

Owasso Public Schools
Owasso Board of Education Regular Meeting
Independent School District No. 11
Tulsa County, Oklahoma

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. 11, Tulsa County, Oklahoma will hold Owasso Board of Education Regular Meeting on Monday, March 20, 2023, at 6:30 PM, Board of Education Conference Room of the Dale C. Johnson Education Service Center, 1501 N Ash St., Owasso, Oklahoma 74055

Meeting live stream

link: <https://youtube.com/live/4uucK6RcQXo?feature=share><https://youtube.com/live/J9mnbUAlzXk?feature=share>

- I. **Call to Order and Roll Call**
- II. Discussion and possible action to reorganize the officers of the board of education in accordance with 70 O.S. Section 5-119
- III. **Special Recognition** - Mrs. Tyler Martin, Matthew Collazo and AnnaLynne Snyder
- IV. **Pledge of Allegiance**
- V. **Special Recognition** - Mrs. Charlene Duncan - JOM Art and Writing Competition Winners
- VI. **Reports to the Board**
 - A. Superintendent - Dr. Margaret Coates
 - B. Teaching and Learning - Mr. Mark Officer
 - C. District Services - Mr. Kerwin Koerner
 - D. Continuous Strategic Improvement (CSI) - Ms. Stephanie Ruttman
- VII. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.
- VIII. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)
 - A. Minutes of February 13, 2023, Regular Meeting
 - B. Teaching and Learning
 - i. Out of State Student Activity Trips
 - C. District Services
 - i. Current Capacity Numbers for Transfer Students
 - D. Finance
 - i. Purchase orders (encumbrances) and changes to encumbrances for January 2023
 - ii. Activity Financial Report for January 2023
 - iii. Activity Account Budgets
 - E. Human Resources
 - i. Transitions
- IX. **Communications/Superintendent** - Dr. Margaret Coates

- A. Board to consider and take possible action on the Service Contract with George Couros for the back-to-school keynote address and leadership debriefing on August 14th for the 2023-2024 school year at a cost of \$11,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Service Contract (Dr. Coates)
 - B. Board to consider and take possible action on the Contract with Sampson Group for Xcelerate Leadership Development for the remainder of the 2022-2023 school year, April 1st. - June 30th at a cost of \$2,500 and continuing into the 2023-2024 school year, July 1st - March 31st at a cost of \$7,500 for a total of \$10,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract (Dr. Coates)
 - C. Board to consider and take possible action on a service agreement with Peachjar for digital flyer services at a one-time cost of \$8,820, as outlined in the attachment and authorize the Superintendent or designee to execute the service agreement (Mr. Korphage)
 - D. Board to review Policy #1.05A Distribution of Information by Outside Organizations and Individuals for first reading. Edits, changes, and additions to the policy are outlined in the attachment (Mr. Korphage)
- X. **Teaching and Learning** - Mark Officer
- A. Board to consider and take possible action on the Eleyo New Customer Sign-Up - Merchant Service Agreement for the Owasso Public School SPARK program for software and single platform for scheduling and registration for the 2023-2024 school year at a cost of \$849 a month, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
 - B. Receive first draft reading of 2023-2024 SPARK - Parent Handbook
 - C. Receive first draft reading of 2023-2024 SPARK - Employee Handbook
- XI. **District Services** - Kerwin Koerner
- A. Board to consider and take possible action on bids associated with the Wellness Center remodel project per Lowry Construction's recommendation. Bids for construction of the project received and opened at 10:00a.m., CST, March 20, 2023 at the Education Service Center. All bidding was conducted pursuant to the Oklahoma Competitive Bidding Act.
 - B. Board to consider and take possible action on the Guaranteed Maximum Price (GMP) amendment to the existing AIA contract with Lowry Construction for the Wellness Center remodel project
 - C. Board to consider and take possible action on the proposed edits, changes and additions to Policy #5.01 Administration of Medicine to Students
 - D. Board to consider and take possible action on the amendments to the Student Transfers Policy #5.20
- XII. **Technology** - Russell Thornton
- A. Board to consider and take possible action on the purchase of 2,000 Chromebooks to be awarded to the lowest bidder
- XIII. **Finance** - Phillip Storm

- A. Board to consider and take possible action on the Treasurer's Report for February 2023
 - B. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$31,000,000 General Obligation Combined Purpose Bonds of the School District
 - C. Consider and Approve an Agreement for bond Counsel Services with Hilborne and Weidman
- XIV. **Executive Session**
- A. Vote to convene into executive session for the purpose of discussing the employment of Owasso Public Schools' School Site Administrators listed on Attachment A for the 2023-2024 school year and the hiring of one Bailey Elementary Principal as authorized by Okla.Stat.Tit.25§307(B)(1)
 - B. Acknowledge return to Open Session at 8:25p.m.
 - C. Statement of Executive Session Minutes
- XV. Board to consider and take possible action to hire Owasso Public Schools' Site Administrators listed on Attachment A for the 2023-2024 school year (Dr. Coates)
- XVI. Board to consider and take possible action to hire one individual for Bailey Elementary Principal (Mark Officer)
- XVII. **New Business**
- XVIII. **Comments from the Public Regarding Non-Agenda Items**
Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.
- A. J. Pearson
- XIX. **Vote to Adjourn**

This agenda was posted prior to 6:30p.m. on Friday, March 10, 2023 at the entrance of the Board of Education Room, located in the Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 N. Ash, Owasso, Oklahoma.

OWASSO PUBLIC SCHOOL BOARD OF EDUCATION
Renaë Klein, Clerk

Owasso Board of Education Regular
Meeting
Monday, February 13, 2023 6:30 PM Central

Board of Education Room of the Dale C.
Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present

Present: 5.

II. Special Performance - Owasso High School Saxophone Ensemble

III. Special Recognition - Mr. Eric Nantois, Arianna Dinkins and Sam Keech

IV. Pledge of Allegiance

V. Special Presentation - Mr. Steve Mowery

VI. Reports to the Board

A. Superintendent - Dr. Margaret Coates

Dr. Coates shared the district leadership team has been taking time to meet with legislators and senators regarding the current legislative session. The athletics department will be pairing with elementary schools to resume the Real Rams Read initiative.

B. Teaching and Learning - Mr. Mark Officer

Pre-K and Kindergarten Kick-Start are scheduled for March 27-31. Melissa Zumwalt gave an update on the SPARK program. They are in the process of working with the Department of Human Resources to obtain the proper licenses. Interviews and hiring will begin in March and she shared an image of the new logo. Charlen Duncan reported that the Special Olympics team had received a donation check for the Owasso Sertoma Club. Chris Barber gave an update on the upcoming Ireland trip.

C. District Services - Mr. Kerwin Koerner

Mr. Koerner reported the 7th Grade had been cleaned, repaired and painted from the water damage over winter break. The gym floor has been removed and will have to be replaced during the summer.

D. Continuous Strategic Improvement (CSI) - Ms. Stephanie Ruttman

Mrs. Ruttman shared that the Phase 3 meetings had been postponed due to weather and were rescheduled for later in February 2023.

VII. Comments from the Public Regarding Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.

There were no comments from the public regarding agenda items.

VIII. Consent Agenda: Board to consider and take possible action on the following consent agenda items (Dr. Coates)

Motion to approve consent agenda items VIII.A. through VIII.F.i. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

A. Minutes of January 9, 2023 Regular Meeting

B. Minutes of January 19, 2023 Special Meeting

C. Teaching and Learning

i. Out of State Student Activity Trips

ii. Contract with Junior Achievement for Pamela Hodson Elementary 5th grade students to attend JA BizTown for the 2022-2023 school year at a cost of \$2,640.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iii. Agreement with Oral Robert University to lease the Mabee Center for the Owasso High School graduation for the 2022-2023 school year at a cost of \$6,000.00 plus other expenses, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

D. District Services

i. Surplus item listed on the attachment Surplus Items February 2023

E. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for January 2023

2022-2023 General Fund # (Vendors) \$

2022-2023 General Fund Net Change Orders \$

2022-2023 Building Fund # (Vendors) \$

2022-2023 Child Nutrition Fund # (Vendors) \$

2022-2023 Bond Fund 31 # (Vendors) \$

2022-2023 Bond Fund 39 # (Vendors) \$

2022-2023 Bond Fund 04-BOK # (Vendors) \$

ii. Activity Financial Report for January 2023

iii. Activity Account Budgets

F. Human Resources

i. Transitions

IX. Teaching and Learning -Mark Officer

A. Board to consider and take possible action on a letter notifying the Oklahoma State Department of Education of Owasso Public Schools intent to calculate the 22-23 instructional calendar by days with an option to calculate the calendar by hours

Motion to approve a letter notifying the Oklahoma State Department of Education of Owasso Public Schools intent to calculate the 22-23 instructional calendar by days with an option to calculate the calendar by hours. This motion, made by Forrest Turpen and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Board to consider and take possible action on the proposed edits, changes and additions to Policy #5.57 Student Suspension, as outlined in the attachment

Motion to approve the proposed edits, changes and additions to Policy #5.57 Student Suspension, as outlined in the attachment. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

C. Board to consider and take possible action on a rental Agreement with Cain's Ballroom for the Owasso High School Prom on April 22, 2023 for the 2022-2023 school year at a cost of \$4,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

Motion to approve a rental Agreement with Cain's Ballroom for the Owasso High School Prom on April 22, 2023 for the 2022-2023 school year at a cost of \$4,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement. This motion, made by Forrest Turpen and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

D. Board to consider and take possible action on a Memorandum of Understanding with Grand Mental Health to provide mental health services for Owasso Public Schools for the

2022-2023 school year at no cost to the District as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

Motion to approve a Memorandum of Understanding with Grand Mental Health to provide mental health services for Owasso Public Schools for the 2022-2023 school year at no cost to the District as outlined in the attachment and authorize the Superintendent or designee to execute the MOU. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

X. District Services - Kerwin Koerner

A. Board to review Policy #5.01 - Administration of Medicine to Students for first reading. Edits, changes, and additions to the policy are outlined in the attachment

B. Board to discuss and take possible action on bids associated with the Wellness Center remodel project per Lowry Construction's recommendation. Bids for construction of the project were received and opened at 2:00 p.m., CST, January 26, 2023 at the Education Service Center. All bidding was conducted pursuant to the Oklahoma Competitive Bidding Act

Motion to reject the bids associated with the Wellness Center remodel project per Lowry Construction's recommendation. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

XI. Finance - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for January 2023
Motion to approve the Treasurer's Report for January 2023. This motion, made by Forrest Turpen and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

B. Board to consider and take possible action on the payment of a one-time stipend for each National Board Certified Teacher for the 2022-23 fiscal year per the attached list
Motion to approve the payment of a one-time stipend for each National Board Certified Teacher for the 2022-23 fiscal year per the attached list. This motion, made by Brent England and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XII. **Human Resources** - Lisa Johnson

A. Board to consider and take possible action on a resignation agreement between the District and teacher Sherry Keesee and to authorize the Board President to execute the resignation agreement on behalf of the district
Motion to approve a resignation agreement between the District and teacher Sherry Keesee and to authorize the Board President to execute the resignation agreement on behalf of the district. This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XIII. **Executive Session**

XIV. Vote to convene into executive session for the purpose of discussing the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, Assistant Directors) listed on the attachment for the 2023-2024 school year, as authorized by Okla.Stat.Tit. 25§307(B)(1)
Motion to convene into executive session at 7:40p.m. for the purpose of discussing the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, Assistant Directors) listed on the attachment for the 2023-2024 school year, as authorized by Okla.Stat.Tit.25§307(B)(1). This motion, made by Rhonda Mills and seconded by Brent England, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XV. Statement of Executive Session Minutes

During the executive session the members of the Board of Education who were present were Neal Kessler, Brent England, Frosty Turpen, Rhonda Mills and Stephanie Ruttman. Also present during the executive session was Dr. Margaret Coates. During the executive session the board members discussed the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, Assistant Directors.)This will constitute the minutes of the executive session.

XVI. Acknowledge return to Open Session

Acknowledge return to Open Session at 7:51

XVII. Board to consider and take possible action on the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, Assistant Directors) listed on the attachment for the 2023-2024 school year Motion to approve the employment of Owasso Public Schools' Central Office Administrators (Assistant Superintendents, Chief Financial Officer, Executive Directors, Directors, Assistant Directors) listed on the attachment for the 2023-2024 school year. This motion, made by Stephanie Ruttman and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

XVIII. **New Business**

There was no new business.

XIX. **Comments from the Public Regarding Non-Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.

A. Tim Reiland
Mr. Reiland was not in attendance.

XX. **Vote to Adjourn**

Motion to adjourn at 7:53 p.m. This motion, made by Brent England and seconded by Stephanie Ruttman, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

March 2023 Overnight/Out of State Student Activity Requests

- **April 9-10, 2023 - Norman Tiger Invitational - OHS Boys Golf - Norman, OK**
- **April 12-13, 2023 - Husky Golf Classic - OHS Boys Golf - OKC, OK**
- **April 13-15, 2023 - Speech and Debate State - OHS Speech and Debate - Rose State College, Midwest City, OK**
- **April 23-24, 2023 - Ardmore Invitational - OHS Boys Golf - Ardmore, OK**
- **April 24-25, 2023 - Regionals - OHS Girls Golf - Ponca City, OK**



Owasso Public Schools

Student Transfer District Procedures

Beginning April 1, 2023

1. A. All current transfer students will be able to continue placement at Owasso Public Schools unless the transfer can be denied based on allowable reasons:
 - a. violation of a school regulation. A transferring student's application will also be denied if the transferring student is currently subject to discipline from the transferring student's current school for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied for any of the acts and reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
 - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
 - d. A transferring student's application will be denied if the transferring student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B).
 - e. Current transfer students will not need to fill out a separate form each year. Current transfer students may be asked for updated residency information and/or their intentions to return to OPS the following school year.

- B. A student may be granted a one-year transfer and may continue to attend the District each school year with the approval of the District. At the end of each school year, the District may deny the continued transfer of the student for the reasons outlined in OKLA. STAT. tit. 70, § 24-101.3(A)-(C) & (E), or if the student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in OKLA. STAT. tit. 70, § 10-105(B). Current student transfers that are denied for the following school year will be notified by the building principal before the last day of school of the current school year.
- C. An IDEA-qualified transferring student's application will be denied if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.
- D. The denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent. Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.
- E. The District shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

2. Transfer applications will be reviewed in the order they are received.

- a. Applications must be submitted on an official SDE transfer form.
- b. Properly completed applications will be time-stamped by the receiving school official and processed in the order in which they are received.
- c. A transferring student's application may not be considered if it is not filled out completely and may be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.
- d. Current year transfer requests will stay on file until the end of the current school year.

- e. Transfer applications for the following school year will open on the first business day on or after **June 1st**. ~~May 1st~~.
 - f. Review of all transfer applications will begin on July 1 prior to the upcoming school year.
3. OPS employees' children will be allowed to transfer to OPS regardless of capacity.
4. Siblings of existing transfer students may be granted a transfer and placed in the same building regardless of capacity. For siblings to be granted a transfer regardless of capacity, a transfer student must have been established at a site for one school year prior to siblings being granted a transfer at the same school site.
5. A student who has attended Owasso Public School for three years or more may be granted a transfer regardless of capacity.
6. A sibling of a transferred student, who is in the custody of the Oklahoma Department of Human Services in foster care, may attend the District of the transferred student as long as the District has capacity and the sibling does not meet a basis for denial as set for in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always re-enroll at any time in his or her district of residence.
7. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:
 - a. At least one parent of the student has a Department of Defense issued identification card; and
 - b. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.
8. Upon establishing the current students who will be attending at a grade level at any school site, the number of available transfer slots will be established.
 - a. Capacity will be determined based on the following criteria:
 - i. A transfer application to Owasso High School may be denied if
 1. The transfer causes the grade level to exceed:

- a. 9th Grade 750,
 - b. 10th Grade 725,
 - c. 11th Grade 725,
 - d. 12th Grade 700, ~~and creating a schedule for that student would result in a class size over 30 in any class needed for graduation, or a teacher load to exceed 140 students per day.~~
- ii. A transfer application for 6th - 8th grade may be denied if
 - 1. The transfer causes the grade level to exceed:
 - a. 6th Grade 750,
 - b. 7th Grade 750,
 - c. 8th Grade 750,
 - ~~2. and creating a schedule for that student would result in a class size over 28 in any core class or a teacher load to exceed 140 students per day.~~
 - iii. A transfer application for PreK through grade 5 will be denied if approval would result in a class size greater than 20 students in grades PreK through grade 5.
 - iv. Special education transfer rules have NOT changed as a result of SB 783 or HB 3038.
- b. Siblings from the same family must apply separately for a transfer and will be considered separately if the district has capacity in the grade level requested and there is not a reason for denial as listed in item 1 of this document.

