5NF0K7	PF5NHHKSC	
			PF5N03D6	PF5N6F28	PF5NCJQF	PF5NF100	PF5NHMQP	
			PF5N03H0	PF5N6K4E	PF5NCJRV	PF5NF10R	PF5NHMXW	
			PF5N03J6	PF5N6K4T	PF5NCJVT	PF5NF11B	PF5NHMYD	
			PF5N03JR	PF5N6K56	PF5NC5VC	PF5NF11T	PF5NHMZ0	
			PF5N03KP	PF5N6K8F	PF5NCT3Q	PF5NF1AW	PF5NHPD3	
			PF5N03LK	PF5N6K9M	PF5NCT8L	PF5NF2C2	PF5NHPDF	
			PF5N03P6	PF5N6KA1	PF5NCT8Y	PF5NF2FW	PF5NHPE7	
			PF5N03Q7	PF5N6KAF	PF5NCT9J	PF5NF2G2	PF5NHPEZ	
			PF5N08JK	PF5N6KAW	PF5NCT9X	PF5NF2H4	PF5NHPFD	
			PF5N08JV	PF5N6KBC	PF5NCTA6	PF5NF2HM	PF5NHPG1	
			PF5N08KD	PF5N720T	PF5NCTAQ	PF5NF2JT	PF5NHPGD	
			PF5N08KS	PF5N7216	PF5NCTDW	PF5NF2KW	PF5NHPGR	
			PF5N08LA	PF5N725G	PF5NCTE8	PF5NF2L7	PF5NHPH1	
			PF5N08LN	PF5N725S	PF5NCTER	PF5NF2LY	PF5NHRV3	
			PF5N08Q4	PF5N7263	PF5NCTF6	PF5NF2MB	PF5NHRWL	
			PF5N08QJ	PF5N726F	PF5NCXYT	PF5NF2MY	PF5NHRY1	
			PF5N08QX	PF5N727N	PF5NCXZ7	PF5NF2ND	PF5NHRYC	
			PF5N08RB	PF5N7284	PF5NCXZW	PF5NF2T0	PF5NHRYY	
			PF5N08RS	PF5N728G	PF5NCY04	PF5NF7RC	PF5NHRZQ	
			PF5N08SG	PF5N728Y	PF5NCY0E	PF5NF7S6	PF5NHS01	
			PF5N08TE	PF5N8C1K	PF5NCY0Z	PF5NF7SN	PF5NHS0P	
			PF5N08TV	PF5N8C2Q	PF5NCY1B	PF5NF7V5	PF5NHS13	
			PF5N08VY	PF5N8C3Z	PF5NCY1W	PF5NF7X2	PF5NHS1F	
			PF5N08W5	PF5N8C5X	PF5NCY2E	PF5NF905	PF5NHS2Y	
			PF5N08TC	PF5N8C6E	PF5NCY36	PF5NF90J	PF5NHVR8	
			PF5N08VF	PF5N8C70	PF5ND1YK	PF5NF913	PF5NHVVS	
			PF5N08XG	PF5N8C7G	PF5ND1Z9	PF5NF91R	PF5NHVW6	
			PF5N08XX	PF5N8C81	PF5ND1ZL	PF5NF922	PF5NHVWX	
			PF5N08ZD	PF5N8C9H	PF5ND206	PF5NF92E	PF5NHVXB	
			PF5N08ZR	PF5N8H59	PF5ND20Y	PF5NF936	PF5NHVXP	
			PF5N0C05	PF5N8H6G	PF5ND217	PF5NF93H	PF5NHVZQ	
			PF5N0C1M	PF5N8H6V	PF5ND29Z	PF5NF93V	PF5NHW07	
			PF5N0C37	PF5N8H7M	PF5ND2AA	PF5NFEFA	PF5NHXNG	

Lease Agreement Number: SOK091025

Lease Schedule Number: 001R

**EQUIPMENT EXHIBIT A**

<u>VENDOR</u>	<u>INVOICE #</u>	<u>QTY</u>	<u>MODEL NO.</u>	<u>EQUIPMENT DESCRIPTION (including features)</u>
				PF5NOC3J PF5N8H89 PF5ND2AR PF5NFEKS PF5NHXNT
				PF5NOC47 PF5N8H8P PF5ND3CD PF5NFELB PF5NHXP5
				PF5NOC4J PF5N8H98 PF5ND3DA PF5NFEMA PF5NHXP7
				PF5NOC5G PF5N8H9S PF5ND3DR PF5NFEP7 PF5NHXQ4
				PF5NOC6P PF5N8HA4 PF5ND3ED PF5NFEPF PF5NJOM8
				PF5NOC71 PF5N8HAN PF5ND3G8 PF5NFER3 PF5NJOMQ
				PF5NOC7G PF5N8HEB PF5NDG9L PF5NFEVK PF5NJON6
				PF5NOC81 PF5N8MAT PF5NDGAL PF5NFEY9 PF5NJONY
				PF5N1TK5 PF5N8MB5 PF5NDGGK PF5NFEYV PF5NJOP5
				PF5N1TLA PF5N8MGP PF5NDGH1 PF5NFEZ9 PF5NJQXQ
				PF5N1TLP PF5N8MH4 PF5NDGJ0 PF5NFF9G PF5NJORD
				PF5N1TM1 PF5N8MHE PF5NDGKY PF5NFGPL PF5NJOSJ
				PF5N1TM9 PF5N8MJL PF5NDGX0 PF5NFGVW PF5NJOTD

Trafera 1001410064 115  
 Lenovo 300e Chromebook Gen4 11.6" HD Anti-Glare Touchscreen Display, MTK MT8186, 4GB RAM, 32GB eMMC Storage, Integrated Graphics, 720p HD Camera + Microphone, ChromeOS, WiFi+BT w/ Google Chrome Management Perpetual EDU License & UZBL Rugged Hardshell

**Serial Numbers:**

YX0DLFQM	YX0DNK8L	YX0DNKAX	YX0DNKE9	YX0DNKSC
YX0DMMR8	YX0DNK8N	YX0DNKAZ	YX0DNKEE	YX0DNKYQ
YX0DMMYC	YX0DNK8P	YX0DNKB1	YX0DNKFM	YX0DNKZF
YX0DMMYT	YX0DNK8W	YX0DNKB5	YX0DNKFY	YX0DNL0X
YX0DMN11	YX0DNK8Z	YX0DNKBA	YX0DNKG2	YX0DNL20
YX0DMNG1	YX0DNK93	YX0DNKBV	YX0DNKG8	YX0DNL2C
YX0DN39T	YX0DNK95	YX0DNKBW	YX0DNKGC	YX0DNL2Q
YX0DNK7C	YX0DNK9C	YX0DNKBY	YX0DNKGP	YX0DNL33
YX0DNK7E	YX0DNK9H	YX0DNKCO	YX0DNKHR	YX0DNL3F
YX0DNK7F	YX0DNK9P	YX0DNKC3	YX0DNKJC	YX0DNL4X
YX0DNK7G	YX0DNK9R	YX0DNKC7	YX0DNKJN	YX0DNL5Z
YX0DNK7L	YX0DNK9Y	YX0DNKCA	YX0DNKJZ	YX0DNL8R
YX0DNK7R	YX0DNK9Z	YX0DNKCC	YX0DNKKK	YX0DNL9K
YX0DNK7S	YX0DNKA0	YX0DNKCL	YX0DNKLS	YX0DNL9Y
YX0DNK7W	YX0DNKA2	YX0DNKCM	YX0DNKM3	YX0DNLA0
YX0DNK7X	YX0DNKA8	YX0DNKCR	YX0DNKM8	YX0DNLAA
YX0DNK7Y	YX0DNKAB	YX0DNKCX	YX0DNKMJ	YX0DNLDW
YX0DNK80	YX0DNKAC	YX0DNKD9	YX0DNKMV	YX0DNL5E
YX0DNK82	YX0DNKAG	YX0DNKDA	YX0DNKNA	YX0DNLGN
YX0DNK85	YX0DNKAH	YX0DNKDE	YX0DNKQH	YX0DNLK2
YX0DNK89	YX0DNKAM	YX0DNKDF	YX0DNKQS	YX0DNM65
YX0DNK8B	YX0DNKAR	YX0DNKDQ	YX0DNKR9	YX0DNN0D
YX0DNK8K	YX0DNKAS	YX0DNKDX	YX0DNKRP	YX0DNQCS

Trafera 1001461147 920 Case Snapon Rugged 14E G3 Chromebook

Agreed to and Accepted:  
**TRAFERA, LLC DBA TRAFERA FINANCIAL SERVICES**  
 "LESSOR"  
 By: Josh Schulman  
Signed by: 9A7CB2F54BC0476...  
 Print Name: Josh Schulman  
 Title: President

Agreed to and Accepted:  
**INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA**  
 "LESSEE"  
 By: [Redacted]  
 Print Name: Roberta Douglas  
 Title: Board President

### CERTIFICATE OF ACCEPTANCE

Lease Agreement Number: SOK091025  
Lease Schedule Number: 001  
Certificate of Acceptance Number: 1

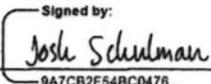
- 1. **Equipment.** Lessee hereby certifies that the Equipment and other costs set forth and described in the above-mentioned Lease Schedule has been delivered to the location(s) set forth in attached Exhibit A, inspected by Lessee, found to be in good order and accepted, all on the Installation Date as set forth below:

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

- 2. **Representations by Lessee.** Lessee hereby represents and warrants to Lessor and any assignee of Lessor that on the Installation Date set forth above: (a) the representations and warranties of Lessee set forth in the Lease are true and correct in all material respects as though made on and as of such Installation Date; (b) Lessee has satisfied or complied with all requirements set forth in the Lease to be satisfied or complied with on or prior to the Installation Date; (c) no Event of Default under the Lease has occurred and is continuing on the Installation Date; and (d) the Equipment is insured in accordance with the provisions of the Lease.

**Agreed to and Accepted:**

**TRAFERA, LLC DBA TRAFERA FINANCIAL SERVICES  
"LESSOR"**

By:   
Signed by:  
9A7CB2F54BC0476...  
Print Name: Josh Schulman  
Title: President  
Date: December 10, 2025

**Agreed to and Accepted:**

**INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA  
"LESSEE"**

By: \_\_\_\_\_  
Print Name: Roberta Douglas  
Title: Board President  
Date: \_\_\_\_\_

The parties agree that this Certificate of Acceptance may be executed and delivered by electronic signatures and that the signatures appearing on such documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

Lease Agreement Number: SOK091025  
 Lease Schedule Number: 001  
 Certificate of Acceptance Number: 1

**EQUIPMENT EXHIBIT A**

**VENDOR**                      **INVOICE #**                      **QTY** **MODEL NO.**                      **EQUIPMENT DESCRIPTION (including features)**

Equipment Location: 314 S Lewis St, Stillwater, OK 74074

Trafera                      I001416919                      920                      Lenovo 14e Chromebook Gen3 14" WXGA Non-Touch Display, Intel N100 Quad-Core, 4GB LPDDR5 RAM, 32GB eMMC Flash Memory, Intel UHD Graphics, Chrome OS, Front Camera/WebCam + Microphone, WiFi +Bluetooth 5.1+ w/ Google Chrome Management Perpetual EDU License & 4 Year Warranty

**Serial Numbers:**

PFSMX953	PFSN1TML	PFSN8MK2	PFSNDGXF	PFSNFHBL
PFSMX95X	PFSN1TN3	PFSN8MLA	PFSNDGZ3	PFSNFHJ3
PFSMX96R	PFSN1TNX	PFSN8MLW	PFSNDGZH	PFSNFHQ1
PFSMX98B	PFSN1TP7	PFSN8MMA	PFSNDHJ2	PFSNFHRT
PFSMX98P	PFSN1TPC	PFSN8MML	PFSNDHJW	PFSNFHWQ
PFSMX9J2	PFSN1WV0	PFSN8MN4	PFSNDHKD	PFSNFR2J
PFSMX9JQ	PFSN1WV6	PFSN8MR8	PFSNDHL8	PFSNFR5H
PFSMX9KY	PFSN1WV0	PFSN8MR5	PFSNDHNR	PFSNFR5Z
PFSMX9M3	PFSN1WWP	PFSN8MS7	PFSNDHP4	PFSNFR8N
PFSMX9MG	PFSN1WX4	PFSN8MSM	PFSNDHRG	PFSNFR9K
PFSMX9NW	PFSN1WXN	PFSN8MT5	PFSNDHSA	PFSNFRAZ
PFSMXESY	PFSN1WY4	PFSN8MTN	PFSNDHT9	PFSNFRCL
PFSMXE7H	PFSN1WYH	PFSN8S1G	PFSNDHW3	PFSNFXMH
PFSMXE8G	PFSN1WYH	PFSN8S1J	PFSNDHXJ	PFSNFY3C
PFSMXE8W	PFSN1WZ3	PFSN8SKD	PFSNDN1C	PFSNFYCH
PFSMXE9A	PFSN1Z3B	PFSN8SKX	PFSNDNP4	PFSNFYDY
PFSMXEAS	PFSN1Z3N	PFSN8SMQ	PFSNDNSM	PFSNFYEK
PFSMXEH6	PFSN1Z3Z	PFSN8SN4	PFSNDNVA	PFSNFYHX
PFSMXEHQ	PFSN1Z4G	PFSN8SNJ	PFSNDNVD	PFSNFYJE
PFSMXEJ3	PFSN1Z5N	PFSN8SP4	PFSNDP07	PFSNFYS1
PFSMXEJ7	PFSN1Z63	PFSN8SR1	PFSNDP9K	PFSNG4F5
PFSMXEJT	PFSN1Z6L	PFSN8SS9	PFSNDPDP	PFSNG527
PFSMXEK9	PFSN1Z6Z	PFSN8SSQ	PFSNDPFJ	PFSNG541
PFSMXEKN	PFSN1Z7A	PFSN8Y7W	PFSNDRN5	PFSNG55R
PFSMXHQL	PFSN1Z7S	PFSN8Y89	PFSNDVWV	PFSNG581
PFSMXHRU	PFSN21AE	PFSN8Y8M	PFSNDWOG	PFSNG58D
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PFSMXHSE	PFSN21AS	PFSN8Y9J	PFSNDWE7	PFSNGAAM
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**EQUIPMENT EXHIBIT A**

VENDOR	INVOICE #	QTY	MODEL NO.	EQUIPMENT DESCRIPTION (including features)			
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**EQUIPMENT EXHIBIT A**

VENDOR	INVOICE #	QTY	MODEL NO.	EQUIPMENT DESCRIPTION (including features)		
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**EQUIPMENT EXHIBIT A**

VENDOR	INVOICE #	QTY	MODEL NO.	EQUIPMENT DESCRIPTION (including features)
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Trafera	I001410064	115		Lenovo 300e Chromebook Gen4 11.6" HD Anti-Glare Touchscreen Display, MTK MT8186, 4GB RAM, 32GB eMMC Storage, Integrated Graphics, 720p HD Camera + Microphone, ChromeOS, WiFi+BT w/ Google Chrome Management Perpetual EDU License & UZBL Rugged Hardshell <u>Serial Numbers:</u> YXODLFQM YXODNK8L YXODNKAX YXODNKE9 YXODNKSC YXODMMR8 YXODNK8N YXODNKAZ YXODNKEE YXODNKYQ YXODMMYC YXODNK8P YXODNKB1 YXODNKFM YXODNKZF YXODMMYT YXODNK8W YXODNKB5 YXODNKFY YXODNL0X YXODMN11 YXODNK8Z YXODNKBA YXODNKG2 YXODNL20 YXODMNG1 YXODNK93 YXODNKBV YXODNKG8 YXODNL2C YXODN39T YXODNK95 YXODNKBW YXODNKGC YXODNL2Q YXODNK7C YXODNK9C YXODNKBY YXODNKGK YXODNL33 YXODNK7E YXODNK9H YXODNKCO YXODNKHR YXODNL3F YXODNK7F YXODNK9P YXODNKC3 YXODNKJC YXODNL4X YXODNK7G YXODNK9R YXODNK7C YXODNKJN YXODNL5Z YXODNK7L YXODNK9Y YXODNKCA YXODNKJZ YXODNL8R YXODNK7R YXODNK9Z YXODNKCC YXODNKKK YXODNL9K YXODNK7S YXODNKA0 YXODNKCL YXODNKL5 YXODNL9Y YXODNK7W YXODNKA2 YXODNKC6 YXODNKM3 YXODNLA0 YXODNK7X YXODNKA8 YXODNKCR YXODNKM8 YXODNLAA YXODNK7Y YXODNKAB YXODNKCX YXODNKMJ YXODNLDW YXODNK80 YXODNKAC YXODNKD9 YXODNKMV YXODNLES YXODNK82 YXODNKAG YXODNKDA YXODNKNA YXODNLGN YXODNK85 YXODNKAH YXODNKDE YXODNKQH YXODNLK2 YXODNK89 YXODNKAM YXODNKDF YXODNKQS YXODNM65 YXODNK8B YXODNKAR YXODNKDQ YXODNKR9 YXODNN0D YXODNK8K YXODNKAS YXODNKDX YXODNKR7 YXODNQCS
Trafera	I001461147	920		Case Snapon Rugged 14E G3 Chromebook

Agreed to and Accepted:  
 TRAFERA, LLC DBA TRAFERA FINANCIAL SERVICES

Agreed to and Accepted:  
 INDEPENDENT SCHOOL DISTRICT NO. 16 OF PAYNE COUNTY, OKLAHOMA

"LESSOR"

"LESSEE"

Signed by:  
 By: Josh Schulman  
9A7CB2F54BC0478...  
 Print Name: Josh Schulman  
 Title: President

By: \_\_\_\_\_  
 Print Name: Roberta Douglas  
 Title: Board President



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

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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**AGENDA ITEM:**

Consider and Vote to Approve Memorandum of Understanding between Stillwater Public Schools and CrowdComfort Solutions

**BOARD ACTION REQUESTED:**

Vote to Approve Memorandum of Understanding between Stillwater Public Schools and and CrowdComfort Solutions

**BACKGROUND INFORMATION:**

CrowdComfort utilizes geolocated QR codes and mobile data entry to generate a verifiable digital record of custodial activities, providing managers with dashboards that visualize the real-time status of their responsible areas. Currently, our facility lacks objective metrics to validate cleaning frequency or labor distribution. This software addresses that gap by tracking staff location and task completion, replacing anecdotal reporting with evidentiary data. This increased visibility allows for resource alignment based on verified needs, directly improving custodial efficiency through optimized labor allocation and automated auditing.

## **CrowdComfort and Stillwater Public Schools**

### **Memorandum of Understanding (MOU)**

*For Discussion Purposes Only. This portion of the document represents a non-binding discussion framework and does not constitute a legally binding commitment by either party.*

**The purpose of this MOU is to provide a comprehensive document to summarize:**

- CrowdComfort’s Understanding of Stillwater Public Schools’s Needs
- CrowdComfort’s Proposed Solution
  - Strategic Consulting
  - Software Modules
  - Onboarding, Implementation, Training & Support Services
  - Launch Program
- Why CrowdComfort is Uniquely Qualified to Support Stillwater Public Schools’s Needs
  - CrowdComfort & Stillwater Public Schools Key Agreement Terms
  - MOU Execution & Next Steps

### **CrowdComfort’s Understanding of Stillwater Public Schools’s Needs**

**Overview** – Stillwater Public Schools is facing custodial and operational challenges driven largely by budget constraints. The district is short roughly 30 custodians—an 18.5% reduction in staffing—which makes it difficult to meet APPA cleaning standards across buildings, grounds, and stadium facilities. With head custodians and day porters stretched thin, consistent cleaning quality across the portfolio is not realistic, and individual cleaning tasks are not currently tracked, creating limited transparency and accountability regarding the work being completed. Maintaining service excellence with reduced staffing has become increasingly difficult, prompting the district’s interest in deployment of a solution that can provide clearer operational visibility and support data-driven staffing decisions. Phase 1 data will inform pricing and packaging for a potential district wide expansion in April of 2026 at 1,000,000 sq ft with 16 buildings, 50 users, and 2 dashboards with an annual cost of \$35,280 and a one time implementation fee of \$10,759.

### **CrowdComfort’s Proposed Solution**

CrowdComfort will partner with Stillwater Public Schools with their Cleaning Maps and RapidQA solutions, which digitally validates everyday cleaning operations tasks and activities. This solution will provide the following benefits to the district:

- Real-time Transparency:
  - Granular real time data of the cleaning status in their buildings by location,

- Historical data on cleaning completion by team and location in buildings,
- Ability to measure in-the-moment quality of cleaning of particular areas,
- Performance data for each custodian.
- **Cleaning Quality Improvement:** The Custodial Compliance Officer will have the ability to conduct digitized quality assurance checks for better tracking and training of cleaning quality.
- **Custodial Recognition:** CrowdComfort analytics dashboards will provide on-going performance tracking to identify, recognize and retain top performers and identify training opportunities to up-level teams.

