

Stilwell Board of Education Regular Meeting  
Tuesday, September 16, 2025 6:00 PM  
Stilwell Public Schools - Administration Office  
83346 South 4700 Road  
Stilwell, OK 74960

NOTE: As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 25, Adair County, Oklahoma, will hold the Stilwell Board of Education Regular Meeting on Tuesday, September 16, 2025, at 6:00 PM in the Stilwell Public Schools - Administration Office  
83346 South 4700 Road  
Stilwell, OK 74960.

1. Call to Order  
Recording of members present and absent
2. Patron Participation  
Open Forum-Comments from the floor  
\*The rules for this section are:
  - Speakers must identify themselves and sign in prior to the start of the meeting
  - Each speaker is given a maximum of three (3) minutes.
  - The total time allocated to this item is thirty (30) minutes.The president reserves the right to interrupt this section and move to the next item.
3. Items for Information  
3.a. Superintendent's Report
4. General Consent Agenda
  - 4.a. Minutes of Regular Meeting - August 19, 2025 and Special Meeting - September 9, 2025
  - 4.b. Treasurer's Report
  - 4.c. Activity Fund Summary of Accounts
  - 4.d. Encumbrances
    - General Fund PO Numbers  
420-436 \$62,005.00
  
    - Building Fund PO Numbers  
17-19 \$4,735.00
5. Items for Action
  - 5.a. Discussion, consideration and possible action to approve/disapprove the Estimate of Needs, SY 25-26.
  - 5.b. Discussion, consideration and possible action to approve/disapprove naming the field house.
  - 5.c. Discussion, consideration and possible action to approve/disapprove the Boys & Girls Club Memoriam of Understanding, SY. 25-26.
  - 5.d. Discussion, consideration and possible action to approve/disapprove updating the Sub List and the approval of the new contracts, SY. 25-26.

- 5.e. Discussion, consideration and possible action to approve/disapprove the Drop Out and Remediation Report.
  - 5.f. Discussion, consideration and possible action to approve/disapprove the following agreements/contracts SY. 25-26:  
OSDE and Public Consulting Group, LLC. for the Medicaid School-Based Health Services Program  
Precision Drug Screening
  - 5.g. Discussion, consideration and possible action to approve/disapprove adopting the following policy:  
Student Self-Administration of Asthma, Anaphylaxis, and Cystic Fibrosis Medication and Stocking of Epinephrine and Inhalers Policy
  - 5.h. Discussion, consideration and possible action to approve/disapprove renaming High School Activity sub-account Golf Fundraiser, to Boys Golf, requested by Brian Johnson, adding a new sub-account titled, Girls Golf, requested by Dylan Leach and dividing the balance of \$2279.13 between the two sub-accounts.
  - 5.i. Discussion, consideration and possible action to approve/disapprove the addendum-OS SY 25-26 Out of State Travel/Overnight Trips:  
SHS FFA September 18–21, 2025 - Oklahoma Arkansas State Fair (Students Showing)  
SHS FFA September 24, 2025 - Oklahoma Arkansas State Fair Livestock Judging Contest - Fort Smith, AR.
  - 5.j. Discussion, consideration and possible action to approve/disapprove updating the addendum titled, "Fundraising Activities SY. 25-26."  
Preschool & Kindergarten  
High School
  - 5.k. Discussion, consideration and possible action to approve/disapprove the surplus of gym speakers.
6. Executive Session Authority: 25 Okla.Stat. § 307 (B)(1)  
The Board proposes to discuss the following matters during its closed session:

Contracts/Amendments SY. 25-26 :

11-12 Month Support Contracts, Addendum D  
10 Month Retired/Temporary Certified Contracts, Addendum C  
10 Month Support Contracts, Addendum E  
10 Month Extra Duty Contracts, Addendum D  
Hourly Contracts, Addendum B

Employment SY. 25-26

Grade School PE Teacher (Certified)  
Two Paraprofessionals (Support)  
High School Cafeteria Worker (Support)  
High School Wrestling Lay Coach (Support)  
High School Custodian (Support)

- a. Vote to convene in executive session.

- b. Acknowledge return to open session.
- c. Statement of executive session minutes.
- 7. Discussion, consideration and possible action to approve/disapprove the following contracts/amendments and the signing of the contracts SY. 25-26:
  - 11-12 Month Support Contracts, Addendum D
  - 10 Month Retired/Temporary Certified Contracts, Addendum C
  - 10 Month Support Contracts, Addendum E
  - 10 Month Extra Duty Contracts, Addendum D
  - Hourly Contracts, Addendum B
- 8. Discussion, consideration and possible action to approve/disapprove the employment of the following positions:
  - Grade School PE Teacher (Certified)
  - Two Paraprofessionals (Support)
  - High School Cafeteria Worker (Support)
  - High School Wrestling Lay Coach (Support)
  - High School Custodian (Support)
- 9. New Business
- 10. Adjourn

Posted by Mary Beth Paden, Board Minutes Clerk

\_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ p.m.

Agenda posted on the front door of the Stilwell Public Schools - Administration Office located at 83346 South 4700 Road, Stilwell, OK and at [www.stilwellk12.org](http://www.stilwellk12.org)

If you need special accommodations, please contact 918.696.7001

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**Stilwell Board of Education Regular Meeting Minutes  
Tuesday, August 19, 2025 at 6:00 PM  
Stilwell Public Schools - Administration Office  
83346 South 4700 Road  
Stilwell, OK 74960**

**1. Call to order**

**Recording of members present and absent**

Attendance Taken at 6:00 PM.

Amanda Crozier: Absent  
Delores Martin: Present  
Bill Muskrat: Present  
Sandy Ritter: Present  
Donna Wheeler: Present

Present: 4, Absent: 1.

**2. Patron Participation**

**Open Forum-Comments from the floor**

**\*The rules for this section are:**

**-Speakers must identify themselves and sign in prior to the start of the meeting**

**-Each speaker is given a maximum of three (3) minutes.**

**-The total time allocated to this item is thirty (30) minutes.**

**The president reserves the right to interrupt this section and move to the next item.**

Justin Fourkiller

**3. Items for Information**

**a. Superintendent's Report**

50 Student Increase from Last Year  
College and Career Center Update  
Football Field Update  
Principal Updates

**4. General Consent Agenda**

**a. Minutes of Special Meeting - July 10, 2025, Regular Meeting - July 10, 2025, Special Meeting - July 29, 2025 and Special Meeting - August 12, 2025**

**b. Treasurer's Report**

**c. Activity Fund Summary of Accounts**

**d. Encumbrances**

**General Fund PO Numbers**

**300 - 308 \$209,341.32**

Motion to approve consent agenda as presented (4a-4d). Passed with a motion by Donna Wheeler and a second by Sandy Ritter.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**5. Items for Action**

**a. Discussion, consideration and possible action to approve/disapprove the Request for Use of Facilities for the Edna M. Carson Auditorium by American Indian Resource Center, August 29, 2025 (7 hours) for a fashion show.**

Motion to approve the Request for Use of Facilities for the Edna M. Carson Auditorium by American Indian Resource Center, August 26, 2025 (7 hours) for a fashion show. Passed with a motion by Delores Martin and a second by Donna Wheeler.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**b. Discussion, consideration and possible action to approve/disapprove the Chase Morris annual review SY. 25-26.**

Motion to approve the Chase Morris annual review SY. 25-26. Passed with a motion by Donna Wheeler and a second by Sandy Ritter.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**c. Discussion, consideration and possible action to approve/disapprove the lease purchase resolution with Government Capital for the video score board.**

Motion to approve the lease purchase resolution with Government Capital for the video scoreboards. Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**d. Discussion, consideration and possible action to approve/disapprove the Alternative Education Cooperative Memorandum of Understanding for the following schools SY. 25-26: Dahlongah Public Schools, Zion Public Schools, Maryetta Public Schools, Rocky Mountain Public Schools and Cave Springs Public Schools.**

Motion to approve the Alternative Education Cooperative Memorandum of Understanding for the following schools SY. 25-26: Dahlongah Public Schools, Zion Public Schools, Maryetta Public Schools, Rocky Mountain Public Schools and Cave Springs Public Schools. Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**e. Discussion, consideration and possible action to approve/disapprove the library deregulation SY. 25-26.**

Motion to approve the library deregulation SY. 25-26. Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**f. Discussion, consideration and possible action to approve/disapprove the surplus of the following items:**

**Old Football Jerseys**

**2003 Toyota Sequoia - Vin 5TDBT44A735196952**

**2004 Chevy Suburban (blue) - Vin 1GNEC16Z94J183267**

**2005 Bluebird Bus - Vin 1BABNCKH75F219860 (no parts)**

Motion to approve the surplus of the following items: Old Football Jerseys 2003 Toyota Sequoia - Vin 5TDBT44A735196952 2004 Chevy Suburban (blue) - Vin 1GNEC16Z94J183267 2005 Bluebird Bus - Vin 1BABNCKH75F219860 (no parts) Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**g. Discussion, consideration and possible action to approve/disapprove adding new sub-accounts for the High School Activity Account, titled Honor Society, requested by Joshua Fenn and H/ELA SPED, requested by Audrey Spindle.**

Motion to approve adding new sub-accounts for the High School Activity Account, titled Honor Society, requested by Joshua Fenn and H/ELA SPED, requested by Audrey Spindle. Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**h. Discussion, consideration and possible action to approve/disapprove the addendum titled, "Fundraising Activities SY. 25-26."**

**Pre-School and Kindergarten**

**Grade School**

**Middle School**

**High School**

Motion to approve the addendum titled, "Fundraising Activities SY. 25-26." Pre-School and Kindergarten Grade School Middle School High School Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**i. Discussion, consideration and possible action to approve/disapprove updating the sub pay for daycare.**

Motion to approve updating the sub pay for daycare to \$95.00 per day. Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**j. Discussion, consideration and possible action to approve/disapprove updating the salary schedule for bus drivers SY. 25-26.**

Motion to approve updating the salary schedule for bus drivers SY. 25-26 adding \$2,000.00 per step. Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**k. Discussion, consideration and possible action to approve/disapprove adjuncting the following employee:**

**Tiara Fourkiller, U.S. History and Geography**

Motion to approve adjuncting the following employee:

Tiara Fourkiller, U.S. History and Geography

Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent  
Delores Martin: Yes  
Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

**I. Discussion, consideration and possible action to approve/disapprove revising SPS Policy DEE-R - Travel Expenses.**

Motion to approve revising SPS Policy DEE-R - Travel Expenses to \$90 per day. Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**6. Executive Session Authority: 25 Okla. Stat. § 307 (B)(1)**

**The Board proposes to discuss the following matters during its closed session:**

**Contracts/Amendments/Rehire SY. 25-26 :**

**11-12 Month Support Contracts, Addendum C**

**10 Month Temporary Certified Contracts, Addendum E**

**10 Month Support Contracts, Addendum D**

**10 Month Extra Duty Contracts, Addendum C**

**Coaching Extra Duty Contracts, Addendum C**

**Extra Duty Pay Schedule**

**Hourly Contracts**

**Lay Coaches, Athletic Trainer and Grounds Maintenance (Attachment A)**

**Employment of SY. 25-26**

**HS Janitor (Support)**

**HS Teachers Assistant (Support) College and Career Center**

**a. Vote to convene in executive session.**

Motion to enter into executive session at 7:23 p.m. to discuss: Contracts/Amendments/Rehire and Employment SY. 25-26

Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**b. Acknowledge return to open session.**

Bill Muskrat, Board President along with all members present acknowledged return to open session at 8:58 p.m.

**c. Statement of executive session minutes.**

Bill Muskrat, Board President made statement of executive session minutes as follows: The Board of Education entered into Executive Session to discuss personnel, the disclosure of which would violate confidentiality requirements of state law; no votes were taken and no other matters were discussed. The following items were discussed: Contracts/Amendments/Rehire and Employment of SY. 25-26.

**7. Discussion, consideration and possible action to approve/disapprove the following contracts/amendments/rehire and the signing of the contracts SY. 25-26:**

**11-12 Month Support Contracts, Addendum C**

**10 Month Temporary Certified Contracts, Addendum E**

**10 Month Support Contracts, Addendum D**

**10 Month Extra Duty Contracts, Addendum C**

**Coaching Extra Duty Contracts, Addendum C**

**Extra Duty Pay Schedule**

**Hourly Contracts**

**Lay Coaches, Athletic Trainer and Grounds Maintenance (Attachment A)**

Motion to approve the following contracts/amendments/rehire and the signing of the contracts SY. 25-26:

11-12 Month Support Contracts, Addendum C

10 Month Temporary Certified Contracts, Addendum E

10 Month Support Contracts, Addendum D

10 Month Extra Duty Contracts, Addendum C

Coaching Extra Duty Contracts, Addendum C

Extra Duty Pay Schedule

Hourly Contracts

Lay Coaches, Athletic Trainer and Grounds Maintenance (Attachment A)

Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**8. Discussion, consideration and possible action to approve/disapprove the employment of the following positions, signing and approval of the contracts SY. 25-26:**

**HS Janitor (Support)**

**HS Teachers Assistant (Support) College and Career Center**

Motion to table the employment of the following position SY. 25-26:

HS Janitor (Support)

Tabled with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

Motion to approve the employment of the following position, signing and approval of the contract SY. 25-26:

Mary Maupin, HS Teachers Assistant (Support) College and Career Center

Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**9. New Business**

Motion to approve the resignation of Haley Thompson, effective September 20, 2025. Passed with a motion by Sandy Ritter and a second by Delores Martin.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**10. Adjourn**

Motion to adjourn at 9:04 p.m. Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Absent

Delores Martin: Yes

Bill Muskrat: Yes  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

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Bill Muskrat, Board President

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Matthew Brunk, Superintendent

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Mary Beth Paden, Minutes Clerk

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Date



**Stilwell Board of Education Special Meeting Minutes  
Tuesday, September 9, 2025 at 12:00 PM  
Stilwell Public Schools - Administration Office  
83346 South 4700 Road  
Stilwell, OK 74960**

**1. Call to order**

**Recording of members present and absent**

Attendance Taken at 12:01 PM.