9. Available slots will be posted on the district website.

Current Capacities by Grade and Site as of 4/1/23

Site	Capacity	Current	Available Slots
Ator Elementary - Pre-K	40	26	10
Ator Elementary - Kindergarten	60	65	0
Ator Elementary - 1st Grade	60	69	0
Ator Elementary - 2nd Grade	60	59	4
Ator Elementary - 3rd Grade	60	65	0
Ator Elementary - 4th Grade	60	63	0
Ator Elementary - 5th Grade	60	72	0
Bailey Elementary - Pre-K	40	34	6
Bailey Elementary - Kindergarten	60	66	0
Bailey Elementary - 1st Grade	60	66	0

Bailey Elementary - 2nd Grade	60	70	0
Bailey Elementary - 3rd Grade	60	73	0
Bailey Elementary - 4th Grade	80	97	0
Bailey Elementary - 5th Grade	80	68	11
Barnes Elementary - Pre-K	40	33	8
Barnes Elementary - Kindergarten	80	73	5
Barnes Elementary - 1st Grade	80	81	1
Barnes Elementary - 2nd Grade	80	83	1
Barnes Elementary - 3rd Grade	80	80	0
Barnes Elementary - 4th Grade	80	87	0
Barnes Elementary - 5th Grade	80	87	0
Hodson Elementary - Pre-K	40	31	7
Hodson Elementary - Kindergarten	80	88	0
Hodson Elementary - 1st Grade	80	87	0
Hodson Elementary - 2nd Grade	80	78	0
Hodson Elementary - 3rd Grade	80	81	0
Hodson Elementary - 4th Grade	80	82	0
Hodson Elementary - 5th Grade	80	93	0
Mills Elementary - Pre-K	40	40	0
Mills Elementary - Kindergarten	80	80	2
Mills Elementary - 1st Grade	80	80	2
Mills Elementary - 2nd Grade	60	75	0
Mills Elementary - 3rd Grade	60	58	3
Mills Elementary - 4th Grade	80	83	0
Mills Elementary - 5th Grade	60	71	0
Morrow Elementary - Pre-K	40	39	0
Morrow Elementary - Kindergarten	100	107	0
Morrow Elementary - 1st Grade	100	107	0
Morrow Elementary - 2nd Grade	80	84	0
Morrow Elementary - 3rd Grade	80	107	0
Morrow Elementary - 4th Grade	80	74	4
Morrow Elementary - 5th Grade	80	94	0
Northeast Elementary - Pre-K	40	40	0
Northeast Elementary - Kindergarten	80	77	0
Northeast Elementary - 1st Grade	80	91	0

Northeast Elementary - 2nd Grade	60	59	0
Northeast Elementary - 3rd Grade	60	64	0
Northeast Elementary - 4th Grade	80	81	0
Northeast Elementary - 5th Grade	80	72	7
Smith Elementary - Pre-K	40	30	14
Smith Elementary - Kindergarten	60	63	0
Smith Elementary - 1st Grade	60	63	0
Smith Elementary - 2nd Grade	60	57	3
Smith Elementary - 3rd Grade	60	68	0
Smith Elementary - 4th Grade	60	58	4
Smith Elementary - 5th Grade	60	53	6
Stone Canyon Elementary - Pre-K	40	46	0
Stone Canyon Elementary - Kindergarten	80	69	10
Stone Canyon Elementary - 1st Grade	100	99	1
Stone Canyon Elementary - 2nd Grade	100	102	0
Stone Canyon Elementary - 3rd Grade	80	98	0
Stone Canyon Elementary - 4th Grade	80	87	0
Stone Canyon Elementary - 5th Grade	100	101	5
6th Grade Center	750	777	0
7th Grade Center	750	756	0
8th Grade Center	750	755	0
Owasso High School - 9th Grade	750	843	0
Owasso High School - 10th Grade	725	725	4
Owasso High School - 11th Grade	725	763	0
Owasso High School - 12th Grade	700	677	23

CERTIFICATE OF APPROVAL

March 20, 2023

Purchase Orders to be approved by the Board of Education:

2022-2023 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1052-1182	183,617.74
<i>VENDORS</i>	Change Orders		10,344.96
			<hr/>
			\$ 193,962.70
			<hr/> <hr/>

2022-2023 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		90	15,000.00
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 15,000.00
			<hr/> <hr/>

2022-2023 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ -
			<hr/> <hr/>

2022-2023 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>		185-196	124,245.15
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
			\$ 124,245.15
			<hr/> <hr/>

2022-2023 Bond Fund 33

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
		\$	<u>-</u>

2022-2023 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
		\$	<u>-</u>

2022-2023 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		84-89	298,800.00
<i>VENDORS</i>	Change Orders		0.00
			<u>298,800.00</u>
		\$	<u>298,800.00</u>

2022-2023 Bond Fund 04-BOK

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>0.00</u>
		\$	<u>-</u>

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 1052 - 1182

PO No	Date	Vendor No	Vendor	Description	Amount
1052	02/09/2023	19067	RENEWED VISION LLC	Green - PAC ProPresenter License	399.00
1053	02/09/2023	13132	GODADDY.COM INC	Green - Fine Arts Domain	154.92
1054	02/09/2023	12033	APPLE EDUCATION STORE	Green - PAC Computer Upgrade	3,400.00
1055	02/09/2023	11351	AMAZON	AAA Batteroes for the AT Library	40.00
1056	02/09/2023	11061	ULINE	Velcro	1,174.29
1057	02/09/2023	3531	ORAL ROBERTS UNIVERSITY	Teacher Career Fair	175.00
1058	02/09/2023	770	NORTHEASTERN STATE UNIVERSITY	Career Fair	175.00
1059	02/09/2023	195	FELKINS ENTERPRISES, LLC	Sign for Career Connections Program - 2/20/23	50.00
1060	02/10/2023	17574	UNITED ART AND EDUCATION, INC.	Art supplies for Art Dept.	946.13
1061	02/10/2023	11351	AMAZON	Supplies for Math department	200.00
1062	02/10/2023	9270	OKLA FOREIGN LANGUAGE TEACHERS ASSN	PD - Mrs. Kennett - OFLTA Spring Conference 3/4/23	75.00
1063	02/14/2023	19078	CARDIO PARTNERS INC	Adult Defibrillation Electrode Pads	225.00
1064	02/14/2023	70044	TULSA AREA UNITED WAY	Award Banquet Luncheon	500.00
1065	02/14/2023	18452	OKCDT ENTERPRISE LLC	Conference Accommodations	2,450.00
1066	02/14/2023	81953	MARGARET M COATES	4 Days Per Diem out of state travel	400.00
1067	02/14/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Blanket-Staff Travel Emergency Expenses	1,000.00
1068	02/14/2023	18100	OWASSO AUTO CARE	bus and auto repair	10,000.00
1069	02/14/2023	16378	C & C SUPPLY AND SERVICE CO INC	Blanket PO for Custodial Supplies	4,000.00
1070	02/15/2023	11351	AMAZON	Dodge - Musical Props/Supplies	120.00
1071	02/15/2023	276	WALMART #168	Dodge - Musical Props/Costume Pieces	500.00
1072	02/15/2023	18672	EAST OKLA NATIONAL FORENSIC LEAGUE	Dodge - Tournament Fees	400.00
1073	02/15/2023	13641	JOHN D FORD	Barber - Musical Guitarist	700.00
1074	02/15/2023	19041	SEAN B. WHITWORTH	Barber - Musical Guitarist	700.00
1075	02/15/2023	14182	GREG SPEARS	Barber - Musical Bass Player	600.00
1076	02/15/2023	15779	GEORGE TOUMAYAN	Barber - Musical Drummer	600.00
1077	02/15/2023	17304	THOMAS YOUNG	Barber - Musical Percussionist	600.00
1078	02/15/2023	9271	MAXI AIDS	BoldWriter for VI students	36.55
1079	02/15/2023	10116	OTICON	Adapters for HI student	69.99
1080	02/15/2023	12592	LS&S LLC	Graphite canes for VI students	100.05
1081	02/15/2023	86155	SARA BETH SHEARER	Per diem for TESOL Conference	168.75
1082	02/15/2023	10449	AC SUPPLY	4TH GRADE STEM WEEK ROCKETS	526.00
1083	02/15/2023	3211	PITSCO EDUCATION LLC	5TH GRADE STEM WEEK PROJECT SUPPLIES	954.00
1084	02/15/2023	23	CAROLINA BIOLOGICAL SUPPLY CO	WILSON S/SCIENCE CLASS SUPPLIES	4,500.00
1085	02/17/2023	19055	THE COUNTRY SEAT, INC.	Basket Reed	250.00
1086	02/17/2023	11351	AMAZON	Cultural Craft Supplies	500.00
1087	02/22/2023	1536	TULSA WORLD	Job Fair Recruitment	4,341.00
1088	02/23/2023	11112	4 IMPRINT	Whiddon/Folders for Senior Conference	1,000.00
1089	02/23/2023	11351	AMAZON	Baker- Stamps for ICAP Activity Day	30.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 1052 - 1182

PO No	Date	Vendor No	Vendor	Description	Amount
1090	02/23/2023	18484	Focused School Photography	BOWMAN/PRINTING OF SENIOR IMAGES FOR RAM HALL	175.00
1091	02/23/2023	18910	Sooner Wholesale Florist Inc.	CANNADY/OPEN PO/CLASS SUPPLIES FOR HORTICULTURE	1,300.00
1092	02/23/2023	134	FLINN SCIENTIFIC, INC.	WILSON S/SCIENCE CLASS SUPPLIES	2,130.00
1093	02/23/2023	11351	AMAZON	WILSON S/SCIENCE CLASS SUPPLIES	1,500.00
1094	02/23/2023	195	FELKINS ENTERPRISES, LLC	Bratcher - Art Show Printing	200.00
1095	02/23/2023	11351	AMAZON	Green - Microphone Cord Adapter	15.00
1096	02/23/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Dodge - Musical Rigging Equipment	327.37
1097	02/23/2023	4243	SOUTHPAW ENTERPRISES	Physical Therapist Scooter Boards	2,759.94
1098	02/23/2023	4999	OFFICE DEPOT	Name Stamp for Tyler Martin	40.00
1099	02/24/2023	19115	EMPLOYEE SCREENING SVCS OF MISSOURI	Drug screenings and physicals	5,000.00
1100	02/24/2023	11351	AMAZON	PK/K Kickstart labels	84.00
1101	02/24/2023	4999	OFFICE DEPOT	Open PO for Office Suppliiies	1,000.00
1102	02/24/2023	11351	AMAZON	STEM items for teachers in the classroom	1,500.00
1103	02/24/2023	11351	AMAZON	Earbuds for Students	75.00
1104	02/24/2023	11351	AMAZON	Office Supplies	300.00
1105	02/24/2023	11351	AMAZON	St. Patricks Day History lesson of leprechaun	60.00
1106	02/24/2023	120	OKLA SEC. SCHOOLS ACT. ASSOC.	Dodge - Regional Tournament	200.00
1107	02/27/2023	15188	CHEYENNE GAGNER	Cherokee music and vocal presentation	200.00
1108	02/27/2023	18257	LEGACY SALES & CONSULTING, LLC	audio and stage support services	300.00
1109	02/27/2023	17163	SHANISTA RENA CLOUD	Basket Making Demonstrations	200.00
1110	02/27/2023	15708	JULIE REYNOLDS	Basket making exhibit	150.00
1111	02/27/2023	16140	TOM BARNETT	Native American Stomp Dance exhibition	350.00
1112	02/27/2023	18795	KELSEY NICOLETTE COOPER	Cherokee Clothing exhibit and presentation	100.00
1113	02/27/2023	16011	CRYSTAL HANNA	Cherokee Pottery Demonstations	200.00
1114	02/27/2023	15170	ALICE WILDER	Basket exhibition, invocation and demonstrations	200.00
1115	02/27/2023	17617	BRANDI R HINES	Stained glass demonstrations	100.00
1116	02/27/2023	18676	STEVE HOLLAND	Woodworking exhibition and demonstration	100.00
1117	02/27/2023	17164	JAMES GREGORY BILBY	Emcee and stage support services	300.00
1118	02/27/2023	18963	Rebecca Wedel	Native American Foods Demo and Prep	200.00
1119	02/27/2023	18740	WILL ROGERS MEMORIAL COMMISSION	Will Rogers exhibit and presentations	100.00
1120	02/27/2023	11351	AMAZON	Supplies and materials for Gifted program	175.00
1121	02/27/2023	11351	AMAZON	Gifted Supplies and Materials	265.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 1052 - 1182

PO No	Date	Vendor No	Vendor	Description	Amount
1122	02/27/2023	11351	AMAZON	Gifted Program Supplies and Materials	250.00
1123	02/27/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Dodge - Musical Paint	400.00
1124	02/27/2023	4110	TRAILS END BBQ	Lunch for Continuous Strategic Improvement meeting	600.00
1125	02/28/2023	16175	ISTE	ISTE Registration - June 25-28, 2023	4,515.00
1126	02/28/2023	4999	OFFICE DEPOT	DAY/OPEN PO/PAPER SUPPLIES FOR WEST OFFICE	750.00
1127	02/28/2023	4999	OFFICE DEPOT	DAY/OPEN PO/OFFICE SUPPLIES FOR WEST CAMPUS	750.00
1128	02/28/2023	777	MABEE CENTER	COOPER/RENTAL OF MABEE CENTER FOR COMMENCEMENT	24,500.00
1129	02/28/2023	4999	OFFICE DEPOT	AVILA/PRESENTER REMOTE FOR SPANISH CLASS	50.00
1130	02/28/2023	11351	AMAZON	BAKER J/ACT FLASH CARDS	29.99
1131	02/28/2023	86537	AMBER FAY RICHARDSON	Reimbursement for Subject Area Test	200.00
1132	02/28/2023	11351	AMAZON	Math Resources for Gifted	30.00
1133	02/28/2023	11351	AMAZON	File Folder Labels, Letter H	0.00
1134	02/28/2023	3211	PITSCO EDUCATION LLC	STEM- Bee-Bot Starter Kit and Accessories	1,400.00
1135	02/28/2023	4999	OFFICE DEPOT	BAKER M./SUPPLIES FOR ICAP DAY	100.00
1136	02/28/2023	166	QUILL CORPORATION	WHIDDON/NAME BADGES FOR SENIOR CONFERENCE	300.00
1137	03/01/2023	7797	GRUENINGER MUSIC TOURS	Barber - Ireland Activity Tours/Tickets	9,870.00
1138	03/03/2023	70011	OWASSO PUBLIC SCHOOLS	Attendance Incentive book fair - JOM Students	8,400.00
1139	03/03/2023	19125	ROY'S FRIED CHICKEN INC.	Cherokee Heritage Festival Luncheon	1,000.00
1140	03/03/2023	85658	BART TAYLOR	Author presentation	200.00
1141	03/03/2023	19126	REBECCA ADAIR	Cherokee Games Presentation	200.00
1142	03/03/2023	19127	TREVOR DAMIEN PETTWAY	Native American Music presentation	100.00
1143	03/03/2023	19128	TOMMY WILDCAT	Cherokee Flute presentation	250.00
1144	03/03/2023	19130	NATHALIE STANDINGCLOUD	Acting, Artist & motivational speaker	250.00
1145	03/03/2023	19137	SONESTA PHILADELPHIA	ISTE Hotel June 25-28, 2023	4,538.52
1146	03/03/2023	15917	SPEARS TRAVEL - BARTLESVILLE	ISTE Airfare June 25-28, 2023	4,800.00
1147	03/03/2023	16538	HUNGRY DRUM INC	Elem. Comp. Science Curriculum- E. Dishman-Bailey	15,469.07
1148	03/03/2023	18192	COUNCIL OF ADMIN OF SPECIAL ED	Professional Development	4,400.00
1149	03/03/2023	11351	AMAZON	Pencil Grips for Occupational Therapy	155.00
1150	03/03/2023	11351	AMAZON	1st Grade May STEM Supplies	55.00
1151	03/03/2023	11351	AMAZON	Powers - Furniture - Stools	115.00
1152	03/03/2023	11351	AMAZON	Kinder April/May STEM Supplies	400.00

Purchase Order Register

Options: Year: 2022-2023, Fund: GENERAL FUND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 1052 - 1182