CrowdComfort proposes a Program that will include:

#### **A. Strategic Consulting:**

- Lead Stillwater Public Schools in a process to articulate business and operational goals at multiple levels in the organization for the program
- Guide a process to define and quantify baseline data for performance benchmarking
- Design the tracking, monitoring, and reporting structure to inform Stillwater Public Schools about the status of the ongoing goals and KPIs throughout the program
- Recommendation report for potential savings and quality improvement using CrowdComfort software and solutions across the district.

#### **B. Software Modules:**

Based on Stillwater Public Schools's needs for visibility into custodial services, performance, and accountability CrowdComfort recommends the following modules for the Pilot Program:

- **Cleaning Maps** Provides an independent validation layer to drive accountability and transparency across custodial operations. Custodial staff leverages the CrowdComfort app to validate their work by scanning a QR code to provide text, pictures, timestamps, and location data. This data is compiled into the analytics dashboard for the management team that highlights purpose-built visualizations showing real-time and historic analysis around janitorial performance, route optimization, and resource utilization.
- **Quality Assurance (Cleaning)** – In alignment with the district's cleaning standards, provides managers with the ability to rate the quality of cleaning for a specific space or building as well as provide feedback on improvements. This data is compiled into the analytics dashboard for management teams to review cleaning quality data by location and team member, identify top performers, determine training opportunities, and track improvements in cleaning quality.

## C. IT Strategy, Devices, System Integration, and Services

The Program will include the following from Technology Services:

**User Provisioning:** Users will be provisioned for the mobile application and analytics dashboard based on role, management level and customer. CrowdComfort will work with Stillwater Public Schools to identify and map all users for a solution by these criteria. To provision users, Stillwater Public Schools will provide email addresses for each user to set up user profiles. If there is a district wide expansion native google SSO will be used.

**Information Security:** CrowdComfort will work with the Stillwater Public Schools IT Department to identify additional Information Security requirements, which is currently out of scope for Phase one of the project. CrowdComfort can support this in future engagements and expansions.

**Training & Support Services:** The Program will include the following training engagements, support services and solution implementation:

- One (1) on-site and three (3) virtual onboarding sessions in the first sixty (60) days to assist with installation, training, education, and support.
- Access to digital training materials that are specifically created for use at Customer's facilities for CrowdComfort services.
- Up to five (5) virtual meetings per quarter for training, onboarding and/or strategic support.
- Access to 24/7 Customer Support via chat, email, or phone number.
- Access to the analytics dashboard for up to two (2) users.
- Quarterly reports that include performance against KPIs, analytical insights, performance analysis, and cost savings opportunities.
- Customer Success recommendation report for district-wide engagement.

## E. Implementation Support

As part of the Launch Program, the CrowdComfort team will configure the following:

- Digitization of the floor plans and annotation of precise locations.
- Design and printing of specific QR codes for the site.
- User provisioning by role for both mobile app and analytics dashboard.
- Configuration of automation rules based on room type, building, location and end users to reflect the scope of work.

All the above will be done by CrowdComfort team members based on feedback and needs from the Stillwater Public Schools.

## Why CrowdComfort is Uniquely Qualified to Meet Stillwater Public Schools's Needs

CrowdComfort has proven success in driving optimal outcomes, operational efficiency, and cleaning performance in education environments. With our Cleaning Maps solution and cleaning validation program, CrowdComfort will drive improved performance and outcomes for Stillwater Public Schools in the following ways:

- **Real-time Visibility and Compliance:** With Cleaning Maps, you gain real-time visibility into cleaning activities across your facilities by type, location and team member. Our solution enables you to validate cleaning tasks, monitor compliance with industry regulations and standards, and quickly identify areas that require attention. *Industry peers typically realize 34% improvement in cleaning compliance.*
- **Improved Staffing and Resource Allocation:** With CrowdComfort's real-time data, managers can allocate resources most efficiently to ensure the meeting of quality and productivity standards across the portfolio. *Industry peers realize improved efficiencies with 5-10% cost savings.*
- **Enhanced Cleaning Quality for Occupants:** With the cleaning validation program your management team and team members will set a higher standard for cleaning performance and be able to identify training opportunities for up level staff and teams quickly. *Industry peers typically realize a 24% increase in cleaning quality performance.*

## CrowdComfort & Stillwater Public Schools

### BINDING PROVISIONS FOR THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (this “**MOU**”) is entered into as of the date of the last signature below (the “**Effective Date**”), between CrowdComfort, Inc., a Delaware corporation with its principal business address at 68 Harrison Ave Ste 605 PMB 451742 Boston, MA 02111-1929 (“**CrowdComfort**”) and Stillwater Public Schools, with its principal place of business at 314 S Lewis Street, Stillwater OK 74074 (“**Customer**”). This Agreement governs Customer’s access to and use of the CrowdComfort proprietary, mobile application and on-line portal (collectively, the “**Application**”, and such access to and use of the Application, the “**Services**”).

- A. Subscription and Application access.** CrowdComfort will make the Services available to Customer pursuant to this MOU and then-current version of any supporting technical documentation provided to Customer by CrowdComfort or available on CrowdComfort’s website (“**Documentation**”). The Services are provided on a subscription basis for the applicable subscription term. CrowdComfort hereby grants to Customer a non-exclusive, non-transferable, worldwide right during the subscription term to access and use the Services solely for Customer’s internal business purposes and pursuant to the documentation.
- B. Project Location(s):** Stillwater Public Schools, Stillwater OK
- C. Number of Buildings:** 2 school buildings
- **Stillwater Middle School** - 2200 S Sangre Road, Stillwater OK 74074
  - **Highland Park Elementary School** - 400 S Drury St, Stillwater OK 74074
- D. Strategic Consulting**
- CrowdComfort will provide up to 20 hours of strategic consulting at no additional cost. Includes data analysis and recommendations from Customer Success and Operations.
- E. CrowdComfort Applications:** Cleaning Maps & Quality Assurance
- Number of mobile app users:
    - 15 - 13 custodians, 2 QA managers
  - Number of Customer end-users for analytics dashboard:
    - 2
  - User Provisioning. Customer will be responsible for providing CrowdComfort with the email addresses of the users who require access to the mobile app and analytics dashboard. CrowdComfort will be responsible for provisioning users for the mobile app and analytics dashboard.
  - Installation, Training, Education, and Support Services. Specific training and onboarding is as follows:
    - i. Pre-onsite | implementation deliverables:
      1. Digitization of the floor plans and annotation of precise locations.

2. Design and printing of specific QR codes for the site.
3. User provisioning by role for both mobile app and analytics dashboard.
4. Configuration of automation rules based on room type, building, location and user.
5. Configuration of schedules and routes for custodial staff.

ii. Training/Education

1. Customer shall receive access to CrowdComfort's Knowledge Base Portal which may include implementation information, customer deliverable lists, training materials or other Documentation.
2. One (1) on-site and three (3) virtual onboarding sessions within the first sixty (60) days of executing this MOU: *no additional charge to the customer.*
3. Up to five (5) virtual meetings per quarter for training, onboarding, and/or support services *at no additional cost to the customer.*
4. CrowdComfort shall develop and provide Customer with access to digital training materials specifically created for use at Customer's facilities for CrowdComfort services *at no additional cost to the customer.*

iii. Support Services.

1. Access to 24/7 Customer Support *at no additional cost to the Customer.*
2. Quarterly reports that include performance against KPIs, analytical insights, performance analysis, and cost savings opportunities.

**F. Customer Responsibilities:**

- Attend scheduled meetings prior to the onsite launch.
- Provide to CrowdComfort accurate floor plans of all spaces upon execution of this MOU. If needed, CrowdComfort will work with Stillwater Public Schools to update floor plans as necessary.
- Provide to CrowdComfort the email addresses of the users who require access to the mobile app and analytics dashboard.
- Participate in future phase planning meetings.
- Provide custodians with appropriate devices for deployment and ongoing monitoring.

**G. Fees:**

- Annual Subscription Fee: \$9,500

**H. Purchase Orders**

- Customer acknowledges that timely issuance of a PO is necessary for CrowdComfort to invoice and receive payment within the terms of the MOU.

**I. Subscription Term**

- The Term of the Annual Subscription shall begin on the effective date CrowdComfort and shall continue for an initial term of twelve (12) months (“**Initial**

Term”).

**J. Renewal**

- Upon expiration of the Initial Term, the term of this MOU shall renew for successive one (1) year terms unless either party gives written notice of non-renewal at least thirty (30) days prior to the end of the Initial term or the then-current Renewal term.
- CPI + 3% fee increase per Renewal term.

**K. Payment**

- Software Subscription fees are due Net 30 days from the Effective Date or then-current Renewal date.

**L. Suspension / Termination**

- Suspension for delinquent account. CrowdComfort reserves the right to suspend Customer’s access to and/or use of the Services if any payment is due but unpaid, but only after CrowdComfort has provided Customer at least one (1) delinquency notice, and at least thirty (30) days have passed since the transmission of the first notice.
- Termination for Cause. Either party may terminate this MOU upon written notice to the other party if the other party materially breaches any provisions of this MOU and fails to cure such breach within thirty (30) days after receiving written notice of such breach.

**MOU Execution & Next Steps**

Upon execution of this MOU, CrowdComfort and Stillwater Public Schools will schedule a kickoff call to discuss logistics for a January 2026 pilot implementation and launch.

**CROWDCOMFORT, INC.**

**Stillwater Public Schools**

DocuSigned by:  
  
 By: \_\_\_\_\_  
CC6BE4375358456...  
 Date Signed: 12/22/2025

By: \_\_\_\_\_  
 Date Signed:

Name: B. Eric Graham  
 Title: Chief Executive Officer  
 68 Harrison Ave PMB 451742  
 Boston, MA 02111-1929

Name: Roberta Douglas  
 Title: Board President  
 314 S Lewis St  
 Stillwater OK 74074

Email: [invoices@crowdcomfort.com](mailto:invoices@crowdcomfort.com)

Phone: 405-707-5587

**CUSTOMER ACCOUNTS PAYABLE**

Email:



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

**PREPARED BY:** Mrs. Kristie Newby, MBA, CFE, Chief Financial Officer  
**APPROVED BY:** Mr. Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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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 January 1, 2026.

**BACKGROUND INFORMATION:**

The Treasurer's Report is a monthly report is highlighting changes to existing Purchase Orders and activity thru January 1, 2026.

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).

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)	\$0.00	\$304,547.51	\$0.00	\$304,547.51	N/A	\$304,547.51
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$241,468.18	\$0.00	\$241,468.18	N/A	\$11,826.60
Source - 1130 REVENUE IN LIEU OF TAXES	\$0.00	\$59,551.72	\$0.00	\$59,551.72	N/A	\$9.33
Source - 1310 INTEREST EARNINGS	\$0.00	\$288,417.66	\$0.00	\$288,417.66	N/A	\$15,683.65
Source - 1350 INTEREST ON TAXES	\$0.00	\$4,970.94	\$0.00	\$4,970.94	N/A	\$699.37
Source - 1410 RENTAL OF SCHOOL FACILITIES	\$0.00	\$14,490.45	\$0.00	\$14,490.45	N/A	\$2,902.50
Source - 1420 RENTAL NOT SCHOOL FACILITIES	\$0.00	\$25.00	\$0.00	\$25.00	N/A	\$25.00
Source - 1510 INSURANCE LOSS RECOVERIES	\$0.00	\$6,594.87	\$0.00	\$6,594.87	N/A	\$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$449,328.79	\$0.00	\$449,328.79	N/A	\$44,010.38
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$1,369,395.12</b>	<b>\$0.00</b>	<b>\$1,369,395.12</b>	<b>N/A</b>	<b>\$379,704.34</b>
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX	\$0.00	\$111,376.22	\$0.00	\$111,376.22	N/A	\$28,158.14
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)	\$0.00	\$191,490.86	\$0.00	\$191,490.86	N/A	\$29,456.32
<b>Series - 2000 Total</b>	<b>\$0.00</b>	<b>\$302,867.08</b>	<b>\$0.00</b>	<b>\$302,867.08</b>	<b>N/A</b>	<b>\$57,614.46</b>
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX	\$0.00	\$76,632.10	\$0.00	\$76,632.10	N/A	\$5,163.88
Source - 3120 MOTOR VEHICLE COLLECTIONS	\$0.00	\$1,165,204.70	\$0.00	\$1,165,204.70	N/A	\$190,086.88
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX	\$0.00	\$117,577.11	\$0.00	\$117,577.11	N/A	\$17,900.95
Source - 3140 STATE SCHOOL LAND EARNINGS	\$0.00	\$481,391.85	\$0.00	\$481,391.85	N/A	\$78,491.05
Source - 3150 VEHICLE TAX STAMP	\$0.00	\$2,903.65	\$0.00	\$2,903.65	N/A	\$700.55
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$1,602.57	\$0.00	\$1,602.57	N/A	\$676.80
Source - 3210 FOUNDATION AND SALARY INCENT AID	\$0.00	\$8,455,662.37	\$0.00	\$8,455,662.37	N/A	\$1,691,132.47
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$2,441,431.57	\$0.00	\$2,441,431.57	N/A	\$488,286.32
Source - 3415 STRONG READERS	\$0.00	\$91,717.01	\$0.00	\$91,717.01	N/A	\$0.00
Source - 3420 STATE TEXTBOOK	\$0.00	\$172,343.25	\$0.00	\$172,343.25	N/A	\$34,468.65
Source - 3436 SCHOOL RESOURCE OFFICER PROGRAM	\$0.00	\$93,041.47	\$0.00	\$93,041.47	N/A	\$0.00
Source - 3690 OTHER MISC SOURCES OF STATE REVENUE	\$0.00	\$162,500.00	\$0.00	\$162,500.00	N/A	\$87,500.00
Source - 3811 COMP HS VOCATIONAL SAL REIMB	\$0.00	\$31,730.00	\$0.00	\$31,730.00	N/A	\$25,790.00
Source - 3812 VOCATIONAL PROGRAM ASSISTANCE GRANT	\$0.00	\$92,374.00	\$0.00	\$92,374.00	N/A	\$46,187.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$13,386,111.65</b>	<b>\$0.00</b>	<b>\$13,386,111.65</b>	<b>N/A</b>	<b>\$2,666,384.55</b>
Series - 4000						

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 4140 TITLE VI INDIAN, NATIVE HI/AK EDU	\$0.00	\$55,183.07	\$0.00	\$55,183.07	N/A	\$0.00
Source - 4164 SUB-MARGINAL LANDS	\$0.00	\$788.72	\$0.00	\$788.72	N/A	\$0.00
Source - 4210 TITLE I-PART A- IMPROVING BASIC PROG	\$0.00	\$551,551.82	\$0.00	\$551,551.82	N/A	\$246,619.44
Source - 4271 PART A, SUPPORTING EFFECTIVE INST	\$0.00	\$34,945.76	\$0.00	\$34,945.76	N/A	\$31,693.35
Source - 4281 TITLE III PT A ENG LANG ACQUISITION	\$0.00	\$14,096.93	\$0.00	\$14,096.93	N/A	\$14,008.43
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B	\$0.00	\$650,735.96	\$0.00	\$650,735.96	N/A	\$223,387.39
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B	\$0.00	\$15,567.93	\$0.00	\$15,567.93	N/A	\$10,378.62
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH	\$0.00	\$21,900.56	\$0.00	\$21,900.56	N/A	\$12,851.94
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW	\$0.00	\$22,985.03	\$0.00	\$22,985.03	N/A	\$13,751.77
Source - 4580 MEDICAID RESOURCES	\$0.00	\$53,130.76	\$0.00	\$53,130.76	N/A	\$6,872.40
Source - 4720 BREAKFASTS	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$1,420,886.54</b>	<b>\$0.00</b>	<b>\$1,420,886.54</b>	<b>N/A</b>	<b>\$559,563.34</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$7,653,287.98	\$0.00	\$7,653,287.98	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$7,653,287.98</b>	<b>\$0.00</b>	<b>\$7,653,287.98</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 11 GENERAL FUND Total</b>	<b>\$0.00</b>	<b>\$24,132,548.37</b>	<b>\$0.00</b>	<b>\$24,132,548.37</b>	<b>N/A</b>	<b>\$3,663,266.69</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	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	\$43,518.86	\$0.00	\$43,518.86	N/A	\$43,518.86
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$34,505.02	\$0.00	\$34,505.02	N/A	\$1,689.99
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$44,963.73	\$0.00	\$44,963.73	N/A	\$7,799.73
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$122,987.61</b>	<b>\$0.00</b>	<b>\$122,987.61</b>	<b>N/A</b>	<b>\$53,008.58</b>
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$229.01	\$0.00	\$229.01	N/A	\$96.71
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$136,065.81	\$0.00	\$136,065.81	N/A	\$27,213.16
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$136,294.82</b>	<b>\$0.00</b>	<b>\$136,294.82</b>	<b>N/A</b>	<b>\$27,309.87</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$2,486,751.18	\$0.00	\$2,486,751.18	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$2,486,751.18</b>	<b>\$0.00</b>	<b>\$2,486,751.18</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 21 BUILDING FUND Total</b>	<b>\$0.00</b>	<b>\$2,746,033.61</b>	<b>\$0.00</b>	<b>\$2,746,033.61</b>	<b>N/A</b>	<b>\$80,318.45</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
Series - 1000						
Source - 1310 INTEREST EARNINGS	\$0.00	\$125.47	\$0.00	\$125.47	N/A	\$0.00
Source - 1590 MISCELLANEOUS REIMBURSEMENTS	\$0.00	\$1,376.00	\$0.00	\$1,376.00	N/A	\$1,376.00
Source - 1710 STUDENT LUNCHES/BREAKFASTS/MILK	\$0.00	\$248,007.74	\$0.00	\$248,007.74	N/A	\$37,815.19
Source - 1720 A LA CARTE OR CATERING REVENUE	\$0.00	\$85,940.36	\$0.00	\$85,940.36	N/A	\$13,705.61
Source - 1730 ADULT LUNCHES/BREAKFASTS	\$0.00	\$9,791.17	\$0.00	\$9,791.17	N/A	\$1,560.59
Source - 1790 OTHER DIST REVENUE (CHILD NUTRIT)	\$0.00	\$66.23	\$0.00	\$66.23	N/A	\$66.23
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$345,306.97</b>	<b>\$0.00</b>	<b>\$345,306.97</b>	<b>N/A</b>	<b>\$54,523.62</b>
Series - 3000						
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE	\$0.00	\$159,101.23	\$0.00	\$159,101.23	N/A	\$31,820.25
Source - 3720 STATE MATCHING	\$0.00	\$3,456.00	\$0.00	\$3,456.00	N/A	\$0.00
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$162,557.23</b>	<b>\$0.00</b>	<b>\$162,557.23</b>	<b>N/A</b>	<b>\$31,820.25</b>
Series - 4000						
Source - 4710 LUNCHES	\$0.00	\$330,910.08	\$0.00	\$330,910.08	N/A	\$0.00
Source - 4720 BREAKFASTS	\$0.00	\$135,275.94	\$0.00	\$135,275.94	N/A	\$0.00
Source - 4740 SUMMER FOOD SERVICE PROGRAM	\$0.00	\$286,154.52	\$0.00	\$286,154.52	N/A	\$0.00
<b>Series - 4000 Total</b>	<b>\$0.00</b>	<b>\$752,340.54</b>	<b>\$0.00</b>	<b>\$752,340.54</b>	<b>N/A</b>	<b>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$1,305,180.19	\$0.00	\$1,305,180.19	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,305,180.19</b>	<b>\$0.00</b>	<b>\$1,305,180.19</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 22 CHILD NUTRITION PROGRAMS FUND Total</b>	<b>\$0.00</b>	<b>\$2,565,384.93</b>	<b>\$0.00</b>	<b>\$2,565,384.93</b>	<b>N/A</b>	<b>\$86,343.87</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	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	\$1,085,835.29	\$0.00	\$1,085,835.29	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$1,085,835.29</b>	<b>\$0.00</b>	<b>\$1,085,835.29</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 31 BOND FUND 31 Total</b>	<b>\$0.00</b>	<b>\$1,085,835.29</b>	<b>\$0.00</b>	<b>\$1,085,835.29</b>	<b>N/A</b>	<b>\$0.00</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	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	\$0.00
<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>\$0.00</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,261,435.86	\$0.00	\$9,261,435.86	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$9,261,435.86</b>	<b>\$0.00</b>	<b>\$9,261,435.86</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 32 BOND FUND 32 Total</b>	<b>\$0.00</b>	<b>\$9,262,511.06</b>	<b>\$0.00</b>	<b>\$9,262,511.06</b>	<b>N/A</b>	<b>\$0.00</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	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	\$0.00
<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>\$0.00</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>\$0.00</b>

## Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 12/31/2025

	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	\$211,341.10	\$0.00	\$211,341.10	N/A	\$211,341.10
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)	\$0.00	\$176,357.44	\$0.00	\$176,357.44	N/A	\$8,644.30
Source - 1310 INTEREST EARNINGS	\$0.00	\$363,423.65	\$0.00	\$363,423.65	N/A	\$41,776.44
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$751,122.19</b>	<b>\$0.00</b>	<b>\$751,122.19</b>	<b>N/A</b>	<b>\$261,761.84</b>
Series - 3000						
Source - 3160 FARM IMPLEMENT TAX STAMP	\$0.00	\$1,177.51	\$0.00	\$1,177.51	N/A	\$497.27
<b>Series - 3000 Total</b>	<b>\$0.00</b>	<b>\$1,177.51</b>	<b>\$0.00</b>	<b>\$1,177.51</b>	<b>N/A</b>	<b>\$497.27</b>
Series - 6000						
Source - 6110 CASH FORWARD	\$0.00	\$9,631,092.03	\$0.00	\$9,631,092.03	N/A	\$0.00
<b>Series - 6000 Total</b>	<b>\$0.00</b>	<b>\$9,631,092.03</b>	<b>\$0.00</b>	<b>\$9,631,092.03</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 41 SINKING FUND Total</b>	<b>\$0.00</b>	<b>\$10,383,391.73</b>	<b>\$0.00</b>	<b>\$10,383,391.73</b>	<b>N/A</b>	<b>\$262,259.11</b>

# Stillwater Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 12/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 81 GIFT FUND						
Series - 1000						
Source - 1610	\$0.00	\$600,000.00	\$0.00	\$600,000.00	N/A	\$0.00
CONTRIBUTIONS/DONATIONS-PRIVATE						
<b>Series - 1000 Total</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>N/A</b>	<b>\$0.00</b>
<b>Fund - 81 GIFT FUND Total</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>\$0.00</b>	<b>\$600,000.00</b>	<b>N/A</b>	<b>\$0.00</b>

# Stillwater Public Schools

## Revenue Analysis

**Options:** Type of Revenue: Estimated, As Of Date: 12/31/2025

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
<b>Report Total</b>	\$0.00	\$61,537,655.74	\$0.00	\$61,537,655.74	N/A	\$4,092,188.12

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
000 NON-CATEGORICAL	1,194,086.05	1,683.07	1,683.07	0.00	1,192,402.98	0.14%
001 HIGH SCHOOL	7,500.00	5,769.06	4,369.06	1,400.00	1,730.94	76.92%
002 JUNIOR HIGH	7,500.00	1,080.00	1,080.00	0.00	6,420.00	14.40%
003 MIDDLE SCHOOL	6,770.00	2,888.06	2,368.06	520.00	3,881.94	42.66%
004 HIGHLAND PARK	5,000.00	406.00	206.00	200.00	4,594.00	8.12%
005 RICHMOND	5,000.00	1,537.50	0.00	1,537.50	3,462.50	30.75%
006 SANGRE RIDGE	5,000.00	1,956.42	1,954.59	1.83	3,043.58	39.13%
007 SKYLINE	6,330.00	2,418.89	2,362.89	56.00	3,911.11	38.21%
008 WESTWOOD	5,000.00	4,860.00	4,860.00	0.00	140.00	97.20%
009 WILL ROGERS	5,055.00	5,038.14	5,038.14	0.00	16.86	99.67%
010 LINCOLN ACADEMY	3,495.00	1,108.56	1,108.56	0.00	2,386.44	31.72%
011 CURRICULUM & INSTRUCTIONAL	81,515.00	39,508.53	22,990.78	16,517.75	42,006.47	48.47%
012 NURSE & OSHA SUPPLIES	4,250.00	2,124.41	2,124.41	0.00	2,125.59	49.99%
013 ED SERVICES SUPPLIES	1,000.00	720.01	585.01	135.00	279.99	72.00%
014 CUSTODIAL SUPPLIES	95,500.00	95,167.22	92,922.22	2,245.00	332.78	99.65%
015 ADMIN OPERATIONS SUPPLIES	2,000.00	250.00	250.00	0.00	1,750.00	12.50%
016 DISTRICT SUPPLIES	50,000.00	47,925.72	47,925.72	0.00	2,074.28	95.85%
017 AVIATION GRANT	14,650.00	7,511.60	1,251.00	6,260.60	7,138.40	51.27%
018 CONTRACTED SOCIAL SERVICES	288,000.00	280,000.00	72,071.49	207,928.51	8,000.00	97.22%
019 LIBRARY	45,770.00	37,781.59	19,783.77	17,997.82	7,988.41	82.55%
020 CAREERTECH GRANT-FEDERAL STRENGTHENING	25,000.00	24,439.82	0.00	24,439.82	560.18	97.76%
021 SUMMER SCHOOL	39,100.00	17,472.15	17,472.15	0.00	21,627.85	44.69%
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	594.32	594.32	0.00	4,505.68	11.65%
024 BAND	27,150.00	23,123.35	16,326.91	6,796.44	4,026.65	85.17%
025 ORCHESTRA	10,200.00	0.00	0.00	0.00	10,200.00	0.00%
026 LEGAL SERVICES	51,000.00	50,000.00	30,191.00	19,809.00	1,000.00	98.04%
027 AUDIT SERVICES	16,100.00	16,100.00	14,100.00	2,000.00	0.00	100.00%
028 POSTAGE & FREIGHT	18,700.00	18,700.00	10,119.41	8,580.59	0.00	100.00%
029 BOE/CABINET PROFESSIONAL DEVELOPMENT	42,500.00	6,852.50	5,652.50	1,200.00	35,647.50	16.12%
030 FACILITIES MISCELLANEOUS	17,235.56	15,811.47	1,394.00	14,417.47	1,424.09	91.74%
031 BOE GENERAL EXPENSES	12,977.00	12,977.00	12,977.00	0.00	0.00	100.00%
032 FINANCE	135,000.00	3,203.44	1,584.08	1,619.36	131,796.56	2.37%
033 BOARD ELECTION/BOND FEES	76,000.00	25,109.78	490.00	24,619.78	50,890.22	33.04%
034 SPED TESTING	17,000.00	16,023.31	14,313.74	1,709.57	976.69	94.25%
035 BOE/SUPERINTENDENT SUPPLIES	5,000.00	410.22	290.22	120.00	4,589.78	8.20%
036 MILEAGE EXPENSE-NO DIST TRANSP AVAIL (CFO AUTH)	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00%
040 TIER II SPECIAL NEEDS	120,000.00	0.00	0.00	0.00	120,000.00	0.00%

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
041 DISTRICT SUPPLIES-ELEMENTARY REIMBURSEABLE	83,000.00	81,376.98	81,376.98	0.00	1,623.02	98.04%
042 HUMAN RESOURCES	528,001.00	521,948.98	483,409.25	38,539.73	6,052.02	98.85%
045 FLEET FUEL	250,000.00	250,000.00	105,192.35	144,807.65	0.00	100.00%
047 DISTRICT WIDE TRANSPORTATION	189,825.00	175,136.62	49,114.49	126,022.13	14,688.38	92.26%
048 TRANSPORTATION MISCELLANEOUS	47,305.00	22,684.02	9,322.82	13,361.20	24,620.98	47.95%
049 UTILITIES-ELECTRICITY	1,024,000.00	905,567.64	581,174.62	324,393.02	118,432.36	88.43%
051 UTILITIES-GAS	348,500.00	348,500.00	35,686.27	312,813.73	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	149,747.27	243,052.73	0.00	100.00%
054 BUILDING MAINTENANCE	177,000.00	22,000.00	6,997.41	15,002.59	155,000.00	12.43%
055 GROUNDS	48,450.00	969.65	320.40	649.25	47,480.35	2.00%
056 VOCAL MUSIC	1,020.00	755.98	755.98	0.00	264.02	74.12%
057 DRAMA	4,250.00	2,550.98	2,550.98	0.00	1,699.02	60.02%
058 ATHLETICS	83,300.00	4,448.29	4,448.29	0.00	78,851.71	5.34%
060 PROFESSIONAL DEVELOPMENT	60,000.00	13,215.00	10,250.00	2,965.00	46,785.00	22.03%
061 LIABILITY BONDS	4,935.50	4,835.50	4,607.50	228.00	100.00	97.97%
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	31,107.45	2,392.45	28,715.00	2,392.55	92.86%
066 PERFORMING ARTS CENTER	3,187.50	675.00	675.00	0.00	2,512.50	21.18%
067 COUNTY RE-EVALUATION	430,250.00	425,108.00	108.00	425,000.00	5,142.00	98.80%
072 SECURITY	133,000.00	131,571.00	74,824.63	56,746.37	1,429.00	98.93%
086 RSI	12,064.98	2,000.00	2,000.00	0.00	10,064.98	16.58%
087 MTSS GRANT NON-PAYROLL EXPENSES	343,388.52	15,052.40	7,012.92	8,039.48	328,336.12	4.38%
088 OPIOID ABATEMENT GRANT NON-PAYROLL EXPENSES	25,000.00	17,398.00	14,250.00	3,148.00	7,602.00	69.59%
092 TECHNOLOGY MISCELLANEOUS	25,600.00	15,947.43	15,407.43	540.00	9,652.57	62.29%
100 MAIN PERSONNEL	36,063,220.00	36,063,214.73	13,926,140.06	22,137,074.67	5.27	100.00%
101 FACILITIES PERSONNEL	1,200,000.00	1,087,050.19	635,672.12	451,378.07	112,949.81	90.59%
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	4,039.58	4,039.58	0.00	21,960.42	15.54%
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%
106 NON-FUNDED CAREERTECH PERSONNEL COSTS	1,386,200.00	1,386,088.79	586,628.26	799,460.53	111.21	99.99%
110 PALS PERSONNEL	200,000.00	185,560.18	72,528.11	113,032.07	14,439.82	92.78%
111 ACTIVITY FUND PAID PERSONNEL	226,260.81	159,487.72	74,085.12	85,402.60	66,773.09	70.49%
112 MTSS GRANT PERSONNEL	190,100.00	186,154.42	100,764.05	85,390.37	3,945.58	97.92%
113 DHS REFUGEE ASSISTANCE PERSONNEL	50,000.00	0.00	0.00	0.00	50,000.00	0.00%

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
114 OPIOID ABATEMENT GRANT PERSONNEL	50,000.00	50,000.00	28,069.95	21,930.05	0.00	100.00%
312 NATIONAL BOARD CERTIFIED BONUS -STATE PAID	46,000.00	0.00	0.00	0.00	46,000.00	0.00%
331 ED FLEX BENEFIT-CERTIFIED IN LIEU OF	73,613.76	62,529.87	21,679.81	40,850.06	11,083.89	84.94%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	213,879.27	188,931.24	84,032.67	104,898.57	24,948.03	88.34%
333 STATE TEXTBOOKS	467,167.62	0.00	0.00	0.00	467,167.62	0.00%
334 ED FLEX BENEFIT-CERTIFIED MED PD BY STATE	3,580,248.00	3,203,417.00	1,135,442.00	2,067,975.00	376,831.00	89.47%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	1,557,662.40	1,417,345.31	633,989.31	783,356.00	140,317.09	90.99%
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	153,419.16	0.00	0.00	0.00	153,419.16	0.00%
367 STRONG READERS	263,875.11	19,779.14	19,779.14	0.00	244,095.97	7.50%
376 SCHOOL RESOURCE OFFICER	216,473.62	78,981.82	35,376.39	43,605.43	137,491.80	36.49%
388 ALTERNATIVE EDUCATION	166,324.71	161,527.71	54,998.75	106,528.96	4,797.00	97.12%
411 OK CAREERTECH=COMPREHENSIVE SECONDARY PROGRAMS	63,460.00	63,456.01	40,553.43	22,902.58	3.99	99.99%
412 OK CAREERTECH-VOCATIONAL PROGRAMS ASSISTANCE	187,000.00	118,568.12	85,819.53	32,748.59	68,431.88	63.41%
511 TITLE I, PART A (BASIC PROGRAM)	1,735,860.24	1,270,178.44	448,880.87	821,297.57	465,681.80	73.17%
515 TITLE I (SCHOOL SUPPORT)	1,964.11	1,964.11	1,964.11	0.00	0.00	100.00%
518 TITLE I, PART A, SUBPART 2 (NEGLECTED, LEAS)	29,976.96	4,261.71	4,261.71	0.00	25,715.25	14.22%
541 TITLE II, PART A (SUPPORT EFFECTIVE INSTRUCTION)	284,028.68	144,607.34	79,905.11	64,702.23	139,421.34	50.91%
552 TITLE IV, PART A (STU SUP & ACAD ENRICH FRM GRANT)	161,860.77	61,981.84	22,659.48	39,322.36	99,878.93	38.29%
561 TITLE VI, PART A (INDIAN EDUCATION)	147,452.00	110,380.77	48,892.46	61,488.31	37,071.23	74.86%
571 TITLE III, PART A (IMMIGRANT EDUCATION ACT)	16,283.90	9,907.00	6,187.50	3,719.50	6,376.90	60.84%
572 TITLE III, PART A (ENG LANG ACQ, ENH & ACHEIVE)	64,145.44	8,398.65	7,408.65	990.00	55,746.79	13.09%
587 TITLE V, PART B, SUBPRT 2 (RURAL/LOW INC SCHL PGM)	156,300.39	73,568.18	59,295.69	14,272.49	82,732.21	47.07%
596 TITLE IX, PART A (HOMELESS CHILDREN & YOUTH)	77,018.22	49,451.78	23,687.17	25,764.61	27,566.44	64.21%
613 IDEA PART B (SPED PROF DEVELOP OSDE SPONSORED)	7,800.00	6,979.00	5,750.00	1,229.00	821.00	89.47%
615 IDEA PART B (SPED PROF DEVELOP DISTRICT)	4,432.00	3,915.00	3,815.00	100.00	517.00	88.33%
616 IDEA PART B (SUB AREA CERT EXAM REIMBURSE)	430.00	248.00	118.00	130.00	182.00	57.67%

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 11 GENERAL FUND						
618 IDEA PART B (SECONDARY TRANS SERVICES)	25,098.26	7,083.83	5,166.97	1,916.86	18,014.43	28.22%
621 IDEA PART B (FLOW THROUGH, P.L.108-446)	1,399,200.53	1,314,365.53	487,418.89	826,946.64	84,835.00	93.94%
625 IDEA PART B (FLOW THRU, P.L.108-446 PRIVATE SCHL)	13,643.09	11,000.00	8,000.00	3,000.00	2,643.09	80.63%
627 IDEA PART B (FLOW THRU, P.L.108-446 HIGH ND TR II)	52,915.07	52,840.07	850.00	51,990.07	75.00	99.86%
641 IDEA PART B (PRESCHOOL, AGED 3-5, P.L. 108-446)	34,084.56	34,084.56	20,757.24	13,327.32	0.00	100.00%
698 MEDICAID RESOURCES	40,000.00	38,930.00	14,005.10	24,924.90	1,070.00	97.33%
713 NATIVE YOUTH COMMUNITY PROJECT (NYCP) GRANT	85,612.21	0.00	0.00	0.00	85,612.21	0.00%
725 ARP ESSER III Student Teacher Stipend	7,000.00	6,999.92	6,999.92	0.00	0.08	100.00%
<b>Total Fund - 11 GENERAL FUND</b>	<b>\$58,994,000.00</b>	<b>\$53,261,309.40</b>	<b>\$22,303,518.07</b>	<b>\$30,957,791.33</b>	<b>\$5,732,690.60</b>	<b>90.28 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 21 BUILDING FUND						
000 NON-CATEGORICAL	1,075,212.46	0.00	0.00	0.00	1,075,212.46	0.00%
030 FACILITIES MISCELLANEOUS	7,420.54	7,420.54	7,420.54	0.00	0.00	100.00%
032 FINANCE	3,000.00	3,000.00	1,500.00	1,500.00	0.00	100.00%
100 MAIN PERSONNEL	260,000.00	255,899.11	113,473.24	142,425.87	4,100.89	98.42%
101 FACILITIES PERSONNEL	1,500,000.00	1,465,394.18	650,187.16	815,207.02	34,605.82	97.69%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	21,123.00	18,210.24	7,966.98	10,243.26	2,912.76	86.21%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	281,244.00	249,571.00	108,878.00	140,693.00	31,673.00	88.74%
<b>Total Fund - 21 BUILDING FUND</b>	<b>\$3,148,000.00</b>	<b>\$1,999,495.07</b>	<b>\$889,425.92</b>	<b>\$1,110,069.15</b>	<b>\$1,148,504.93</b>	<b>63.52 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 22 CHILD NUTRITION PROGRAMS FUND						
000 NON-CATEGORICAL	27,832.00	0.00	0.00	0.00	27,832.00	0.00%
049 UTILITIES-ELECTRICITY	28,321.00	28,320.30	28,320.30	0.00	0.70	100.00%
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	120,000.00	119,408.84	119,408.84	0.00	591.16	99.51%
091 LOCAL CHILD NUTRITION EXPENSES	172,130.00	150,136.56	73,717.13	76,419.43	21,993.44	87.22%
100 MAIN PERSONNEL	55,000.00	1,002.41	1,002.41	0.00	53,997.59	1.82%
101 FACILITIES PERSONNEL	43,500.00	3,597.71	3,597.71	0.00	39,902.29	8.27%
332 ED FLEX BENEFIT-SUPPORT IN LIEU OF	53,558.00	36,839.14	15,364.89	21,474.25	16,718.86	68.78%
335 ED FLEX BENEFIT-SUPPORT MED PD BY STATE	300,000.00	273,609.00	118,776.00	154,833.00	26,391.00	91.20%
385 CHILD NUTRITION PROGRAM	30,000.00	28,174.65	12,402.78	15,771.87	1,825.35	93.92%
763 LUNCHES	2,302,099.00	2,260,968.65	1,027,561.31	1,233,407.34	41,130.35	98.21%
764 BREAKFASTS	786,680.00	686,917.18	264,798.33	422,118.85	99,762.82	87.32%
766 SUMMER FOOD SERVICE PROGRAM	286,000.00	190,785.06	93,331.64	97,453.42	95,214.94	66.71%
767 PROF STANDARDS FOR SCHOOL NUTRITION EMPLOYEES	4,000.00	2,577.00	1,557.00	1,020.00	1,423.00	64.43%
<b>Total Fund - 22 CHILD NUTRITION PROGRAMS FUND</b>	<b>\$4,229,720.00</b>	<b>\$3,800,253.24</b>	<b>\$1,777,755.08</b>	<b>\$2,022,498.16</b>	<b>\$429,466.76</b>	<b>89.85 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 31 BOND FUND 31						
000 NON-CATEGORICAL	283,847.62	0.00	0.00	0.00	283,847.62	0.00%
030 FACILITIES MISCELLANEOUS	19,428.00	18,793.96	18,793.96	0.00	634.04	96.74%
032 FINANCE	356,396.65	113,244.84	104,095.54	9,149.30	243,151.81	31.77%
047 DISTRICT WIDE TRANSPORTATION	256,123.52	256,123.52	224,096.52	32,027.00	0.00	100.00%
054 BUILDING MAINTENANCE	74,679.50	74,079.50	34,279.75	39,799.75	600.00	99.20%
055 GROUNDS	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	80,360.00	12,106.53	12,106.53	0.00	68,253.47	15.07%
<b>Total Fund - 31 BOND FUND 31</b>	<b>\$1,085,835.29</b>	<b>\$489,348.35</b>	<b>\$408,372.30</b>	<b>\$80,976.05</b>	<b>\$596,486.94</b>	<b>45.07 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 32 BOND FUND 32						
000 NON-CATEGORICAL	2,698.10	0.00	0.00	0.00	2,698.10	0.00%
011 CURRICULUM & INSTRUCTIONAL	360,086.79	0.00	0.00	0.00	360,086.79	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	20,428.46	0.00	0.00	0.00	20,428.46	0.00%
047 DISTRICT WIDE TRANSPORTATION	433,458.80	431,380.46	366,003.20	65,377.26	2,078.34	99.52%
054 BUILDING MAINTENANCE	178,398.74	18,763.28	0.00	18,763.28	159,635.46	10.52%
055 GROUNDS	144,147.36	9,500.00	0.00	9,500.00	134,647.36	6.59%
058 ATHLETICS	43,087.82	43,032.23	13,734.40	29,297.83	55.59	99.87%
066 PERFORMING ARTS CENTER	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
068 2023 BOND - HIGH SCHOOL PROJECT	2,795,520.97	2,774,959.93	353,916.94	2,421,042.99	20,561.04	99.26%
069 2023 BOND - ATHLETICS PROJECT	1,077,827.08	1,077,826.29	247,041.69	830,784.60	0.79	100.00%
071 BUILDING ACQUISITION/KICKER/OES REMODEL	801,947.62	635,129.51	314,251.51	320,878.00	166,818.11	79.20%
073 BOND-CLASSROOM TECHNOLOGY	242,351.54	0.00	0.00	0.00	242,351.54	0.00%
075 DISTRICT WIDE ROOF REPAIR	1,924,830.99	1,632,582.68	1,225,849.56	406,733.12	292,248.31	84.82%
076 BOND-CHROMEBOOKS & CARTS	522,209.33	0.00	0.00	0.00	522,209.33	0.00%
077 BOND-SUBSCRIPTIONS/LICENSING	90,298.31	0.00	0.00	0.00	90,298.31	0.00%
092 TECHNOLOGY MISCELLANEOUS	140,507.55	112,156.38	0.00	112,156.38	28,351.17	79.82%
<b>Total Fund - 32 BOND FUND 32</b>	<b>\$9,261,435.86</b>	<b>\$6,735,330.76</b>	<b>\$2,520,797.30</b>	<b>\$4,214,533.46</b>	<b>\$2,526,105.10</b>	<b>72.72 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, 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	1,200.00	0.00	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	58.96	825.00	147,116.04	0.60%
047 DISTRICT WIDE TRANSPORTATION	477,225.00	381,906.25	240,617.50	141,288.75	95,318.75	80.03%
054 BUILDING MAINTENANCE	850,000.00	528,187.09	202,346.94	325,840.15	321,812.91	62.14%
055 GROUNDS	150,000.00	36,243.58	20,690.32	15,553.26	113,756.42	24.16%
058 ATHLETICS	75,000.00	40,740.00	19,980.00	20,760.00	34,260.00	54.32%
066 PERFORMING ARTS CENTER	50,000.00	18,164.36	13,796.96	4,367.40	31,835.64	36.33%
068 2023 BOND - HIGH SCHOOL PROJECT	4,533,642.00	3,083,485.86	0.00	3,083,485.86	1,450,156.14	68.01%
069 2023 BOND - ATHLETICS PROJECT	2,470,192.00	459,363.50	8,475.00	450,888.50	2,010,828.50	18.60%
073 BOND-CLASSROOM TECHNOLOGY	372,880.00	166,483.79	166,483.79	0.00	206,396.21	44.65%
076 BOND-CHROMEBOOKS & CARTS	250,000.00	159,952.60	44,354.60	115,598.00	90,047.40	63.98%
077 BOND-SUBSCRIPTIONS/LICENSING	168,915.00	152,555.23	152,555.23	0.00	16,359.77	90.31%
092 TECHNOLOGY MISCELLANEOUS	700,000.00	586,715.16	340,805.56	245,909.60	113,284.84	83.82%
<b>Total Fund - 33 BOND FUND 33</b>	<b>\$10,761,950.75</b>	<b>\$5,622,381.38</b>	<b>\$1,211,364.86</b>	<b>\$4,411,016.52</b>	<b>\$5,139,569.37</b>	<b>52.24 %</b>