Amanda Crozier: Present

Delores Martin: Present

Bill Muskrat: Absent

Sandy Ritter: Present

Donna Wheeler: Present

Present: 4, Absent: 1.

**2. General Consent Agenda**

**a. SY. 25-26 Encumbrances**

**General Fund PO Numbers**

**309-419 \$222,890.23**

**Building Fund PO Numbers**

**13-16 \$294,425.40**

Motion to approve consent agenda as presented (2a). Passed with a motion by Amanda Crozier and a second by Delores Martin.

Amanda Crozier: Yes

Delores Martin: Yes

Bill Muskrat: Absent

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**3. Executive Session Authority: 25 Okla. Stat. § 307 (B)(1)**

**The Board proposes to discuss the following matters during its closed session:**

**Employment SY. 25-26**

**Girls Wrestling Coach (Certified)**

**a. Vote to convene in executive session.**

Motion to enter into executive session at 12:12 p.m. to discuss: Employment. Passed with a motion by Sandy Ritter and a second by Amanda Crozier.

Amanda Crozier: Yes

Delores Martin: Yes

Bill Muskrat: Absent

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**b. Acknowledge return to open session.**

Delores Martin, Vice President along with other members present acknowledged return to open session at 12:53 p.m.

**c. Statement of executive session minutes.**

Delores Martin, Vice President made statement of executive session minutes as follows: The Board of Education entered into Executive Session to discuss personnel, the disclosure of which would violate confidentiality requirements of state law; no votes were taken and no other matters were discussed. The following items were discussed: Employment of SY. 25-26.

**4. Discussion, consideration and possible action to approve/disapprove the employment of the following position, SY. 25-26:**

**Girls Wrestling Coach (Certified)**

Motion to approve the employment of the following position, SY. 25-26:

Darrel Hume, Girls Wrestling Coach (Certified)

Passed with a motion by Sandy Ritter and a second by Donna Wheeler.

Amanda Crozier: Yes

Delores Martin: Yes

Bill Muskrat: Absent

Sandy Ritter: Yes

Donna Wheeler: Yes

Yes: 4, No: 0, Absent: 1

**5. Adjourn**

Motion to adjourn at 12:54 p.m. Passed with a motion by Sandy Ritter and a second by Amanda Crozier.

Amanda Crozier: Yes  
Delores Martin: Yes  
Bill Muskrat: Absent  
Sandy Ritter: Yes  
Donna Wheeler: Yes  
Yes: 4, No: 0, Absent: 1

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Bill Muskrat, Board President

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Matthew Brunk, Superintendent

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Mary Beth Paden, Minutes Clerk

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Date

STATEMENT OF TREASURER'S ACTIVITIES  
 SUBMITTED TO BOARD OF EDUCATION  
 STILLWELL PUBLIC SCHOOLS 1-25

	CASH BALANCE 1-Aug-25	TRANSFERS 2025-2026	CASH BALANCE 1-Aug-25	DEPOSITS 2025-2026	ESTOPPED WTS & ADJ 2025-2026	PAYMENTS 31-Aug-25	CASH BALANCE 31-Aug-25	OUTSTANDING WARRANTS 31-Aug-25	SURPLUS 31-Aug-25	
BUILDING	2024-25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
BUILDING	2025-26	\$1,198,848.58	\$0.00	\$5,575.54	\$0.00	\$50,736.28	\$1,153,687.84	\$5,016.26	\$1,148,671.58	
GENERAL	2024-25	\$110,053.42	\$0.00	\$0.00	\$0.00	\$100,762.80	\$9,290.62	\$9,290.62	\$0.00	
GENERAL	2025-26	\$5,821,974.57	\$0.00	\$1,052,042.13	\$0.00	\$1,435,783.39	\$5,438,233.31	\$347,114.91	\$5,091,118.40	
ALTED	2024-25	\$755.58	\$0.00	\$0.00	\$0.00	\$755.58	\$0.00	\$0.00	\$0.00	
ALTED	2025-26	(\$1,668.58)	\$0.00	\$0.00	\$0.00	\$10,498.76	(\$12,167.34)	\$755.58	(\$12,922.92)	
TOTAL		\$7,129,963.57	\$0.00	\$7,129,963.57	\$1,057,617.67	\$0.00	\$1,598,536.81	\$6,589,044.43	\$362,177.37	\$6,226,867.06

Stilwell Public Schools  
General Fund Monthly Surplus Comparison Report

Month	2024-25	2025-26
July	\$4,488,228.00	\$5,696,781.00
August	\$4,381,502.00	\$5,091,119.00
September	\$3,884,534.00	\$0.00
October	\$4,101,062.00	\$0.00
November	\$4,195,569.00	\$0.00
December	\$4,179,398.00	\$0.00
January	\$4,996,997.00	\$0.00
February	\$5,539,312.00	\$0.00
March	\$5,778,807.00	\$0.00
April	\$6,433,430.00	\$0.00
May	\$6,463,237.00	\$0.00
June	\$6,077,776.00	\$0.00
<b>Increase/Decrease to date</b>		<b>\$709,617.00</b>

Stilwell Public Schools  
General Fund Monthly Deposit Comparison Report

Month	Deposits 2024-25	Deposits 2025-26
July	\$380,867.00	\$386,302.00
August	\$1,546,225.00	\$1,052,042.00
September	\$1,119,049.00	\$0.00
October	\$1,698,701.00	\$0.00
November	\$1,443,916.00	\$0.00
December	\$1,402,004.00	\$0.00
January	\$2,297,730.00	\$0.00
February	\$1,867,041.00	\$0.00
March	\$1,528,367.00	\$0.00
April	\$2,032,412.00	\$0.00
May	\$1,569,936.00	\$0.00
June	\$1,737,365.00	\$0.00
<b>Decrease/Increase</b>		<b>-\$488,748.00</b>

**Stilwell Public Schools**  
**General Fund Monthly Payroll and Claims Comparison Report**

Month	2025	2026	2025	2026
	<b>PAYROLL</b>		<b>CLAIMS</b>	
July	\$258,817.00	\$327,531.00	\$271,041.00	\$439,765.00
August	\$1,041,303.00	\$1,134,230.00	\$613,924.00	\$523,625.00
September	\$1,062,248.00	\$0.00	\$551,213.00	\$0.00
October	\$1,076,255.00	\$0.00	\$406,197.00	\$0.00
November	\$1,078,321.00	\$0.00	\$271,089.00	\$0.00
December	\$1,206,713.00	\$0.00	\$211,463.00	\$0.00
January	\$1,070,922.00	\$0.00	\$409,208.00	\$0.00
February	\$1,062,103.00	\$0.00	\$262,623.00	\$0.00
March	\$1,083,483.00	\$0.00	\$205,390.00	\$0.00
April	\$1,108,277.00	\$0.00	\$269,242.00	\$0.00
May	\$1,205,012.00	\$0.00	\$335,480.00	\$0.00
June	\$2,017,469.00	\$0.00	\$108,802.00	\$0.00
<b>Total for Year</b>	<b>\$ 13,270,923.00</b>	<b>\$1,461,761.00</b>	<b>\$3,915,672.00</b>	<b>\$963,390.00</b>
<b>Increase/Decrease</b>	<b>\$161,641.00</b>		<b>\$78,425.00</b>	

## Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 7/1/2025 - 8/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
951 GSOFFICE	\$0.00	\$23.80	\$10,357.61	\$3,591.22	\$6,790.19	\$1,792.96	\$4,997.23
952 GS 4-H	\$0.00	\$0.00	\$1,398.36	\$0.00	\$1,398.36	\$0.00	\$1,398.36
953 GS YEARBOOK	\$0.00	\$100.00	\$250.10	\$0.00	\$350.10	\$0.00	\$350.10
954 GSLIBRARY	\$0.00	\$0.00	\$6,419.01	\$0.00	\$6,419.01	\$0.00	\$6,419.01
955 GS MENSA	\$0.00	\$0.00	\$359.53	\$0.00	\$359.53	\$0.00	\$359.53
956 PREOFFICE	\$0.00	\$2,406.51	\$5,927.79	\$1,111.49	\$7,222.81	\$1,543.87	\$5,678.94
957 4TH GRADE	\$0.00	\$0.00	\$223.51	\$0.00	\$223.51	\$0.00	\$223.51
958 GS ATHLETICS	\$0.00	\$0.00	\$3,205.68	\$0.00	\$3,205.68	\$349.95	\$2,855.73
959 GS ART CLUB	\$0.00	\$0.00	\$1,457.17	\$0.00	\$1,457.17	\$0.00	\$1,457.17
960 GSKINDER	\$0.00	\$0.00	\$3.00	\$0.00	\$3.00	\$0.00	\$3.00
961 BIRTH CERTIFICATES/SUPPLIES	\$0.00	\$0.00	\$5.74	\$0.00	\$5.74	\$0.00	\$5.74
962 Cherokee NATION donations	\$0.00	\$0.00	\$1,624.70	\$0.00	\$1,624.70	\$0.00	\$1,624.70
963 GRADE SCHOOL MUSIC	\$0.00	\$7.00	\$3,204.93	\$0.00	\$3,211.93	\$0.00	\$3,211.93
964 GS HOSPITALITY	\$0.00	\$55.00	\$895.99	\$0.00	\$950.99	\$0.00	\$950.99
966 Science Lab	\$0.00	\$0.00	\$176.75	\$0.00	\$176.75	\$0.00	\$176.75
967 Elem CHEROKEE CLUB	\$0.00	\$0.00	\$1,113.70	\$0.00	\$1,113.70	\$0.00	\$1,113.70
968 Miscellaneous Elem site	\$0.00	\$3,000.00	\$1,309.11	\$27.96	\$4,281.15	\$0.00	\$4,281.15
970 Bus Barn Crew	\$0.00	\$0.00	\$38.69	\$0.00	\$38.69	\$0.00	\$38.69
<b>Total</b>	<b>\$0.00</b>	<b>\$5,592.31</b>	<b>\$37,971.37</b>	<b>\$4,730.67</b>	<b>\$38,833.01</b>	<b>\$3,686.78</b>	<b>\$35,146.23</b>