PO No	Date	Vendor No	Vendor	Description	Amount
1153	03/03/2023	869	INSECT LORE PRODUCTS	Live Caterpillars/Ladybugs for Pre-K, K & 1st	130.00
1154	03/03/2023	166	QUILL CORPORATION	File Folder Labels for Student Files	60.00
1155	03/03/2023	11351	AMAZON	Legal File Folders for Testing	100.00
1156	03/03/2023	11351	AMAZON	Calculators for Math Testing	500.00
1157	03/03/2023	11351	AMAZON	Laminate and glue sticks	500.00
1158	03/03/2023	11351	AMAZON	Elec Pencil sharpener/glue/expo markers	150.00
1159	03/03/2023	11351	AMAZON	OPEN P.O. Office Supplies	500.00
1160	03/03/2023	13989	TEACHERS SYNERGY	teaching material	30.00
1161	03/03/2023	195	FELKINS ENTERPRISES, LLC	Signs to hang up on playground gates	80.00
1162	03/03/2023	19123	URBAN PHILADELPHIA LIBERTY TENANT	ISTE Event - Hotel	3,420.00
1163	03/03/2023	9628	CINTAS CORPORATION 063	First Aid Kit Refills	300.00
1164	03/06/2023	86909	NAOMI ANN WOLFE JAYNES	ISTE 2023 Per Diem/Baggage/Ground Travel	257.50
1165	03/06/2023	84948	MILTON DENNY	ISTE 2023 Per Diem/Baggage/Ground Travel	257.50
1166	03/06/2023	85532	JENNIFER A MARTIN	ISTE 2023 Per Diem/Baggage/Ground Travel	257.50
1167	03/06/2023	86366	GRACE ELIZABETH MCENDARFER	ISTE 2023 Per Diem/Baggage/Ground Travel	257.50
1168	03/06/2023	6650	LOWE'S HOME CENTER, INC.	SMITH J/GE 30 IN. BURNERS AND SELF CLEANING OVEN	2,400.00
1169	03/06/2023	16061	US CUTTER	WHIDDON/VINYL FOR INFO SIGNS	75.00
1170	03/06/2023	14367	CORNERSTONE HARDWARE	District Wide Hardware Needs	500.00
1171	03/07/2023	11351	AMAZON	Calculators for the Math Department.	330.00
1172	03/07/2023	10483	SAM'S CLUB	Supplies for Science dept.	300.00
1173	03/07/2023	276	WALMART #168	Supplies for the Science Dept.	275.00
1174	03/07/2023	134	FLINN SCIENTIFIC, INC.	Supplies for Science Dept.	550.00
1175	03/07/2023	8190	HOME DEPOT	Supplies for Science Dept	140.00
1176	03/07/2023	195	FELKINS ENTERPRISES, LLC	discipline work forms	250.00
1177	03/07/2023	5612	GREAT EXPECTATIONS-NSU	GE Registrations	25,000.00
1178	03/07/2023	1738	OWASSO CHAMBER OF COMMERCE	Owasso Chamber Banquet Luncheon	500.00
1179	03/07/2023	11351	AMAZON	Table covers	133.17
1180	03/07/2023	11351	AMAZON	Microphone cables for the sound system	70.00
1181	03/07/2023	18549	PREMIER SOFTWARE USER GROUP EVENTS	Central States PSUG Conference - 2023	300.00
1182	03/07/2023	11351	AMAZON	Supplies for Testing-Math Dept	250.00

Non-Payroll Total:	\$183,617.74
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Payroll Total:	\$0.00
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Report Total:	\$183,617.74
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Change Order Listing

Options: Fund: GENERAL FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 2/8/2023 - 3/8/2023, PO Range: 1 - 1051, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
100	07/01/2022	14920	OKLAHOMA SCHOOLS INSURANCE GROUP	AUTO/BUS LIABILITY INSURANCE DEDUCTIBLE	10,000.00
165	07/01/2022	15806	MCDANIEL ACORD, PLLC	LEGAL FEES FOR PROPERTY TAX LAWSUIT	157.44
524	08/25/2022	18354	SCHOOL SPECIALTY LLC	Grade Books	23.20
850	11/28/2022	11351	AMAZON	Butcher paper for classrooms boards and projects	86.06
990	01/24/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Dodge - Paints for Musical Set	78.26
Non-Payroll Total:					\$10,344.96
Payroll Total:					\$0.00
Report Total:					\$10,344.96

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: BUILDING FUND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 90 - 90

PO No	Date	Vendor No	Vendor	Description	Amount
90	02/24/2023	7009	TRANE	District Wide Parts for HVAC Repairs	15,000.00
Non-Payroll Total:					\$15,000.00
Payroll Total:					\$0.00
Report Total:					\$15,000.00

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 31 - 2022 BOND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 185 - 196

PO No	Date	Vendor No	Vendor	Description	Amount
185	02/10/2023	175	HERTZBERG-NEW METHOD, INC.	Selection of Shelf Ready Books for the Library	2,865.14
186	02/10/2023	247	BOUND TO STAY BOUND BOOKS	Selection of Shelf Ready Books	2,199.86
187	02/24/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	Books for Library	1,078.13
188	02/28/2023	175	HERTZBERG-NEW METHOD, INC.	Library books for library	1,030.86
189	03/03/2023	7823	HENRY SCHEIN	Weight storage racks and equipment	4,700.00
190	03/03/2023	10678	PERFORMANCE HEALTH SUPPLY, INC.	Weight room equipment	8,214.41
191	03/03/2023	18393	ZIP MEDICAL SUPPLIES LLC	Wellness Plyoback reflex, Thermx and Medic XL	11,000.00
192	03/03/2023	18995	KEISER CORPORATION	Functional Trainer Package	7,500.00
193	03/03/2023	17990	PLAE VERTICAL INC	Misc Equipment for Wellness	13,808.00
194	03/03/2023	7823	HENRY SCHEIN	Taping Tables and Accessories	62,000.00
195	03/03/2023	19060	M-F ATHLETIC CO INC	weight racks	3,248.75
196	03/03/2023	112	MURRAY WOMBLE, INC.	lockers for the Wellness Center	6,600.00
Non-Payroll Total:					\$124,245.15
Payroll Total:					\$0.00
Report Total:					\$124,245.15

Owasso Public Schools

Purchase Order Register

Options: Year: 2022-2023, Fund: FD 39 - 2020 BOND, Date Range: 2/8/2023 - 3/7/2023, PO Range: 84 - 89

PO No	Date	Vendor No	Vendor	Description	Amount
84	02/24/2023	7009	TRANE	District Wide Unit Replacements	100,000.00
85	02/24/2023	12419	JOHNSTONE SUPPLY OF OWASSO	District Wide Unit Replacements	10,000.00
86	03/03/2023	19124	VICENTE MANDUJANO VASQUEZ	Install New Ceiling for Softball Building	4,800.00
87	03/06/2023	15842	HD SUPPLY FACILITIES MAINTENANCE	Blanket PO for Equipment	30,000.00
88	03/06/2023	16997	KAL-AN ASPHALT INC	District Wide Parking Lot Projects	150,000.00
89	03/07/2023	1543	J.W. PEPPER & SON, INC	Bettridge - OPEN PO - Choral Music	4,000.00
Non-Payroll Total:					\$298,800.00
Payroll Total:					\$0.00
Report Total:					\$298,800.00

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2023, Funds: 60, As Of Date: 2/28/2023, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK			
2023	60	SCHOOL ACTIVITY FUND		\$2,624,566.11
			Total AC 0110	\$2,624,566.11
				<u>\$2,624,566.11</u>

Cash By Fund

2023	60	SCHOOL ACTIVITY FUND		\$2,624,566.11
				<u>\$2,624,566.11</u>

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL FUND	\$0.00	\$60,713.16	\$60,279.88	\$17,087.08	\$103,905.96	\$29,255.67	\$74,650.29
804 CH NUTRITION REF SUB ACCT	\$0.00	\$5,041.40	\$0.00	\$1,495.06	\$3,546.34	\$88.10	\$3,458.24
805 OHS ACTIVITY	\$0.00	\$24,520.20	\$52,206.80	\$9,942.48	\$66,784.52	\$8,532.81	\$58,251.71
806 HS AP	\$0.00	\$1,293.00	\$61,509.85	\$27,253.00	\$35,549.85	\$100.00	\$35,449.85
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$4,641.00	\$33,638.31	\$7,085.14	\$31,194.17	\$1,350.00	\$29,844.17
808 HS STUDENT COUNCIL	\$0.00	\$31,816.51	\$17,014.51	\$28,077.93	\$20,753.09	\$5,130.00	\$15,623.09
809 HS SPEECH/DEBATE	\$0.00	\$1,701.00	\$1,854.66	\$718.17	\$2,837.49	\$1,536.00	\$1,301.49
810 OHS - TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$6,021.87	\$2,102.88	\$3,918.99	\$1,718.99	\$2,200.00
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$5,702.68	\$5,112.03	\$6,296.28	\$4,518.43	\$60.00	\$4,458.43
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$328.43	\$0.00	\$328.43	\$0.00	\$328.43
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$208,518.45	\$278,916.21	\$150,270.07	\$337,164.59	\$74,827.20	\$262,337.39
817 5TH GRADE HONOR CHOIR- DISTRICTWIDE	\$0.00	\$1,566.00	\$3,513.18	\$0.00	\$5,079.18	\$2,380.00	\$2,699.18
818 HS FFA	\$0.00	\$148,443.45	\$39,471.06	\$100,138.13	\$87,776.38	\$19,954.83	\$67,821.55
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$4,886.88	\$738.05	\$4,148.83	\$48.79	\$4,100.04
822 HS ART	\$0.00	\$4,167.00	\$697.30	\$1,949.72	\$2,914.58	\$1,240.00	\$1,674.58
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$22,643.98	\$10,220.23	\$19,681.77	\$13,182.44	\$4,688.30	\$8,494.14
826 HS SENIOR CLASS	\$0.00	\$19,805.89	\$10,411.35	\$7,636.28	\$22,580.96	\$5,889.65	\$16,691.31
827 HS UNIFIED CLUB	\$0.00	\$1,399.00	\$684.48	\$1,534.00	\$549.48	\$0.00	\$549.48
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$15,928.00	\$3,397.69	\$12,530.31	\$10,280.00	\$2,250.31
831 E-SPORTS	\$0.00	\$4,323.65	\$0.00	\$1,896.96	\$2,426.69	\$1,587.00	\$839.69
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$17.00	\$0.00	\$0.00	\$17.00	\$0.00	\$17.00
835 HS HISTORY CLUB	\$0.00	\$500.00	\$0.62	\$150.00	\$350.62	\$0.00	\$350.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$1,260.00	\$0.00	\$0.00	\$1,260.00	\$870.00	\$390.00
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$305.00	\$0.00	\$9.99	\$295.01	\$0.00	\$295.01
839 HS DRAMA/PRODUCTIONS	\$0.00	\$7,029.00	\$7,747.29	\$3,678.79	\$11,097.50	\$4,850.00	\$6,247.50
840 8GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,726.06	\$722.16	\$1,003.90	\$435.00	\$568.90
841 EIGHTH GRADE ACTIVITY	\$0.00	\$5.60	\$3,755.31	\$120.00	\$3,640.91	\$0.00	\$3,640.91
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$1,694.00	\$5,809.10	\$3,163.87	\$4,339.23	\$1,915.22	\$2,424.01
844 EIGHTH GRADE HOME EC	\$0.00	\$1,545.00	\$2,116.58	\$104.00	\$3,557.58	\$2,684.00	\$873.58
845 EIGHTH GRADE YEARBOOK	\$0.00	\$1,201.04	\$4,001.13	\$1,408.66	\$3,793.51	\$1,150.00	\$2,643.51
848 EIGHTH GRADE ART	\$0.00	\$2,035.00	\$755.79	\$0.00	\$2,790.79	\$1,700.00	\$1,090.79
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,110.00	\$1,467.85	\$821.03	\$1,756.82	\$0.00	\$1,756.82
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$290.00	\$1,159.44	\$170.47	\$1,278.97	\$0.00	\$1,278.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$447.79	\$30.00	\$417.79	\$0.00	\$417.79
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$771.15	\$511.98	\$88.28	\$1,194.85	\$0.00	\$1,194.85
857 7TH GRADE STEM	\$0.00	\$1,200.00	\$457.99	\$1,057.76	\$600.23	\$350.00	\$250.23
858 EIGHTH GRADE FCCLA	\$0.00	\$4,557.80	\$484.14	\$3,248.69	\$1,793.25	\$1,095.00	\$698.25
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$450.00	\$4,627.99	\$3,817.75	\$1,260.24	\$0.00	\$1,260.24
860 EIGHTH GRADE STEM	\$0.00	\$570.00	\$72.98	\$0.00	\$642.98	\$125.00	\$517.98
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$12,477.88	\$933.44	\$11,544.44	\$92.66	\$11,451.78
862 SEVENTH GRADE YEARBOOK	\$0.00	\$52.00	\$2,032.35	\$306.93	\$1,777.42	\$25.00	\$1,752.42
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,170.00	\$864.25	\$930.38	\$1,103.87	\$144.00	\$959.87
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$174.79	\$0.00	\$174.79	\$0.00	\$174.79
865 SEVENTH GRADE MATH	\$0.00	\$0.00	\$513.05	\$0.00	\$513.05	\$0.00	\$513.05
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$282.46	\$145.35	\$137.11	\$0.00	\$137.11
868 SEVENTH GRADE PHYS ED	\$0.00	\$4,935.00	\$3,022.60	\$3,494.01	\$4,463.59	\$30.00	\$4,433.59

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 7GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,350.00	\$350.00	\$1,000.00	\$100.00	\$900.00
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$137.71	\$491.39	\$361.68	\$267.42	\$44.56	\$222.86
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$0.00	\$1,634.05	\$385.00	\$1,249.05	\$730.00	\$519.05
873 SEVENTH GRADE CREATIVE STUDIES	\$0.00	\$0.00	\$219.54	\$0.00	\$219.54	\$0.00	\$219.54
874 SEVENTH GRADE LIBRARY	\$0.00	\$3,709.41	\$2,530.84	\$4,326.51	\$1,913.74	\$1,372.54	\$541.20
875 BARNES ACTIVITY	\$0.00	\$3,122.83	\$14,485.98	\$5,848.36	\$11,760.45	\$1,331.00	\$10,429.45
876 BARNES ALL IN	\$0.00	\$0.00	\$1,465.21	\$992.60	\$472.61	\$0.00	\$472.61
877 BARNES LIBRARY	\$0.00	\$6,077.43	\$14,976.70	\$6,652.89	\$14,401.24	\$5,086.13	\$9,315.11
878 BARNES TACK	\$0.00	\$0.00	\$265.50	\$237.69	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$4,540.00	\$2,787.42	\$4,497.05	\$2,830.37	\$965.00	\$1,865.37
880 BARNES TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,361.07	\$376.71	\$984.36	\$0.00	\$984.36
881 BARNES MUSIC	\$0.00	\$322.00	\$225.77	\$238.64	\$309.13	\$0.00	\$309.13
882 ATOR LIBRARY	\$0.00	\$3,567.56	\$11,781.03	\$6,727.85	\$8,620.74	\$814.52	\$7,806.22
883 ATOR ACTIVITY	\$0.00	\$1,297.00	\$12,242.41	\$2,629.18	\$10,910.23	\$817.72	\$10,092.51
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$3,723.60	\$237.41	\$3,486.19	\$0.00	\$3,486.19
885 ATOR MUSIC	\$0.00	\$1,215.00	\$1,622.37	\$1,773.19	\$1,064.18	\$400.00	\$664.18
886 ATOR TEACHERS WELFARE	\$0.00	\$17.39	\$669.65	\$423.56	\$263.48	\$0.00	\$263.48
887 MILLS ACTIVITY	\$0.00	\$4,137.66	\$13,069.53	\$6,861.78	\$10,345.41	\$1,888.67	\$8,456.74
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,561.50	\$0.00	\$1,561.50	\$0.00	\$1,561.50
889 MILLS TEACHER WELFARE	\$0.00	\$197.01	\$4,038.07	\$107.87	\$4,127.21	\$500.00	\$3,627.21
890 MILLS TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$2,081.72	\$681.72	\$1,400.00	\$900.00	\$500.00
891 MILLS LIBRARY	\$0.00	\$7,895.87	\$6,763.77	\$5,960.09	\$8,699.55	\$1,553.01	\$7,146.54
892 SMITH TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$110.00	\$1,495.00	\$487.88	\$1,117.12	\$0.00	\$1,117.12
893 SMITH ACTIVITY	\$0.00	\$23,559.00	\$9,259.33	\$13,803.35	\$19,014.98	\$4,884.62	\$14,130.36
894 SMITH LIBRARY	\$0.00	\$7,111.92	\$9,637.45	\$4,717.06	\$12,032.31	\$1,200.00	\$10,832.31
897 SMITH TEACHERS WELFARE	\$0.00	\$1,338.05	\$598.62	\$958.11	\$978.56	\$30.00	\$948.56
898 HODSON ACTIVITY	\$0.00	\$5,176.90	\$44,717.86	\$15,617.00	\$34,277.76	\$14,303.62	\$19,974.14
899 HODSON TEACHER WELFARE	\$0.00	\$629.86	\$642.12	\$548.51	\$723.47	\$0.00	\$723.47
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,563.86	\$530.87	\$1,032.99	\$165.00	\$867.99
901 HODSON LIBRARY	\$0.00	\$5,861.62	\$19,908.42	\$10,775.22	\$14,994.82	\$10,941.38	\$4,053.44
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$2,530.00	\$1,125.99	\$2,859.46	\$796.53	\$30.92	\$765.61
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,600.00	\$300.04	\$1,299.96	\$299.96	\$1,000.00
905 NORTHEAST ACTIVITY	\$0.00	\$7,192.80	\$27,437.88	\$7,720.62	\$26,910.06	\$2,750.00	\$24,160.06
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$37.63	\$2,413.02	\$315.80	\$2,134.85	\$284.20	\$1,850.65
907 NORTHEAST LIBRARY	\$0.00	\$41,779.42	\$15,260.77	\$31,701.80	\$25,338.39	\$8,446.00	\$16,892.39
911 BAILEY ACTIVITY	\$0.00	\$3,790.85	\$16,733.69	\$6,579.79	\$13,944.75	\$192.56	\$13,752.19
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$514.06	\$290.80	\$223.26	\$84.59	\$138.67
914 BAILEY LIBRARY	\$0.00	\$7,898.79	\$7,304.75	\$8,222.76	\$6,980.78	\$905.74	\$6,075.04
915 BAILEY TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,722.49	\$722.49	\$1,000.00	\$350.00	\$650.00
917 JONES FAMILY GIFT 2016	\$0.00	\$0.00	\$61.56	\$53.20	\$8.36	\$0.00	\$8.36
924 EIGHTH GRADE LIBRARY	\$0.00	\$2,406.59	\$2,767.40	\$1,443.51	\$3,730.48	\$1,200.00	\$2,530.48
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$1,871.95	\$3,552.12	\$1,024.99	\$4,399.08	\$235.00	\$4,164.08
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$400.48	\$22.45	\$378.03	\$0.00	\$378.03
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$251,368.97	\$134.72	\$251,234.25	\$13,770.19	\$237,464.06
930 ATOR TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,677.40	\$677.40	\$1,000.00	\$0.00	\$1,000.00
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$32,722.90	\$47,954.40	\$597.00	\$80,080.30	\$0.00	\$80,080.30
933 RAM ACADEMY	\$0.00	\$2,100.00	\$12,831.63	\$3,174.21	\$11,757.42	\$950.00	\$10,807.42
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$5,039.90	\$8,305.44	\$5,082.18	\$8,263.16	\$1,590.00	\$6,673.16
936 GRANTS - (OEF ONLY)	\$0.00	\$68,500.00	\$0.00	\$50,546.44	\$17,953.56	\$15,743.97	\$2,209.59