**Stillwater Public Schools**  
**Budget Analysis**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, 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	720,756.25	720,756.25	0.00	15,058,956.75	4.57%
<b>Total Fund - 41 SINKING FUND</b>	<b>\$15,779,713.00</b>	<b>\$720,756.25</b>	<b>\$720,756.25</b>	<b>\$0.00</b>	<b>\$15,058,956.75</b>	<b>4.57 %</b>

## Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026						
Fund - 81 GIFT FUND						
201 GOOGLE DONATIONS-ED SERVICES	100,000.00	0.00	0.00	0.00	100,000.00	0.00%
202 GOOGLE DONATIONS-DISTRICT LIGHTING UPGRADES	500,000.00	376,319.00	0.00	376,319.00	123,681.00	75.26%
<b>Total Fund - 81 GIFT FUND</b>	<b>\$600,000.00</b>	<b>\$376,319.00</b>	<b>\$0.00</b>	<b>\$376,319.00</b>	<b>\$223,681.00</b>	<b>62.72 %</b>
<b>Total 2025-2026</b>	<b>\$103,860,654.90</b>	<b>\$73,005,193.45</b>	<b>\$29,831,989.78</b>	<b>\$43,173,203.67</b>	<b>\$30,855,461.45</b>	<b>70.29 %</b>

# Stillwater Public Schools

## Budget Analysis

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 12/31/2025, Print Detail: False

Classification	Appropriation	Encumbered	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
Report Total	\$103,860,654.90	\$73,005,193.45	\$29,831,989.78	\$43,173,203.67	\$30,855,461.45	70.29 %

Report Request

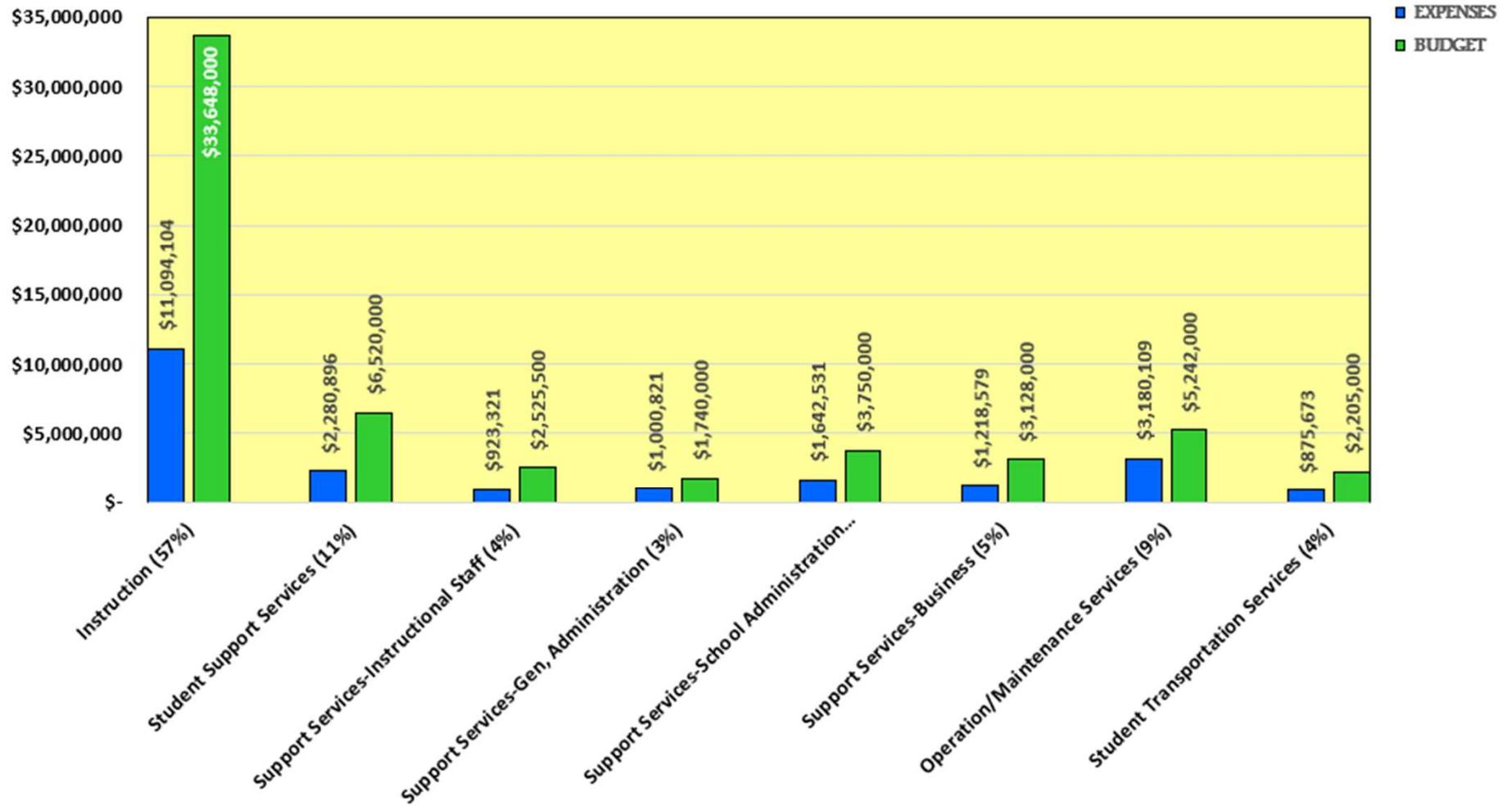
Date Range: 7/1/2025 - 12/31/2025

Classification Bolding: N/A

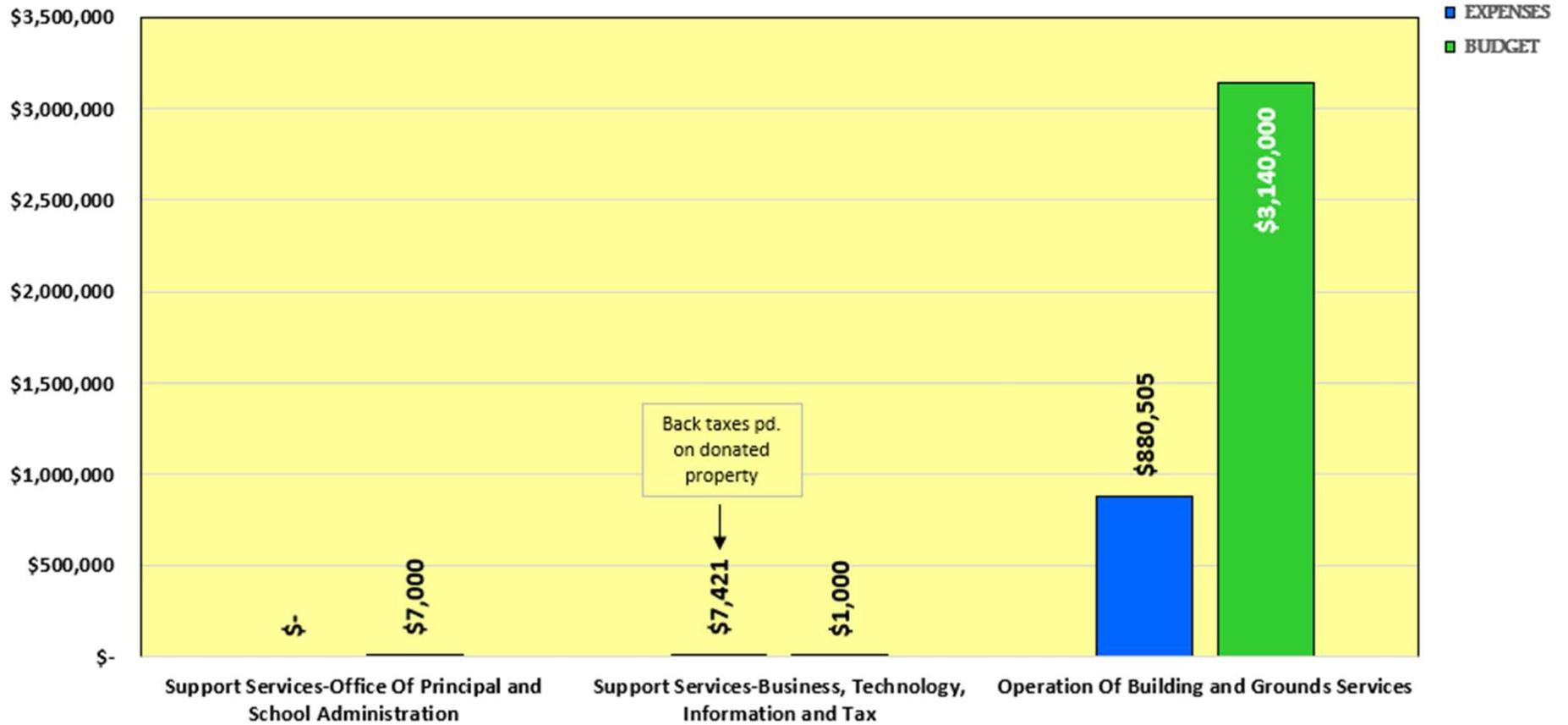
Print Detail: No

Dimension	Group Order	Total	Bold	Filter
Fiscal Year	1	Yes	No	2026
Fund	2	Yes	No	11-41, 81
Project	3	Yes	No	
Function	N/A	N/A	N/A	
Object	N/A	N/A	N/A	
Program	N/A	N/A	N/A	
Subject	N/A	N/A	N/A	
JobClass	N/A	N/A	N/A	
Unit	N/A	N/A	N/A	

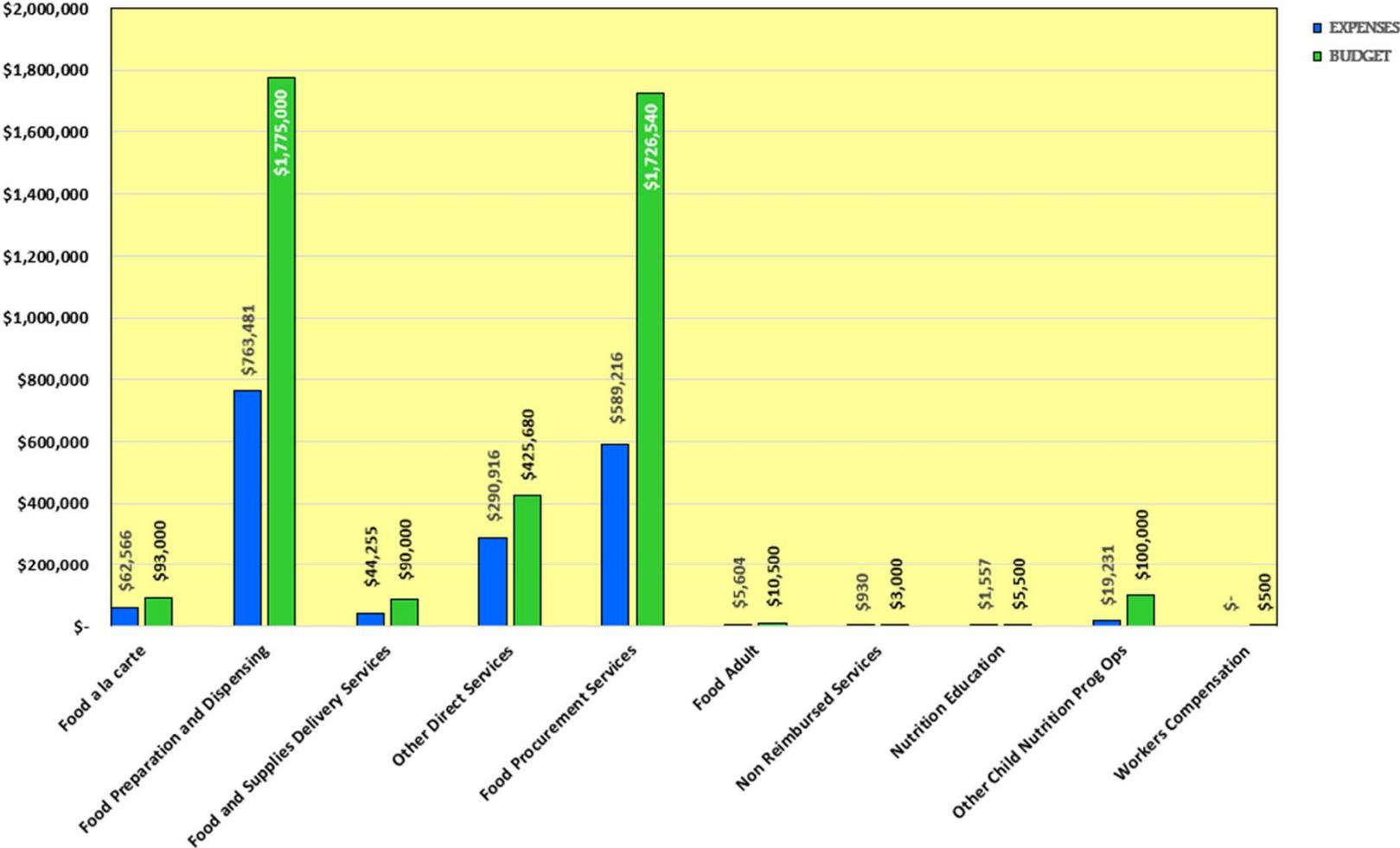
## Stillwater Public Schools General Fund Expenditures vs. Budget FY 25-26 as of 12/31/25



## Stillwater Public Schools Building Fund Expenditures vs. Budget FY 25-26 as of 12/31/25



## Stillwater Public Schools Child Nutrition Fund Expenditures vs. Budget FY 25-26 as of 12/31/25





***SPS ATHLETICS  
PHASE 1 DESIGN  
DEVELOPMENT  
PHASE  
01.13.2026***

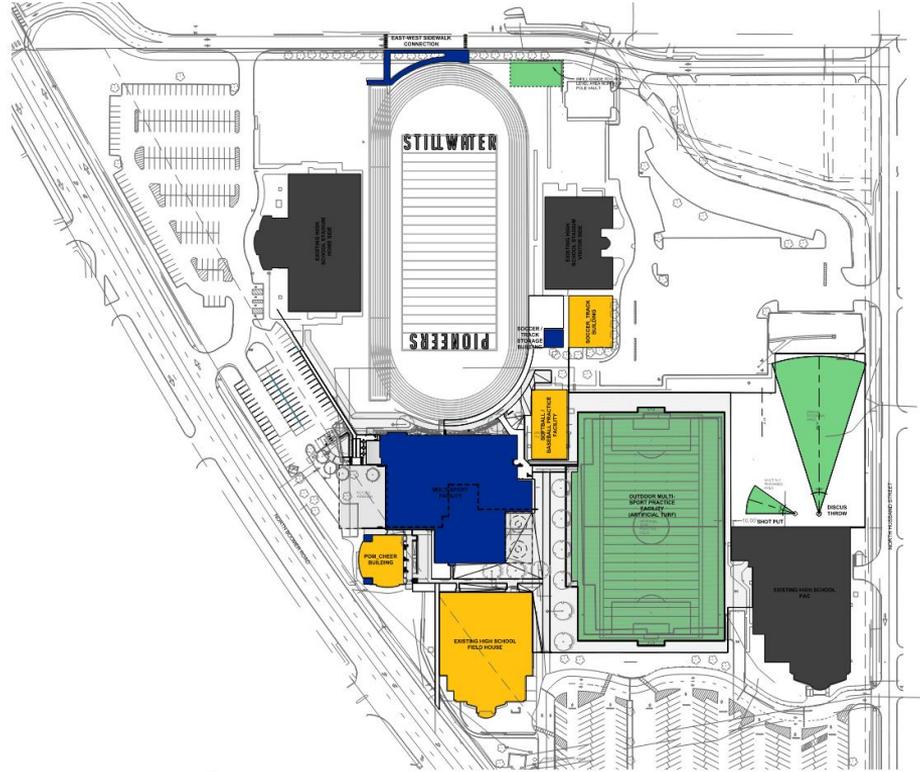


# HS ATHLETICS PHASE 1 DD PHASE

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 Design Development Phase.

- Design Development 50% KUG and DRC Second meeting and Community Meetings were held on 12/1.
- Design Development Phase package was completed and issued to SPS and Willowbrook on 1/2.
- Design Development Final KUG and the DRC Final Review Meeting held on 1/12 with each group.
- January BOE meeting to review Design Development Package for BOE approval and authorization to begin Construction Documentation Phase.
  
- SPS Athletics Phase 1 Early Demolition and Abatement Package was issued on 1/2 with bid opening scheduled for 1/29 and for BOE consideration to award bid at the February BOE meeting.
- SPS Athletics Phase 1 Early Earthwork Package scheduled to Bid March 2026.
- SPS Athletics Phase 1 is scheduled to Bid in April 2026 and begin construction in June 2026.