Grade School Account Balances as of 8-31-2025

**STILWELL PUBLIC SCHOOLS****Revenue/Expenditure Summary****Options:** Fund: 61, Date Range: 7/1/2025 - 8/31/2025

	<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>
901 OFFICE	\$0.00	\$823.88	\$11,064.79	\$2,465.65	\$9,423.02	\$2,217.57	\$7,205.45
902 ATHLETICS	\$0.00	\$50.00	\$25,017.48	\$1,912.05	\$23,155.43	\$83.70	\$23,071.73
903 BAND	\$0.00	\$0.00	\$424.29	\$0.00	\$424.29	\$0.00	\$424.29
904 CHORUS	\$0.00	\$0.00	\$57.68	\$0.00	\$57.68	\$0.00	\$57.68
905 FCS	\$0.00	\$0.00	\$103.55	\$0.00	\$103.55	\$0.00	\$103.55
906 LIBRARY	\$0.00	\$0.00	\$77.69	\$0.00	\$77.69	\$0.00	\$77.69
907 NEWSPAPER	\$0.00	\$0.00	\$96.86	\$0.00	\$96.86	\$0.00	\$96.86
909 7TH & 8TH CHEER	\$0.00	\$440.00	\$4,968.49	\$0.00	\$5,408.49	\$1,167.64	\$4,240.85
910 MS WRESTLING	\$0.00	\$0.00	\$174.34	\$0.00	\$174.34	\$0.00	\$174.34
911 SCIENCE	\$0.00	\$0.00	\$28.58	\$0.00	\$28.58	\$0.00	\$28.58
912 STUDENT COUNCIL	\$0.00	\$623.90	\$3,758.95	\$0.00	\$4,382.85	\$970.31	\$3,412.54
913 YEARBOOK	\$0.00	\$0.00	\$1,147.09	\$0.00	\$1,147.09	\$0.00	\$1,147.09
914 4-H	\$0.00	\$0.00	\$332.72	\$0.00	\$332.72	\$0.00	\$332.72
915 TECH ED	\$0.00	\$2,269.12	\$2,363.17	\$3,138.49	\$1,493.80	\$0.00	\$1,493.80
916 MATHCOUNT	\$0.00	\$0.00	\$205.28	\$0.00	\$205.28	\$0.00	\$205.28
917 MULTI-HANDICAPPED	\$0.00	\$0.00	\$12.00	\$0.00	\$12.00	\$0.00	\$12.00
918 SPECIAL OLYMPICS	\$0.00	\$0.00	\$125.38	\$0.00	\$125.38	\$0.00	\$125.38
919 SPECIAL ED	\$0.00	\$0.00	\$14.11	\$0.00	\$14.11	\$0.00	\$14.11
920 LEADER IN ME	\$0.00	\$0.00	\$592.94	\$0.00	\$592.94	\$0.00	\$592.94
921 MSINDIAN	\$0.00	\$0.00	\$112.41	\$0.00	\$112.41	\$0.00	\$112.41
924 FCCLA	\$0.00	\$0.00	\$3,029.06	\$105.00	\$2,924.06	\$1,404.96	\$1,519.10
925 SMS ACADEMIC TEAM	\$0.00	\$200.00	\$672.77	\$0.00	\$872.77	\$0.00	\$872.77
927 SCIENCE LAB	\$0.00	\$0.00	\$1,708.58	\$0.00	\$1,708.58	\$0.00	\$1,708.58
928 ARCHERY	\$0.00	\$0.00	\$40.82	\$0.00	\$40.82	\$0.00	\$40.82
929 8th Grade Class	\$0.00	\$1,693.75	\$2,096.89	\$500.00	\$3,290.64	\$290.14	\$3,000.50
931 MS Softball	\$0.00	\$0.00	\$36.10	\$0.00	\$36.10	\$0.00	\$36.10
935 SMS History/Travel Club	\$0.00	\$0.00	\$2,319.44	\$0.00	\$2,319.44	\$0.00	\$2,319.44
936 6th Grade Class	\$0.00	\$0.00	\$200.99	\$0.00	\$200.99	\$0.00	\$200.99
937 7th Grade Class	\$0.00	\$0.00	\$51.74	\$0.00	\$51.74	\$0.00	\$51.74
938 5th Grade Class	\$0.00	\$0.00	\$304.30	\$0.00	\$304.30	\$0.00	\$304.30
939 E-Sports -Middle School	\$0.00	\$0.00	\$1,285.96	\$0.00	\$1,285.96	\$0.00	\$1,285.96
961 BIRTH CERTIFICATES/SUPPLIES	\$0.00	\$0.00	\$15.00	\$0.00	\$15.00	\$0.00	\$15.00
<b>Total</b>	<b>\$0.00</b>	<b>\$6,100.65</b>	<b>\$62,439.45</b>	<b>\$8,121.19</b>	<b>\$60,418.91</b>	<b>\$6,134.32</b>	<b>\$54,284.59</b>

Middle School Account Balances as of 8/31/2025

## HS Activity as 8-31-2025

## Revenue/Expenditure Summary

1 of 2

Options: Fund: 60, Date Range: 7/1/2025 - 8/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 OFFICE	\$0.00	\$3,784.16	\$15,489.18	\$4,844.51	\$14,428.83	\$1,049.60	\$13,379.23
802 ATHLETIC	\$0.00	\$8,739.05	\$28,236.03	\$11,216.48	\$25,758.60	\$3,982.79	\$21,775.81
803 FCCLA	\$0.00	\$2,158.00	\$11,336.39	\$327.61	\$13,166.78	\$4,871.75	\$8,295.03
804 BAND	\$0.00	\$9,065.03	\$1,850.40	\$1,844.98	\$9,070.45	\$1,226.49	\$7,843.96
805 S.A.I.L. (Alt Ed)	\$0.00	\$0.00	\$534.50	\$0.00	\$534.50	\$237.20	\$297.30
806 LIBRARY	\$0.00	\$0.00	\$75.02	\$0.00	\$75.02	\$0.00	\$75.02
807 JR CLASS	\$0.00	\$0.00	\$5,292.68	\$0.00	\$5,292.68	\$1,678.58	\$3,614.10
808 FFA	\$0.00	\$32,803.25	\$4,168.01	\$539.99	\$36,431.27	\$771.59	\$35,659.68
809 Pom Squad	\$0.00	\$230.00	\$1,657.00	\$790.97	\$1,096.03	\$78.95	\$1,017.08
810 MISCELLANEOUS	\$0.00	\$1,506.83	\$4,278.29	\$545.93	\$5,239.19	\$373.42	\$4,865.77
811 STUDENT COUNCIL	\$0.00	\$0.00	\$243.97	\$0.00	\$243.97	\$0.00	\$243.97
812 AG MECH	\$0.00	\$0.00	\$4,182.65	\$0.00	\$4,182.65	\$150.00	\$4,032.65
813 SPEECH-DRAMA	\$0.00	\$0.00	\$1,422.18	\$0.00	\$1,422.18	\$71.12	\$1,351.06
814 YEARBOOK	\$0.00	\$880.00	\$507.95	\$0.00	\$1,387.95	\$0.00	\$1,387.95
815 CHORUS	\$0.00	\$0.00	\$660.19	\$0.00	\$660.19	\$0.00	\$660.19
816 CHEER	\$0.00	\$0.00	\$7,344.20	\$0.00	\$7,344.20	\$1,903.38	\$5,440.82
817 4-H SHOOTING SPORTS	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	\$0.00	\$1.00
818 CHANGE	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
819 HORTICULTURE	\$0.00	\$0.00	\$516.40	\$0.00	\$516.40	\$0.00	\$516.40
820 HISTORY CLUB	\$0.00	\$0.00	\$1,106.32	\$0.00	\$1,106.32	\$0.00	\$1,106.32
822 KEY CLUB	\$0.00	\$0.00	\$2,679.55	\$0.00	\$2,679.55	\$0.00	\$2,679.55
824 FFA Shooting Sports	\$0.00	\$0.00	\$98.59	\$0.00	\$98.59	\$0.00	\$98.59
825 Digital Media Club	\$0.00	\$0.00	\$17.31	\$0.00	\$17.31	\$0.00	\$17.31
826 INDIAN HERITAGE	\$0.00	\$0.00	\$207.00	\$0.00	\$207.00	\$0.00	\$207.00
829 FCA	\$0.00	\$0.00	\$401.24	\$0.00	\$401.24	\$0.00	\$401.24
830 OUTDOOR CLASSROOM	\$0.00	\$0.00	\$128.23	\$0.00	\$128.23	\$0.00	\$128.23
833 SPANISH	\$0.00	\$225.00	\$336.14	\$432.72	\$128.42	\$0.00	\$128.42
836 BETA CLUB	\$0.00	\$0.00	\$395.24	\$0.00	\$395.24	\$0.00	\$395.24
837 MOVEWELL	\$0.00	\$0.00	\$2,770.85	\$0.00	\$2,770.85	\$0.00	\$2,770.85
839 SPECIAL NEEDS	\$0.00	\$111.00	\$773.33	\$0.00	\$884.33	\$261.69	\$622.64
840 SPECIAL OLYMPICS	\$0.00	\$0.00	\$4,323.99	\$0.00	\$4,323.99	\$0.00	\$4,323.99
842 SCIENCE LAB	\$0.00	\$394.00	\$2,419.45	\$390.75	\$2,422.70	\$153.75	\$2,268.95
843 SLOW PITCH SOFTBALL	\$0.00	\$0.00	\$1,780.64	\$584.85	\$1,195.79	\$0.00	\$1,195.79
845 SHS 4-H	\$0.00	\$0.00	\$170.62	\$0.00	\$170.62	\$0.00	\$170.62
847 E-SPORTS	\$0.00	\$0.00	\$743.61	\$0.00	\$743.61	\$0.00	\$743.61
848 FOOTBALL FUNDRAISER	\$0.00	\$6,604.00	\$11,113.00	\$3,999.00	\$13,718.00	\$4,208.95	\$9,509.05
849 GOLF FUNDRAISER	\$0.00	\$0.00	\$2,279.13	\$0.00	\$2,279.13	\$0.00	\$2,279.13
850 POWERLIFTING FUNDRAISER	\$0.00	\$0.00	\$1,608.29	\$0.00	\$1,608.29	\$0.00	\$1,608.29
851 BASEBALL FUNDRAISER	\$0.00	\$0.00	\$805.43	\$0.00	\$805.43	\$0.00	\$805.43
852 SOCCER FUNDRAISER	\$0.00	\$0.00	\$770.91	\$0.00	\$770.91	\$0.00	\$770.91
853 GIRLS WRESTLING	\$0.00	\$0.00	\$158.08	\$0.00	\$158.08	\$0.00	\$158.08
854 GIRLS BASKETBALL FUNDRAISER	\$0.00	\$0.00	\$1,627.71	\$0.00	\$1,627.71	\$0.00	\$1,627.71
855 BOYS/GIRLS WRESTLING	\$0.00	\$0.00	\$5,365.62	\$0.00	\$5,365.62	\$0.00	\$5,365.62
856 AP ENGLISH	\$0.00	\$0.00	\$313.28	\$0.00	\$313.28	\$0.00	\$313.28
857 SHS FISHING ACCOUNT	\$0.00	\$0.00	\$195.87	\$0.00	\$195.87	\$0.00	\$195.87
858 SHS ART CLUB	\$0.00	\$0.00	\$1,477.58	\$0.00	\$1,477.58	\$0.00	\$1,477.58
861 CHEROKEE LANGUAGE CLUB	\$0.00	\$1,229.00	\$3,814.67	\$1,200.00	\$3,843.67	\$313.63	\$3,530.04
862 EF TOURS FUND	\$0.00	\$0.00	\$1,200.40	\$0.00	\$1,200.40	\$0.00	\$1,200.40
863 AP HISTORY	\$0.00	\$0.00	\$421.00	\$0.00	\$421.00	\$0.00	\$421.00
864 TRACK/CROSS CO FUNDRAISER	\$0.00	\$0.00	\$3,276.17	\$43.50	\$3,232.67	\$0.00	\$3,232.67
865 BOYS BASKETBALL	\$0.00	\$0.00	\$1,039.88	\$75.68	\$964.20	\$0.00	\$964.20
866 ACADEMIC TEAM	\$0.00	\$60.00	\$412.55	\$0.00	\$472.55	\$0.00	\$472.55
867 RODEO CLUB	\$0.00	\$0.00	\$56.57	\$0.00	\$56.57	\$0.00	\$56.57
868 ARCHERY	\$0.00	\$0.00	\$0.69	\$0.00	\$0.69	\$0.00	\$0.69
869 CHROME DREAMS	\$0.00	\$0.00	\$793.46	\$0.00	\$793.46	\$0.00	\$793.46
870 SMS CHORUS	\$0.00	\$0.00	\$143.88	\$0.00	\$143.88	\$0.00	\$143.88
871 TRACTOR	\$0.00	\$0.00	\$1,045.06	\$837.85	\$207.21	\$0.00	\$207.21

## Revenue/Expenditure Summary

2 of 2

Options: Fund: 60, Date Range: 7/1/2025 - 8/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
872 STEM -H.S.	\$0.00	\$0.00	\$482.88	\$0.00	\$482.88	\$0.00	\$482.88
873 ARVEST class grant winner	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$500.00
874 Girl UP Club	\$0.00	\$0.00	\$317.57	\$0.00	\$317.57	\$0.00	\$317.57
875 Stilwell Booster Foundation	\$0.00	\$0.00	\$7,025.44	\$407.90	\$6,617.54	\$0.00	\$6,617.54
876 SHS Volleyball	\$0.00	\$998.90	\$621.16	\$254.75	\$1,365.31	\$0.00	\$1,365.31
<b>Total</b>	<b>\$0.00</b>	<b>\$69,288.22</b>	<b>\$154,814.43</b>	<b>\$28,837.47</b>	<b>\$195,265.18</b>	<b>\$21,332.89</b>	<b>\$173,932.29</b>

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): Building, Date Range: 7/1/2025 - 6/30/2026, PO Range: 17 - 30

PO No	Date	Vendor No	Vendor	Description	Amount
17	09/12/2025	4354	Wheeler Electric, LLC	Work at football field Press box score board	100.00
18	09/12/2025	9437	Vision Painting Inc	Striping the parking lot at the football field	4,100.00
19	09/12/2025	9424	Eric James Stewart	Welding on bleachers	535.00
<b>Non-Payroll Total:</b>					<b>\$4,735.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$4,735.00</b>

## Purchase Order Register

Options: Year: 2025-2026, Fund(s): GENERAL FUND, Date Range: 7/1/2025 - 6/30/2026, PO Range: 420 - 450