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 2/28/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$14,250.00	\$4,221.45	\$1,833.31	\$16,638.14	\$11,150.00	\$5,488.14
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
941 ATHLETICS	\$0.00	\$619,355.27	\$335,494.86	\$485,542.97	\$469,307.16	\$111,875.78	\$357,431.38
942 RAM PARTNERS	\$0.00	\$133,345.00	\$81,092.01	\$112,759.48	\$101,677.53	\$37,579.41	\$64,098.12
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$2,700.00	\$0.00	\$50.00	\$2,650.00	\$0.00	\$2,650.00
946 PERFORMING ARTS CENTER	\$0.00	\$661,788.06	\$504,260.03	\$957,999.72	\$208,048.37	\$96,801.33	\$111,247.04
947 OPERATIONS WELFARE FUND	\$0.00	\$131.31	\$256.12	\$172.75	\$214.68	\$83.37	\$131.31
949 HEALTH SERVICES	\$0.00	\$0.00	\$445.79	\$59.50	\$386.29	\$0.00	\$386.29
951 RAM TEACHER WELFARE	\$0.00	\$361.64	\$4,179.65	\$31.96	\$4,509.33	\$225.00	\$4,284.33
953 HS FAC	\$0.00	\$6,403.00	\$4,471.18	\$3,366.75	\$7,507.43	\$4,328.15	\$3,179.28
957 HS VOCAL	\$0.00	\$54,021.80	\$50,074.99	\$38,221.63	\$65,875.16	\$33,212.00	\$32,663.16
960 STEM - 6GC	\$0.00	\$1,910.00	\$1,731.97	\$757.96	\$2,884.01	\$0.00	\$2,884.01
962 STUDENT HOLDING ACCOUNT	\$0.00	(\$1,124.24)	\$61,233.96	\$0.00	\$60,109.72	\$0.00	\$60,109.72
963 HS LIBERTY COMMITTEE	\$0.00	\$4,982.50	\$4,441.12	\$7,697.66	\$1,725.96	\$50.00	\$1,675.96
965 HS TEACHERS WELFARE	\$0.00	\$4,817.93	\$4,164.79	\$794.26	\$8,188.46	\$1,239.91	\$6,948.55
968 MORROW ACTIVITY	\$0.00	\$3,863.70	\$13,011.24	\$2,292.00	\$14,582.94	\$180.00	\$14,402.94
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,244.50	\$169.78	\$1,074.72	\$400.00	\$674.72
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$637.55	\$194.62	\$442.93	\$0.00	\$442.93
971 HS FCCLA	\$0.00	\$3,850.15	\$1,336.75	\$2,813.18	\$2,373.72	\$1,080.00	\$1,293.72
972 MORROW TEACHER WELFARE	\$0.00	\$1,393.00	\$0.00	\$0.00	\$1,393.00	\$30.00	\$1,363.00
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$2,466.00	\$13,829.72	\$1,366.09	\$14,929.63	\$1,390.00	\$13,539.63
974 MORROW LIBRARY	\$0.00	\$5,426.29	\$7,633.45	\$4,251.00	\$8,808.74	\$449.00	\$8,359.74
975 SIXTH GRADE ACTIVITY	\$0.00	\$1,079.54	\$10,143.49	\$1,084.71	\$10,138.32	\$703.50	\$9,434.82
976 SIXTH GRADE PHYS ED	\$0.00	\$90.00	\$736.98	\$0.00	\$826.98	\$0.00	\$826.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$1,120.00	\$17,249.00	\$8,047.80	\$10,321.20	\$1,500.00	\$8,821.20
978 SIXTH GRADE YEARBOOK	\$0.00	\$134.00	\$17,231.71	\$0.00	\$17,365.71	\$0.00	\$17,365.71
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00	\$0.00	\$22.00
980 6GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$5,210.23	\$2,299.22	\$2,911.01	\$0.00	\$2,911.01
983 SIXTH GRADE ART	\$0.00	\$6,550.00	\$856.45	\$4,865.92	\$2,540.53	\$2,100.00	\$440.53
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$474.33	\$2,066.41	\$0.00	\$2,540.74	\$0.00	\$2,540.74
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$969.53	\$842.84	\$126.69	\$0.00	\$126.69
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$4,170.82	\$1,242.78	\$2,928.04	\$0.00	\$2,928.04
989 SIXTH GRADE LIBRARY	\$0.00	\$5,824.09	\$14,421.44	\$5,446.07	\$14,799.46	\$350.00	\$14,449.46
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,564.91	\$641.90	\$923.01	\$500.00	\$423.01
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$10,177.67	\$7,757.92	\$9,674.84	\$8,260.75	\$975.00	\$7,285.75
995 STONE CANYON TEACHERS WELF	\$0.00	\$848.55	\$620.57	\$639.00	\$830.12	\$0.00	\$830.12
997 STONE CANYON LIBRARY	\$0.00	\$26,392.26	\$22,457.34	\$20,192.22	\$28,657.38	\$17,850.00	\$10,807.38
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$52,945.00	\$53,791.28	\$37,737.73	\$68,998.55	\$28,207.52	\$40,791.03
Total	\$0.00	\$2,458,465.86	\$2,509,469.59	\$2,343,369.34	\$2,624,566.11	\$632,254.09	\$1,992,312.02

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER _____ SITE: ESC _____

ACCOUNT NAME SPARK _____

I would like to:

_____**REVISE ACCOUNT BUDGET:** Proposed new budget attached.

I am adding/deleting: _____

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name: SPARK _____

The purpose of this account is: to process all transactions for the Before/After Care Program for OPS _____

_____**DELETE AN ACCOUNT:** I would like to **delete** a current activity account.

Account Number/Name: _____

Reason for deletion: _____

Melissa Zumwalt
Principal/Director

3/4/2023
Date


Phillip Storm, CFO

3-6-23
Date



ACTIVITY FUND ACCOUNT BUDGET

School Name SPARK Site # _____
 Account Name SPARK Account # _____
 Fiscal Year 2023-2024

RESOURCES:

<u>Beginning cash balance</u>	_____
<u>Sources of revenue:</u>	
<u>Desert Grant (estimated)</u>	<u>1,000,000.00</u>
<u>Enrollment Fees (estimated)</u>	<u>18,750.00</u>
<u>Monthly Tuition (estimated)</u>	<u>\$1,018,750</u>
<u>Donations (estimated)</u>	<u>1,000.00</u>
<u>Fees (field trips, party days, etc) (estimated)</u>	<u>2,000.00</u>
_____	_____
_____	_____
<u>Total resources</u>	<u>\$ 2,040,500.00</u>

USES OF FUNDS:

<u>Budgeted expenditures:</u>	
<u>Furniture/Fixture/Storage</u>	<u>\$ 28,010.00</u>
<u>Technology (ipads, walkies, phone service, portable speakers, software)</u>	<u>15,724.00</u>
<u>Games & Manipulatives</u>	<u>10,000.00</u>
<u>Classroom Supplies/projects</u>	<u>5,000.00</u>
<u>Office Supplies</u>	<u>500.00</u>
<u>Fingerprinting</u>	<u>3,000.00</u>
<u>Student Rewards/Celebrations</u>	<u>1,000.00</u>
<u>Staff Celebrations/Special Occasions</u>	<u>1,000.00</u>
<u>Payroll</u>	<u>270,000.00</u>
<u>Medical Expenses</u>	<u>500.00</u>
<u>Field Trip Expenses</u>	<u>10,000.00</u>
<u>Printing Costs</u>	<u>500.00</u>
<u>Subscriptions</u>	<u>500.00</u>
<u>Professional Development</u>	<u>5,000.00</u>
<u>Paper Goods</u>	<u>500.00</u>
<u>Student Snacks</u>	<u>10,000.00</u>
_____	_____
<u>Total budgeted expenditures</u>	<u>\$ 361,234.00</u>

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$ 1,679,266.00

Signature of Teacher/Sponsor _____

Signature of Director

Melissa Zumwalt

Date

3/4/2023

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 934 SITE: ESC - Owasso Indian Education

ACCOUNT NAME Indian Education

I would like to:

ADDING →

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting: Added Expenditure - Community Service Projects - \$1000.00

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

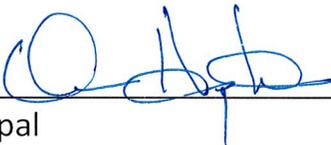
Account Name: _____

The purpose of this account is: _____

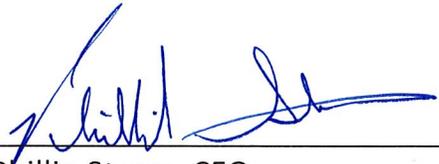
DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name: _____

Reason for deletion: _____


Principal

January 27, 2023
Date


Phillip Storm, CFO

2-27-23
Date

BUDGET FOR SCHOOL ACTIVITY SUBACCOUNT

School Name Owasso Indian Education - ESC Site # _____
 Account Name Indian Education Number 934

For the period of July 1, 2022 through June 30, 2023

I.	Beginning Cash Balance, July 1, <u>2022</u>	\$	<u>8,000.00</u>
II.	Source of All Revenue and Estimated Amounts:		
	<u>Donations</u>	\$	<u>5,000.00</u>
	<u>Food and merchandise sales</u>	\$	<u>2,000.00</u>
	<u>Cherokee Tag Allocation</u>	\$	<u>100.00</u>
	<u>Concession sales</u>	\$	<u>100.00</u>
	<u>Dues and Fees</u>	\$	<u>150.00</u>
	_____	\$	
	_____	\$	

TOTAL RECEIPTS

III. Total Beginning Cash Balance plus Receipts \$ 15,350.00

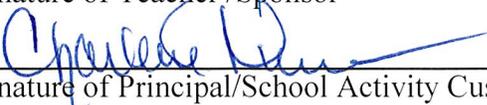
IV.	Expenditures and Estimated Amounts:		
	<u>Educational/Cultural supplies</u>	\$	<u>200.00</u>
	<u>Program honorariums, incentives and rewards</u>	\$	<u>4,000.00</u>
	<u>Charitable Donations, Bereavement, Travel, Hardship</u>	\$	<u>250.00</u>
	<u>Furniture and fixtures</u>	\$	<u>100.00</u>
	<u>Scholarships</u>	\$	<u>500.00</u>
	<u>Student Fees, Dues, College Tests, Postage</u>	\$	<u>200.00</u>
	<u>Professional Education Services</u>	\$	<u>1,000.00</u>
	<u>Registrations and Travel</u>	\$	<u>1,000.00</u>
	<u>Fundraiser Supplies and Expenses</u>	\$	<u>500.00</u>
	<u>General office supplies</u>	\$	<u>200.00</u>
	<u>Reimbursements</u>	\$	<u>200.00</u>
	<u>Technical Services</u>	\$	<u>500.00</u>
	<u>Community Service Projects</u>	\$	<u>1,000.00</u>
	_____	\$	

TOTAL EXPENSES

V. Ending Cash Balance, June 30, 2023 \$ 5,700.00



 Signature of Teacher/Sponsor Position



 Signature of Principal/School Activity Custodian

ADDING →

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 826 SITE: OTS

ACCOUNT NAME senior class

I would like to:

ADDING

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting: Commissions

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name: _____

The funds in this account will cover: _____

DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name: _____

Reason for deletion: _____


Principal

2/21/23
Date


Phillip Storm, CFO

2-27-23
Date



ACTIVITY FUND ACCOUNT BUDGET

School Name Owasso High School

Site # 715

Account Name Senior Class

Account # 826

Fiscal Year 2022-2023

RESOURCES:

Beginning cash balance as of April 15, 2022 (May not reflex July 1 balance) \$ 5,900.68

Sources of revenue:

Senior Dues and Fees \$ 26,000.00

Donations \$ 2,000.00

Fundraisers: Merchandise, food/concessions, tickets sales/auctions \$ 13,800.00

Dodgeball game and supplies \$ 1,000.00

Spirit Night Events/Commissions \$ 750.00

Total resources \$ 49,450.68

← Adding

USES OF FUNDS:

Budgeted expenditures:

Senior merchandise and activites/events \$ 6,100.00

Fundraisers supplies/food/tickets/merchandise \$ 700.00

Grad Bash Location / expenses & gifts \$ 34,900.00

Security Services \$ 300.00

Commencement supplies and formal wear \$ 800.00

Mr. and Miss OHS \$ 500.00

Legacy Gift \$ 5,000.00

Movie Nights supplies/food, popcorn \$ 1,000.00

Flowers \$ 150.00

Student incentives and awards \$ 200.00

Dodgeball supplies \$ 400.00

Total budgeted expenditures \$ 50,050.00

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$ (599.32)

Signature of Teacher/Sponsor

Tricia Smith

Signature of Principal

Michelle FB

Tricia Smith

Revised 2/21/2023

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER: 834

SITE: OHS

ACCOUNT NAME: FCA

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

am adding/deleting: Commissions, Spirit Events, Field Trips, Ticket Sales, Dues and Fees, Student Incentives, Field Trip Expenses

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name:

DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name:


Principal

2.22.23
Date


Phillip Storm, CFO

2-27-23
Date



ACTIVITY FUND ACCOUNT BUDGET

School Name Owasso High School Site # 715
 Account Name Fellowship of Christian Athletes (FCA) Account # 834
 Fiscal Year 2022-2023

RESOURCES:

Beginning cash balance as of April 15, 2022 (May not reflect July 1 balance) \$ -

Sources of revenue:

	<u>Various Fundraisers: Food, Drinks, and Merchandise</u>	<u>600.00</u>
	<u>Fee/Registration</u>	<u>100.00</u>
	<u>Donations</u>	<u>200.00</u>
ADD {	<u>Ticket Sales</u>	<u>200.00</u>
	<u>Commissions</u>	<u>200.00</u>
	<u>Spirit Events</u>	<u>200.00</u>
	<u>Dues and Fees</u>	<u>200.00</u>
	<u>Field Trips</u>	<u>200.00</u>
	<u>Total resources</u>	<u>\$ 1,900.00</u>

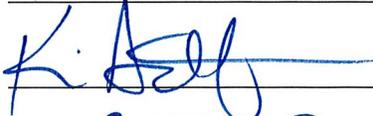
USES OF FUNDS:

Budgeted expenditures:

	<u>Food, drinks, refreshments</u>	<u>\$ 500.00</u>
	<u>T-Shirts</u>	<u>50.00</u>
	<u>Fundraiser Expenses</u>	<u>100.00</u>
	<u>Donations</u>	<u>100.00</u>
	<u>Supplies</u>	<u>100.00</u>
ADD {	<u>Student Incentives</u>	<u>100.00</u>
	<u>Field Trip Expenses</u>	<u>100.00</u>
	<u>Total budgeted expenditures</u>	<u>\$ 1,050.00</u>

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$ 850.00

Signature of Teacher/Sponsor Ryan Hinckley & Asa Poteet

Signature of Principal 

Date 2.17.23

George Couros
11255 Macaw CT
Windermere FL 34786

Service Contract

Agreement Regarding the Services between

**George Couros & Owasso Public Schools
(Contract created February 24, 2023)**

Whereas Owasso Public Schools wishes to purchase services from George Couros.

The Parties hereby agree that:

A. Term

The term of this agreement is for the day of August 14, 2023, from 8 AM until 12 PM in Owasso, OK.

B. Services

One speaking day will be delivered to Owasso Public Schools on August 14, 2023, from 8 AM until 12 PM and will include a 70-minute keynote and debriefing with leadership.

Owasso Public Schools will provide a table immediately outside the auditorium and 2-3 people to assist with book sales and signing immediately following the keynote. George Couros will provide all things needed for sales and will take cash or credit card for the sale of books.