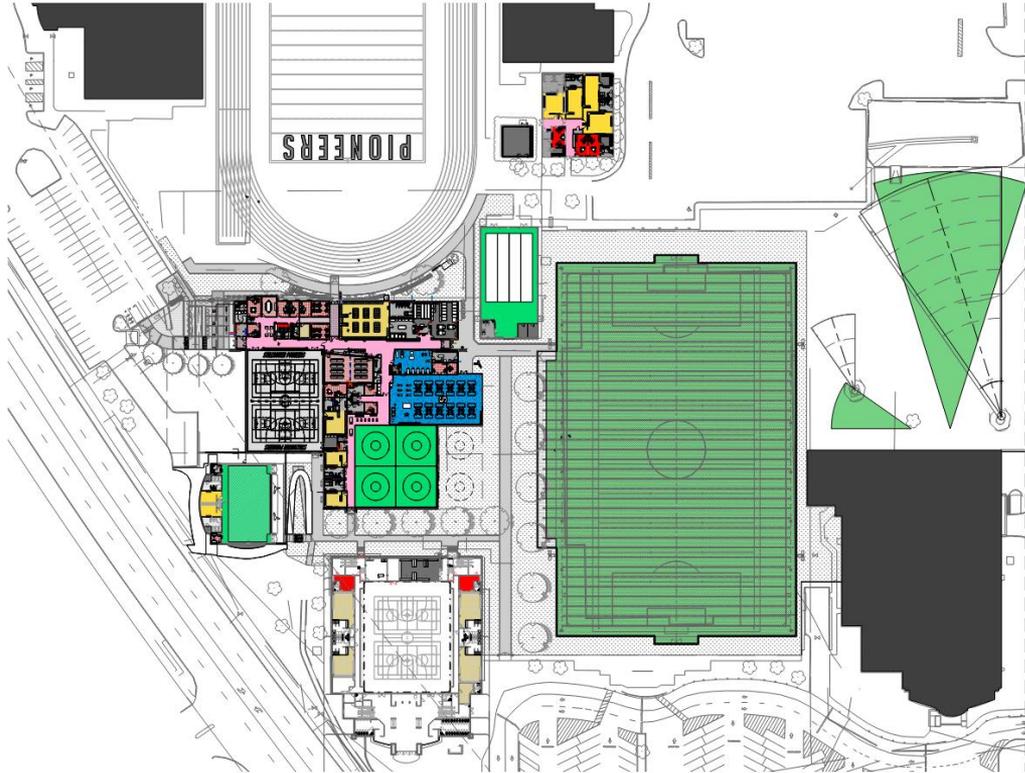
# HS ATHLETICS PHASE 1 DD



1 CONCEPT ARCHITECTURAL SITE PLAN  
1" = 30' 0"

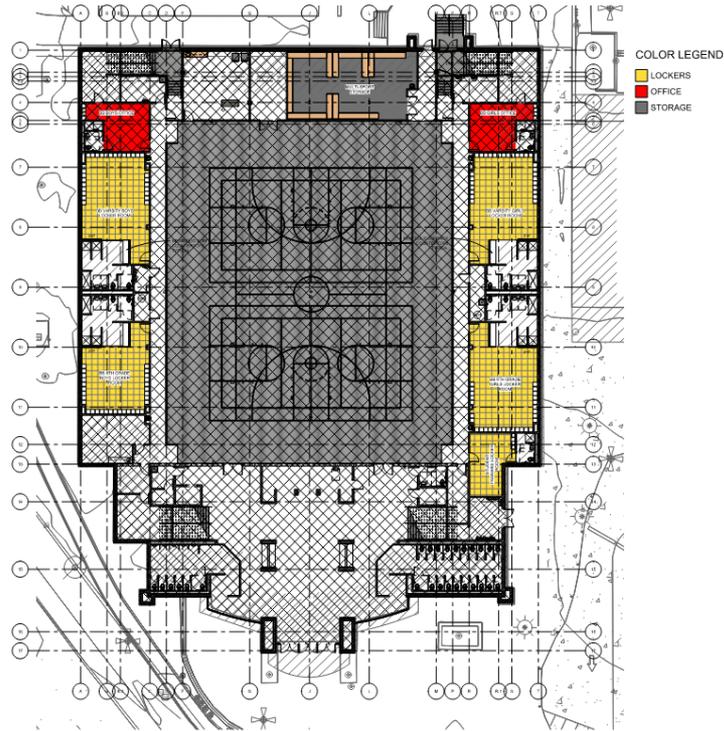


# HS ATHLETICS PHASE 1 DD



1 CONCEPT FLOOR PLAN - OVERALL  
1" = 30'-0" | 1-A01

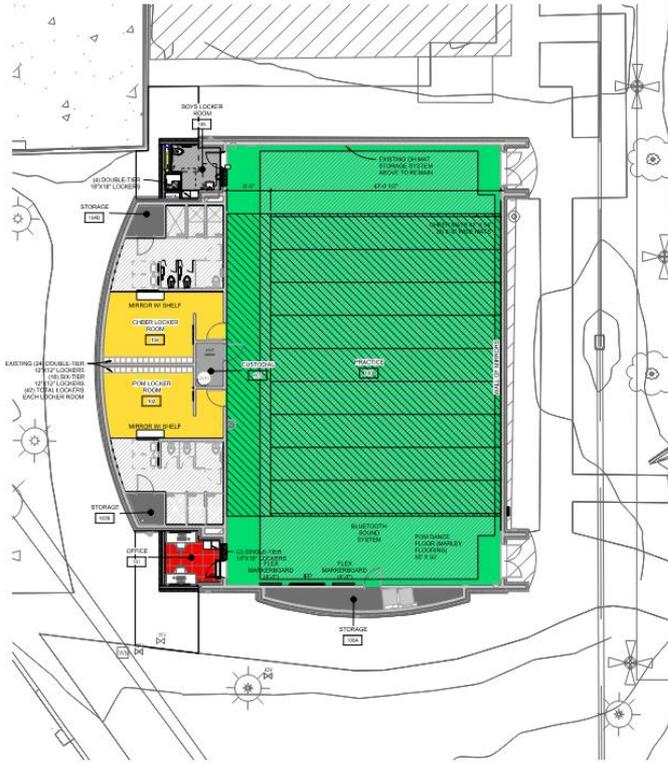
# HS ATHLETICS PHASE 1 DD



1 FIELD HOUSE FFE - FIRST FLOOR



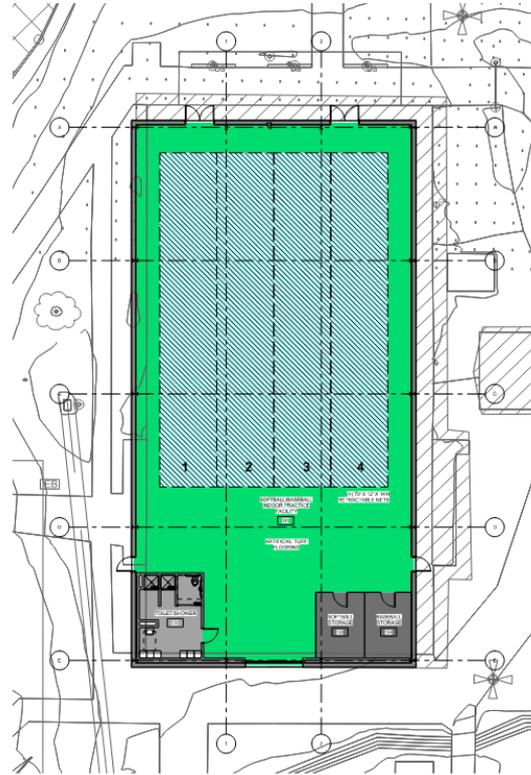
# HS ATHLETICS PHASE 1 DD



1 FFE PLAN - POM & CHEER  
1/8" = 1'-0" | 4-A101



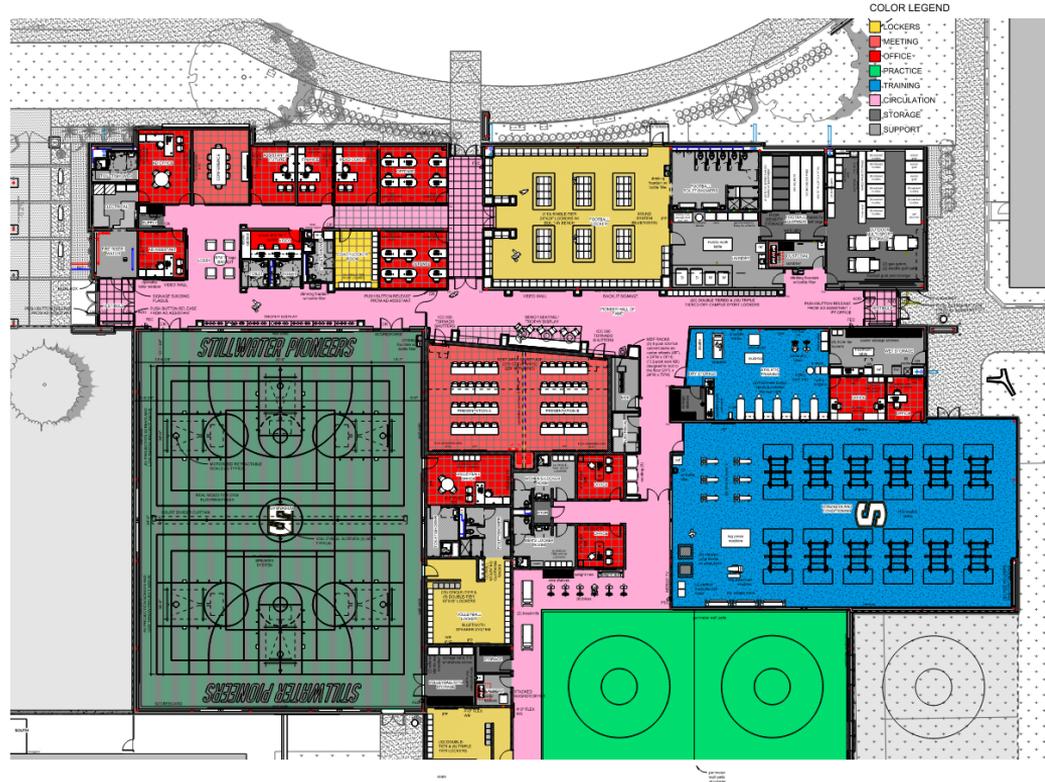
# HS ATHLETICS PHASE 1 DD



1 FFE PLAN - SOFTBALL & BASEBALL



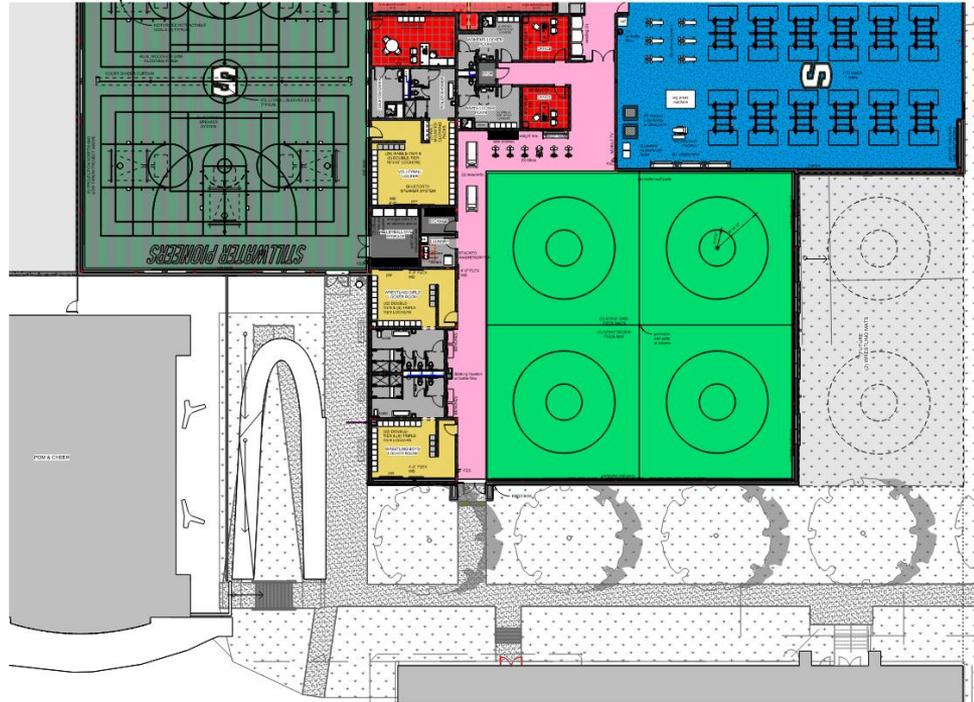
# HS ATHLETICS PHASE 1 DD



1 FFE PLAN - NORTH  
UP 1/4" = 1'-0" | 1-AD1



# HS ATHLETICS PHASE 1 DD



1 FFE PLAN - SOUTH  
DATE: 08-11-2021



# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | VIEW FROM STADIUM SUITES

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | MAIN ENTRY

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | STADIUM FIELD VIEW



MULTI-SPORT ATHLETICS | PRACTICE FIELD VIEW

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | LOBBY



MULTI-SPORT ATHLETICS | PIONEER HALL OF FAME

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | PRESENTATION MEETING ROOM



MULTI-SPORT ATHLETICS | THIRD GYMNASIUM

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | PHYSICAL THERAPY



MULTI-SPORT ATHLETICS | WEIGHT ROOM

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | WRESTLING MAT ROOM



MULTI-SPORT ATHLETICS | WRESTLING LOCKER ROOM

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | FOOTBALL LOCKER ROOM



MULTI-SPORT ATHLETICS | VOLLEYBALL LOCKER ROOM

# HS ATHLETICS PHASE 1 DD



MULTI-SPORT ATHLETICS | TRACK AND XC



MULTI-SPORT ATHLETICS | SOCCER



STILLWATER PUBLIC SCHOOLS



***SPS BOND 2023  
PROJECTS REPORT  
01.13.2026***



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

- Owner, Architect, and Constructor (OAC) meetings are scheduled for every two weeks to review construction progress and coordination with upcoming installations of SPS Owner provided equipment and systems.
- SPS FF&E Procurement is underway with orders placed for all the previous approved bids and we are awaiting confirmation of delivery dates from each of the Vendors.

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



NOVEMBER 19, 2025



JANUARY 5, 2026

# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*

The following is a WORK SUMMARY of construction progress by Area:

## SITE

West parking lot paving is in progress

Landscaping (trees/sod/irrigation) West and East side is in progress

Structural Soil installation is in progress

## AREA 1

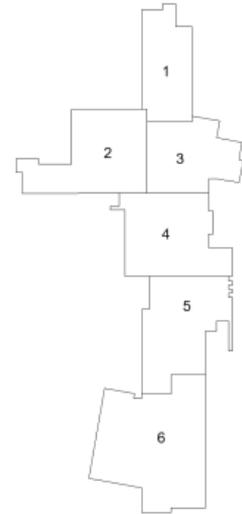
Final concrete polish has been completed

Carpet flooring is in progress

MEP trim out is in progress

Ceiling tile installation is in progress

Final paint is in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## WORK SUMMARY CONTINUED

### AREA 2

Final concrete polish has been completed

MEP trim out is in progress

Ceiling tile installation is in progress

Final paint is in progress

### AREA 3

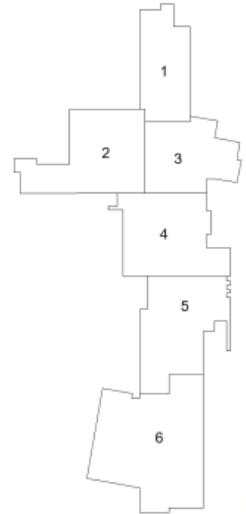
Final concrete polish has been completed

MEP trim out is in progress

Ceiling tile installation is in progress

Final paint is in progress

Linear light installation is in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## WORK SUMMARY CONTINUED

### AREA 4

Miscellaneous wall tile is in progress

Ceiling grid installation is in progress

Millwork installation is in progress

Lighting installation is in progress

Interior storefront installation is in progress

### AREA 5

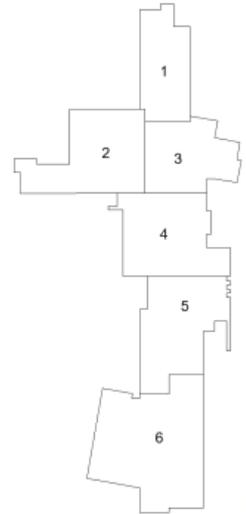
Tape, bed, and prime and first coat of paint are complete

Ceiling grid is complete

Lighting installation is in progress

Overhead MEP rough-in is complete

Kitchen drywall and stainless steel is in progress



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE

## WORK SUMMARY CONTINUED

### AREA 6 PA WING

Exposed structure painting is complete

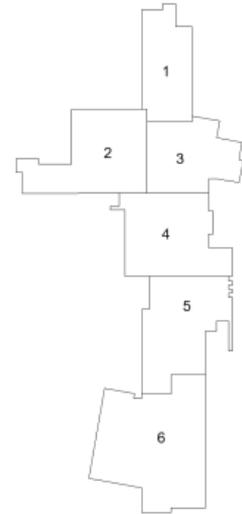
Acoustical ceiling grid is complete

Hard lid drywall ceilings is complete

Tape, bed, prime and first coat of paint is complete

Restroom fixtures are installed

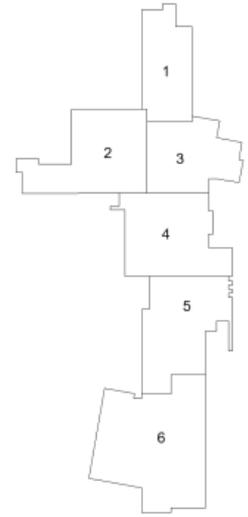
Acoustical wall panel installation is in progress