PO No	Date	Vendor No	Vendor	Description	Amount
420	09/08/2025	2047	BSN Sports	Wrestling Gear for HS/JH Teams	35,050.00
421	09/08/2025	2870	Julie Newman	Mileage	225.71
422	09/08/2025	3670	Tricia Christie	Mileage to Tahlequah JOM	28.97
423	09/08/2025	2047	BSN Sports	basketball gear	1,200.00
424	09/08/2025	4802	Riverside Insights	8th Grade IQ Test.	496.40
425	09/08/2025	2938	Shamekah Hargis	774-NAM Grant mileage - travel on the reservation	35.63
426	09/08/2025	9283	Levita Unger	774-NAM Grant mileage- travel on the reservation	12.58
427	09/08/2025	9284	Elizabeth Ketcher	774-NAM Grant mileage - travel on the reservation	27.25
428	09/12/2025	2410	American Book Company, Inc.	Oklahoma CCRA Success in US History curriculum	1,582.00
429	09/13/2025	107	Andy Kimble	Reimbursement for mileage	267.46
430	09/13/2025	9093	Adobe Inc	NYCP Grant 775 Purchasing 100 licenses	2,496.00
431	09/13/2025	3556	C & J's T- Shirt Shop & More	T-shirts and Hoodies	2,558.00
432	09/13/2025	4028	Ralph Keen	Legal Services - Contracts	825.00
433	09/14/2025	9439	Laticia Morrison	JOM Parent Committee	100.00
434	09/14/2025	9440	Allison Ferrell	JOM Parent Committee	100.00
435	09/15/2025	9363	Ed Kennedy	Grant Writing Fee - 21st Century	15,000.00
436	09/15/2025	424	Means Furniture	College and Career	2,000.00
<b>Non-Payroll Total:</b>					<b>\$62,005.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$62,005.00</b>

**CONTRACT FOR OKLAHOMA SCHOOL-BASED HEALTH SERVICES PROGRAM BETWEEN [ENTER SCHOOL SYSTEM NAME] AND PUBLIC CONSULTING GROUP LLC (PCG)**

Stilwell Public Schools

Participating School District

1801 West Locust

Street Address

Stilwell

City

OK

State

74960

Zip Code

This Agreement is made by and between Public Consulting Group LLC ("PCG"), and the above-referenced School District ("the DISTRICT") as of July 1, 2025 ("Effective Date").

**WHEREAS**, the DISTRICT is a public school district that employs or contracts with health care providers to provide school-based health-related services to students including special-needs students; and

**WHEREAS**, the DISTRICT requires assistance in billing Medicaid for covered services that are provided to Medicaid-eligible students, and in collecting amounts billed; and

**WHEREAS**, OSDE is duly authorized to administer the Medicaid School-Based Health Services (SBHS) program pursuant to its June 2017 contract with the Oklahoma Health Care Authority ("OHCA") (the "Authorizing Agreement"); and

**WHEREAS**, PCG is duly authorized to provide Medicaid claiming services to the DISTRICT, pursuant to its contract with OSDE (Purchase Order 2659019714 (the "PCG Contract"); and;

**WHEREAS**, pursuant to the Authorizing Agreement and PCG Contract, in order to participate in the OSDE administered SBHS program, DISTRICT must record all health-related services they provide to special education students as well as the necessary claims support documentation in OK EDPlan™ (which include EasyTrac™); and the PCG Claiming System; and

**WHEREAS**, the DISTRICT wishes to participate in the SBHS program and allow PCG to coordinate Medicaid Administrative Claim (MAC) activities and for the DISTRICT to receive Medicaid claiming services from PCG pursuant to the terms and conditions contained in this Agreement and in accordance with Authorizing Agreement and the PCG Contract; and

**THEREFORE**, OSDE, PCG, and the DISTRICT agree to the terms and conditions set forth in this Agreement.

**I. SCOPE OF SERVICES**

- A. PCG will perform the services and fulfill the operational responsibilities assigned to it in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Agreement. The DISTRICT and OSDE will perform the services and fulfill the responsibilities assigned to them respectively in the attached **Exhibit A** and **Exhibit B**, in accordance with the terms and conditions of this Agreement. However, PCG's performance of the services described in the attached **Exhibit A** and **Exhibit B** is expressly conditioned upon the DISTRICT's performance of its responsibilities and upon OSDE's performance of its responsibilities under the Agreement and above-referenced **Exhibit A** and **Exhibit B**.
- B. The parties to this Agreement may expand the scope of this Agreement to include other products or services offered by PCG, and to specify rates of payment for such products or services, by means of amendments to this Agreement.
- C. Additional scope of work if requested by the DISTRICT. As a participant in the OSDE SBHS program, districts will have the option to receive disability evaluation support through third party vendor PresenceLearning. This includes the following services:
- Direct evaluation support to Participating Districts of the OSDE Medicaid Program
  - Virtual Evaluations
  - Priority will be eligibility evaluations, followed by additional areas dictated by OSDE
  - District Engagement
  - Performance Reporting (Monthly)
  - Service Assessments and Feedback

**II. TERM**

- A. The term of this Agreement (the "Term") shall commence on the Effective Date and shall continue through June 30, 2026.
- B. Notwithstanding the foregoing, this Agreement will expire automatically upon the expiration or termination of the PCG Contract or the Authorizing Agreement, whichever occurs earlier.

**III. CLAIMING AND COMPENSATION PROCEDURES**

- A. Pursuant to the Authorizing Agreement, the PCG Contract, and this Agreement, including the exhibits hereto, PCG will submit Medicaid

reimbursement and quarterly MAC claims to OHCA on behalf of the OSDE and all DISTRICTs participating in the SBHS program.

- B. Pursuant to Article 5.1.C of the Authorizing Agreement, for services rendered on or after July 1, 2018, OHCA will make fee-for-service payments directly to the DISTRICT, within 45 days of submission of a clean claim, and OCHA will invoice the DISTRICT for the State share of all such payments.
- C. For fee-for-service claims the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA on account of the above-referenced claims, as compensation for PCG services.
  - a. PCG shall invoice the DISTRICT only after reimbursement has been received by the DISTRICT. Each invoice shall state the nature of the reimbursement received, the date of reimbursement, and the time period of the services provided by PCG.
- D. For MAC the DISTRICT hereby agrees to pay PCG 10% of the federal share amounts received from OHCA, as compensation for PCG services.
- E. Upon expiration or termination of this Agreement, PCG shall be entitled to payments for services provided prior to termination. The parties acknowledge that one or more invoices may be submitted or recouped by PCG after the termination date, following reimbursements received by the DISTRICT on account of such services. Accordingly, the parties agree that the provisions associated with PCG's compensation shall survive expiration or termination of this Agreement.
- F. This Agreement provides a mechanism for payment to the DISTRICT by OHCA (through OSDE and PCG) using federal funds from CMS, and the parties agree that it in no way creates a requirement for OHCA to reimburse any DISTRICT from OHCA state funds.

#### IV. DISALLOWANCES

If a reimbursement is disallowed after it was paid to the DISTRICT, PCG shall return to the DISTRICT any fees that were paid to PCG by the DISTRICT under Section III.C & D with respect to the disallowed reimbursement in accordance with the following terms:

- A. For disallowances on claims attributable to errors or omissions caused by PCG, PCG will work with the DISTRICT and take all reasonable actions to challenge the disallowance.

- B. PCG shall not be obligated to reimburse the DISTRICT for a disallowance if the DISTRICT, OSDE, or OHCA does not allow PCG to fully participate in the review and audit process.
- C. PCG shall not be obligated to reimburse the DISTRICT for any disallowance resulting from the errors, acts, or omissions of the DISTRICT. PCG's billing or preparing any MAC claim on behalf of the DISTRICT is in good faith and the data DISTRICT enters is processed by PCG on an "as is" basis. The DISTRICT warrants that (i) service data entered into OK EDPlan and/or the PCG Claiming System and supporting claiming data furnished is accurate and complete and that (ii) the DISTRICT has appropriate records to substantiate claims submitted on their behalf by PCG.
- D. Subject to the terms provided in this Section, in the event claims are disallowed as a result of PCG's errors or omissions and federal funds are returned and all avenues for contesting the disallowance have been exhausted, PCG shall refund to DISTRICT an amount no greater than the amount paid by the DISTRICT to PCG on the amount disallowed and will not otherwise be liable for any further amount. Notwithstanding anything to the contrary, for the auditing process on claims attributable to errors or omissions caused by PCG, PCG shall bear the cost of such defense.

V. RECORDS

- A. Upon reasonable written notice, which will be no less than ten (10) business days, unless circumstances require a more rapid response at which time the parties will mutually agree on a response deadline based on the size, scope and urgency of the request, PCG shall allow the DISTRICT and OSDE and any of their duly authorized representatives or agents reasonable access to any records of PCG that are pertinent to this Agreement for the purposes of audits or examinations, provided that (i) any audit or examination requiring physical access to PCG's records shall take place during PCG's normal business hours of operation and in a commercially reasonable manner; and (ii) absent exigent circumstances, neither the DISTRICT nor OSDE shall request more than one (1) audit or investigation within a calendar year.
- B. PCG shall maintain its records relating to this Agreement for a period of at least six (6) years from the date of service or claim payment, whichever is greater. For fee-for-service claims, upon expiration or termination of the Agreement, and if the DISTRICT elects not to participate in the next successive term, PCG will provide the DISTRICT a zip file via SFTP file transfer to include claims information in either text format or Excel format going back six (6) years from the date of expiration or termination. If additional years are required, a different file format, and/or a delivery method other than SFTP is requested, PCG will provide the DISTRICT data

in the requested date range and format and charge per hour to do so. The hours to complete the work will be priced at the prevailing PCG developer rates. The DISTRICT shall be obligated to pay prior to delivery of the data.

## **VI. CONFIDENTIALITY**

- A.** The parties recognize that this Agreement concerns the use of information subject to federal and state laws including the Family Educational Rights and Privacy Act (“**FERPA**”) and the Individuals with Disabilities Education Act (“**IDEA**”).
- B.** The parties shall comply with the requirements of applicable federal and state laws relating to the confidentiality of information and agree to amend this Agreement as may be necessary to reflect changes in the applicable law.
- C.** PCG shall request from the DISTRICT, and the DISTRICT shall provide to PCG, only such information as is reasonably necessary to effectuate the purposes of this Agreement. PCG shall take steps to safeguard all confidential information that it receives or creates pursuant to this Agreement.
- D.** PCG shall not use confidential information received from the DISTRICT identifying individual students for any purpose other than the purposes of this Agreement or other purposes expressly directed or allowed by the DISTRICT in a writing signed by the DISTRICT, and shall immediately notify the DISTRICT (unless otherwise prohibited by applicable law) if such confidential information is subpoenaed or requested by a third party, or otherwise required to be disclosed by a lawful court order or by operation of law, or is improperly used, copied, or removed.
- E.** If the DISTRICT determines it necessary in order to comply with its obligations under law, the DISTRICT may examine facilities, systems, procedures, and records of PCG to the extent necessary in order to confirm the adequacy of security measures as they relate to this Agreement, subject to adequate advance written notice of no less than ten (10) business days and any examination requiring physical access to PCG’s facilities or records shall take place during PCG’s normal business hours of operation and in a commercially reasonable manner.
- F.** Upon expiration or termination of this Agreement, and subject to Section V.B above, PCG shall use reasonable and secure means to return or destroy (as directed in writing by the DISTRICT) all documentary information protected by federal or state confidentiality laws that was received or created by PCG under this Agreement. To the extent that destruction or return is not feasible, PCG will continue to extend the protections of the

Agreement to such information and limit its further use, until such time as destruction or return is feasible.

- G. Nothing in this Agreement is intended to confer any rights, remedies, obligations, or liabilities upon anyone other than the DISTRICT, PCG, and their respective successors and assigns.

## VII. TERMINATION

This Agreement may be terminated before the end of the term specified in Section II, as follows:

- A. **For Convenience:** The DISTRICT or OSDE may terminate the Agreement for convenience only if the DISTRICT or OSDE determines that termination is in the best interest of the party. The DISTRICT or OSDE shall terminate the Contract for convenience by delivering to PCG a Notice of Termination for Convenience specifying the terms and effective date of Agreement termination. The Agreement termination date shall be a minimum of 30 days from the date the Notice of Termination for Convenience is issued by the DISTRICT or OSDE.
- B. **For Cause:** Any party may terminate this Agreement if another party materially breaches its terms. This provision applies only if the non-breaching party provides written notice to the breaching party, and allows at least five (5) business days to cure the breach before the effective date of termination stated in the notice.
- C. **Authorizing Agreement:** PCG or OSDE may terminate this Agreement immediately upon written notice in the event that the PCG Contract or the Authorizing Agreement is terminated or materially amended in such a manner as to materially affect the purpose of, or obligations set forth in, this Agreement.
- D. **Provider Qualifications:** PCG or OSDE may terminate this Agreement immediately in the event that a health care provider for the DISTRICT fails to maintain appropriate licensure or other qualifications for providing covered services.
- E. **DISTRICT Qualifications:** PCG or OSDE may terminate this Agreement immediately in the event that the DISTRICT fails to maintain appropriate qualifications for participating in the program.