C. Payment

The total honorarium for this work will be \$11,000 all-inclusive. George Couros is responsible for all travel arrangements and expenses for this event. Full payment is to be made in person via check on the day of the event. All speaking payments are to be made to “George Couros.”

D. Conditions

This agreement may not be amended or modified except in writing with the agreement of both parties.

E. Termination

Unless earlier terminated by mutual agreement, this contract shall terminate upon completion of the project.

F. Warranty By Contractor

George Couros warrants that he is competent to perform the work required under the contract in that he has the necessary qualifications, including the knowledge, skill, and ability to perform the work.

G. Confidentiality

To the extent possible under state and federal law, both parties agree that all materials and information received and collected in the execution of this contract will be kept confidential between the parties. The terms of this contract are confidential between George Couros and Owasso Public Schools. No recorded video of this event is to be taken for any reason.

H. Speaking Requirements

George Couros will need a projector (with VGA cable), screen, and sound for my computer (cord to audio jack), and I will need to have my computer plugged in with all of these components in front of me to present. I will also need a lapel mic. I have my own mac and will provide a VGA dongle.

It is imperative that the audio goes through the headphone jack on my computer and the computer is in an accessible area available to me. Audio can NOT go through an HDMI source.

I. Force Majeure

Performance by either party may be excused by the occurrence of events beyond the control of the parties, including unavoidable travel interruptions, flood or other weather-related emergency or disaster, fire, strikes or labor and

employment disputes, or terrorism, provided that the affected party provides notice to the other as soon as reasonably possible after the occurrence of a force majeure event. Upon the declaration of a force majeure event, neither party shall bear liability to the other for non-performance. The parties agree to work together in good faith to discuss alternative dates for the event, and Owasso Public Schools will reimburse any non-refundable expenses that George Couros has purchased to travel to this event.

J. Signatures

For and on behalf of:

(George Couros, Print Name & Sign)

Dated:_____

(Owasso Public Schools Representative – Print Name & Sign)

Dated:_____

PROGRAM PROPOSAL



XCELERATE LEADER DEVELOPMENT PROGRAM OWASSO PUBLIC SCHOOLS

[Monthly scope and sequence on following page]

District Leadership table in Xcelerate cohort

- Proposal includes participation in 1/2-day facilitated Keynote sessions in a cohort with groups of other leaders from the Owasso area
- Sessions are held every-other month
- Proposal amount to include up to 8 participants

On-site Implementation Core Groups

- Held in months in between Xcelerate sessions
- Allows for targeted team coaching regarding current leadership growth opportunities.

July 2023 Leadership Retreat

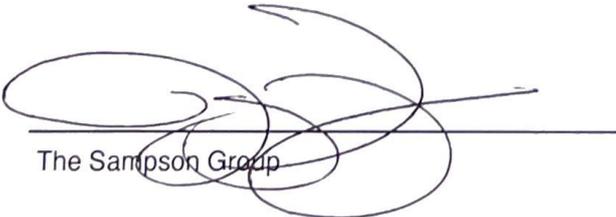
- In lieu of Core Group session(s), the proposal includes facilitation as part of district-wide leadership retreat in July

PROGRAM PRICING

Retail non-profit annual investment: \$18,000

Agreed upon negotiated annual investment: \$10,000

- First installment for April 1 - June 30: \$2,500
- Second installment for July 1 - Mar 31, 2024: \$7,500


The Sampson Group

Owasso Public Schools Board President



Account Name	Owasso SD	Created Date	2/15/2023
Number Of Schools	15	Quote Number	PJ-23021513691
Bill To	1501 N Ash St Owasso, OK 74055	Expiration Date	4/28/2023
Peachjar Representative	Tabassum Bhaghani	Service Start By Date	6/1/2023

Product	Product Description	\$ per Student	# of Students	Total Price
Community Free Flyer Program	Peachjar agrees to allow eligible community organizations to participate in the Community Free Flyer Program in accordance with the program guidelines. https://info.peachjar.com/community-free-guidelines . Peachjar reserves the right to determine final eligibility.	\$0.00		\$0.00
Peachjar Service Startup Fee	Unlimited Use Service includes automated email distribution of flyers approved by District and posting, storage, and management of flyers in school-specific web pages and folders located on a website owned by Peachjar and accessible to parents, school staff, and District staff; access and use of Peachjar's digital flyer approval management system.	\$1.00	9,800	\$9,800.00
Service Startup Fee Discount	Promotional Discount: Subject to (1) District executing the attached License Agreement on or before the expiration date shown above and (2) District completing all "Actions to be Conducted by District" as stated in Section 4 of the attached License Agreement on or before the Service Start by Date, Peachjar agrees to offer a per school discount from its standard Peachjar Service License Fee.	(\$0.10)	9,800	(\$980.00)

Total Fees			
Total Price			\$8,820.00

Initial Here:

Peachjar License Agreement

Acknowledgments

Peachjar, Inc. ("Peachjar") will provide District with access and use of Peachjar's digital flyer management system (the "Service") as further described in the attached Quote, subject to the below terms and conditions. This License Agreement, together with the attached Quote, shall constitute the entire "Agreement."

1. License Grants. Subject to the terms of this Agreement, (1) Peachjar grants District a non-exclusive, non-transferable limited license to use the Service for the approval and distribution of informational digital flyers, and (2), District grants Peachjar a non-exclusive, non-transferrable license to use District data only to the extent necessary to provide the Service as described under Section 3 (Authorized Use & Purpose) below. Such license shall survive the termination of this Agreement for a period of up to 12 months, solely for storing backup District data.

2. Fees. District shall pay the Total fee of \$8,820 listed at the bottom of the Quote which shall be due thirty (30) days after District executes this Agreement. There shall be no fee for future renewals in subsequent renewal terms/years. District agrees that the Startup Fee shall not be reduced if District chooses to implement the Service for a number of students that is less than the number shown in the "# of Students" column in the attached Quote. There shall be no additional fee for District to add students in the future. Startup Fee is non-refundable.

3. Authorized Use & Purpose. In conjunction with Section 1 (License Grant) above, unlimited use of the Service shall be provided to District staff, school staff, and the authorized parent group(s) at each school subject to Peachjar's [Terms of Use Policy](#) as set forth on its website. Peachjar will be compensated from external organizations that choose to contract directly with Peachjar for posting and email distribution of their digital flyers through the Service subject to District flyer approval (for which Peachjar has no authority or responsibility over). Peachjar will be solely responsible for billing and collection from such external organizations. District agrees, to its best efforts, that all participating schools will not distribute paper flyers from external organizations or post/distribute digital flyers from external organizations in a manner that would circumvent Peachjar's compensation. However, schools may place paper copies of flyers in the school office area. Additionally, schools may distribute paper flyers from any source provided that such paper flyer distribution is done in conjunction with digital flyer distribution through the Service. Peachjar will ensure that no digital flyers from external organizations shall be emailed to parents/legal guardians or posted to school webpages through the Service



without District approval. District understands and agrees that in conjunction with posting and distributing digital flyers, Peachjar enables communications between approved organizations and parents/legal guardians for the purposes of facilitating sign-ups, providing supplies that may be necessary for participation in activities, and enabling parents/legal guardians to access additional information. Under no circumstances will Peachjar sell, license or otherwise redistribute any personally identifiable information from student records or contained within District data.

4. Obligations & Actions to be Conducted by District. Prior to the Service Start By Date, District agrees to: (i) place an approved Peachjar button (logo with link) on the home page of each school's website; (ii) implement processes to ensure District's Student Information System (SIS) contains a comprehensive list of parent/legal guardian email addresses; (iii) use Peachjar's secure file transfer process to load into the system a full list of all parent/guardian email addresses and update this list to Peachjar through SFTP at least once every 90 days; (iv) place information on the District website to inform external organizations of the Peachjar Service; (v) provide Peachjar with a current contact list of external organizations who have previously distributed flyers; and (vi) approve flyers from external organizations that meet district guidelines.

5. Term and Termination. This Agreement shall commence immediately upon execution of this Order Authorization by District, and continue for one year after the Service Start Date. This Agreement shall automatically renew on the anniversary of the Service Start Date for successive one (1) year periods unless either party provides written notice to the other of its desire not to renew at least 30 days prior to the end the then-current term.

6. Confidentiality and Protection of Information. Peachjar shall use commercially reasonable efforts to ensure that District data will be safeguarded against loss or theft, as well as unauthorized access, disclosure, copying, or use. Peachjar warrants that it complies with FERPA regulations and will not sell, license or otherwise redistribute any personally identifiable information from student records or contained within District data unless required by law, regulation or court order. District represents and warrants that District shall not deliver student email addresses to Peachjar to ensure COPPA compliance and shall maintain confidentiality regarding all pricing terms of this Agreement.

7. Indemnity & Limitations of Liability. District recognizes that Peachjar does not verify the accuracy of information nor filter/review/approve the content that is contained in the digital flyers or provided to District by third-party organizations as part of the digital flyer approval process. The parties shall defend, indemnify, and hold each other harmless from any and all claims, demands, causes of action, lawsuits, liabilities, damages and expenses (including reasonable attorneys fees) arising from the acts or omissions of the other party, its officers, directors, shareholders, employees and agents and sub-agents, and of any other person or persons acting under its or their direction and control, or of any of them. Neither party shall be liable for any indirect, incidental, special or consequential damages arising out of or in connection with this Agreement, and each party's aggregate liability hereunder shall not exceed the amount of the fees paid or payable by District to Peachjar within the prior 12 months preceding the claim.

Agreed and acknowledged by the following District Authorized Signer:

Signature:

Date:

Name:

Title:

Accounts Payable Name:

Accounts Payable Email:

1.05A Distribution of Information by Outside Organizations and Individuals

A. Distribution of Written Materials and Information ~~to Students~~ from Outside Organizations and Individuals

The intent of this policy is to prohibit or minimize the exploitation of students and staff to promote for monetary gain any business or private enterprise.

Students

~~For Grades PK-8th:~~ The District does not permit the distribution of written information, flyers, and similarly printed materials directly to students from organizations (whether for-profit or non-profit) and individuals, through a backpack flyer program or otherwise during the school day.

The District cooperates with approved community partners by posting e-flyers online and distributing them electronically through a service provider. This electronic distribution method of school flyer delivery acts in place of all paper distribution of flyers.

The distribution of all flyers from outside organizations is to be approved by the Director of Communications. Individuals wishing to distribute materials are required to create an account with the online flyer company and submit the flyer through the online platform. The District will approve or disapprove the submitted flyer and an email will be sent from the online flyer company to the requestor with the result.

No materials will be distributed that contain religious or political content and/or advertising overtones which may be beneficial to any particular group or business at the expense of others. It should be understood that some advertising and sales, when in connection with school related activities, can be beneficial to the District and its students. Therefore, advertising and book sales may be permitted in the District if they are directly related to approved school clubs or related activities that benefit District students. Such activities may include but not be limited to, school newspapers, yearbooks, athletic clubs/camps, and scouting activities. All school-sponsored fundraising projects will be considered permissible.

Generally, for-profit organizations will not be allowed to distribute materials to students. Exceptions will be made for those organizations working in cooperation with school groups in the organization and promotion of approved fundraisers directly benefiting Owasso Public Schools or a student group. Fundraisers must be approved by the site principal or designee.

~~This prohibition shall not apply to the following:~~

- ~~1. District recognized Parent-Teacher Organizations;~~
- ~~2. District sponsored student organizations; and~~
- ~~3. District sponsored student programs/activities approved by the Superintendent.~~

Staff

On occasion, for-profit organizations and businesses may wish to distribute flyers to staff members. The Director of Communications will approve these materials if the content is of direct benefit or cost saving to employees. Such benefits include, but not limited to, educator discounts, special sales for classroom supplies, and professional development opportunities.

B. Announcements during the School Day to Students from Outside Organizations and Individuals

~~For Grades PK-8th, t~~The District does not permit announcements **from outside organizations and individuals** during the school day. This prohibition shall not apply to the following:

1. Announcements related to PTO meetings and PTO sponsored functions;
2. Announcements related to District sponsored student organization meetings and functions;
3. District sponsored programs/activities approved by the Superintendent; and
4. Cancellation intercom announcements for any student groups (District sponsored or non-sponsored) meeting at a school site before or after school hours provided the cancellation request is timely received by the site principal.

C. Distribution of Written Materials by Students

Nothing within this policy limits or prohibits the Distribution of Written Materials by Students as otherwise provided in Board Policy No. 5.07.

D. Signs Placed on the Exterior Grounds of Schools

~~For Grades PK-8, e~~Except for announcements on signage approved by the site principal related to (1) PTO meetings and PTO sponsored functions, (2) District sponsored student organization meetings and functions, and (3) District sponsored student programs/activities approved by the Superintendent, no signs related to outside organizations and individuals will be permitted to be placed on the exterior grounds of the schools in the District.

E. Informational Tables at Open House Events

At scheduled Open House Events where parents visit the school site and meet with teachers, only the following organizations will be permitted to set up information tables: (1) District recognized Parent-Teacher Organizations, and (2) District sponsored student organizations. ~~However, in order for outside organizations and individuals to have an opportunity to meet with parents and students and inform them of programs available before or after the school day, the District will sponsor a District-wide Information Night, at least once per semester, so that outside organizations and individuals can meet with parents and students. No outside organizations or individuals shall be excluded from participating at an Information Night solely because of a particular group or individual's political, religious, or philosophical beliefs.~~

~~F. School Community Bulletin Boards and/or Tables~~

~~Each PK-8th Grade site principal shall designate a space in a common area at the school for the location of a community bulletin board and/or table for the dissemination of written materials only. Only materials that fit the criteria described within section A of this policy will be considered for placement on the community bulletin board and/or information table. Written material shall not be restricted or denied by the site principal solely because of the political, religious, or philosophical content of the material. However, outside organizations and individuals using this space must realize that rights go hand-in-hand with responsibilities and that they have a responsibility to refrain from the distribution of written material which is:~~

- ~~1. Obscene to minors, e.g., material which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors and which an average person, applying contemporary community standards, would find appeals to an obsessive interest in sex by minors to whom distribution is directed.~~
- ~~2. Libelous, e.g., material which is a false and unprivileged statement about a specific individual and tends to be harmful to the individual's reputation.~~
- ~~3. Vulgar, lewd or indecent, e.g., material which an average person would deem improper for presentation to minors because of sexual connotations or profane language.~~
- ~~4. A display or promotion of unlawful products or services, e.g., material which advertises or advocates the use of products or services prohibited by law to minors.~~
- ~~5. Group defamation, e.g., material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability. This includes racial and religious epithets, slurs/insults, and abuse.~~
- ~~6. Disruptive of school operations, e.g., material which, on the basis of past experience or based on specific instances of actual or threatened disruptions, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.~~

~~Outside organizations and individuals shall complete an **Outside District Written Materials Posting Form** and obtain prior approval from the site principal before any written materials will be allowed to be placed on a community bulletin board and/or table.~~

G. Definitions

As used in this Policy:

1. "District sponsored student groups" means those student organizations in grades Pre-K through ~~8th~~ 12th whose membership is solely of students enrolled at the District, meets for common goals, objectives or purposes, and that are under the sole direction and control of the District.
2. "District sponsored student programs/activities approved by the Superintendent" means those programs/activities by District sponsored student groups in grades Pre-K through ~~8th~~ 12th that are approved by the Superintendent or designee and for which all monies generated are subject to deposit in the District's general fund or an applicable student activity fund.
3. "Written material" Includes, but is not limited to, leaflets, magazines, books, brochures, flyers, petitions, newspapers, buttons, badges, or other insignia.
4. "Outside organizations" means any non-profit or tax-exempt organization other than school-related organizations.

Eleyo | New Customer Sign-Up Form



Customer Information

Customer Name <input type="text" value="Owasso Public Schools"/>		Federal Tax ID Number <input type="text" value="730773051"/>
Address <input type="text" value="1501 N Ash St"/>		City <input type="text" value="Owasso"/>
State <input type="text" value="OK"/>	Zip Code <input type="text" value="74055"/>	Phone Number (may display on customers' statements) <input type="text" value="918-272-5367"/>
Contact Name <input type="text" value="Melissa Zumwalt"/>	Contact Phone <input type="text" value="918-272-5367"/>	Contact Email <input type="text" value="melissa.zumwalt@owassops.org"/>

Banking Information

Bank Account (for Deposits):	
Routing Number (9 digits) <input type="text"/>	Account Number <input type="text"/>
Bank Account (for Fees, if different than above):	
Routing Number (9 digits) <input type="text"/>	Account Number <input type="text"/>

For all banking information provided above, we will run a bank verification process to ensure the information is accurate.

Fee Schedule

Software Fees¹

Item	Occurrence	Fee
Monthly Software Fee (All Modules)	Monthly	\$849
Transaction Fee	Per Online/Staff Entered Payment	\$0.39

Eleyo offers Managed Facilities for an additional fee - ask an Eleyo team member for more information. Managed Facilities allow for the scheduling of buildings by assuring that programs using each space are not in conflict with one another.

¹Software Fees are subject to sales tax. Sales tax will be in addition to the stated fees above. If you believe you are exempt from paying sales tax, please provide your state-issued tax exempt paperwork.