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



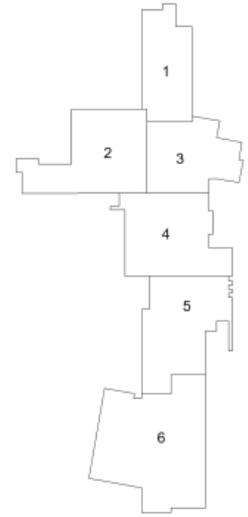
EXTERIOR – WEST PARKING / DROP-OFF LANE



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



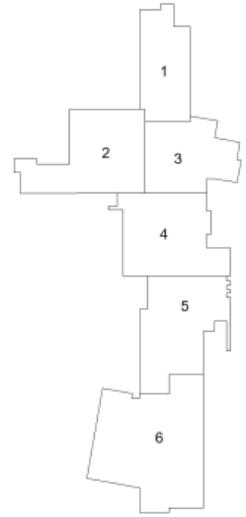
SPED PATHFINDERS KITCHEN / APARTMENT SKILLS AREA



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



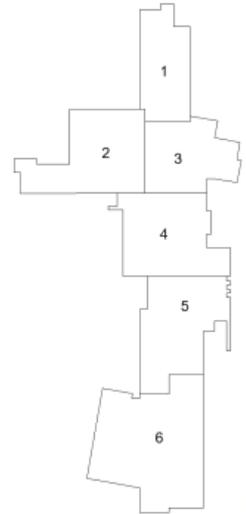
GYMNASIUM LOCKERROOM – ATHLETIC LOCKERS



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



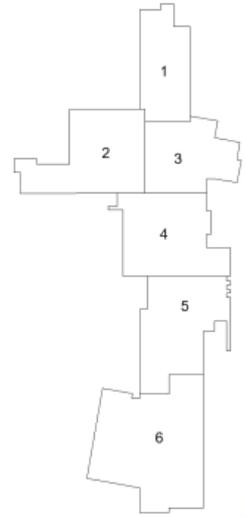
OFF-CAMPUS ATHLETIC LOCKERS



# HS PHASE 1 AND 2 – CONSTRUCTION PHASE



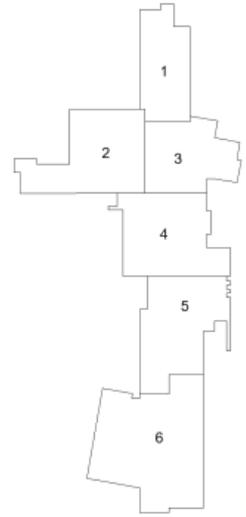
VISUAL ARTS ENTRY HALLWAY



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



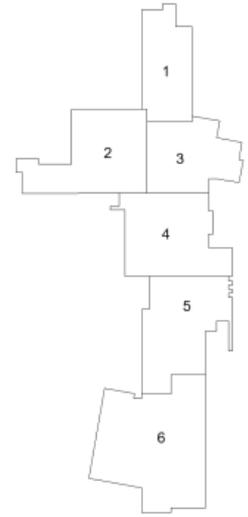
VISUAL ARTS PAINTING CLASSROOM



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



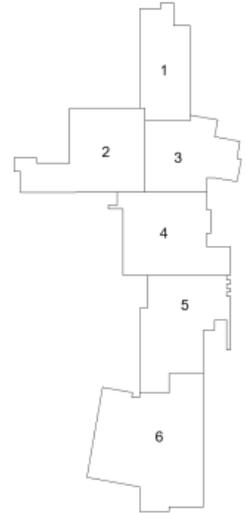
VISUAL ARTS SCULPTURE CLASSROOM



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



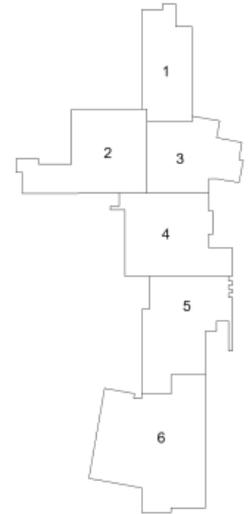
FIRST FLOOR COMMONS AREA



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



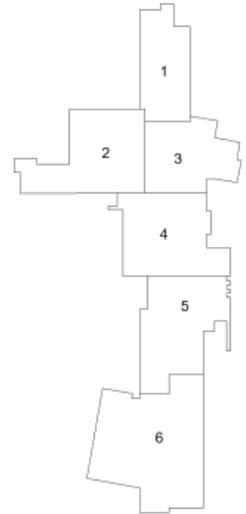
SECOND FLOOR COMMONS AREA



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



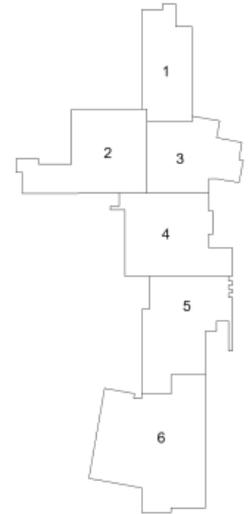
FIRST FLOOR SCIENCE HALLWAY ENTRY



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



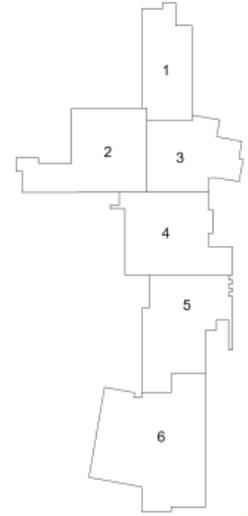
FIRST FLOOR SCIENCE LAB



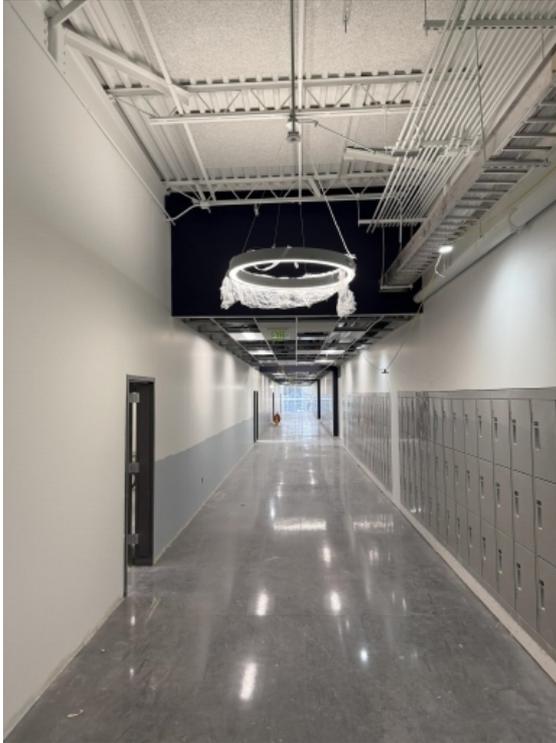
# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



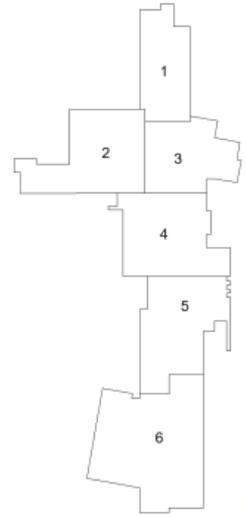
TYPICAL CLASSROOM



# *HS PHASE 1 AND 2 – CONSTRUCTION PHASE*



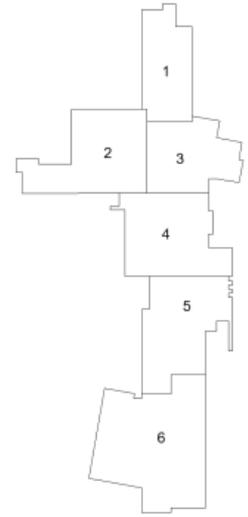
SOCIAL STUDIES HALLWAY ENTRY



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



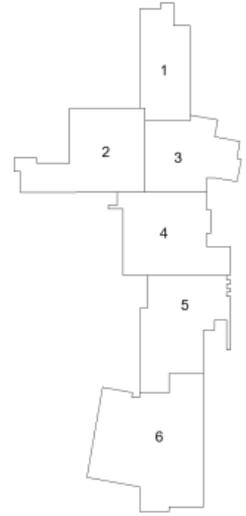
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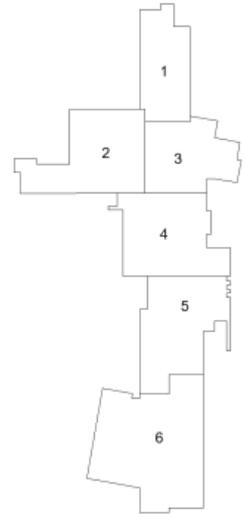
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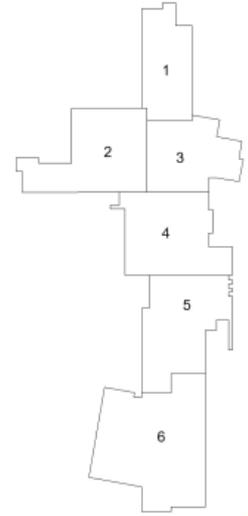
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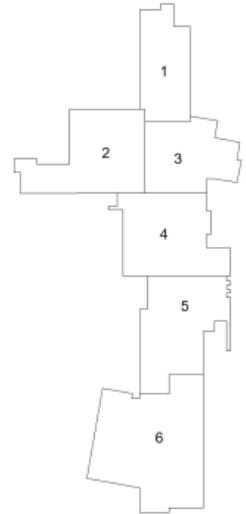
SERVERY AREA 1 AND 2



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



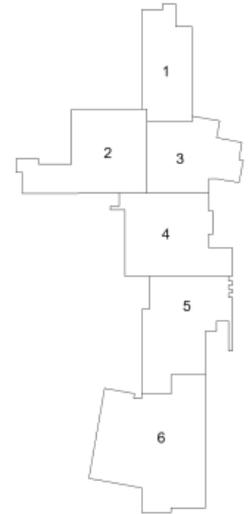
PA WING RESTROOM ENTRY / HALLWAY



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



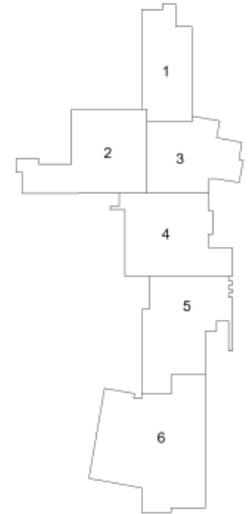
PA WING LARGE BAND ROOM



# *HS PHASE 1 AND 2 - CONSTRUCTION PHASE*



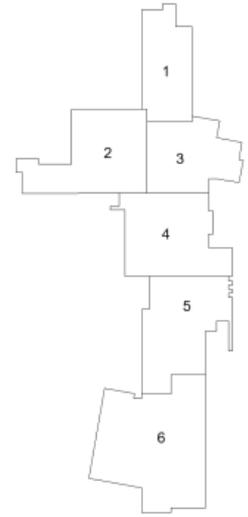
PA WING COMMON AREA / PRACTICE ROOMS



# HS PHASE 1 AND 2 - CONSTRUCTION PHASE



PA WING PRACTICE ROOMS





STILLWATER PUBLIC SCHOOLS





## STILLWATER PUBLIC SCHOOLS

### STILLWATER BOARD OF EDUCATION

**PREPARED BY:** Superintendent's Cabinet  
**APPROVED BY:** Tyler Bridges, Superintendent  
**DATE:** January 13, 2026

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#### **AGENDA ITEM:**

Receive SPS Policies and Consider Approval:

- |            |   |
|------------|---|
| 1) CKAK    | Behavioral Threat Assessment                          |
| 2) CL      | Buildings, Equipment, and Grounds                     |
| 3) COA     | Wellness Policy                                       |
| 4) DEC-RIO | Maternity Leave                                       |
| 5) DO      | Suspension, Dismissal and Nonreemployment of Teachers |
| 6) EIED    | Graduation Requirements                               |
| 7) FB      | Title IX  |

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

Motion to Review and Approve the revisions of the following SPS 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 [December 18, 2025](#) to review policy revisions as recommended by the administration. Details regarding these policy revisions are listed below.

#### Policy / Description

##### CKAK - Behavioral Threat Assessment- NEW

A new policy from OSSBA to provide guidance and describe the use of Behavioral Threat Assessments by the District. The policy language includes language related to the law requiring the reporting of threats to law enforcement as well as defining threat assessments, threat assessment team, and the steps for conducting a threat assessment.

(Source: Bo Gamble)

#### CL - Buildings, Equipment, and Grounds

Policy CL language is being revised to include guidance for safety and security of our campuses to align with current practices and expectations.

(Source: Bo Gamble)

#### COA - Wellness Policy

Policy COA is being updated following an annual review. Updates address child nutrition, physical activity, health education, and general wellness.

(Source: Bo Gamble)

#### DEC-R10 - Maternity Leave

House Bill 1601 created an amendment to an existing law and provides that school employees may use existing sick leave to extend the duration of maternity leave beyond the six weeks provided by state law. This law isn't adding "new" leave but is allowing employees to use sick leave days carried over from previous school years (OSSBA).

(Source: Dr. Trent J. Swanson)

#### DO - Suspension, Dismissal and Nonreemployment of Teachers

House Bill 1017 adds a new procedural requirement to law regarding teacher due process. A copy of a recommendation for termination or nonrenewal must be provided to the state Board of Education at the time of such recommendation if a superintendent recommends a teacher be terminated or nonrenewed on the basis of either:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5; or
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101 (OSSBA).

(Source: Dr. Trent J. Swanson )

#### EIED- Graduation Requirements

##### **Description**

(Source: Angela Rhoades )

#### FB - Title IX

The replacement of current OSSBA policy FB Sexual Harassment of Students with Rosenstein, Fist, & Ringold's (RFR) policy Title IX - Sex Discrimination and Sexual Harassment. Upon review, the RFR Title IX policy is more thorough and detailed than the OSSBA policy.

(Source: Dr. Trent J. Swanson)

## **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.
  - ix. abandonment of contract,
  - 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,
  - xi. failure to meet local school board staff development requirements (non-reemployment only),
  - xii. engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate, and
  - 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.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

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**

## **BEHAVIORAL THREAT ASSESSMENT**

Stillwater Public Schools is committed to providing a safe and secure learning environment for students and staff. This policy establishes a school behavioral threat assessment (BTA) and management program to conduct a fact-based, systematic process designed to gather information about, assess and manage behavior or communication that raises a concern that a person or situation may pose a threat of severe and significant targeted violence against the school community.

Oklahoma law requires an officer or employee of a school district or member of a board of education to notify law enforcement of any verbal threat or act of threatening behavior which reasonably may have the potential to endanger students, school personnel or school property. School district officers or employees of a school district or members of a board of education shall be immune from employment discipline and any civil liability for communicating information in good faith if they reasonably believe a person is making verbal threats or is exhibiting threatening behavior. This report requirement is separate from and should be made prior to the Threat Assessment Team meeting.

Nothing in this policy precludes school personnel from acting immediately to address an imminent threat, including immediately removing a student from school, subject to subsequent due process procedures when the student poses an immediate threat to themselves, others, property, or the educational environment.

The threat assessment process is distinct from and does not supplant the student discipline policy. A behavioral threat assessment will not impose suspension solely for investigating student conduct or conducting a threat assessment. Any action that could result in removal of a student from the student's school environment pending or after a threat assessment will only be carried out in accordance with state and federal law applicable to students with disabilities.

Threat assessment is not intended to refer students to the criminal justice system, but to facilitate the provision of resources and support to a student and to mitigate potential acts of violence. Law enforcement referral is not appropriate in the case of student behavior that is a violation of the school conduct code but that is not also a crime.

This policy applies to all students, staff, and visitors. The policy applies to threats made verbally, in writing, electronically, or through behavior that may indicate a risk of violence or self-harm.

### **Definitions**

**Threatening Behavior:** Any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel or school property.

**Threat Assessment Team (TAT):** A multidisciplinary team tasked with evaluating and managing threats, which may include administrators, counselors, psychologists, law enforcement representatives, and other relevant staff.

**Imminent Threat:** A threat judged to be immediate or likely to occur in the near future.

**Non-Imminent Threat:** A threat that is concerning but does not indicate immediate danger.

The Threat Assessment Team shall consist of the principal, school counselor, school security personnel and a teacher or employee familiar with the student. The principal shall oversee the implementation, coordinate meetings, and communicate with the parent/guardians of the student involved. The Threat Assessment Team will assess any threat that is reported to determine severity and any needed interventions.

**BEHAVIORIAL THREAT ASSESSMENT (CON'T)**

Information related to threat assessments will be kept confidential and disclosed only to individuals with a legitimate educational or safety interest, consistent with applicable law.

Staff shall receive annual training on recognizing warning signs, reporting procedures, and threat assessment protocols.

The Threat Assessment Team shall maintain secure records of all assessments. This policy shall be reviewed annually by the school board or as needed to ensure effectiveness and compliance with state and federal law.

**LEGAL REFERENCE: 70 O.S. Section 24-100.8.**

## **BUILDINGS, EQUIPMENT, AND GROUNDS**

The Stillwater Board of Education believes that the education of children is dependent upon many factors including a proper physical environment that is safe, clean, attractive, and smoothly functioning.

The care, custody, and safekeeping of all school district property is the general responsibility of the superintendent. It is also the superintendent's responsibility to establish procedures for the proper maintenance and safekeeping of school property.

### **Building access**

All exterior doors of all district buildings will be locked during the instructional and work day. Entry and exit to buildings will be through a designated primary entrance and exit. Employees entering a building other than the one assigned are required to first notify the front office of their presence on the campus and purpose for being there. Visitors, volunteers, and contractors are also required to report directly to the front office and will be required to check in at the front office via the visitor management system.

### **Badges**

Employees, volunteers and contractors will be issued and must display a district-issued ID badge or visitor ID badge at all times while on district property.

### **Classroom safety**

To ensure a safe learning environment for all students and staff, all classrooms and instructional areas will be closed and locked during the instructional day.

### **Immediate reporting of door repairs**

Any exterior door that cannot be secured will be reported to the Director of Facilities and Maintenance or Assistant Superintendent of Operations by phone immediately. Supervision will be placed at the door to prohibit unauthorized access to the building until repairs are made. At no time will an unsecured door be left unattended while the building is occupied by students. The Assistant Superintendent of Operations, Director of Facilities and Maintenance, and site administrator will be notified of the completion of repairs. Interior doors that are intended to be closed and locked during the instructional day that have damaged or non-functioning locks will be reported to Facilities' Maintenance by work order immediately for repair.

### **Unauthorized materials**

After-market and makeshift locking and barricades, wedges, rope, chains and similar devices not approved by District Administration for use are not authorized as they pose safety concerns.

**REFERENCE: 23 O.S. §10**

## WELLNESS POLICY

The Stillwater Public Schools Board of Education is committed to helping students and staff learn, establish, and maintain lifelong wellness patterns. Schools cannot achieve the primary mission of education if students and staff are not healthy and fit physically, mentally, and socially. Schools can improve the health of students and staff not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the district establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the district to do the following:

- Use the Whole School, Whole Community, Whole Child (WSCC) framework for improving student learning and the health environment in schools.
- Allow parents, students, representatives of the nutrition services department, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

### NUTRITION

#### School Meal Requirements

The district will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the district nutrition services department will serve reimbursable meals that meet the USDA requirements and follow the Dietary Guidelines for Americans (DGA). Nutrition guidelines/standards will follow policy COA-R1 and the Healthy, Hunger-Free Kids Act of 2010.

Specifically, the district will ensure that meals are the following:

- Accessible, appealing, and attractive;
- Served in a clean, pleasant, and supervised setting;
- High in fiber, free of added trans fats, and low in added fats, sugar, and sodium;
- Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences;
- Reviewed by a registered dietitian or based on a meal plan provided by a professional resource (such as a State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box).

The district will ensure that schools do the following:

- Encourage starting the day with a healthy breakfast; and
- Provide breakfast through the USDA School Breakfast Program.
- **The District will offer breakfast using alternate meal service options such as Breakfast in the Classroom, Second Chance Breakfast, Breakfast After the Bell, and/or Grab & Go Breakfast carts in the hallways**

**Water:** Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeteria and eating areas, classrooms, hallways, playgrounds, and faculty lounges) throughout the entire school day. Schools will also ensure the following:

**WELLNESS POLICY (Cont.)**

- Students will be provided free drinking water in places where meals are served.
- Students will be allowed to bring drinking water to school and take water into the classroom, provided that the water is in a clear, capped container.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

**Information and Promotion:** As required under the National School Lunch Program (7 CFR 210) the district will promote activities to involve students and parents in the National School Lunch Program. In addition, the district will do the following:

- Inform families about the availability of breakfasts for students;
- Distribute materials to inform the families of the availability and location of free summer food service program meals for students when school is not in session;
- Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the district website, or websites of individual schools, or in school newsletters; and
- Make available applications for reimbursable meal programs to families and make application available on the district website.

**Adequate Time to Eat:** The district recommends students be allowed at least ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch from the time they are seated.

Competitive Foods and Beverages

All competitive foods and beverages sold to students during the school day must meet or exceed the USDA’s Smart Snacks standards.

Classroom Parties, Snacks, and Celebrations

The district will provide parents, students, and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties and celebrations. These foods and beverages, which meet the USDA’s Smart Snacks standards, will be served during classroom parties, snacks, and celebrations. A list of USDA Smart Snacks can be found at [www.stillwaterschools.com/Departments/ChildNutrition](http://www.stillwaterschools.com/Departments/ChildNutrition).

Fundraising

**Fundraising on Campus During the School Day:**

When fundraisers include food sales the following must occur:

- Fundraising activities must comply with policy CFB-R4.
- Fundraising sales may not occur during school meal times.
- Fundraising activities will not promote any particular food brands (e.g., fundraisers by fast food chains).
- The district will encourage fundraisers that do not sell food or that promote physical activity.
- **Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted.**
  - **The District, however, may allow exemptions for up to two (2) fundraisers during the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, T these exempted fundraisers cannot be held during normal meal service times.**

**WELLNESS POLICY (Cont.)**

**After-School Concessions and Fundraisers:** (e.g., during after-school programming, events, clubs, and evening concessions): SPS recommends that food and beverages sold at after-school concessions or as part of fundraisers held outside of school hours meet USDA's Smart Snack standards.

Nutrition Education

Schools will offer, and integrate when appropriate into the core curriculum, nutrition education to all grades (PreK-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including the following:

- What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet;
- How to read labels and understand the problems associated with unhealthy food marketing to children.

In addition, schools will ensure that nutrition education accomplishes the following:

- Complies with state and federal learning objectives and standards; **including those related to Oklahoma Academic Standards for Health and the state's Health Education Act;**
- Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom;
- Is made available to staff;
- Is promoted to families and the community.

Rewards and Punishment

Food, beverages, and candy will not be used to reward or punish academic performance, student behavior, or other achievement.

Nutrition and Health Food Promotion

The district will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices;
- Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing that promote healthy eating habits;
- Offering information to families (via communications with parents, educational workshops, screening services, and health related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors;
- Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by consuming only healthy snacks, meals, and beverages in front of their students, sharing positive experiences about physical activity with their students, etc.)

Food and Beverage Marketing

**Only foods and beverages that meet the USDA's Smart Snacks standards may be marketed in schools. The marketing of any brand, without reference to a specific product, is prohibited unless every food and beverage product manufactured, sold, or distributed under the corporate brand name meets the Smart Snacks standards.**

# STILLWATER BOARD OF EDUCATION

## WELLNESS POLICY (Cont.)

### Staff Qualifications and Training

The district will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. The district will require all personnel in the school nutrition programs to complete annual professional development as required by USDA Professional Standards Continuing Education Requirements including basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals.