## VIII. OWNERSHIP INTERESTS AND LICENSE

Subject to the terms and conditions of this Agreement, including the DISTRICTS's performance of its obligations hereunder, PCG shall license its

proprietary systems (i) EasyTrac (including application and related supporting services) and/or (ii) PCG Claiming System to the DISTRICT, as more fully described below.

A. Definitions:

- (i) "EasyTrac" means: (i) the Internet-based services described herein; (ii) all products related to such services; and (iii) the Documentation developed by PCG for distribution and use in combination with the foregoing.
- (ii) "PCG Claiming System" means: (i) the Internet-based system PCG uses for MAC herein; (ii) all Random Moment Time Study and cost reporting services; and (iii) the Documentation developed by PCG for distribution and use in combination with the foregoing.

- B. PCG grants to the DISTRICT, and the DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable right and license, during the Term only, to access via the Internet and use EasyTrac and/or the PCG Claiming System to the extent reasonably necessary in performing related service coordination functions.
- C. PCG grants to DISTRICT, and DISTRICT accepts, a non-exclusive, non-transferable, non-sublicensable royalty-free license under PCG's copyrights in PCG's documentation, during the Term only: (i) to incorporate PCG's documentation, in whole or in part, into other written materials prepared by or for the DISTRICT with respect to EasyTrac and/or the PCG Claiming System; and (ii) to reproduce and distribute modified and original versions of PCG's documentation, in hard copy or in an on-line format, as part of the DISTRICT's documentation for EasyTrac and/or the PCG Claiming System, and, if such DISTRICT's documentation is in an on-line format, allow the DISTRICT users to make print copies of the same.
- D. The DISTRICT shall not use or grant to any person or entity other than authorized the DISTRICT users the right to use EasyTrac and/or the PCG Claiming System, which users shall be subject to the terms set forth herein. The DISTRICT shall not distribute, market, or sublicense EasyTrac and/or the PCG Claiming System and shall not permit any DISTRICT user or third party to do so.
- E. The DISTRICT shall ensure that appropriate proprietary notices indicating PCG's intellectual property rights in EasyTrac and/or the PCG Claiming System and related documentation are placed on all copies of written materials distributed by the DISTRICT relating thereto. Examples of such documentation include training materials and manuals. The DISTRICT shall not remove, modify, or suppress any confidentiality legends or proprietary notices placed on or contained within EasyTrac and/or the PCG

Claiming System, and shall not permit any DISTRICT user or third party to do so.

- F. The DISTRICT shall not distribute any PCG documentation or intellectual property made available through this Agreement to any individual or organization that is not part of the DISTRICT or an authorized DISTRICT user and shall not permit any DISTRICT user or third party to do so.
- G. The DISTRICT shall not transfer, rent, or permit access to EasyTrac and/or the PCG Claiming System to any third party, and shall not permit any DISTRICT user or third party to do so.
- H. The DISTRICT shall not modify, decompile, disassemble, or otherwise attempt to reverse engineer EasyTrac and/or the PCG Claiming System or any portion thereof, and shall not permit any DISTRICT user or third party to do so.
- I. The DISTRICT shall not circumvent any security protection within EasyTrac™ and/or the PCG Claiming System, and shall not permit any DISTRICT user or third party to do so.
- J. Subject to the license rights granted to the DISTRICT by this Section, all right, title, and interest in and to EasyTrac and/or the PCG Claiming System, including the intellectual property rights and technology inherent in EasyTrac and/or the PCG Claiming System, are and at all times will remain the sole and exclusive property of PCG. No right to use, print, copy, distribute, integrate, or display EasyTrac and/or the PCG Claiming System, in whole or in part, is granted in this Agreement, except as is explicitly provided in this Agreement. Nothing contained in this Agreement will directly or indirectly be construed to assign or grant to the DISTRICT any right, title, or interest in or to PCG's intellectual property rights or other rights in and to EasyTrac and/or the PCG Claiming System or PCG's trademarks. Except as expressly authorized by this Agreement, the DISTRICT shall not use, display, copy, distribute, modify, or sublicense EasyTrac and/or the PCG Claiming System. PCG reserves all rights not expressly granted to the DISTRICT by this Agreement.
- K. The DISTRICT acknowledges that PCG is and shall remain the owner of all rights, title, and interest in and to each of PCG's trademarks in any form or embodiment thereof and is also the owner of all goodwill associated with PCG's trademarks. All goodwill generated by the DISTRICT's use of EasyTrac and/or the PCG Claiming System with respect to PCG's trademarks shall inure exclusively to the benefit of PCG. The DISTRICT shall promptly notify PCG of any third-party infringements of any of the PCG trademarks used in connection with EasyTrac and/or the PCG Claiming System, or any act of unfair competition by third parties relating

to the PCG trademarks, within a reasonable time of the DISTRICT's knowledge of such infringements or acts.

- L. PCG reserves the sole and exclusive right at its discretion to assert claims against third parties for infringement or misappropriation of its intellectual property rights in EasyTrac and/or the PCG Claiming System.

#### **IX. LIABILITY AND INSURANCE**

- A. PCG shall defend, indemnify, and hold harmless the DISTRICT and OSDE from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against the DISTRICT or OSDE, employees, or agents arising from or connected with a claim, related to this Agreement, that any EasyTrac and/or the PCG Claiming System infringes any valid patent, copyright, trade secret, or other intellectual property right under the laws of the United States, provided that the DISTRICT and OSDE promptly notifies PCG, in writing, of the suit, claim, or proceeding, or threat of suit, claim, or proceeding, and provides PCG with reasonable assistance for the defense of the suit, claim, or proceeding. PCG will have sole control of the defense of any claim and all negotiations for settlement or compromise.
- B. To the extent permitted by applicable law, the DISTRICT shall defend, indemnify, and hold harmless PCG from and against any suit, proceeding, assertion, damage, cost, liability, and expense (including court costs and reasonable attorneys' fees) incurred as a result of claims by a third party against PCG, employees, or agents arising from or connected with any acts or omissions by the DISTRICT.
- C. PCG shall not be liable to the DISTRICT and OSDE for consequential, incidental, exemplary, special or punitive damages resulting from or relating to the Agreement, whether based on breach of contract, tort, or otherwise, even if such party has been advised of the possibility of such damages. Under no circumstances shall PCG's aggregate liability under this Agreement exceed an amount equal to the total compensation paid to PCG pursuant to this Agreement. PCG will maintain adequate insurance coverage for purposes of this Agreement, including commercial general liability, worker's compensation, and errors and omissions liability insurance. PCG will provide to the DISTRICT a certificate of insurance upon request. Such certificate shall provide for thirty (30) days' notice prior to modification of terms or termination.

**X. SUCCESSORS AND ASSIGNEES**

- A. The parties each binds itself, its associates, partners, successors, assigns, and legal representatives to the other parties to this Agreement with respect to all covenants of this Agreement.
- B. No party shall assign any interest in this Agreement or transfer any interest in the same (whether by assignment or notation) without prior written approval of the other parties.

**XI. APPLICABLE LAW AND EXCLUSIVE FORUM**

This Agreement shall be governed by the law of the State of Oklahoma, and any civil action arising under this Agreement shall be brought in the State of Oklahoma, Oklahoma County.

**XII. COMPLIANCE WITH LAWS**

- A. The parties shall comply with all applicable federal and state laws and regulations.
- B. This Agreement and the transactions contemplated hereby are intended to comply with all applicable federal and state laws and regulations including but not limited to fraud and abuse laws. In the event this Agreement or any of the transactions contemplated hereby are determined not to be in compliance with such laws and regulations, the parties shall negotiate in good faith to modify the terms and provisions of this Agreement to remedy any prior noncompliance. If compliance cannot reasonably be achieved, this Agreement shall terminate at the election of any party and no party shall have any further rights or obligations hereunder, except as otherwise provided herein; provided, however, that the parties shall take all practicable action to remedy any noncompliance, if possible, including but not limited to repayment or return of any money or value received.
- C. This Agreement is intended to be interpreted as necessary to implement and comply with federal and state laws relating to confidentiality of health information and student information. The parties agree that any ambiguity in this Agreement is to be resolved in favor of a meaning that complies with and is consistent with such laws.

**XIII. EXTENT OF AGREEMENT AND ORDER OF PRECEDENCE**

- A. This Agreement represents the entire and integrated agreement among the parties and supersedes all prior negotiations, representations, or agreements, either written or oral.

- B. This Agreement may be amended or revised only by a written amendment signed by authorized representatives of all parties and referencing this Agreement.
- C. The parties acknowledge that nothing in this Agreement is intended to conflict with the PCG Contract or the Authorizing Agreement; in the event of a conflict between those agreement and this Agreement, the terms and conditions of those agreement will govern, In the event of any conflict between the terms of this Agreement and the Attachments, the following order of precedence shall govern:
  - 1. Agreement
  - 2. Exhibit A – Operational Responsibilities
  - 3. Exhibit B – Compliance Checklist

**XIV. PROCUREMENT**

- A. The DISTRICT and OSDE are solely responsible for their compliance with applicable procurement laws and regulations.

**XV. NOTICES AND CONTACT PERSONS**

Any notices, requests, consents, and other communications hereunder shall be in writing and shall be effective either when delivered personally to the party for whom intended, or five days following deposit of the same into the United States mail (certified mail, return receipt requested, or first class postage prepaid), addressed to such party at the address set forth below, who shall serve as Contact Persons unless replaced by a party by written notice to the other party:

**PCG**  
Bart Ermeling  
Associate Manager  
Public Consulting Group LLC  
545 Mainstream Drive Suite 220  
Nashville, Tennessee 37228

**OSDE**  
Ryan Walters  
State Superintendent of Public Instruction  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105

**DISTRICT**

**XVI. MISCELLANEOUS**

- A. The parties understand that PCG is not required to perform the services on a full-time basis for DISTRICT and may perform services for other individuals and organizations consistent with the limitations in this Agreement.

- B. The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.
- C. If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.
- D. Except as expressly provided in this Agreement, PCG does not make any warranty with respect to the contracted services, whether express or implied, and specifically disclaims any implied warranties, whether of merchantability, suitability, fitness for a particular purpose, or otherwise for said contracted services.
- E. The parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either party by reason of authorship.
- F. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.
- G. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement, nor the meaning of any provisions hereof.
- H. Each party represents that: (1) it has the authority to enter into this Agreement; and (2) that the individual signing this Agreement on its behalf is authorized to do so.
- I. The parties to this Agreement are independent contractors. There is no relationship of partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.
- J. The provisions of this Agreement which by their nature would continue beyond the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

For and on behalf of PCG:

  
\_\_\_\_\_  
Signature

Name: Bart Ermeling

Title: PCG Associate Manager

Date: 8/11/2025

For and on behalf of the OSDE:


  
\_\_\_\_\_  
Signature

Name: Matt Mohler

Title: Chief of Staff

Date: 8/8/2025

For and on behalf of District:

  
\_\_\_\_\_  
Signature

Name: Matthew Brook

Title: Superintendent

Date Approved by School Board: 9-16-25

## **EXHIBIT A – OPERATIONAL RESPONSIBILITIES**

Each of the parties to this Agreement agree to fulfill the operational responsibilities assigned to it in this Exhibit A.

**EXHIBIT B – COMPLIANCE AGREEMENT**

Each of the parties to this Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

**EXHIBIT A**  
**OPERATIONAL RESPONSIBILITIES**  
**EFFECTIVE SCHOOL YEAR 2025-2026**  
**SCHOOL-BASED HEALTH SERVICES PROGRAM**

This exhibit provides the operational responsibilities assigned to the Oklahoma State Department of Education (OSDE), the School District, and PCG in accordance with the terms and conditions of the Participation Agreement for the Oklahoma Medicaid School-Based Health Services (SBHS) program.

**OSDE**

OSDE is the state agency responsible for oversight of Oklahoma public School District compliance with the requirements of the Individuals with Disabilities Education Act (IDEA), 20 USC § 1400, et seq. As part of that responsibility, OSDE is tasked with collecting and monitoring School District IEPs. Pursuant to the Authorizing Agreement between OSDE and the Oklahoma Health Care Authority (OHCA), OSDE has been charged with the responsibility of developing and approving program practices and policies and for the administration of the Oklahoma School-Based Medicaid program through a contracted third-party administrator, Public Consulting Group LLC (PCG), in collaboration with OHCA.