Payment Processing Fees

Item	Occurrence	Fee
Payment Processing Discount Fees	Percentage Per Transaction	2.99%

Payment Acceptance types include: Visa, MasterCard, Discover, eCheck (ACH).

Acknowledgement

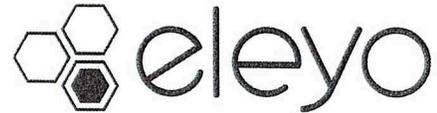
Customer represents and warrants that it has reviewed and agrees to the following documents:

- Eleyo | New Customer Sign-Up Form
- Eleyo | Customer Terms & Conditions
- MERCHANT PROCESSING AGREEMENT FOR Sub-merchants

By signing below, Customer acknowledges the information contained within is true, correct and complete and Customer agrees to be bound by the terms of this agreement and supporting agreements:

Signature Authorizer Signer for Customer <input type="text"/>	Date <input type="text"/>
Name Authorized Signer <input type="text"/>	Title Authorized Signer <input type="text"/>

Eleyo is a partnership between Arux Software and Persolvent. Persolvent is a registered PAYFAC of Worldpay.



ELEYO | CUSTOMER TERMS & CONDITIONS

Thank you for choosing Eleyo®. We are excited to provide you with a comprehensive, easy-to-use software solution and single platform for your program scheduling and registration needs.

These Terms & Conditions incorporate, by reference, two (2) other agreements: [Eleyo's New Customer Sign-Up Form](#) and [Vantiv, Inc.'s Merchant Services Agreement for Sub-Merchants](#) (if applicable). Together, these agreements form a single, binding and enforceable contract between you and Eleyo (the "Agreement"). This Agreement replaces any prior statements or promises by either party; and control over any other document from either party regarding our relationship or the Software, unless that document is also referred to in this Agreement or the New Customer Sign-Up Form.

1. ELEYO | SOFTWARE TERMS.

- 1.1 Eleyo is a cloud-based Software-as-a-Service platform. The Software is owned by Arux, Inc. (one of the partners in Eleyo), and Arux retains all ownership and intellectual property rights in the Software. Arux and Eleyo grant the Customer a non-exclusive, non-transferable, limited license to the Software, subject to Customer's timely payment of Fees and compliance with this Agreement.
- 1.2 The Software may not be used for any illegal or immoral purpose. The Software may not be distributed or tampered with, modified, reverse engineered or customized by or for Customer. The Software may not be used for purposes other than as set out in the Software documents. Violation of this section by Customer will result in immediate termination of this Agreement and a possible claim for damages.
- 1.3 Custom development or custom reports are an additional cost; and will be billed to Customer by Eleyo at \$250/hour (\$1,000 minimum fee) with final content subject to review and approval by Eleyo.
- 1.4 Customer owns all user-generated content produced by Customer or its end users within the Software ("Customer Content"). Customer grants Eleyo the right to access, display, process and use Customer Content to perform its obligations under this Agreement. Eleyo agrees to not sell, distribute or disseminate Customer Content. Customer remains solely responsible for the accuracy, integrity, and appropriateness of Customer Content.
- 1.6 Eleyo does not warrant the Software will be performed error-free or uninterrupted, and Eleyo is not responsible for issues related to the performance, operation or security of the Software arising from Customer Content or improper Customer use. Customer's only remedy for Eleyo's violation of this section is to seek reimbursement of the lesser of the Software Fees during the time of the breach or six (6) months of Software Fees. Interruption in service due to routine or scheduled maintenance is not a breach of this section.

2. ELEYO | PAYMENT PROCESSING TERMS.

- 2.1 Persolvent is a Payment Service Provider/Payment Facilitator and is the other partner in Eleyo, with Arux. Persolvent is registered with Visa, MasterCard, and Discover, and provides all payment processing services to Customer pursuant to this Agreement.
- 2.2 The accepted payment processing types under this Agreement are: Visa, MasterCard, and Discover ("Card Associations"); and eCheck (ACH). Persolvent may agree to allow Customer to use a payment processing type not listed here; but only if Customer requests consent from Persolvent before processing a

transaction using a payment type not listed. Persolvent may withhold consent for any reason, in its discretion.

- 2.3 Customer must process payments in accordance with the Card Associations' rules. Violation of Card Association rules will subject Customer to immediate termination of this Agreement. For complete Card Association rules, visit each Card Association's website (example: <http://www.visa.com>).
- 2.4 Customer is required to maintain compliance with Payment Card Industry – Data Security Standards (“PCI-DSS”). These standards are available at <https://www.pcisecuritystandards.org>. Customer agrees to cooperate with Persolvent to support Persolvent's PCI-DSS compliance requirements, including requests to sign documentation related to PCI-DSS compliance. Customers who process card-present (swipe) or key entered (by staff) transactions may be subject to additional PCI-DSS requirements.
- 2.5 Customer and end user payments by eCheck (ACH) are facilitated by Vericheck, Inc. Vericheck works with Customer/end user's bank (ODFI), to perform authorization and processing services. This takes place through Persolvent's payment processing systems; and all settlement and deposit functions to Customer are facilitated and managed directly by Persolvent. Customer authorizes Persolvent to act in this capacity and take reasonable actions on behalf of Customer to perform these actions on behalf of Customer.
- 2.6 Customer agrees to pay a \$25 penalty for each returned ACH fee or other failed attempt to credit or debit Customer's Banking Information, if Customer provides incorrect banking information or for incorrect setup in Customer's bank accounts.
- 2.7 Customer agrees to not use any 3rd party products for payment processing in association with this Agreement without Persolvent's prior written consent. Customer also agrees to notify Persolvent of any changes to the products and/or services sold via this payment acceptance agreement.
- 2.8 Customer's improper storage or disclosure of any cardholder data, whether in paper or electronic form, is a violation of this Agreement and will subject Customer to immediate termination.
- 2.9 Eleyo provides payment and funding services directly to Customers as part of Eleyo's overall product offering. All transactions will be funded to Customer's provided bank account unless otherwise agreed to in writing between Persolvent and Customer.
- 2.10 During this agreement, Customer agree to maintain complete and up-to-date Customer and Banking Information on file with Eleyo. Failure to maintain current information may result in delayed funding and/or additional fees to Customer.
- 2.11 Payment Processing Fees will be automatically debited from the Banking Account for Fees on around the 7th of each month. The description of the debit will be BANKCARD SERVICES, Company ID 4331062344. Software Fees will be automatically debited from the Bank Account for Fees on around the 5th of each month. The description of the debit will be ELEYO SOFTWARE, Company ID 9000008260.
- 2.12 Card Association pricing may change at any time and therefore Transaction Fees are subject to change with 30 days' prior written notice to Customer.
- 2.13 Customer agrees to reacquire and/or to pay Persolvent the full amount owing on a transaction in the event of any of the following: (a) a return, chargeback, compliance case, or any other Card Association action; (b) extension of credit for merchandise or services that was in violation of law or the rules of any governmental agency (federal, state, local or otherwise); or (c) Persolvent has not received payment for any sales transaction.

- 2.14 Persolvent reserves the right to fund Customer's Bank Account up to seven days after the transaction date. Persolvent, at its sole discretion, may hold funding for longer due to risk and investigations.
- 2.15 It is understood that as part of our responsibilities as a registered Payment Facilitator, we are required to verify the signer of every agreement.
- 3. VANTIV | MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS (IF APPLICABLE).**
- 3.1 If it is indicated in the Customer Sign-Up Form that Customer is required to sign and abide by the Vantiv Merchant Services Agreement then this section 3 applies to Customer. The Vantiv Agreement, if executed by Customer, is incorporated into this Agreement by reference as though fully restated.
- 3.2 Customer's violation of the Vantiv Agreement will be a violation of this Agreement, and subjects Customer to termination of this Agreement and a possible claim for damages. In addition, Persolvent may enforce any of Customer's responsibilities as provided in the Vantiv Agreement, and Customer agrees to reimburse Persolvent for any monetary loss it suffers as a result, including attorneys' fees and costs.
- 4. ELEYO | GENERAL TERMS.**
- 4.1 Customer and Eleyo will maintain appropriate safeguards to protect Customer Content, credit card information, and other non-public information. Customer and Eleyo will immediately inform the other of any actual or suspected data breach or unauthorized disclosure of Customer Content or other non-public information, unless prohibited from doing so by law. Customer and Eleyo agree to cooperate with one another in the event of such a breach and will each take reasonable measures to limit the unauthorized disclosure of data. The party responding to the actual or possible breach will reimburse all parties to this Agreement their reasonable monetary loss, including reasonable attorneys' fees and costs incurred in connection with the actual or suspected breach.
- 4.2 The initial term of this Agreement is 12 months from the date listed on the New Customer Sign-Up Form. This Agreement will automatically renew for additional twelve (12) month periods until terminated by either party. Unless otherwise provided in this Agreement, either party may terminate this Agreement with 30-days' written notice to the other party.
- 4.3 The following events and actions will occur immediately after termination of this Agreement: (a) Customer will no longer have access to, or a license in, the Software or data stored therein; (b) Eleyo will delete all Customer Content on its servers but may keep Customer Content and other Information in backup form for a period of time, after which the data will be permanently deleted.
- 4.4 Eleyo and Customer are sharing their companies' respective confidential information under this Agreement and each agrees to maintain all information shared as confidential and will not share or disclose it to third parties. This agreement to keep all information confidential will survive termination of this Agreement for five (5) years. If a party receives a legal request to produce this Agreement or disclose its terms, that party will notify the other party and give them an opportunity to object or intervene.
- 4.5 Eleyo's Terms of Use and Privacy Policy are incorporated herein by reference as though fully restated. For reference, go to <https://learn.eleyo.com>.
- 4.6 Any claim brought by Customer or Eleyo relating to this Agreement will be decided under the laws of the state of Minnesota. The parties agree to submit to the jurisdiction of, and venue in, Minnesota state or federal courts. The Uniform Computer Information Transactions Act does not apply to this Agreement.

- 4.7 No partnership, joint venture or agency relationship exists between Customer and Eleyo, or between Customer and Eleyo's partners.
- 4.8 Eleyo or its partners may assign this Agreement upon providing written notice to Customer. Customer may not assign this Agreement without the prior written consent of Eleyo.

5. **ELEYO | OPERATIONAL PROCEDURES.**

- 5.1 Upon receipt of the executed New Customer Sign Up Form, Eleyo will assign an Eleyo implementation team member to lead the implementation and new customer training for your team (via remote meeting/conference line).
- 5.2 Customer will complete a questionnaire and participate in a planning call to kick off implementation. Once the planning call is complete, Eleyo's implementation team will work with Customer to set-up programs and prepare them to go live. Once programs are ready to go live, Eleyo will work with enrollments, reports and financial reconciliation training.
- 5.3 Eleyo will facilitate remote training of Customer's program for each program/department implementing the system subject to total hour caps listed below:
- System overview/reporting (2 hours)
 - Child Care setup and training (10 hours)
 - Community Education/Enrichment (Courses) setup and training (10 hours)
 - Facilities setup and training (8 hours)
 - Preschool setup and training (10 hours)

Additional remote hours of training may be purchased at \$250/hour (minimum fee of \$1,000), by mutual agreement in writing of both Customer and Eleyo.

- 5.4 Once implementation and training are complete, Eleyo will provide Customer Support in the following forms:
- In-app access to submit questions to the Eleyo US-based, award-winning support team.
 - Phone support during business hours (based on central time zone).
 - Unlimited access to online Learn Site library of articles, screencasts and recorded webinars.
 - Invitations to a variety of live webinar topics via a monthly newsletter.
 - Quarterly and annual Customer Experience engagement.

MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS

This MERCHANT SERVICES AGREEMENT FOR SUB-MERCHANTS ("Agreement") is made among WORLDPAY, LLC, having its principal office at 8500 Governors Hill Drive, Symmes Township, OH 45249-1384 and its designated Member Bank (collectively "Acquirer") and Owasso Public Schools ("Sub-merchant") in connection with the agreement between Sub-merchant and PERSOLVENT ("Provider"). Acquirer will provide Sub-merchant with certain payment processing services ("Services") in accordance with the terms of this Agreement. In consideration of Sub-merchant's receipt of credit or debit card funded payments, and participation in programs affiliated with MasterCard International Inc. ("MasterCard"), VISA U.S.A. Inc. ("VISA"), Discover ("Discover"), and certain similar entities (collectively, "Associations"), Sub-merchant is required to comply with the Operating Regulations (defined below) as they pertain to applicable credit and debit card payments. In addition, if Sub-merchant meets certain requirements under the Operating Regulations or an Association or the Operating Regulations otherwise require, Sub-merchant may be required to enter into a direct relationship with an entity that is a member of the Associations. By executing this Agreement, Sub-merchant has fulfilled such requirement. However, Acquirer understands that Sub-merchant may have contracted with Provider to obtain certain processing services and that Provider may have agreed to be responsible to Sub-merchant for all or part of Sub-merchant's obligations contained herein.

NOW, THEREFORE, in consideration of the foregoing recitals and of the mutual promises contained herein, the parties agree as follows:

- 1. Certain Sub-merchant Responsibilities.** Sub-merchant agrees to comply, and to cause third parties acting as Sub-merchant's agent ("Agents") to comply, with the Association's and other payment network's by-laws, operating regulations and/or all other rules, policies and procedures, including but not limited to the Payment Card Industry Data Security Standard, the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, and any other program or requirement that may be published and/or mandated by the Associations or payment networks (collectively "Operating Regulations"). Sub-merchant may review the VISA, MasterCard, and Discover websites for a copy of the Visa, MasterCard and Discover regulations. The websites are: <https://usa.visa.com/support/small-business/regulations-fees.html> and <http://www.mastercard.com/us/merchant/> and <http://www.discovernetwork.com/merchants/>. Sub-merchant also agrees to comply with all applicable state, federal, and local laws, rules, and regulations ("Laws"). Without limiting the foregoing, Sub-merchant agrees that it will fully comply with any and all anti-money laundering laws and regulations, including but not limited to the Bank Secrecy Act, the US Treasury's Office of Foreign Assets Control (OFAC) and the Federal Trade Commission. For purposes of this section, Agents include, but are not limited to, Sub-merchant's software providers and/or equipment providers.

If appropriately indicated in Sub-merchant's agreement with Provider, Sub-merchant may be a limited-acceptance merchant, which means that Sub-merchant has elected to accept only certain Visa and MasterCard card types (i.e., consumer credit, consumer debit, and commercial cards) and must display appropriate signage to indicate the same. Acquirer has no obligation other than those expressly provided under the Operating Regulations and applicable law as they may relate to limited acceptance. Sub-merchant, and not Acquirer, will be solely responsible for the implementation of its decision for limited acceptance, including but not limited to policing the card type(s) accepted at the point of sale.

Sub-merchant shall only complete sales transactions produced as the direct result of bona fide sales made by Sub-merchant to cardholders, and is expressly prohibited from presenting sales transactions which are produced as a result of sales made by any person or entity other than Sub-merchant, or for any purposes related to any illegal or prohibited activity, including but not limited to money-laundering or financing of terrorist activities.

Sub-merchant may set a minimum transaction amount to accept a card that provides access to a credit account, under the following conditions: i) the minimum transaction amount does not differentiate between card issuers; ii) the minimum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand; and iii) the minimum transaction amount does not exceed ten dollars (or any higher amount established by the Federal Reserve). Sub-merchant may set a maximum transaction amount to accept a card that provides access to a credit account, under the following conditions: Sub-merchant is a i) department, agency or instrumentality of the U.S. government; ii) corporation owned or controlled by the U.S. government; or iii) Sub-merchant whose primary business is reflected by one of the following MCCs: 8220, 8244, 8249 –Schools, Trade or Vocational; and the maximum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand.

- 2. Sub-merchant Prohibitions.** Sub-merchant must not i) require a cardholder to complete a postcard or similar device that includes the cardholder's account number, card expiration date, signature, or any other card account data in plain view when mailed, ii) add any tax to transactions, unless applicable law expressly requires that a Sub-merchant impose a tax (any tax amount, if allowed, must be included in the transaction amount and not collected separately), iii) request or use an account number for any purpose other than as payment for its goods or services, iv) disburse funds in the form of travelers checks if the sole purpose is to allow the cardholder to make a cash purchase of goods or services from Sub-merchant, v) disburse funds in the form of cash unless Sub-merchant is dispensing funds in the form of travelers checks, TravelMoney cards, or foreign currency (in such case, the transaction amount is limited to the value of the travelers checks, TravelMoney cards, or foreign currency, plus any commission or fee charged by the Sub-merchant), or Sub-merchant is participating in a cash back service, vi) submit any transaction receipt for a transaction that was previously charged back to the Acquirer and subsequently returned to Sub-merchant, irrespective of cardholder approval, vii) accept a Visa consumer credit card or commercial Visa product issued by a U.S. issuer to collect or refinance an existing debt, viii) accept a card to collect or refinance an existing debt that has been deemed uncollectable, or ix) submit a transaction that represents collection of a dishonored check. Sub-merchant further agrees that, under no circumstance, will Sub-merchant store cardholder data in violation of the Laws or the Operating Regulations including but not limited to the storage of track-2 data. Neither Sub-merchant nor its Agent shall retain or store magnetic-stripe data subsequent to the authorization of a sales transaction.