### Farm-to-School Programs and School Gardens

The district will allow school gardens on district property. The following will also occur:

- The district will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build school gardens on district property or actively participate in community gardens by dedicating the same resources as would be required for gardens on district property.
- The district will incorporate local or regional products into the school meal program.
- Schools may take field trips to local farms.
- As part of their education, students will learn about agriculture and nutrition.

## PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

### General Requirements

The district will ensure that all students (PreK-12) have the opportunity to participate in a minimum of sixty (60) minutes of physical activity each day, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, **physical activity throughout the school day**, or wellness and nutrition education.

Physical activity opportunities will be accessible for students of all abilities and include a broad range of competitive and noncompetitive activities that help to develop the skills needed to participate in a lifetime of physical activities. When appropriate, physical activity will be integrated into the academic curriculum.

### Recess and Physical Activity Breaks

Elementary school students (PreK-5) will participate in at least 150 minutes of physical activity and physical education per week throughout the entire school year.

**Recess:** The district will require schools to provide elementary school students (PreK-5) at least twenty (20) minutes of recess each day (in addition to the physical education requirements). Additionally, the district will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors;
- **Encourages** ~~Recommend~~ PreK-5 schools to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch.

# STILLWATER BOARD OF EDUCATION

## WELLNESS POLICY (Cont.)

**Physical Activity Breaks:** The district will require schools to provide all students (PreK-12) short breaks (3-5 minutes) throughout the day to let them stretch, move arounds, and break up their time spent sitting. These physical activity breaks may take place during or between classroom times. **The district will provide equal opportunities for children and youth with disabilities to be physically active.**

**Physically Active Classrooms:** Provide support for teachers and other staff to incorporate classroom-based physical activities, such as classroom energizers, into academic lessons or as a break.

After-school programming will do the following:

- Dedicate at least 20%, or at least 30 minutes (whichever is more), of program time to physical activity, which includes a mixture of moderate to vigorous physical activity.
- Utilize outdoor space for physical activity as much as possible each day (weather permitting and with appropriate protection from the elements).
- Provide equal opportunities for children and youth with disabilities to be physically active.
- Encourage staff to join children and youth in physical activity whenever possible.
- Limit screen time to less than 60 minutes per day to be used only for homework and other educational or physical activity purposes.

### Physical Education (PE)

The district will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (PreK-12). Schools will ensure that PE classes and equipment will afford all students an equal opportunity to participate in PE. **This curriculum will be updated to support and prioritize new State and Federal learning standards that become available.**

In addition, the following requirements apply to all students (PreK-12):

- During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.
- Students will engage in moderate to vigorous physical activity for more than 50% of the PE class time.
- Only medical waivers/exemptions from participation in physical education will be allowed.

### Teacher Qualifications, Training, and Involvement

Teachers will receive training on how to integrate physical activity into the curriculum. Some portions of this training will be incorporated into annual professional development.

Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day. **PE classes should be taught by teachers who have met state requirements to teach PE.**

### Punishment and Rewards

Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements.)

The district will provide a list of alternative ways for teachers and staff to discipline students.

The district will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

# STILLWATER BOARD OF EDUCATION

## WELLNESS POLICY (Cont.)

### Community Use of Recreational Facilities

The district will encourage school staff, students, and their families to participate in physical activity outside of the school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and district policies and procedure, *Guidelines for Use of School Facilities*, regarding use of school facilities during non-school hours, the district will work with the City of Stillwater and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity using school facilities before and after the school day, during weekends, and during school vacations.

### Active Transportation

The district will do the following:

- Encourage children and their families to walk and bike to and from school;
- Work with local officials to designate safe or preferred routes to school; **this includes local coordination to create designated drop off locations and procedures that promote physical activity and safety**
- Promote National and International Walk and Bike to School Week/Day;
- Provide bike racks;
- Encourage parents to supervise groups of children who walk or bike together to and from school.

### District Wellness Goals

1. The district will inform families about the availability of breakfast for students.
2. The district will distribute materials to inform families of the availability and location of free summer food service program meals for students when school is not in session.
3. The district will recommend students be allowed at least ten (10) minutes to eat breakfast and twenty (20) minutes to eat lunch from the time they are seated.
4. The district will ensure that all students (PreK-12) have the opportunity to participate in a minimum of sixty (60) minutes of physical activity each day.
5. The district will require schools to provide elementary students (PreK-5) at least twenty (20) minutes of recess each day.
6. The district will require schools to provide all students (PreK-12) short breaks (3-5 minutes) throughout the day to let them stretch, move around, and break up their time spent sitting.

## OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

### Healthy and Fit School Advisory Committee (HFSAC)

Each school site shall establish a Healthy and Fit School Advisory Committee to be composed of at least six members. The advisory committee may be composed of teachers, administrators, parents of students, health care professionals and business community representatives.

The Healthy and Fit School Advisory Committee may be combined with the Safe School Committee as determined by the site principal.

# STILLWATER BOARD OF EDUCATION

## WELLNESS POLICY (Cont.)

### District Wellness Committee

An assessment of the district's wellness policy will be completed ~~biannually~~ **once every three years** to help review policy compliance, assess progress, and determine areas of improvement. As part of that review, the district wellness committee, which includes teachers, administrators, students, parents, nutrition services personnel, and community members (such as medical professionals), will review nutrition and physical activity policies; review nutrition and physical education policies and program elements; and review environmental provisions that support healthy eating and physical activity. The School Physical Activity and Nutrition Policy and Environmental Assessment (PEA) will be a tool to assess the level of implementation of the policy and program elements. Results from this tool, as well as input from stakeholders, will be utilized to plan for future improvements. Results and information about the wellness policy and its implementation will be shared with the public.

### Staff Wellness

The district recognizes that employee health is essential to student health and creating healthy school environments. Accordingly, the district will implement an employee wellness program that promotes healthy eating, physical activity, and overall health. The district may partner with community agencies and organizations (e.g., local health departments, hospitals, health insurance companies, and local chapters of national organizations, such as the American Cancer Society, American Heart Association, Red Cross, and YMCA) to assist in providing education, services, and resources for staff. The district will do the following to support staff wellness:

### Nutrition

- Encourage foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings.
- Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs.
- **When possible, serve foods and beverages that meet Smart Snacks standards at staff meetings, trainings, special occasions (e.g., birthdays and retirement parties), and other workplace gatherings**

### Physical Activity

- Promote walking meetings.
- Encourage 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams.
- Use posters, pamphlets, and other forms of communication to promote physical activity (including stairwell use, if applicable).
- District Wellness Committee will provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.
- **Use posters, pamphlets, and other forms of communication to promote physical activity.**
- **Promoting stairwell use, if applicable, throughout the workday by making stairs appealing and posting motivational signs.**
- **Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities.**

## WELLNESS POLICY (Cont.)

### General Wellness

- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments.
- District Wellness Committee will provide information about stress management programs annually to staff.
- Promote tobacco prevention and provide referral information on cessation services through the Oklahoma Tobacco Helpline (1-800-QUIT-NOW).
- Provide access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk or breastfeed.
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff.
- Provide or partner with community organizations or agencies to offer free or low-cost first-aid and CPR training.
- Partner with community organizations or agencies to provide information about stress management and other wellness programs to staff.
- Employee Assistance Program (EAP) information is available in the employee handbook.

### Professional Development

The district will provide staff with educational resources and annual training in health and health related training.

### Health Education

~~Where applicable, health education curricula will follow the National Health Education Standards or the state-approved academic standards.~~ **Where applicable, schools' health education curriculums will follow the Oklahoma Academic Standards and new health education and literacy laws and guidance.**

**Where applicable, multi-component, school-based health promotion interventions will be delivered, including: educational, behavioral, environmental, and other obesity prevention efforts (e.g., education classes, enhanced physical education, healthy food promotion, family outreach, etc.)**

## IMPLEMENTATION, MONITORING, AND EVALUATION

### Leadership

The district will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each site's compliance with the policy. The district will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies.

The designated officials are the ~~secondary school nurse, elementary school nurse,~~ **District Wellness Coordinator** and Nutrition Services Director.

### Community Involvement

The district will permit students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local school wellness policy to encourage broad public participation in the process, the district will do the following:

- Actively notify parents and the broader community about the content and implementation of as well as any changes to, the wellness policy, whether through electronic communication (e.g., email, district website, etc.), non-electronic means (e.g., mailing, presentations, etc.), or both;
- Ensure that all outreach and communication is culturally appropriate and translated as needed;

# STILLWATER BOARD OF EDUCATION

## WELLNESS POLICY (Cont.)

- Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.

### Assessments, Revisions, and Policy Updates

Every two (2) years, the district will evaluate the extent to which schools are in compliance with the local wellness policy as well as progress made in attaining the policies goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the school wellness policy.
- The district will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.
- The district will inform and update the public about the content and implementation of the local wellness policy (via the district's website, handouts, newsletters sent directly to family homes, etc.).

**REFERENCE:** 70 O.S. §1-107  
70 O.S. §24-100.5  
7 CFR, Parts 210 and 220  
204 Healthy, Hunger-Free Kids Act of 2010  
Centers for Disease Control Whole School, Whole Community, Whole Child Model



**MATERNITY LEAVE**

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee’s child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee’s child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. A district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn, or caring for a newborn. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee’s recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered, or which may be offered in the future by the district, provided maternity leave must be used prior to any shared sick leave available under the district’s program.

**REFERENCE:**        **OKLA. STAT. tit. 70, § 6-104.1, et seq.**

## **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.
  - ix. abandonment of contract,
  - 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,
  - xi. failure to meet local school board staff development requirements (non-reemployment only),
  - xii. engaging in acts which could form the basis of criminal charges sufficient to result in denial/revocation of a teaching certificate, and
  - 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.

The school district shall provide a copy of the recommendation letter to the State Board of Education if the recommendation includes grounds that could form the basis of criminal charges sufficient to result in the denial or revocation of certification for the following reasons:

1. Abuse, Neglect, Exploitation, or Sexual Abuse of Child as defined by 21 O.S. Section 843.5;
2. Knowingly and willfully failing to report suspected child abuse or neglect of a child in violation of 10A O.S. Section 1-2-101.

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**

## GRADUATION REQUIREMENTS

The Stillwater Public Schools Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. **Beginning with students entering the eighth grade in the 2025- 2026 school year**, a minimum of 28 units of credit must be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the core curriculum option.

**Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 28 curriculum units or sets of competencies at the secondary level:**

**4 units of English to include Grammar, Composition, Literature, or any English course;**

**4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I;**

**3 units of laboratory science approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science;**

**3 units of history and citizenship skills including one unit of American History, ½ unit of Oklahoma History, ½ unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture;**

**6 pathway units which align with the student’s Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non-English language, computer technology, Junior Reserve Officers’ Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and**

**8 additional units of core elective subject to reach 28 units of credit.**

**Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student’s existing graduation track, subject to school approval, may complete a minimum of 26 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the**

**GRADUATION REQUIREMENTS (Cont.)**

core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option. The “college preparatory/work ready curriculum” will include the following:

**College Preparatory/Work-Ready Curriculum for High School Graduation**

- 4 Units of English to include Grammar, Composition, Literature or any English course approved for college admission requirements
- 3 Units of Mathematics limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content or rigor above Algebra I and approved for college admission requirements
- 3 Units or Sets of Competencies in Science
- 1 unit of life science, meeting the standards for Biology 1 (Biology, AP Biology)
  - 1 unit of physical science, meeting the standards for Physical Science, Physics, or Chemistry (Physical Science, Physics, Chemistry)
  - 1 unit from the domains of Physical Science, Life Science, or Earth and Space Science such that content and rigor is above Biology 1 or Physical Science (e.g., LS: Zoology, Forensics, Genetics; PS: Chemistry, Physics, AP Chemistry, AP Physics; ESS: Meteorology, Geology, Astronomy, Oceanography, Environmental Science)
- 3 Units of History and Citizenship Skills including one (1) unit of American History, one-half (1/2) unit of Oklahoma History, one-half (1/2) unit of United States Government and one (1) unit from the subjects of History, Government, Geography, Economics, Civics or non-Western culture and approved for college admission requirements
- 2 Units of the same World or non-English language, or 2 Units of Computer Technology approved for college admission requirements, whether taught at the high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets and graphics, **excluding keyboarding or typing classes;**
- 1 Unit additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and
- 1 Unit **or set of competencies** of Fine Arts such as music, art or drama, or 1 Unit **or set of competencies** of Speech
- ½ Unit of Personal Financial Literacy
- Additional units of core or elective subjects to reach 26 units of credit.

**GRADUATION REQUIREMENTS (Cont.)****Core Curriculum for High School Graduation**

4 Units or Sets of Competencies in Language Arts:

1 unit of Grammar and Composition, and

3 units which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content or rigor equal to or above grammar and composition.

3 Units or Sets of Competencies in Mathematics:

1 unit of Algebra I or Algebra I taught in a contextual methodology, and

2 units which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics or Probability, Computer Science I, Computer Science II, Mathematics of Finance, Intermediate Algebra.

3 Units or Sets of Competencies in Science:

1 unit of Biology I or Biology I taught in a contextual methodology, and

2 units in the area of life, physical or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses such as Horticulture, Plant and Soil Science, Natural Resources and Environmental Science and Animal Science.

3 Units or Sets of Competencies in Social Studies:

1 unit of United States History

½ to 1 unit of United States Government

½ unit of Oklahoma History, and

½ to 1 unit which many include, but are not limited to the following courses: World History, Geography, Economics, Anthropology or other social studies courses with content or rigor equal to or above United States History, United States Government and Oklahoma History.

1 unit in The Arts which may include Visual Arts and General Music

1 unit in Computer Technology including Computer Programming, Hardware and Business Computer Applications.

½ Unit of Personal Financial Literacy

Additional units of core or elective subjects to reach 26 units of credit.

Credit may be earned for the above-reference classes when the courses are taken in the 7<sup>th</sup> or 8<sup>th</sup> grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. ~~Students will not be allowed to earn credit more than once for completion of the same unit or set of competencies.~~

**GRADUATION REQUIREMENTS (Cont.)**

All students in grades 9 through 12 are required to enroll in a minimum of six (6) periods, or the equivalent in block scheduling, of rigorous academic or career and technology courses each day.

Students who transfer into this district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Standards may, upon approval of the State Board of Education and the Stillwater Public Schools Board of Education, be counted for academic credit and toward meeting state graduation requirements.

Students will not be allowed to earn credit more than once for completion of the same unit or set of competencies.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades 9 through 12 are required to enroll in a minimum of six (6) periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

Exception from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

In order to graduate from a public high school accredited by the State Board of Education, students shall

- pass the United States naturalization test. The United States naturalization test shall be provided at least once per school year, beginning as early as eighth grade. Students may retake the exam upon request and as often as desired until earning a passing score. A passing score shall be 60 out of 100 questions. The district shall exempt students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP).
- be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

**GRADUATION REQUIREMENTS (Cont.)**

- take the assessments adopted by the State Board of Education. Required assessment scores and any business and industry-recognized endorsements attained will be reflected on the student's transcript.
- complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA). A student shall be exempt from this requirement if:

- the student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement;
- the student, age eighteen (18) or older, submits a signed form authorizing him or her to opt out of the requirement or
- A school counselor authorizes a student to opt out of the requirement.

Students shall be allowed to earn released time elective credit in accordance with state law and the Oklahoma Accreditation Standards.

In order to graduate with a standard diploma, students entering the 9<sup>th</sup> grade prior to or during the 2016-2017 school year, must complete 26 units of credit and have participated in any of the following. **Students entering the 8th grade during or after the 2025-2026 school year, must complete 28 units of credit and have participated in the following:**

- The Oklahoma State Testing Program
- If a student has not had the opportunity to participate in the Oklahoma State Testing Program, a state testing program from another state other than Oklahoma or a nationally recognized assessment, such as ACT or SAT, will be accepted.

~~Beginning with ninth graders in the 2021-2022 school year sStudents are required to pass the United States naturalization test, in order to graduate from a public high school accredited by the State Board of Education. The United States naturalization test will be provided at least once per school year, beginning as early as eighth grade. Students must score a 60% to pass the test and may retake the exam upon request and as often as desired until earning a passing score. Students with disabilities whose individualized education program (IEP), consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP) will be exempt.~~

E: 70 O.S. § 11-103.2c  
70 O.S. § 11-103.6  
70 O.S. § 1210.199  
70 O.S. § 1210.508  
70 O.S. § 1210.523



**TITLE IX—SEX DISCRIMINATION AND SEXUAL HARASSMENT****Introduction and Policy**

Title IX prohibits discrimination on the basis of sex in education programs and activities that receives federal financial assistance. Title IX applies to employees and students. The policy establishes procedures for reporting sex discrimination, sexual harassment, and related retaliation, provides the grievance process procedure for a Title IX formal complaint for sexual harassment, sets forth supportive measures for a complainant and, as appropriate, a respondent, and a range of possible sanctions should a respondent be found responsible for sexual harassment.

The district condemns discrimination in its education programs and activities based on sex. Any district employee with actual knowledge of conduct that constitutes sex discrimination and/or sexual harassment is directed to notify the Title IX Coordinator as soon as possible.

**Scope of the Policy**

This policy applies to individuals working or participating in the district's education programs and activities in locations where the district exercises substantial control over both the respondent and the context in which discrimination or harassment occurred. Title IX may apply to any of the district's education programs or activities in the United States, whether such programs or activities occur on-campus or off-campus, including online instruction, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, and employment. Reports of violations of this policy may be made in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. **Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.**

Individuals are responsible for immediately reporting any knowledge or information concerning sexual harassment to the district's Title IX Coordinator.

**Definitions**

- A. **Actual Knowledge:** Notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or to any district employee. This standard is not met when the only official of the district with actual knowledge is the respondent.
- B. **Advisor:** A person who has agreed to assist a complainant or respondent during the Title IX process. The advisor may be a person of the student's choosing, including but not limited to a district faculty or staff member, a friend, or an attorney.
- C. **Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- D. **Title IX Coordinator(s):** Employee(s) of the district who has/have primary responsibility for overseeing the process of coordinating the district's compliance efforts, receiving complaints, conducting investigations, imposing sanctions, facilitating appeals, and providing education and training associated with this policy. The Title IX Coordinator(s) will further monitor the district's education programs and activities for barriers to reporting information about conduct that constitutes sex discrimination and take steps reasonably calculated to address such barriers. The Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

- E. Deputy Coordinator: If desired by the district, this is a district employee designated by the Title IX Coordinator or the district to serve as the Coordinator where appropriate and to assist with the duties of the Title IX Coordinator. The Deputy Coordinator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.
- F. Formal complaint: A written document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation(s) of sexual harassment and stating the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to satisfy the basic elements of a Title IX claim under this policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the district.
- G. Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- H. Sex Discrimination: Sex discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their education, employment, or school-related benefits, on account of sex or gender (including on the basis of a student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom). This may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex even if those acts do not involve conduct of a sexual nature.
- I. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:
- An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct ("quid pro quo");
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity ("hostile environment"); or
  - Sexual assault, dating violence, domestic violence, or stalking as defined by federal law.

Whether conduct creates a hostile environment is a fact-based inquiry that includes, but is not limited to, the following:

- The degree to which the conduct affected the complainant's ability to access the district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- The location of the conduct and the context in which the conduct occurred; and
- other sexual harassment in the district's education program or activity.

- J. Supportive measures: Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Examples of Supportive Measures:

- Counseling

- Extension of deadlines and other course-related adjustments
- Campus escort services
- Restrictions on contact applied to one or more parties
- Leaves of absence
- Increased security measures and monitoring of district premises
- Training and education programs related to sexual harassment

K. Title IX Hearing Officer (decisionmaker): The individual may be a district administrator, legal counsel, or a specially trained officer but cannot be the Coordinator or Investigator. The primary responsibility of the Hearing Officer is to ensure both parties receive due process in the event allegations of a Title IX policy violation are directed to a hearing by the Title IX Coordinator. The Hearing Officer should not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that may affect the outcome of the grievance process.

L. Title IX Investigators: An individual charged with collecting statements and any evidence directly related to any allegations, as directed by the Title IX Coordinator. Investigators may include but not be limited to district administration. The Investigator should not have a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that may affect the outcome of the grievance process.