**PCG**

OSDE contracts with PCG to act as a third-party administrator to fee-for-service (FFS) and Medicaid Administrative Claiming (MAC):

**FFS**

1. Serve as the single point of contact for School Districts that are either interested in participating or are participating in the SBHS program.
2. Provide initial training to the School District's health-related provider's program liaisons that will cover the overall program, participation requirements, and the processes for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan™.
3. Provide ongoing OK EDPlan and program support to the School District.
  - Email support will be provided via the email links on the OK EDPlan. Message Board page
  - Phone support will be during the hours of 9:00 AM and 5:00 PM local time, excluding weekends and holidays. PCG will provide a toll-free or local number. This number will connect the School District contact with PCG's OK EDPlan help desk.
  - Provide annual ongoing training to the School District's health-related providers and program liaisons that will cover the overall program, participation requirements, and the process for logging services, claiming supporting documentation, managing caseloads, and generating service reports in OK EDPlan.
4. Prepare and update as appropriate, a Compliance Checklist identifying the relevant Medicaid documentation rules for the OK School-Based Medicaid program.
5. Based on the information entered on OK EDPlan by School District as well as the compliance check options agreed to in the Compliance Checklist, process, generate, and submit claims to OHCA on behalf of OSDE and all School Districts participating in the program.
6. Bill Medicaid for School Districts properly logging services and claim support documentation in OK EDPlan.

7. Review Remittance Advices from OHCA to reconcile, correct denied claims, and void claims as appropriate.
8. Generate and provide claiming and compliance reports to School District.
9. Perform annual program integrity reviews pursuant to the SBHS audit plan approved by OSDE.
10. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements for 6 years (OHCA Policies and Rules: 317:30-3-15). Records that are part of an ongoing compliance review, audit, grievance, or litigation require that the documentation be retained beyond 6 years.

### **MAC**

PCG has developed a description of reimbursable MAC activities performed by School District contract or salaried staff. This list is in accordance with CMS guidelines. A description of the MAC activities can be found in the Time Study Implementation Guide. Therefore, PCG will:

1. Review District MAC claims for Medicaid reimbursement periodically.
2. Compile documentation as set forth by CMS guidelines and calculate a MAC claim for reimbursement.
3. Issue payment to the District representing all of the federal share of actual and reasonable costs less PCG's administrative fee for MAC activities provided by the District, as determined by CMS approved cost allocation methodologies and time study formulas.
4. Prepare claims to OHCA, on behalf of OSDE, to forward for funding to CMS for Title XIX participation.
5. Calculate MAC claims directly in the PCG Claiming System and District financial personnel will be able to view the calculation.
6. Notify the District in the event of any changes made by CMS to federal matching percentages or costs eligible for match.
7. Assist Districts via the help desk with program components including but not limited to education and training, and technical assistance for the SBHS program. The PCG Claiming System will provide a variety of resources.
8. Distribute MAC reimbursement funds to the District via Electronic Funds Transfer (EFT). PCG is obligated to reimburse funds to the extent that PCG receives funds from OHCA, excluding appropriate administrative fees as agreed between OSDE and PCG. PCG reserves the right to withhold distribution of payment(s) if the District is in a payback situation for any program component.

### **School District**

#### ***FFS***

1. Designate a liaison who has decision-making authority, or reports directly to someone who has such decision-making authority with respect to all matters in the Participation Agreement (including its exhibits). The liaison will serve as the primary point of contact with OSDE and PCG.
2. Actively participate in this program and be available for training sessions in accordance with an agreed schedule and for other required tasks, activities, and approvals.
3. Enroll as a Medicaid provider. This includes notifying Medicaid of any change in address, tax ID, or other information required to keep Medicaid provider enrollment records current at all times.
4. Obtain a National Provider Identifier (NPI) for billing transaction purposes.

5. Have its rendering providers enroll as a Medicaid provider (contract with OHCA), re-enroll as a Medicaid provider (re-new contract with OHCA) and obtain an NPI. The Medicaid provider ID and its effective dates must be recorded in OK EDPlan. The School District must have all rendering providers linked to its Medicaid ID via Appendix A in OHCA's portal before submitting claims for Medicaid reimbursement.
6. Complete paperwork for PCG to submit and receive electronic claims and electronic Medicaid enrollment data on behalf of School District.
7. Obtain one-time written parental consent to disclose information and bill Medicaid for services and to provide the parent or guardian with initial and annual notice of the disclosure.
8. Obtain a separate physician referral for Physical Therapy services.
9. Ensure that its rendering providers (employees or contractors who perform direct medical services) meet all of Medicaid's licensure, certification, and other criteria to qualify as Medicaid providers and provide services for which Medicaid reimbursement is claimed.
10. Initially set up and manage ongoing access and supervisor links for its health-related service providers in OK EDPlan.
11. Have its health-related service providers record all health-related services they provide to special education students in OK EDPlan. PCG will not submit claims for any services not entered in OK EDPlan.
12. Have its liaison record all necessary claim support documentation in OK EDPlan.
13. Provide all services that are listed in the student's IEP, regardless of whether the services are Medicaid-covered and can be billed to Medicaid. (PCG will submit Medicaid claims only for Medicaid-covered services.)
14. Be responsible for the accuracy and completeness of the data its employees provide for claim submission. Errors must be corrected as soon as possible. School District, not OSDE or PCG, is accountable for any errors or omissions.
15. If audited by the State or Federal Government or their agents, disclose all Medicaid records required for audit purposes.
16. Safeguard student records in accordance with the Family Educational Rights and Privacy Act (FERPA), applicable provisions of HIPAA, and all applicable OK state laws.
17. Be responsible for informing its program participants of all relevant privacy regulations and policies.
18. Ensure the availability of non-federal (state/local) funds expended for Medicaid covered services equal to the required state share match. Districts can only use state/local monies for matching Medicaid. Districts may not use federal funds for the required match. If a federal grant has a cash match requirement, the funds used for the match cannot also be used as a match for Medicaid.
19. Participate in the program financing model by transferring state matching funds to OHCA, equaling the non-federal matching funds required for receipt of federal Medicaid funding for the service.
20. Retain service documentation that supports its claims for Medicaid reimbursement and meets the minimum Medicaid and OHCA requirements.
21. Comply with the requirements of the OK Medicaid Billing Services Compliance Checklist.
22. As used in this Exhibit, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of

computer data, or in any other form. In accepting any Contract with the State, the School District agrees that any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

The District is required to retain records relative to the Contract for the duration of the Contract and for a period of six (6) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the six (6) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the six (6) year retention period, whichever is later.

23. Unless otherwise specified in the Oklahoma Open Records Act, Central Purchasing Act, or other applicable law, documents and information School District submits as part of or in connection with a contract are public records and subject to disclosure. School District claiming any portion of their contract as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The Superintendent of OSDE (STATE OF OKLAHOMA) shall make the final decision as to whether the documentation or information is confidential.

District shall cooperate in the defense of any disallowance claim arising in connection with this Agreement. Any defense costs associated with the disallowance on claims attributable to errors or omissions caused by District shall be borne by District. District agrees and understands that the federal government may levy a disallowance on the Medicaid expenditures made in connection with this Agreement. District also agrees and understands that disallowances levied may or may not be upheld, in whole or in part, if appealed. District shall be responsible for any disallowance, deferral, or recoupment.

#### *MAC*

1. The School District will designate an employee(s) to act as a liaison with PCG for issues concerning this Agreement, administration of the MAC component of the SBHS program, and financial information. The School District may choose to designate more than one person based on roles and responsibilities as School Districts are required to have a replacement available to perform program requirements in the case of an absence. If the designated employee(s) changes roles or School Districts the School District must provide written notice to PCG within ten (10) business days.
2. The School District must participate in the fee-for-service component of the SBHS program in order to participate in the MAC component for reimbursement.
3. The School District will meet all deadlines to submit required information to PCG for the purposes of the SBHS program.
4. The School District must accept periodic MAC reimbursement payment(s) via EFT and provide PCG the appropriate banking information to conduct the transaction. If there are changes to the District's bank information such as account number, the School District must provide written notice to PCG within ten (10) business days. PCG is not responsible for any fees in the event the School District does not provide correct or updated bank information.
5. The accounting system used by the School District or its contractor must comply with the requirements contained in 2 CFR 220.
6. School Districts must follow the policies and procedures contained in the "Time Study Implementation Guide" approved by CMS.
7. The School District will maintain or coordinate a contractor's assistance in maintaining an OSDE/OHCA/CMS approved MAC component to include training, the use of standardized sample forms, sampling, the development and maintenance of School District identifiable cost accounting pools, and the application of sample percentages to accounting pools in a manner which will document the process for audits.

8. The School District will report periodic salary and benefit, and contracted personnel costs for participants that are included on the related Random Moment Time Study (RMTS) staff pool list. Costs are reported on a cash basis. Each period's costs must be certified by an authorized financial representative of the School District.
9. The School District must sign and return to PCG the non-federal matching dollars, also referred to as periodic Certification of Public Expenditures (CPE) form(s), and/or other documentation determined by OHCA to be necessary to verify that the District has expended the state / local funds reflected in the certification. The CPE form must be signed and dated by an authorized financial representative on behalf of the SCHOOL DISTRICT. The funds expended and reported in the CPE must be funds other than federal funds.
10. Periodic CPE forms are generated with the claim and distributed electronically. The School District will need to sign each period's CPE in the PCG Claiming System before disbursement of MAC funds.
11. The School District shall monitor employee participation to ensure that every RMTS form is completed. The School District must meet the minimum return rate compliance of 85% of moments assigned each period. After the first period of RMTS non-compliance, the School District may be required to submit a Corrective Action Plan (CAP) outlining a plan to meet compliance. After two consecutive periods of RMTS non-compliance, the School District may be required to document why the strategy in the CAP was not effective and submit a revised CAP. After three consecutive periods of RMTS non-compliance, the School District may be removed from participating in the MAC component of the SBHS program. Non-compliance measures may change at any time based on direction from OSDE/OHCA or a federal entity. Submission of and compliance with a CAP is not the exclusive remedy for non-compliance by the School District. In addition to requiring the adoption and implementation of a CAP, claims for MAC may be denied and/or recouped as a result of non-compliance.

#### Compliance Reviews

1. A School District receiving SBHS Program funds will be subject to a comprehensive compliance review conducted no less than once every four years. The School District will comply with all required next steps as a result of findings.
2. Any recoupment or disallowance of funds for any reason, including as a result of an audit exception, disallowance or comprehensive compliance review, or deferral or denial by CMS or OHCA, will be the exclusive responsibility of the School District, regardless of when the recoupment or disallowance is issued or whether the School District has withdrawn from the SBHS program. PCG shall have no liability for any such recoupment or disallowance of funds. If a recoupment is requested, payment by the School District is due on demand.
3. The School District will comply with all applicable federal, state, and local laws, rules and regulations, program requirements, OSDE and OHCA policies, and procedures governing performance of duties under this Agreement, including but not limited to an annual audit conducted in accordance with the Single Audit Act of 1984 and all applicable amendments.
4. The School District agrees to maintain and furnish records and documents from the date of payment, both medical and non-medical, as may be required by applicable federal and state laws. The School District will allow PCG or designees reasonable access during regular business hours to review, copy or obtain specific records or documents and will cooperate with PCG or designee to facilitate the information and record exchanges necessary for quality management, utilization management, or other processes required for SBHS program operations.
5. The School District shall comply with all deadlines set by PCG regarding compliance reviews, deliverable and documentation deadlines, and respond to PCG in a timely manner. It is the responsibility of the School District to stay informed regarding deadlines and program changes through, newsletters, trainings, as well communications sent by PCG.

6. Should a School District not submit documentation that meets all SBHS program documentation requirements to substantiate cost reported or reimbursement received or fails to submit required documentation within the outlined required timeframe if/when selected for a compliance review all monies determined owed are subject to recoupment.
7. All documentation submission for compliance reviews must be made in an acceptable format depending on the content of the data and School District is responsible for delivery timelines despite service provider or methods of delivery used. All data that contains private, confidential student data must be submitted securely, and the School District is responsible for alternate submission arrangements should technology prohibit secure electronic data submission.
8. School District documentation, data certifications, and submissions should undergo a thorough review and quality check by the School District to ensure accuracy. Certification language should be reviewed carefully to understand responsibility of accuracy and acknowledgement of consequences before submission to PCG.
9. The School District will comply with all program requirements as outlined in the SBHS Program Handbook specific to school-based claiming prior to submitting costs for MAC claims. The School District will submit all financial supporting documentation upon request. The School District shall not engage in unallowable practices such as back-dating or any other alteration of the source document in order to falsify program compliance.
10. The School District will cooperate with periodic compliance reviews conducted by PCG and will comply with recommendations that result from those comprehensive compliance reviews. The School District will supply a certified CAP certified by a School District representative for areas identified as non-compliant during a compliance review.

**EXHIBIT B – COMPLIANCE AGREEMENT**

Each of the parties to this Participation Agreement agree to fulfill the compliance responsibilities assigned to it in this Exhibit B.

**EXHIBIT B**  
**COMPLIANCE CHECKLIST**  
**EFFECTIVE SCHOOL YEAR 2025-2026**  
**SCHOOL-BASED HEALTH SERVICES PROGRAM**

Public Consulting Group (PCG) has been retained by the Oklahoma State Department of Education (OSDE) to administer the School Based Health Services (SBHS) program for all participating School Districts (hereafter referred to as "School District"). PCG will provide Medicaid billing services pursuant to the contract between the Oklahoma Health Care Authority (OHCA) and OSDE, the contract between OSDE and PCG, and the Participation Agreement among OSDE, PCG, and School District.