3. **Settlement.** Upon receipt of Sub-merchant's sales data for card transactions, Acquirer will process Sub-merchant's sales data to facilitate the funds transfer between the various Associations and Sub-merchant. After Acquirer receives credit for such sales data, subject to the terms set forth herein, Acquirer will fund Sub-merchant, either directly to the Sub-merchant-Owned Designated Account or through Provider to an account designated by Provider ("Provider Designated Account"), at Acquirer's discretion, for such card transactions. Sub-merchant agrees that the deposit of funds to the Provider Designated Account shall discharge Acquirer of its settlement obligation to Sub-merchant, and that any dispute regarding the receipt or amount of settlement shall be between Provider and Sub-merchant. Acquirer will debit the Provider Designated Account for funds owed to Acquirer as a result of the Services provided hereunder, provided that Acquirer may also debit Sub-merchant's designated demand deposit account ("Sub-merchant-Owned Designated Account") upon receipt of such account information from Sub-merchant or Provider, or if Acquirer deposits settlement funds into the Sub-merchant-Owned Designated Account. Further, if a cardholder disputes a transaction, if a transaction is charged back for any reason, or if Acquirer reasonably believes a transaction is unauthorized or otherwise unacceptable, the amount of such transaction may be charged back and debited from Sub-merchant or Provider.

4. **Term and Termination.** This Agreement shall be binding upon Sub-merchant upon Sub-merchant's execution. The term of this Agreement shall begin, and the terms of the Agreement shall be deemed accepted and binding upon Acquirer, on the date Acquirer accepts this Agreement by issuing a merchant identification number, and shall be coterminous with Provider's agreement with Sub-merchant.

Notwithstanding the foregoing, Acquirer may immediately cease providing Services and/or terminate this Agreement without notice if (i) Sub-merchant or Provider fails to pay any amount to Acquirer when due, (ii) in Acquirer's opinion, provision of a service to Sub-merchant or Provider may be a violation of the Operating Regulations or any Laws, (iii) Acquirer believes that Sub-merchant has violated or is likely to violate the Operating Regulations or the Laws, (iv) Acquire determines Sub-merchant poses a financial or regulatory risk to Acquirer or an Association, (v) Acquirer's agreement with Provider terminates, (vi) any Association deregisters Provider, (vii) Acquirer ceases to be a member of the Associations or fails to have the required licenses, or (viii) Acquirer is required to do so by any of the Associations.

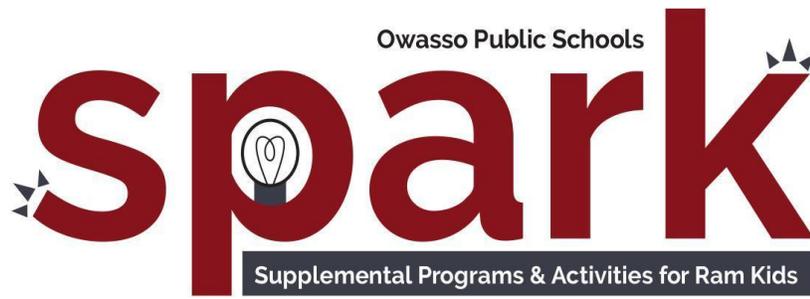
5. **Limits of Liability.** Sub-merchant agrees to provide Acquirer, via a communication with Provider, with written notice of any alleged breach by Acquirer of this Agreement, which notice will specifically detail such alleged breach, within thirty (30) days of the date on which the alleged breach first occurred. Failure to so provide notice shall be deemed an acceptance by Sub-merchant and a waiver of any and all rights to dispute such breach.

EXCEPT FOR THOSE EXPRESS WARRANTIES MADE IN THIS AGREEMENT, ACQUIRER DISCLAIMS ALL WARRANTIES, INCLUDING, WITHOUT LIMITATION, ANY EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Sub-merchant's sole and exclusive remedy for any and all claims against Acquirer arising out of or in any way related to the transactions contemplated herein shall be termination of this Agreement. In the event that Sub-merchant has any claim arising in connection with the Services, rights, and/or obligations defined in this Agreement, Sub-merchant shall proceed against Provider and not against Acquirer, unless otherwise specifically set forth in the Operating Regulations. In no event shall Acquirer have any liability to Sub-merchant with respect to this Agreement or the Services. Sub-merchant acknowledges Acquirer is only providing this Agreement to assist in Provider's processing relationship with Sub-merchant, that Acquirer is not liable for any action or failure to act by Provider, and that Acquirer shall have no liability whatsoever in connection with any products or services provided to Sub-merchant by Provider. If Provider is unable to provide its services to Sub-merchant in connection with this Agreement and Acquirer elects to provide those services directly, Sub-merchant acknowledges and agrees that the provisions of this Agreement will no longer apply and the terms of Acquirer's then current Bank Card Merchant Agreement, which would be provided to Sub-merchant, will govern Acquirer's relationship with Sub-merchant. If Provider subsequently provides its services to Sub-merchant in connection with this Agreement, Acquirer will cease to provide such services after receipt of notice from Provider and this Agreement will govern Acquirer's relationship with Sub-merchant.

6. **Miscellaneous.** This Agreement is entered into, governed by, and construed pursuant to the laws of your state. This Agreement may not be assigned by Sub-merchant without the prior written consent of Acquirer. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, transferees and assignees. This Agreement is for the benefit of, and may be enforced only by, Acquirer and Sub-merchant and is not for the benefit of, and may not be enforced by, any other party. Acquirer may amend this Agreement upon notice to Sub-merchant in accordance with Acquirer's standard operating procedure. If any provision of this Agreement is determined to be illegal or invalid, such illegality or invalidity of that provision will not affect any of the remaining provisions and this Agreement will be construed as if such provision is not contained in the Agreement "Member Bank" as used in this Agreement shall mean a member of VISA, Mastercard and/or Discover, as applicable, that provides sponsorship services in connection with this Agreement. As of the commencement of this Agreement, Member Bank shall be Fifth Third Bank, an Ohio Banking Corporation, located in Cincinnati, OH 45263. The Member Bank is a party to this Agreement. The Member Bank may be changed, and its rights and obligations assigned to another party by Acquirer at any time without notice to Sub-merchant.

IN WITNESS WHEREOF, this Agreement has been executed by Sub-merchant's authorized officer as of the date set forth below.

SUB-MERCHANT: Owasso Public Schools
By: _____
Name: _____
Title: _____
Date: _____
Address: 1501 N Ash St
Owasso, OK 74055



Before & After Care Parent Handbook

Updated - February 2023



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INTRODUCTION

SPARK offers a developmentally appropriate before and after school program for students enrolled in grades Pre-K through eighth grade. This program is geared to meet the needs and characteristics of each child. Along with providing a safe and secure environment at all nine of Owasso's elementary school sites and the Sixth Grade Center, SPARK's carefully planned activities will "spark" students to dream, think, create, explore, and play.

Our goal is to partner with parents to provide the highest quality supplemental programming for our students.

MISSION STATEMENT

To provide a safe, secure, enriching childcare environment to meet the needs of our school families.

Although SPARK is affiliated with Owasso Public Schools, this program is licensed through DHS and some policies and procedures may differ from those of Owasso Public Schools.

PHILOSOPHY

SPARK's planned curriculum reflects the developmental interests of children in grades Pre-K through eighth. Key elements of the program include:

- Peer-to-Peer Character Development
 - Peer relations increase in importance as children grow. Therefore, SPARK provides numerous opportunities to spend time with friends, build relationships in peer groups, and participate in group activities. A positive approach to discipline is utilized; encouraging self-control and independence in resolving conflicts. By utilizing mixed age groups, leadership and cooperation are fostered.
- Physical Development
 - Individual and team sports are a significant part of the SPARK program. Cooperation is emphasized over competition. Both gross and fine motor activities are also included in the curriculum.
- Intellectual Development

- “Hands-on” learning centers are a part of SPARK’s planned activities that encourage children to think, reason, question and experiment as they construct knowledge. Creativity in art, drama, and writing is encouraged. Opportunities are also available for students to read or complete homework.
- Warm, Caring Staff
 - SPARK’s trained staff have been employed to serve as role models for children. The staff provides appropriate, challenging activities which are focused on the academic, character, and physical development of each child.

PROGRAMS

ELEMENTARY SITES

The Before School Program begins at 7:00 a.m. each school day and is an informal time of child-directed center-based play. Students who choose to eat breakfast will be escorted to the cafeteria to purchase through the Child Nutrition Program - breakfast generally begins by 8:40 a.m., though sites may vary. Students are released from SPARK at 8:45 a.m. to join their school's student body and follow their morning procedures.

The After School Program begins immediately after the school dismissal bell and concludes each day at 6:00 p.m. A variety of stimulating projects and activities centered on weekly themes are provided at this time. A snack is also included.

SIXTH GRADE CENTER

The After School Program begins immediately after the school dismissal bell and the arrival of program buses from the 7th and 8th grade centers. This program concludes each day at 6:00 p.m. Opportunities for homework completion/aid will be available in addition to recreational activities. A snack will also be provided.

OPERATIONAL POLICIES

COMMUNICATION

The majority of information is communicated via email. It is important to make sure the SPARK main office has the most accurate email address on file, and to read the emails as soon as possible. Lesson plans and announcements will also be posted at each site on bulletin boards. Open and regular communication with the SPARK Program Site Leader is highly encouraged.

LICENSING

All site programs are licensed through the Department of Human Services (DHS). A licensing compliance file is available for viewing at any time, which is kept in a binder at each site location.

DAYS CLOSED

SPARK is only open when school is in session. Please see the [current school calendar](#) for days when school is closed.

SCHOOL CLOSING DUE TO WEATHER

When Owasso Public Schools are closed or in distance learning due to inclement weather, SPARK will be closed. Check local weather stations and the school district website for up-to-date information. Because the monthly payments are based on a yearly cost, payment plans will not change due to weather closings.

PERSONAL BELONGINGS

Students will store personal belongings (books, sweaters, backpacks, etc.) in a laundry basket provided at each site.

* NOTE: Electronic games and/or mobile devices are not permitted at SPARK. Additionally, SPARK is not responsible for lost, stolen or broken items.

BUILDING ACCESS

Each site will have a designated drop off and pick up procedure and location. Please be informed of this procedure and follow it accordingly.

Parents/Guardians are only granted access to the SPARK program areas during drop off/pickup. *Do not access any classrooms, hallways, or other spaces that are not designated as SPARK program areas. Trespassing in non-SPARK areas may lead to dismissal from the program.*

SPECIAL NEEDS

If your child receives services from the Owasso Public Schools Special Services Department and attends a specific class to further their education, a meeting is required with the SPARK Director to ensure there is a clear understanding of the child's needs, before the student may attend care. (The only exception is for those who receive speech services only.) Parents may be required to visit the program to ensure their child will thrive in our setting.

HEALTH AND SAFETY

SPARK makes every effort to promote good health and to prevent the spread of infectious diseases.

Staff will administer medication under the following conditions:

- All medication must be provided by a parent. Any medicine must be given to the SPARK Site Leader, along with a completed and signed authorization form.
- All prescription medicine must be prescribed for the child by a physician. It must be in the original container with the child's name on it. (Note: DHS only allows SPARK staff to administer the prescription on the medicine bottle. If the prescription changes, a new bottle must be provided.)
- All medications will be kept in a safe place and out of reach. The responsibility of giving medication shall be assigned to one person on duty. If a student has medication that needs to be delivered to the school nurse, please communicate with the SPARK Program Site Leader.
- Parents must provide documentation in writing for sunscreen or insect repellent to be applied to the student. It is preferred that the student apply the items, if age appropriate.

SPARK will not provide care to ill children. If a child has had diarrhea, vomiting, fever of 100.4°F or higher, undiagnosed rash, inflamed and matted eyes, or any sign of a contagious disease in the past 24 hours, the child is to be kept at home and is not to return to the program until completely recovered.

A child who becomes ill while at SPARK will be immediately isolated from the other children, and the parent will be notified to pick up the child within one hour. If off site, the parent will be given an exact location to pick up their student. Ill students will be provided an area to rest until a parent can arrive.

Parents will be notified of any injury that occurs at the SPARK program and will be called when there is any significant injury. In the case of an injury requiring immediate professional treatment, the staff will call 911. The paramedics will decide on the appropriate action. If the child needs emergency medical treatment, it will be at the nearest available medical facility. *The parent/ guardian will be responsible for ALL medical charges.*

Parents will be notified by a sign posted at the school site for any communicable disease or infestation, if Owasso Public Schools has not notified all parents. For any other illnesses or infestations, SPARK will follow district guidelines.

Poison Exposure- Poison control will be called, and a parent will be immediately notified.

EMERGENCY PLAN

Once a month, SPARK will conduct tornado, fire and intruder-on-campus drills to show children how to respond in the case of an emergency.

Staff will use their staff handbook and district emergency plans as needed for each situation.

ENROLLMENT

Enrollment in the SPARK program is complete when the parent/guardian has:

- Completed the online registration and electronically signed the online Financial/Policy Contract
- Paid the non-refundable registration fee
- Read and agreed to all policies stated in the parent handbook
- Received an email for confirmation of enrollment from the business office

WAIT LIST: If no openings are available at your student's school site, a waiting list will be maintained. If/when a student withdraws from SPARK, we will contact the first person on the waiting list by phone and email. Each person is given 24 hours to reply with confirmation that care is still needed. If we do not receive a response, we continue

through the list according to the time/date stamp from each enrollment. We will keep this waiting list through March 1st.

PROGRAM TUITION

TUITION

- Tuition is based on the amount of days scheduled during the academic calendar, and then divided into ten equal monthly payments paid August-May.
 - *The monthly tuition rates will not change, regardless of how many days students attend each month. Credits/Refunds will not be offered for unexpected school closures, or student suspensions due to inappropriate behavior.*
- Tuition is due on or before the 1st of every month.
- Fees are subject to change. Notice will be given to parents in the event of an increase. Tuition charges will be automatically posted on the 25th of each month, prior to the tuition due date.
- Tuition must be paid in full on or before the 1st of each month. If not received, a \$25 late fee per student will be posted on the 3rd day of the month to all accounts with any unpaid balance. Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 7th of each month. *If not received, a dismissal notice will be sent on the 8th of the month and your student will be withdrawn from SPARK on that date.*
- In the case of divorce or joint custody agreements where parents are court ordered to split the cost of child care expenses, the primary parent is responsible for the entire tuition and any applicable fees. It is up to the primary parent to collect the court-ordered portion that is due. SPARK will not bill two separate parties for any student. *In the case of 50/50 agreements, the parent who enrolls and signs the Financial/Policy Contract will be the responsible party with access to the online parent portal.*
- Please note that school site staff are not allowed to accept tuition payments.
- A copy of the Financial/Policy Contract electronically signed during enrollment is available upon request.

PAYMENT METHODS

- Online Parent Portal via VISA/Mastercard/Discover or checking account
- Auto-Pay (Authorized through online enrollment or online parent portal) is required for SPARK customers.

FINANCIAL HARDSHIPS

SPARK openly understands that financial hardships cannot be predicted. Established families may apply for a temporary scholarship at any time. "Established," means any family who has a student currently enrolled, and has completed payment for the registration fee and at least one month of tuition in full. Applications for temporary scholarships during the school year will be available by contacting the SPARK office. Applications will be reviewed as needed by a committee of 2-3 persons of the SPARK Leadership Team.

PROGRAM FEES

TUITION SCHEDULE

- Before School Only - \$190.00 per month/per child
- After School Only - \$260.00 per month/per child
- Before & After School - \$345.00 per month/per child

LATE PAYMENT FEES

- A \$25.00 late payment fee per student is assessed automatically on the 3rd day of each month through the online billing system, for all accounts with any unpaid balance.
- Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 7th of the month. If not received, a dismissal notice will be sent on the 8th of the month, and your child(ren) will be withdrawn from the SPARK program.

RETURN PAYMENT FEES

- All returned forms of payment will be assessed a \$25.00 return fee.
- The amount of the returned form of payment, plus the \$25.00 fee, must be paid within two business days after notification from the business office. Failure to do so may result in the child(ren) being dismissed from SPARK.
- Multiple returned forms of payment may result in your child(ren) being dismissed from SPARK.

FINDER'S FEES

- The SPARK program site manager must be notified of any after care absence. A \$5.00 finder's fee will be assessed per incident in the event that there has been no notification. Assessment of a fourth finder's fee within an academic year may result in the child(ren) being dismissed from SPARK.
- If a child does not arrive to the SPARK program after school, parents will be called immediately, unless the school site office has notification of student dismissal prior to SPARK program time

LATE PICKUP FEES

- Children must be picked up by 6:00 p.m. A late fee of \$10.00 will be charged for any child picked up after 6:00 pm. Beginning at 6:05, an additional \$1.00 per minute per child will be assessed. Late pick up charges will be added to the tuition fee and will follow the payment deadlines as outlined in the tuition details. A fourth late charge notice in an academic year may result in the child(ren) being dismissed from SPARK.