M. Working days: Days on which the district administration's office is open.

### Reporting

All forms of sex discrimination, including sexual harassment, may be reported to the Title IX Coordinator, any Deputy Title Coordinator, any district employee, or to law enforcement, no matter the severity. A report of sex discrimination and/or sexual harassment should be made as soon as possible but may be made at any time, regardless of length of time between alleged sex discrimination and/or sexual harassment, and the decision to report it. However, a delay in reporting may compromise subsequent investigation. The district will take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the grievance process, provided that the steps do not restrict the ability of the parties to obtain and present evidence, consult with family members or other advisors, or otherwise prepare for or participate in the grievance procedures;

Although anyone may report sexual harassment, only alleged victims of sexual harassment or their parent or guardian may file a formal complaint.

No employee or student may discourage an individual from reporting alleged sex discrimination, including sexual harassment.

**All district employees are mandatory reporters and are required to immediately report to the Title IX Coordinator any allegations of sexual harassment.** Failure to do so may result in disciplinary action up to and including termination of employment.

### Pre-Investigation / Initial Response

Unless the Title IX Coordinator reasonably determines the conduct alleged could not constitute sex discrimination and/or sexual harassment, after receiving notice allegations involving purported sex discrimination and/or sexual harassment, the Title IX Coordinator will promptly contact the complainant, if known or identifiable, to notify them of receipt of the allegations of sex discrimination and/or sexual harassment.

The district will treat complainant and respondent equitably and offer supportive measures as appropriate. For complainants, this means non-disciplinary, non-punitive individualized services offered as appropriate, as

reasonably available, and without fee or charge before or after the filing of a formal complaint or where no formal complaint has been filed. For a respondent, this means at a minimum following the grievance procedure for sexual harassment before the imposition of disciplinary sanctions or other actions that are not supportive measures.

The district will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sexual harassment has been reported.

**Emergency Removal.** In some instances, the district may implement an emergency removal of a student when an individualized safety and risk analysis indicates that an immediate threat exists to the physical health or safety of an individual arising from the allegations of sexual harassment. A party subject to an emergency removal shall have an opportunity to challenge the decision immediately following the removal. By no means does this provision modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**Administrative Leave.** A non-student employee may be placed on administrative leave during the pendency of the grievance process. By no means does this provision modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Periodic updates on the status of the investigation will be provided to both the complainant and respondent.

#### **Sex Discrimination without Harassment**

If the allegations involve conduct that could constitute sex discrimination but not sexual harassment, the Title IX Coordinator will initiate an investigation in compliance with district policy.

#### **Sexual Harassment**

If the allegations involve conduct that could constitute sexual harassment, the Coordinator will contact the complainant to confidentially discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes regarding whether the district investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

#### **Written Notice of Complaint**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to all known parties in sufficient time and with sufficient detail to give the respondent time to prepare a response before an initial interview. Written notice includes:

- a. Notice of the grievance process, including any informal resolution process;
- b. Notice of the allegations of sexual harassment, including sufficient details (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known);
- c. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
- d. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence;
- e. A statement that retaliation by the parties or district is prohibited;
- f. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of the evidence; and

- g. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct of students or a violation of performance and conduct standards for employees.

### Dismissal of a Formal Complaint

The district must investigate the allegations in a formal complaint.

**Mandatory Dismissal.** A formal complaint must be dismissed when it is determined the conduct alleged in the formal complaint: 1) would not constitute sexual harassment as defined herein even if proved; 2) did not occur in the district's program or activity; or 3) did not occur against a person within the United States.

**Permissive Dismissal.** A formal complaint may be dismissed if, during the investigation or hearing, 1) a complainant notifies the Coordinator in writing that they would like to withdraw the formal complaint or any allegations therein; 2) the respondent is no longer enrolled or employed by the district; or 3) specific circumstances prevent the district from gathering sufficient evidence to reach a determination as to the formal complaint or the allegations therein.

Upon either a mandatory or permissive dismissal, the district will promptly notify the complainant of the basis for the dismissal and provide the procedures to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the district will also promptly notify the respondent of the dismissal, the basis for the dismissal and the complainant's opportunity to appeal. Notification of dismissal should be in writing and delivered simultaneously to the parties.

Dismissal of a formal complaint does not prevent the district from addressing allegations or taking action under another district policy, including but not limited to a different provision of the district code(s) of conduct.

### Investigation

An investigator will be designated to investigate the allegations contained in the formal complaint or which are developed in the course of the investigation. In the event the district decides to investigate allegations about the complainant or respondent that are not included in the written notice, the district must provide notice of additional allegations to the parties and given them a reasonable opportunity to respond in writing to the new information or evidence.

The burden of gathering evidence and burden of proof must remain on the district—not on the parties. The following evidence will not be considered by the district and excluded as impermissible:

- Evidence that is protected under a privilege as recognized by federal or state law unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the district obtains that party's or witness's voluntary, written consent for use in the district's grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless the evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sexual harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sexual harassment or preclude determination that sexual harassment occurred.

The Investigator will endeavor to complete the investigation within 60 days. This timeline can be affected by one or both parties' right to have at least 10 days to review and respond to evidence and the draft investigative report or other good cause such as the unavailability of parties, party advisors, witnesses and evidence, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

In the investigation process, the Investigator will:

- Provide a party who is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate.
- Meet personally with the complainant (unless extraordinary circumstances prevent a personal meeting).
- Meet personally with the respondent (unless extraordinary circumstances prevent a personal meeting).
- Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made.
- Provide an equal opportunity for the parties to present fact witnesses and other relevant evidence that is not otherwise impermissible.
- Not restrict either party's ability to discuss the allegations or to gather and present evidence.
- Provide the parties with the same opportunities to have others present during interviews or related proceedings to have others present during interviews or related proceedings, including an advisor.
- Collect any physical evidence.
- Meet personally with any witnesses (unless extraordinary circumstances prevent a personal meeting with one or more witnesses).
- Review any documentary evidence.
- Prepare a written report of the investigation that fairly summarizes the relevant evidence.

#### **Party Review of Evidence and Report.**

Parties and advisors will have an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory), including evidence upon which the district does not intend to rely in reaching a determination, and will be given at least **10 calendar days** prior to the completion of the final investigation to meaningfully respond.

Parties and advisors will have the opportunity to review the investigative report and to issue a written response at least **10 calendar days** before a hearing or determination of responsibility.

#### **Hearing**

Absent extraordinary circumstances, a non-live hearing will be held. After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the Hearing Officer must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant unless such questions and evidence about the complainants prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concerns specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent. The Hearing Officer must explain to the party proposing questions any decision to exclude a question as not relevant.

#### **Determination**

Within five working days of the conclusion of the hearing, the Hearing Officer will issue a written determination regarding responsibility, applying the preponderance of evidence standard (whether it is more likely than not a violation occurred), to the parties simultaneously by mailing the determination by certified mail or other agreed form of notice. Preponderance of evidence requires significantly less proof than beyond a reasonable doubt, which is required for a criminal prosecution.

The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of facts supporting the determination for each individual allegation;
- Conclusions regarding the application of the district's code of conduct to the facts;
- A statement of, and rational for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore preserve equal access to the district's education program or activity will be provided to the complainant;
- The district's procedures and permissible basis or bases for the complainant and respondent to appeal.

The determination becomes final either on the date that the district provides the parties the written determination of the result of the appeal if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **Appeal Procedures**

A complainant or respondent may appeal the determination for any of the following reasons:

- Procedural irregularity that affected the outcome.
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter.
- The Coordinator, Investigator, or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Superintendent within five (5) working days of receiving the decision and reference the reason(s) for the appeal as identified above with supporting argument(s). Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

When an appeal is filed, the district will notify the non-appealing party in writing.

The Superintendent, or designee if Superintendent was Hearing Officer, Investigator, or Coordinator, will review the record of the original hearing, including documentary evidence and give each party a reasonable, equal opportunity to submit a written statement in support of or challenging, the outcome.

It is the Superintendent's (or designee's) discretion to affirm, overturn, or modify the determination. The Superintendent/designee may convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to the original Hearing Officer for review/or reconsideration. If there is new evidence (unavailable at the time of the hearing through no fault of the parties) which is believed to substantially affect the outcome, or evidence presented at the previous hearing was "insufficient" to justify a decision, or a

finding that a substantial procedural error resulting in prejudice occurred, the matter may be remanded for either a rehearing of the entire matter or reconsideration of specific issues. If remanded to the original Hearing Officer, either or both parties may appeal the Hearing Officer's decision to the Superintendent/designees and the procedures set out above shall control the appeal.

**Appeal Decision.** The final decision will be communicated in writing by the Superintendent to both parties describing the result of the appeal and the rationale for the result. The decision will be communicated to both parties simultaneously within ten (10) working days of receiving the appeal request.

The decision of the Superintendent or designee on appeal shall be final.

### **Informal Resolution**

An informal resolution to a complaint is available in some circumstances. Informal resolutions are unavailable unless a formal complaint of sexual harassment is filed. Informal resolutions may be entered into any time prior to determining whether sexual harassment occurred. Informal resolution may include conflict resolution or a restorative agreement between the parties with a trained Title IX Officer presiding over the informal resolution conference. Participation in informal resolution is never mandatory and will only take place with the full written consent of both parties involved. The district may, in its sole discretion, decline to offer an informal resolution in certain circumstances.

Before informal resolution may be commenced written notice to the parties must be provided, disclosing the allegations and the requirements of the informal resolution process including when an informal complaint would preclude the parties from resuming a formal complaint arising from the same allegations.

No appeal is available from an informal resolution, but at any time prior to agreeing to a resolution, any party has a right to withdraw from the formal resolution process and resume the grievance process. and any consequences resulting from participating in the informal resolution process including the records that will be maintained or could be shared. Further,

if the parties are unable to agree on a voluntary resolution, the matter will be referred by the Title IX Coordinator to a Title IX Hearing. No offers to resolve the conflict that were made or discussed during the informal voluntary resolution process may be introduced during the Title IX Hearing.

### **Outcomes**

If it is determined under the preponderance of evidence standard (more likely than not to have occurred) that the respondent is not responsible for a violation of this policy, the complaint will be dismissed.

If it is determined under the preponderance of evidence standard that a respondent is responsible for sexual harassment under the jurisdiction of this policy, the Title IX Coordinator will 1) coordinate remedies to complainant and other persons identified having had equal access limited by the discrimination; 2) coordinate disciplinary sanctions on the respondent including notification to complainant; and 3) take other appropriate, prompt and effective steps to ensure sex harassment does not continue or reoccur.

The following sanctions may be considered where a respondent is found responsible for sexual harassment. The sanctions below are not intended to be exclusive; actions may be imposed singularly or in combination when a violation of this policy is found.

#### **Student Respondent.**

- **Restriction** – A limitation on privileges for a period of time and may include but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the district, or denial of participation in extracurricular activities.
- **Service Project** – Community service or an education class or project beneficial to the individual and campus or community.
- **Probation** – A specified period of time during which the student is placed on formal notice that he/she is not in good social standing with the district and that further violations of district policies will subject the student to suspension from school.

**Suspension** – If warranted by the severity of the incident, removal from classes and other privileges or activities for a definite period of time not to exceed the remainder of the semester in which the incident occurred and the following semester and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the district are not permitted on campus or in campus buildings, facilities or activities at any time for any reason during the period of suspension, unless otherwise directed by Superintendent or designee. Conditions to conclude a suspension and reinstatement process will be stated in the written notification. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record.

- **Long-term Suspension** – Suspension of student for an indefinite period not to exceed the maximum period permitted by law, typically reserved for a sexual violence/assault finding. The conditions for readmission, if any, shall be stated in the hearing outcome letter. In addition, a student, though readmitted to the school by operation of law, may be denied the opportunity to participate in extracurricular activities for as long as the student is enrolled in the district. Notation on the student's transcript will not be made; however, a permanent record of the action will be maintained in the student's record. Removal should be reserved and used only in cases involving the most severe instances of misconduct.

#### **Employee Respondent.**

Employees found to have violated this policy will be subject to sanctions up to and including dismissal from employment.

#### **Retaliation**

Retaliation against an individual for reporting or participating in the Title IX grievance process is strictly prohibited. Retaliation in this context means intimidation, threats, coercion or discrimination for the purpose of interfering with any right or privilege secured by Title IX. Retaliatory conduct includes filing a charge against an individual for code of conduct violations that arise out of the same facts or circumstances or a report or formal complaint of sexual harassment if done so in bad faith. Complaints alleging retaliation may be filed pursuant to the grievance process included herein, and sanctions may be imposed against an individual determined responsible for retaliation in accordance with this policy.

Nothing in this definition or this policy precludes the district from requiring an employee to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing under this policy.

#### **Designees**

The designation of a district official responsible for prescribed actions under this policy shall automatically include the official's designee in instances where an official is unable, unavailable or it appears that the official may have a conflict of interest that causes the official to recuse from involvement in the matter. The official's designee shall have the same authority as the official in matters involving this policy.

#### **Availability of other Complaint Procedures**

In addition to seeking criminal charges through local law enforcement, members of the district community may also file complaints with the following entities regardless of whether they choose to file a complaint under this procedure:

Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline: (800) 421-3481  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Office for Civil Rights:  
Kansas City Field Office: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov), (816) 268-0550;  
Washington D.C.: [OCR@ed.gov](mailto:OCR@ed.gov) 1-800-421-3481

Equal Employment Opportunity Commission:  
Oklahoma City Field Office: 1-800-669-4000;  
Washington D.C.: 1-800-669-4000, [Eeoc.gov/contact](http://Eeoc.gov/contact)

**Distribution**

The district shall: prominently display on its website the required contact information for the Title IX Coordinator; post training materials used to train Title IX Coordinators and related Title IX Officials, Investigators, and Hearing Officers on its website; and notify applicants for employment, parents or legal guardians of elementary and secondary school students, and employee organizations—of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

**EXHIBIT A  
PERSONNEL RECOMMENDATIONS  
STILLWATER PUBLIC SCHOOLS  
January 13, 2026**

**A. CERTIFIED PERSONNEL**

**APPOINTMENT - 25 O.S. §307(B)(1)**

**Appointment for 2025-2026 School Year**

\*TBA

Education: Bachelors, Oklahoma State University

Assignment: 1.000 FTE, Special Education, Highland Park Elementary School

Beginning Date: January 5, 2025

\*TBA

Education: Bachelors, Oklahoma State University

Assignment: 1.000 FTE, Math Teacher, Stillwater Middle School

Beginning Date: TBD

**Extra-Duty Stipend for the 2025-2026 School Year Subject to the Execution of an Extra-Duty Contract**

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Site</u></b>	<b><u>Amount</u></b>
Tidwell, Elizabeth	Girls Wrestling Associate Coach Source of Funding: General Fund	SHS	\$3,500.00
Allen, Samantha	Homebound Instruction Source of Funding: General Fund	JH	25.00/hour Not to exceed 15 hours
Allen, Samantha	Homebound Instruction Source of Funding: General Fund	JH	25.00/hour Not to exceed 18 hours
Daffern, Jennifer	Homebound Instruction Source of Funding: General Fund	MS	25.00/hour Not to exceed 21 hours
Erskine, Keaton	Second Student Teaching Stipend Payment Source of Funding: OSDE	SHS	1625.00

**RESIGNATION - 25 O.S. §307(B)(1)**

**Resignation/Retirement**

Johnson, Katherine

Assignment: 1.000 FTE, Teacher, Highland Park Elementary School

Beginning Date: August 11, 2025

Ending Date: December 7, 2025

Reason: Resignation

Beers, Emily

Assignment: 1.000 FTE, Special Services Teacher, Skyline Elementary School

Beginning Date: December 1, 2025

Ending Date: January 9, 2026

Reason: Resignation

Towne, Ashlynn

Assignment: 1.000 FTE, Special Services Teacher, Highland Park Elementary School

Beginning Date: August 12, 2024  
 Ending Date: December 19, 2025  
 Reason: Resignation

Eck, Sarah  
 Assignment: 1.000 FTE, Teacher, Stillwater High School  
 Beginning Date: August 14, 2017  
 Ending Date: May 21, 2026  
 Reason: Resignation

Birdwell, Jeannie  
 Assignment: 1.000 FTE, Counselor, Stillwater Junior High School  
 Beginning Date: July 30, 2018  
 Ending Date: June 4, 2026  
 Reason: Retirement

**B. SUPPORT PERSONNEL**

**APPOINTMENT - 25 O.S. §307(B)(1)**

**Appointment for the 2025-2026 School Year**

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Site</u></b>	<b><u>Amount</u></b>
*TBA	Teacher Assistant-Academic and Behavioral Support	SR	14.08/hour
*TBA	PALS Teacher Assistant	RI	12.00/hour
*TBA	PALS Teacher Assistant	WW	12.00/hour
*TBA	PALS Teacher Assistant	PALS	12.00/hour
*TBA	PALS Teacher Assistant	WW	12.00/hour
*TBA	Activity Driver	TR	16.57/hour
*TBA	Activity Driver	TR	16.57/hour
*TBA	Special Education Paraprofessional	WR	13.95/hour
*TBA	IT Assistant	IT	13.37/hour
*TBA	Teacher Assistant-Academic and Behavioral Support	WW	13.83/hour
*TBA	Custodian I	FAC	13.37/hour

**Appointment Pursuant to Change in Contract for School Year 2025-2026**

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Hours</u></b>	<b><u>Site</u></b>	<b><u>Amount</u></b>
Patterson, Lucy	Kitchen Assistant Substitute		SNS	\$13.37/hour
To	Kitchen Assistant	6.00	SNS	13.37/hour
Rossiter, James	Kitchen Assistant Substitute		SNS	13.37/hour
To	Kitchen Assistant	6.00	SNS	13.37/hour
Scull, Larysa	Kitchen Assistant I		SNS	13.37/hour
To	Kitchen Assistant II	7.00	SNS	14.24/hour
Adams, Stephanie	Kitchen Assistant I		SNS	14.61/hour
To	Kitchen Assistant II	7.00	SNS	15.47/hour
White, Fawnda	Kitchen Assistant I	6.00	SNS	13.37/hour
To	Kitchen Assistant I	7.00	SNS	13.37/hour
Kingery, Chase	PALS Teacher Assistant	3.00	RI	12.00/hour
To	PALS Site Facilitator	4.00	SK	14.25/hour
Moore, Brandi	Bus Driver	6.00	TR	16.69/hour
To	Substitute Bus Driver		TR	16.69/hour

**RESIGNATION - 25 O.S. §307(B)(1)**

**Resignation/Retirement**

<b><u>Name</u></b>	<b><u>Job Title</u></b>	<b><u>Hours</u></b>	<b><u>Site</u></b>	<b><u>Effective</u></b>
Johnson, Angela	Kitchen Assistant	6.00	SNS	12/2/2025
Yerger, Kristyn	Kitchen Assistant	6.00	SNS	12/17/2025
Sluder, Davis	PALS Teacher Assistant	3.00	PALS	12/19/2025
Watts, Anna	PALS Teacher Assistant	1.50	PALS	12/19/2025
Goggans, Rilee	PALS Teacher Assistant	3.00	PALS	12/19/2025
Greer, Brooklyn	PALS Teacher Assistant	3.00	PALS	12/19/2025
Taylor, Kaylin	PALS Teacher Assistant	3.00	PALS	12/9/2025
De Andre, David	Kitchen Assistant Substitute		SNS	
Sneed, Billy	Teacher Assistant-Academic Assistance	7.50	JH	12/12/2025
Price, Sophia	Special Education Paraprofessional	7.00	SK	1/9/2026

**C. ADMINISTRATIVE PERSONNEL**

**APPOINTMENT - 25 O.S. §307(B)(1)**

**Appointment Pursuant to Change in Contract for School Year 2025-2026**

\*TBA  
Assignment: 1.000 FTE, Indigenous Peoples' Education Coordinator  
Beginning Date: January 2, 2026  
Salary: \$60,223.00  
Was 1.000 FTE, Teacher, Stillwater Middle School

**RESIGNATION - 25 O.S. §307(B)(1)**

**Resignation/Retirement**

Blake, Ryan  
Assignment: 1.000 FTE, Principal, Stillwater Middle School  
Beginning Date: August 18, 1998  
Ending Date: February 6, 2026  
Reason: Resignation

Bloomer, Bryan  
Assignment: 1.000 FTE, Director of Technology, Stillwater Public Schools  
Beginning Date: May 2, 2022  
Ending Date: January 30, 2026  
Reason: Resignation

**D. SUBSTITUTES**

**APPOINTMENT - 25 O.S. §307(B)(1)**

**School Nutrition Services Substitute**

\*TBA \*TBA  
\*TBA

**Teacher Substitute**

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