This Medicaid Billing Services Compliance Checklist is intended to help School District comply with applicable Medicaid billing requirements. It is a requirement of the SBHS program that OSDE reviews the Checklist together with PCG before the start of each school year, that OSDE executes the Checklist and delivers it to School District before the start of each school year, and that School District complies with the Checklist throughout the school year. The current Compliance Checklist will remain in effect until a new checklist is signed.

**All Medicaid billing must be in compliance with all applicable Medicaid requirements, including those relating to documentation. School District's failure to maintain the required documentation could result in a recoupment of Medicaid payments.**

- **School District is responsible for the accuracy of the data it enters into OK EDPlan, hereafter referred to as "PCG System" and data that it otherwise sends to PCG for Medicaid billing purposes.**
- **School District is responsible for ensuring that claims are not submitted for direct service delivery that was not provided. For example, School District must ensure that claims for direct service delivery are not submitted on dates when student attendance data does not show student as "present" in school.**
- **School District is responsible for maintaining all documentation necessary to support the payment of Medicaid claims.**
- **In the event of a state or federal Medicaid audit, School District is responsible for producing the required documentation, including documentation that may not be referenced in this Compliance Checklist.**
- **School District is responsible for controlling School District user access to the PCG System, including managing passwords and activating and inactivating user access.**

PCG will perform a review of participating School District information based on the data provided by the School District before using that data to bill Medicaid on behalf of School District. The purpose of such "pre-billing checks" is to help School District avoid the submission of claims to Medicaid that do not satisfy Medicaid requirements.

The following Compliance Checklist covers many standard Medicaid documentation requirements for school-based Medicaid direct services billing programs. This is not a comprehensive list of every requirement of the program for which School District will be responsible to provide supporting documentation. **It remains the responsibility of School District to ensure that it is not providing inaccurate documentation to PCG, or otherwise providing information that would result in the submission of inaccurate claims.**

PSchool Districtse contact PCG if you have any questions about the foregoing outline, or any of the items below.

### Services

The SBHS program covers the following services. PCG will provide Medicaid billing services, and pre-billing checks, for each of the following school-based services submitted by School District.

**Audiology**  
**Assistive Technology**  
**Child Health Screening**  
**Hearing Screening and Services**  
**Immunizations**  
**Nursing (LPN and RN)**  
**Occupational Therapy**

**Personal Care**  
**Physical Therapy**  
**Psychological Evaluation and Testing**  
**Psychotherapy Services**  
**Speech Language Therapy Services**  
**Therapeutic Behavioral Services**  
**Vision Screening and Services**

### Pre-Billing Checks

The services selected above will be subject to the following pre-billing checks. These checks do not relieve the School District of its responsibility to provide and maintain accurate documentation and information.

#### **1. Medicaid ID**

**REQUIREMENT:** Every student for whom a service is provided must have a valid Medicaid ID.

*School District is responsible to provide correct student demographic data necessary to determine if the student has a Medicaid ID.*

**PCG will check Medicaid ID, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data obtained from the State Medicaid agency to confirm that the student has a valid Medicaid ID. If student does not have a valid Medicaid ID, the service will not be billed.

**How should PCG expect to receive this information from School District?**

Enrollment information will be obtained from the PCG System. The data that generates said information comes from School District.

#### **2. Service Date Span**

**REQUIREMENT:** Each service submitted to Medicaid must be within the time period that the student is covered by Medicaid.

**PCG will check Medicaid Service Dates, based on School District data.**

Before billing Medicaid, PCG will check Medicaid enrollment data to confirm that the service delivery dates are within the Medicaid date spans obtained from the State Medicaid agency. If the service date is not within the Medicaid date spans, the service will not be billed.

**How should PCG expect to receive this information from School District?**

Service information will be obtained from the PCG System generated by the data entered by School District.

**3. Age**

**REQUIREMENT:** Each service submitted to Medicaid must be age-appropriate.

*School District is responsible to provide correct student demographic data necessary to determine if the student is the required age.*

PCG will check student Age, based on School District data

Before billing Medicaid, PCG will check that the student is the required age on the date of service, based on Medicaid rules for the type of service submitted. For example, a student must be 3 years and older to receive a school-aged service. If the student is not of the appropriate age, then the service will not be billed.

*How should PCG expect to receive this information from School District?*

Demographic info will be obtained from the PCG System. The data that generates said information comes from School District.

Age Range: Between 3 years and less than 21 years as of the date of the school-based service.

**4. Diagnosis Code**

**REQUIREMENT:** Each service submitted to Medicaid must include a diagnosis code.

*School District is responsible for verifying that the appropriate diagnosis code is selected and documented in the PCG system.*

PCG will check that School District provided a diagnosis code, based on School District data.

Before billing Medicaid, PCG will check that School District has provided a diagnosis code pursuant to OHCA Policies and Rules 317:30-5-4. If a diagnosis code is not provided by School District, the service will not be billed.

**PSchool Districtse select the method by which diagnosis codes are provided to PCG:**

Provider-selected diagnosis code will be documented in the service log in the PCG System by School District. PCG will extract the diagnosis codes prior to each billing cycle.

School District is responsible for verifying that the appropriate diagnosis code is selected and on file.

**5. Individualized Education Program (IEP) Dates**

**REQUIREMENT:** Each service submitted by School District to PCG that requires an IEP for Medicaid billing must be supported by an IEP effective on the date of service documented by School District. It is

School District's responsibility to make sure that the IEP includes the student's name; description of medical condition; achievable, measurable, time-related goals and objectives that are related to the functioning of the student; the type of services the student will need, and the frequency and estimated length of treatments; and the duration of treatment. Note - PCG will not check or confirm that the IEP includes these items; School District must check and confirm that the applicable IEP has all necessary information for any service that School District submitted pursuant to that IEP. The recommendation for the services identified in the IEP, and the recommendation for the appropriate scope, frequency and duration of the service, must be made by a licensed practitioner of the healing arts operating within their scope of practice.

**PCG will check that service delivery dates are within the IEP date span, based on School District data.**

Before billing Medicaid, PCG will check that the service delivery dates are within the IEP date span in the PCG System. *It is the responsibility of School District to ensure that the related service is prescribed in the IEP for the appropriate duration to support billing.* If the service date is not within the IEP date span, the service will not be billed.

*How should PCG expect to receive this information from School District?*

IEP dates will be obtained from the PCG System. The data that generates said information comes from School District.

## 6. Referral/Order/Physician Authorization

**REQUIREMENT:** Physical Therapy services must be ordered in writing by a physician (M.D. or D.O.) to be covered by Medicaid; the prescription must be updated annually and maintained in the student's health record.

*School District is responsible for ensuring that services with referral/order/physician authorization, and those with dates of service within the effective date of the physician's order, authorization, or referral, are documented in the PCG System.*

**Before billing a therapy service for Physical Therapy services, PCG will check the date of the physician's order, referral, or authorization, based on School District data.**

Before billing Medicaid for a specified therapy service, PCG will check that the date of service is within the effective date of the physician's order, authorization, or referral provided by School District. If the service date is not within the effective dates of the order, authorization, or referral, the service will not be billed.

*How should PCG expect to receive this information from the School District?*

School District will enter these dates into the PCG System. PCG will extract these dates prior to each billing cycle.

## 7. Supervisor Sign-Off

**REQUIREMENT:** Certain specified services may be provided under the direction of or under the supervision of another clinician. For the supervising clinician, "under the direction of" means that the clinician is supervising the individual's care which, at a minimum, includes seeing the individual initially, prescribing the type of care to be provided, reviewing the need for continued services throughout treatment,

assuring professional responsibility for services provided, and ensuring that all services are medically necessary. "Under the direction of" requires face-to-face contact by the clinician at School District at the beginning of treatment and periodically thereafter.

*School District is responsible for ensuring that providers who meet the Medicaid qualifications have access to document services in the PCG System and that services delivered by providers requiring Supervisor Sign-Off are approved.*

**PCG will conduct Supervisor Sign-Off checks prior to billing for Nursing, Occupational Therapy, Physical Therapy, Speech Therapy, Therapeutic Behavioral Health, Hearing and Vision services.**

For staff members who require documentation review, the supervising provider will use the service log approval wizard in the PCG System to approve appropriately supervised services. Before billing for these services, PCG will check to see if the services by providers without full licensure were approved in this way by School District. If the services are not approved in this way by School District, the services will not be billed.

*How should PCG expect to receive this information from School District?*

Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to maintain and enter any supervisor signoff requirements.

Supervisor signoff information will be obtained from the PCG System. The data that generates said information comes from School District.

## **8. Provider Qualifications**

**REQUIREMENT:** All School District service providers (clinicians, assistants, and aides) participating in the Medicaid school-based billing program must meet Medicaid and State license/certification requirements, as specified in State Medicaid billing rules. (Select one policy below.)

*School District is responsible for ensuring that providers who meet the Medicaid and State license/certification requirements have access to document services in the PCG System. It is the responsibility of School District to obtain and maintain licensure/certification information.*

**PCG will conduct a pre-billing check that the date of service was a date on which provider was qualified, based on School District data.**

Before billing Medicaid for a documented therapy service, PCG will check that the date of service was within the period that the provider was met Medicaid and State license/certification requirements, based on School District data in the PCG System. If the service date is not within the qualification dates, the service will not be billed.

*How should PCG expect to receive this information from the School District?*

Service provider (clinicians, assistants, and aides) access and usage in the PCG System is managed by School District. The set-up requires School District to enter licensure/certification information for Health-related staff and update it at minimum annually thereafter.

Licensure/certification information will be obtained from the PCG System. The data that generates said information comes from School District.

## 9. Parental Consent to Access Public Benefits or Insurance

**REQUIREMENT:** Under 34 CFR §300.154(d)(2)(iv), a public agency must obtain a one-time written parental consent before accessing a child's or parent's public benefits or insurance for the first time. Paragraph (A) of § 300.154(d)(2)(iv) describes the specific elements of the written parental consent that a public agency must obtain under FERPA and IDEA before it may reSchool Districtse for billing purposes a child's personally identifiable information to a public benefits or insurance program (e.g., Medicaid). Paragraph

(B) of § 300.154(d)(2)(iv) requires that the onetime consent must specify that the parent understands and agrees that the public agency may access the child's or parent's public benefits or insurance to pay for services. A public agency must also provide initial and annual written notification as described in 34 CFR §300.154(d)(2)(v) to ensure that parents are fully informed of their rights before a public agency can access their or their child's public benefits or insurance to pay for services under the IDEA.

*Under all circumstances, School District is responsible for maintaining copies of parental consents to access public benefits as well as written notifications and, if applicable, revocations of such consents.*

**PCG will conduct a pre-billing check for parental consent to access public benefits, based on School District data**

If the student has a consent date before the service date, and there is no revocation of consent documented thereafter, then the services will pass the check and be eligible for billing. If the service date does not follow an effective parental consent date, the service will not be billed.

*How should PCG expect to receive this information from School District?*

School District will enter the date of parent consent into PCG System.

## 10. Non-School Days (Weekends, Holidays, etc.)

**REQUIREMENT:** Claims may not be submitted for services on days when school is not in session, including but not limited to holidays, professional development days, weather-related closures, and weekends.

**PCG will check Non-School Days before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a Non-School Day as defined in School District's PCG System calendar. If the service date falls on a Non-School Day, the service will not be billed.

**PCG will check Weekends before billing, based on School District data.**

Before billing Medicaid, PCG will check that the date of service does not fall on a weekend as defined in School District's PCG System calendar. If the service date falls on a weekend, the service will not be billed.

*How should PCG expect to receive this information from School District?*

Calendar info will be obtained from the PCG System. The data that generates said information comes from School District.

## PRECISION DRUG SCREENING

“Service at your door”

September 11, 2025

TO: Matthew Brunk | Superintendent; BJ Latta | Trans. Director

**Stilwell Public Schools**  
**1802 West Locust**  
**Stilwell, OK 74960**

FROM: David Watts

RE: STUDENT & BUS DRIVER DRUG SCREEN CONTRACT INFORMATION

Please find attached the information for student & bus driver drug screening for the **2025-2026** school year. We sincerely appreciate your business.

David Watts,  
**Precision Drug Screening, Inc.**  
**1-888-832-3900**

Precision Drug Screening, Inc. agrees to provide the following services to **Stilwell Public Schools**: Provide a random selection of students for drug screening from a list of students created by an initial drug screen. The list may be updated at the convenience of the school district. The random selection method employed shall be by computer software to insure the integrity of the selection process. Precision Drug Screening will determine the dates for student drug screening with the consent of the district.

Precision Drug Screening agrees to provide sufficient personnel to provide monthly random drug screening of a number of students determined by the district. The actual number of students selected for random drug screening shall be determined by the district.

All collections will be conducted according to local policy by certified collectors, with attention to chain of custody, and confidentiality. Cut off levels are consistent with industry standards as provided by the test card manufacturer.

All urine collections will be read within an appropriate time and results given to the representative of the school. The test card yields either a presumptive positive or negative. All presumptive positives will be shipped overnight to a certified laboratory for immediate analysis by gas chromatography/mass spectrometry (GC/MS) for certified laboratory results. Precision Drug Screening utilizes MedTox Laboratories, Inc. located in St. Paul, MN and D.R.S. Medical Review Services serves as the MRO which is located in Massapequa, NY.

All results will be sent to Precision Drug Screening which will forward the results to the designee of the district. All communication concerning results will be based on local policy and procedures.

This proposal does not intend to violate the rights to privacy, public laws, school policy or other statutes regulating or governing the drug screening of any student.

#### **Scheduled Service Fees**

**Initial Screening.....\$13.00/** *start of school year on all extracurricular students*

**Random Screening.....\$17.00/** *drugs screened for: BZO/COC/THC/MET/OPI/AMP*

**Certified Lab Analysis.....\$20.00/** *per confirmation*



# PRECISION DRUG SCREENING

“Service at your door”

## Stilwell Public Schools

### BUS DRIVER CONTRACT

#### SCHEDULED SERVICE FEES


(Appointments scheduled 24 hours in advance)

D.O.T. / SAMHSA Certified Drug Screens: Includes MRO, LAB, Collection Fee and Shipping	<b>\$60.00 per screen</b>
Non-D.O.T. (Not required by federal regulations): Includes MRO, Lab, Collection Fee and Shipping	<b>\$60.00 per screen</b>
Breath Alcohol Testing (D.O.T. and Non-D.O.T.):	<b>\$40.00 per screen</b>
Mileage:	<b>\$IRS Rate</b>
Yearly Maintenance Fee:	<b>\$100.00</b>

Service fees quoted in this proposal are on an annual basis and the contract may be terminated automatically with thirty (30) days notification, in writing, by either party to the other and will automatically be renewed in the absence of notification in writing from one party to the other.

Fee schedules are valid for thirty (30) days from the date of this proposal. Invoices are payable upon receipt. The signature below of an authorized individual and the return of one copy of this proposal will serve as an authorization to commence activities on your behalf.

Effective: **July 1, 2025 - June 30, 2026.**

  
\_\_\_\_\_  
David Watts | CEO

- Date -



\_\_\_\_\_  
Authorized Representative

- Date -

# REQUEST FOR OUT OF STATE TRAVEL



Date: Sept 5, 25

Group making request: FFA/Ag Dept.

Sponsor: Hannah Giavrone

09/18/25 - 09/21/25

Date of Trip: 09/24/25 # of days requested: 5

Overnight stay: Yes  No

Destination/Address: Kay Rodgers Park  
4400 Midland Blvd.  
Ft. Smith, AR 72904

Number of Students attending: 8

Sponsors: 1-3 Parents: 0

[Signature]  
Administration Signature

9/10/25  
Date

**ALL OUT OF STATE TRAVEL MUST BE BOARD APPROVED**

OUT OF STATE-OVERNIGHT SY. 25-26

CLUB & SPONSOR	DATE OF TRIP	PURPOSE	DESTINATION	OVERNIGHT STAY	SPONSORS ATTENDING	# STUDENTS ATTENDING	BOARD DATE APPROVED
SHS FCCLA - DIANE EUBANKS	JULY 4-11	NATIONAL LEADERSHIP MEETING	ORLANDO, FLORIDA	YES	DIANE EUBANKS & JESSICA MEANS	2	4/29/2025
SHS FCCLA - DIANE EUBANKS	OCT. 21-26	FALL LEADERSHIP SUMMIT	ANAHEIM, CALIFORNIA	YES	DIANE EUBANKS	7	4/29/2025
SHS FFA	JULY 4-9	ALUMNI CAMP	WAGONER, OKLAHOMA	YES	ASHLEY REEL & JUSTIN REEL	6	6/19/2025
SHS FFA	JULY 15-17	BIG 3 FIELD DAYS LIVESTOCK JUDGING	STILLWATER, OKLAHOMA	YES	ASHLEY REEL & JUSTIN REEL	8	6/19/2025
SHS VOLLEYBALL	JULY 11-12	TU VOLLEYBALL CAMP	TULSA, OKLAHOMA	YES	KENDRA HOLT	8	6/19/2025
SHS FFA	JULY 21-22	CHAPTER OFFICER RETREAT	GORE, OKLAHOMA	YES	ASHLEY THOMAS, JUSTIN REEL & HANNAH GIAUDRONE	6	7/10/2025
SHS FFA	JULY 30 - AUG	AFR LEADERSHIP SUMMIT	BINGER, OKLAHOMA	YES	ASHLEY THOMAS, JUSTIN REEL & HANNAH GIAUDRONE	3	7/10/2025
SHS FFA	Sept. 18-21 &	OK-AR State Fair Showing of Animals & Livestock Contest	Fort Smith, AR.	NO	ASHLEY THOMAS, JUSTIN REEL & HANNAH GIAUDRONE	8	

	<b>Stilwell Preschool &amp; Kindergarten added Fundrasiers</b>			<b>As of September 12th 2025</b>	
Office	Maria Verusco	Homecoming T shirts	To raise funds for Office account	Mid September to October	

	<b>HS Activity Fundraisers added</b>			As Of September 12th 2025	
Softball	Hayleigh Galvin	Raffle Tickets to win \$500 (tickets \$10 a piece)	Food expenses during Season	11/1/2025-3/1/2025	
Softball	Hayleigh Galvin	"Meet the Team" Tickets for dinner and potential silent auction	Food expenses during Season	3/1/2025	
Girls Basketball	Matt Lea	Basketball Tournament- Players will go out to advertise and promote the event	To Raise money for Equipment, food, and other supplementary supplies needed for the 25-26 Basketball Season	TBD	
Girls Basketball	Matt Lea	T shirts	Raise money for equipment, food, and other supplies during season	TBD	
Girls Basketball	Matt Lea	Rack of Ribs	Raise money for equipment, food, and other supplies during season	TBD	
Girls Basketball	Matt Lea	Calendar Fundraiser-Choose date and Pay amount.	Raise money for equipment, food, and other supplies during season	TBD	

	<b>HS Fundraisers Continued</b>			As of September 15th 2025	
FFA	Reel, Guidrone, Thomas	Silent auction with Dinner	Raise funds for projects and invest in new equipment. **See attached	TBD	
FFA	Reel, Guidrone, Thomas	Plants & other ornamental shrubs, Will occur on campus	To provide revenue to our horticulture fund and plant science students hard work	Spring TBD	



Paden, Mary <mpaden@stilwellk12.org>

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## Surplus

GEORGE, Michael <MGEORGE@stilwellk12.org>

Tue, Aug 19, 2025 at 9:56 AM

To: Mary Paden <mpaden@stilwellk12.org>, Matthew BRUNK <mbrunk@stilwellk12.org>

I was wanting to surplus these speakers that are behind the stage. They take up so much room and have been back there for more than 15 years. The picture with four speakers were a part of the cluster in the middle above the gym floor that were busted and needed replaced. Three of them were busted that I know of. The other two were from the stage and put up during the same installation more than 15 years ago.



### Michael George

Stilwell High School  
Athletic Director  
Head Boys Basketball

918 696 7001  
mgeorge@stilwellk12.org  
1601 W. Locust  
Stilwell, Ok 74560

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### 2 attachments



IMG\_1338.jpg  
4073K



IMG\_1337.jpg  
2720K

2025-2026  
Addendum D

11-12 Month Support

1st July	2025 Sheila	Poor	Sped Secretary	15	240/1800	\$ 28,340.00	\$	15.74	\$ 28,340.00	Amending 9-16-25 B.Meeting/error should be yr 15 pay scale sped sec
1st July	2025 Cheryl	Holloway	Custodian	7	240/1800	\$ 24,960.00	\$	13.00	\$ 24,960.00	Amending 9-16-25 B.Meeting/error should be yr 15 pay scale sped sec

Correction to match Board Approved Salary Schedule

Board Approved \_\_\_\_\_

Corrections are to reflect Board Approved Support Salary Schedules

9/15/2025

Addendum C

10 Month Retired/Temporary Certified Contracts 2025-2026

1st	October	25-26	Darrell	Hume	Temporary/Certified Teacher/Coach	Retired/Bachelors	\$ 23,400.00
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Board Approved \_\_\_\_\_

16th Septemr 25-26 Mary Maupin Teachers Assistant-HS 5 156/1170 \$ 15,439.32 High School \$ 13.20 15,439.32 10/1/2025

Addendum C2-Support Board Meeting 9-15-2025

Board Approved: \_\_\_\_\_

16th September 2025 Katelyn Weese \$3,000.00 Social Media/Communications

\$3,000.00

Addendum D-10 month x-tra Duty

BOARD APPROVED: \_\_\_\_\_

9-15-2025

**HOURLY EXTRA DUTY CONTRACTS 2024-2025**

**Addendum EX-Hourly**

Sheila	Poor	\$25.00 High Needs/Sped Bus
Brandy	White	\$20.00 Morning SAIL Extended Care
Greg	Walker	\$20.00 Morning SAIL Extended Care
Larry	Roberts	\$20.00 Morning SAIL Extended Care

Per Trip/Time Sheet
Per Time Sheet
Per Time Sheet
Per Time Sheet

Board Approved : \_\_\_\_\_



Paden, Mary <mpaden@stilwellk12.org>

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## Fwd: Letter of Resignation

1 message

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**Newman, Julie** <jnewman@stilwellk12.org>

Mon, Sep 15, 2025 at 3:24 PM

To: Matthew BRUNK <MBRUNK@stilwellk12.org>, Mary Paden <mpaden@stilwellk12.org>

----- Forwarded message -----

From: **Scott, Shannon** <sscott@stilwellk12.org>

Date: Mon, Sep 15, 2025 at 2:34 PM

Subject: Letter of Resignation

To: Matthew BRUNK <MBRUNK@stilwellk12.org>, Julie Newman <jnewman@stilwellk12.org>

September 15, 2025

Dr Matt Brunk Stilwell Public School, Stilwell Oklahoma  
Julie Newman Stilwell High School, Stilwell Oklahoma

Dear Dr. Brunk and Mrs. Newman

Please accept this letter as my formal notification of resignation from my position as School Nurse at Stilwell Public School. My last day of employment will be October 17th 2025.

I have greatly valued my time serving the students, staff, and families. Working as your school nurse has been a rewarding experience, and I am proud to have been part of the Stilwell Indians Staff. I will always cherish the relationships I've built and the opportunity to contribute to the well-being of our school community.

During my remaining time, I am committed to ensuring a smooth transition. I will:

- Complete all current health screenings and documentation
- Organize and update all student health records
- Prepare detailed notes about ongoing health concerns for students
- Train my replacement or provide comprehensive handover materials
- Ensure all medications and medical supplies are properly inventoried

I want to thank you and the entire administrative team for your support and leadership. The staff and students have made my work both meaningful and enjoyable.

Please let me know how I can best assist during this transition period. I wish you and the entire school community continued success.

Sincerely,  
Shannon Scott, RN

**Shannon Scott R.N.**  
School Nurse

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

ALTERNATIVE EDUCATION FUND

S.A.&I.307

School District No. 25

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

9-1-2025

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

1.	3310 Alt Ed per SDE allocations	\$6,897.20
	<b>TOTAL</b>	<b><u>\$6,897.20</u></b>

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

PURPOSE OF ITEM OF APPROPRIATIONS	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	\$127,000.46	\$6,897.20	\$133,897.66	\$6,897.20
2. Interest Reserve				
3. Grand Total	\$127,000.46	\$6,897.20	\$133,897.66	\$6,897.20

Submitted, by order of the Board, this 16th day of SEPTEMBER, 2025.

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

\_\_\_\_\_  
Clerk

Certificate of County Clerk

STATE OF OKLAHOMA, COUNTY OF ADAIR, SS:

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

Done at Stilwell, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

(SEAL)

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

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

ALTERNATIVE EDUCATION FUND

S.A.&I.307

School District No. 25

9-1-2025

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

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

1. 3310 Alt Ed per SDE allocations	\$6,897.20
TOTAL	<u>\$6,897.20</u>

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

PURPOSE OF ITEM OF APPROPRIATIONS	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added by County Clerk
1. Current Expense	\$127,000.46	\$6,897.20	\$133,897.66	\$6,897.20
2. Interest Reserve				
3. Grand Total	\$127,000.46	\$6,897.20	\$133,897.66	\$6,897.20

Submitted, by order of the Board, this 16th day of SEPTEMBER, 2025.

  
 President of the Board

  
 Clerk

Certificate of County Clerk

STATE OF OKLAHOMA, COUNTY OF ADAIR, SS:

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

Done at Stilwell, Oklahoma, this 17 day of September, 2025.

  
 County Clerk

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