WITHDRAWAL AND PROGRAM CHANGES

A written/emailed withdrawal notice must be received in the SPARK office a minimum of two weeks before a child leaves the program or makes any changes to their before and after care status. Tuition fees will continue to be invoiced until the written notice is received at the SPARK office. School site staff will not accept any withdrawal notices.

ADDITIONAL PROGRAM PROCEDURES

- A parent or authorized person must sign the child in each morning and sign the child out each night. Please see the SPARK Site Leader for the location of the sign in/out sheet.
- The parent who enrolled and is the primary account holder is required to provide SPARK with any and all court documents pertaining to the student, such as custody agreements, divorce decrees, etc. **SPARK is a separate entity from the school office.**
- The SPARK Site Leader must be notified of any absence. If a child does not arrive to the SPARK program after school, parents will be called immediately, unless the school site office has notification of the student's dismissal prior to the SPARK program time.
- All authorized persons to pick up must be at least 16 years of age, and must present a current photo ID at the time of pick up. A parent will be allowed to pick up his/her child, unless legal documents are on file with the SPARK office that orders otherwise.
- Parents/guardians must notify the site staff by calling the SPARK Site Leader if they wish to allow any persons to pick up their student that is not listed on their current record.
- Parents/guardians are only granted access to the SPARK designated areas during drop off/pickup. Do not access any classrooms, hallways or other spaces that are not designated SPARK program areas. Trespassing in non-SPARK areas may lead to dismissal from the program.
- SPARK must have a signed parent consent form granting permission for a child to participate in extracurricular activities during SPARK hours. These activities include dance, sports, arts and other club-related activities.
- Children **MUST** be picked up by 6:00 p.m. Late fees will be assessed beginning at 6:01 p.m.
- In case of unexpected circumstances (inclement weather, illness, business, etc.) the parent must have an alternative pick-up plan. SPARK employees may not transport children.
- If a child has not been picked up by 6:30 p.m. by an authorized adult, every effort will be made to contact persons designated as emergency contacts. If this is unsuccessful, the Owasso Police Department may be called to handle the matter.

- Any caregiver who has reason to believe that a child has been abused is required by law to promptly contact the Oklahoma Department of Human Services.

Note: Any toys from home, electronic games, devices, iPods, iPads, and/or cell phones, including Smart Watches will not be permitted in the SPARK Program. If a student is found with any of these items, a SPARK employee will secure them and return them to the parent upon pickup. SPARK is not responsible for lost, stolen or broken items.

BEHAVIOR MANAGEMENT GOALS

- A positive approach to guidance and discipline that fosters self-control and independence while maintaining a positive self-image will be utilized. Conscious Discipline is utilized for staff training. Because of the growing independence of school-age children, guidance in helping children resolve conflicts and solve problems is encouraged. The following methods will be used to accomplish this:
 - Rules will be appropriate for the children's age and stage of development.
 - Staff will act as positive role models.
 - Both the group as a whole and the needs of the child as an individual will be taken into consideration.
 - Rules will be consistently implemented.
 - Rationale for rules will be explained and related to the child's well-being, and to the rights and safety of others.
 - Staff will maintain an ongoing evaluation of themselves and the program as well as the children served.

The use of corporal punishment is never permitted. A child will not be subject to verbal abuse, humiliation or threats. If behavior problems occur, the SPARK Site Leader will:

1. Discuss the concern with the child and model correct behavior.
2. Discuss the unacceptable behavior with the parent.
3. Write an incident report for parents to sign that addresses the child's inappropriate behavior. The parent's signature may be requested as acknowledgement of the receipt of the report.
4. Suspended from services if the inappropriate behavior continues. Schedule a parent/teacher conference with the SPARK Director or SPARK Site Leader to establish a mutually agreed upon Behavior Intervention Plan.

5. Dismiss child from the program if behavior continues after the child returns from the suspension. Parents will be required to make other child care arrangements for the school year.

CAUSE FOR DISMISSAL

SPARK will not continue services for a child:

- When the child's behavior endangers him/herself or others.
- When intentional destruction of property occurs.
- When behavior is consistently disruptive to the entire program affecting all students.
- When the child leaves the site/program without permission.
- When a child is physically violent to staff (including but not limited to: hitting, kicking, scratching, or spitting).
- For non-payment, late payments/late pick up fees, or continuous late pick-up.
- If a parent or guardian physically or verbally abuses/threatens another child, parent, or SPARK employee.
- If a parent continually fails to follow policies and procedures of the program.
- In any dismissal event, tuition and possible refunds will be evaluated at that time.

***The program reserves the right to dismiss any child if the staff determines that the program cannot meet the needs of the child. In extreme cases, the parent may be requested to pick the child up during program time.*

***If a student is dismissed from SPARK for any reason, the student cannot be re-enrolled for one year from the date of dismissal.*

SITE CONTACT NUMBERS

Ator Elementary

Bailey Elementary

Barnes Elementary

Hodson Elementary

Mills Elementary

Morrow Elementary

Northeast Elementary

Smith Elementary

Stone Canyon Elementary

Owasso 6th Grade Center



Before & After Care
Employee Handbook

Updated - February 2023



Owasso Public Schools SPARK Program Organizational Structure

Chain of Command is as follows:

Board of Education

Dr. Margaret Coates - Superintendent

Mark Officer - Assistant Superintendent

Melissa Zumwalt - SPARK Director

SPARK Site Leader

SPARK Site Teacher

INTRODUCTION

SPARK offers a developmentally appropriate before and after school program for students enrolled in grades Pre-K through eighth. This program is geared to meet the needs and characteristics of each child. Along with providing a safe and secure environment at all nine of Owasso's elementary school sites and the Sixth Grade Center, SPARK's carefully planned activities will "spark" students to dream, think, create, explore, and play.

Our goal is to partner with parents to provide the highest quality supplemental programming for our students.

MISSION STATEMENT

To provide a safe, secure, enriching environment for all families.

Although SPARK is affiliated with Owasso Public Schools, this program is licensed through DHS and some policies and procedures may differ from those of Owasso Public Schools.

PHILOSOPHY

SPARK's planned curriculum reflects the developmental interests of children in grades Pre-K through eighth. Key elements of the program include:

- Peer to Peer Character Development
 - Peer relations increase in importance as children grow. Therefore, SPARK provides numerous opportunities to spend time with friends and in group activities. A positive approach to discipline is utilized; encouraging self-control and independence in resolving conflicts. By utilizing mixed age groups, leadership and cooperation are fostered.
- Physical Development
 - Individual and team sports are a significant part of the SPARK program. Cooperation is emphasized over competition. Fine motor activities are also included in the curriculum.
- Intellectual Development
 - "Hands-on" learning centers are a part of SPARK's planned activities that encourage children to think, reason, question and experiment as they construct knowledge. Creativity in art, drama and writing is encouraged. Opportunities are also available for students to read or complete homework.
- Warm, Caring Staff

- SPARK's trained staff have been employed to serve as role models for children. The staff provides appropriate, challenging activities which are focused on the academic, social and emotional development of each child.

STAFF CONFLICT RESOLUTION PROTOCOL

SPARK staff will need to address issues with the staff members involved directly before going to any other staff or their supervisor. Small issues are often solved when speaking directly to the staff member involved. It is important to remember confidentiality and not discuss with other staff members outside the issue. If that does not resolve the issue, then the next supervisor up the chain may be contacted for assistance in resolving the issue. If that does not resolve the issue, then the supervisor may initiate contact with the next supervisor.

CRIMINAL HISTORY BACKGROUND CHECK AND RAP BACK

Prior to employment, all employees will sign consent forms and complete fingerprint background checks, as well as a check of the Child Care Restricted Registry.

- All employees must be aware that registration on the Child Care Restricted Registry may occur when:
 - a. A background investigation reveals a specified criminal history
 - b. An action against a child in child care results in a confirmed or substantiated finding of abuse or neglect.
- This notice will also be posted in the SPARK office and on SPARK bulletin boards
- Registrants on the Restricted Registry are not eligible to work in the SPARK program.

ABSENCES

- Staff are expected to be at work every day that school is in session. Our students and parents count on staff to have consistent daily attendance. The quality of our program depends on each staff member being at work.
- We are a licensed DHS program and must maintain appropriate ratios at all times.
- If you need to be absent, you must request sick time or personal time. Leave without pay is a major exception to our Owasso Public Schools personnel policies and requires authorization from your supervisor, the SPARK office, and the final determination rests with our Human Resources Department.
- Remember, repeated requests for leave without pay are not a good reflection of your work record or personal work ethic and will be noted during your staff evaluation.
- Be responsible! Be professional! Be at work!

SICK DAYS

- Staff must call their immediate supervisor and Melissa Zumwalt a minimum of one hour before the beginning of their assigned work shift to report an absence due to illness.
- For afternoon illness, please call by noon if possible. This allows time for a substitute to be found.
- If an illness occurs the day before or the day after a school holiday or the end of school, a doctor's note will be required.

PERSONAL DAYS

- Staff must request personal days off, two weeks in advance.
- Personal days may not be taken before or after a school holiday or the end of school.

INCLEMENT WEATHER DAYS

- If school is canceled due to inclement weather or other unforeseen circumstances, the SPARK program will not be in session.
- If the inclement weather develops during the school day, there will be SPARK and all staff MUST be present.

PERFORMANCE EVALUATIONS

- Performance evaluations are completed no later than March of each year.
- SPARK staff will be evaluated using the required DHS licensing requirements.
- The evaluation forms will be given to each employee upon employment so that the evaluation criteria are clear.
- A self-evaluation will be done by each employee and submitted to their supervisor prior to the final evaluation being written by the supervisor.
- Evaluations are a tool to encourage employee growth and professional development. The evaluation should be used in adding the employee's professional development plan and in determining individual staff development needs.

OPS JOB DESCRIPTIONS

JOB TITLE:	Site Leader - SPARK
DEPARTMENT:	Teaching and Learning
REPORTS TO:	Director of SPARK
FLSA STATUS:	Non-Exempt
CONTRACT STATUS:	Part-time 10 months
SALARY SCHEDULE:	\$23/hr
APPROVED BY:	Director of SPARK
APPROVED DATE:	1/24/2023

SUMMARY: The role of the SPARK Site Leader is to provide childcare to students before school starts and after the normal school day has ended. Their primary responsibilities are the safety and well-being of children in their care, but also to provide instruction or educational support, often working in coordination with the school or district. They will create and implement lesson plans, supervise activities, and direct the other employees in the program at that school site.

ESSENTIAL FUNCTIONS: *These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Plan and facilitate core programming to advance the physical, social, emotional, and intellectual development of children.
2. Supervise and maintain a safe working environment.
3. Maintain safe conditions for all students and staff.
4. Contribute ideas for enrichment activities, arts and crafts projects, and program quality.
5. Work with the Program Director to make appropriate referrals as needed.
6. Effectively communicate with parents of students as needed to achieve program goals.
7. Contribute to the overall success of the program by performing all assigned duties in a professional, timely, and accurate manner.
8. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and school site partners.
9. Assist students with homework, monitor outside recess, and coordinate scheduled activities.
10. Communicate regularly with the Program Director to maintain program standards and goals.
11. Regularly participate in any staff training/continued education or staff meetings.
12. Assists with special projects.
13. All other duties as assigned by the administrator.

SUPERVISORY RESPONSIBILITIES: SPARK staff.

QUALIFICATION: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

1. High school diploma or GED
2. Bachelor's degree preferred
3. Minimum of two (2) years of experience working with pre-k and/or elementary aged children
4. CPR Certification or willing to become certified
5. First Aid Certification or willing to become certified
6. Must be at least 21 years of age

KNOWLEDGE/SKILLS/ABILITIES: Great interpersonal skills and exceptional time management; Computer literate; excellent written and oral communication ability; strong knowledge of rules, regulations, policies, and laws applicable to education and special education; expertise in Oklahoma State Department of Education regulations related to curriculum and instruction. Ability to follow all district policies and procedures. Demonstrating strong communication skills, orally and in writing, with faculty, staff, team members, and administrators. Ability to work without supervision, and work as a team player. Ability to document records accurately. Ability to manage confidential information in a manner that respects students, families, and employees. Ability to listen effectively. Ability to maintain emotional control under stressful situations and when working with students exhibiting non-compliant behaviors.

LANGUAGE SKILLS: Ability to read, analyze, and interpret English language.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, sit, and walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily inside working conditions; some exposure to environmental conditions when observing a student outside on the playground. The noise level in the work environment is usually moderate. Must have your own transportation to visit all sites.

JOB TITLE: Teacher - SPARK
DEPARTMENT: Teaching and Learning
REPORTS TO: Director of SPARK
FLSA STATUS: Non-Exempt
CONTRACT STATUS: Part-time | 10 months
SALARY SCHEDULE: \$16/hr - \$20/hr depending on qualifications
APPROVED BY: Director of SPARK
APPROVED DATE: 1/24/2023

SUMMARY: The role of the SPARK Teacher is to provide childcare to students before school starts and after the normal school day has ended. Their primary responsibilities are the safety and well-being of children in their care, but also to provide instruction or educational support, often working in coordination with the school or district. They will create and implement lesson plans, supervise activities, and work under the direction of the site leader.

ESSENTIAL FUNCTIONS: *These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Facilitate core programming to advance the physical, social, emotional, and intellectual development of children.
2. Maintain a safe working environment.
3. Maintain safe conditions for all students and staff.
4. Contribute ideas for enrichment activities, arts and crafts projects, and program quality.
5. Work with the Program Director and Site Leader to make appropriate referrals as needed.
6. Effectively communicate with parents of students as needed to achieve program goals.
7. Contribute to the overall success of the program by performing all assigned duties in a professional, timely, and accurate manner.
8. Cultivate positive relationships with families, teachers, state licensing authorities, community contacts and school site partners.
9. Assist students with homework, monitor outside recess, and coordinate scheduled activities.
10. Regularly participate in any staff training/continued education or staff meetings.
11. Assists with special projects.
12. All other duties as assigned by the administrator.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

1. CPR Certification or willing to become certified
2. First Aid Certification or willing to become certified

3. Must be at least 16 years of age and have completed 10th grade or above.

KNOWLEDGE/SKILLS/ABILITIES: Great interpersonal skills and exceptional time management; Computer literate; excellent written and oral communication ability; strong knowledge of rules, regulations, policies, and laws applicable to education and special education; expertise in Oklahoma State Department of Education regulations related to curriculum and instruction. Ability to follow all district policies and procedures. Demonstrating strong communication skills, orally and in writing, with faculty, staff, team members, and administrators. Ability to work without supervision, and work as a team player. Ability to document records accurately. Ability to manage confidential information in a manner that respects students, families, and employees. Ability to listen effectively. Ability to maintain emotional control under stressful situations and when working with students exhibiting non-compliant behaviors.

LANGUAGE SKILLS: Ability to read, analyze, and interpret English language.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, sit, and walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily inside working conditions; some exposure to environmental conditions when observing a student outside on the playground. The noise level in the work environment is usually moderate. Must have your own transportation to visit all sites.

DHS REQUIREMENTS/PROTOCOLS

(taken from the DHS Licensing Requirements for Child Care Centers Handbook)

340:110-3-284. General qualifications, responsibilities, and professional development

(a) **General.** Personnel are required to meet the general requirements in this Section and those specific to his or her assigned position(s), per Oklahoma Administrative Code (OAC) 340:110-3-284.1 through 340:110-3-284.4, with or without reasonable accommodations.

(b) **Qualifications.** Personnel meet the general qualification requirements in (1) through (3) of this subsection.

(1) **Skills.** Personnel possess the skills to perform his or her position responsibilities.

(2) **Background investigations.** Personnel meet the background investigation requirements, per OAC 340:110-3-282.

(3) **Oklahoma Professional Development Ladder.** Prior to or within 12 months of employment, teaching personnel obtain and maintain a current Oklahoma Professional Development Ladder (OPDL) certificate, per OAC 340 Appendix FF – Oklahoma Professional Development Ladder.

(c) **Responsibilities.** Personnel meet the general responsibility requirements in (1) through (3) of this subsection.

(1) **Complying with requirements.** Personnel comply with the requirements.

(2) **Caring for and educating children.** Personnel:

(A) individualize the care and learning opportunities meeting each child's needs based on the child's age and abilities, including reviewing the information provided by parents while respecting confidentiality;

(B) recognize and act to correct hazards to physical safety, both indoors and outdoors;

(C) demonstrate prudent and responsible behavior reasonably ensuring children's health and safety;

(D) demonstrate realistic expectations for behavior based on the children's age, abilities, and needs; and

(E) work with children without physical, psychological, or emotional punishment, mistreatment, or abuse.

(3) **Reporting child abuse and neglect.** Personnel report suspected child abuse and neglect and human trafficking, per OAC 340:110-3-280(b).

(d) **Professional development.** Personnel meet the general professional development requirements in (1) through (8) of this subsection.

(1) **Professional development verification.** Verification of professional development is maintained, per OAC 340:110-3-281.3(b).

(2) **Professional development plan.** For the director and teaching personnel the program:

- (A) within six months of employment, develops an individualized education plan;
- (B) updates the plan annually; and
- (C) maintains documentation, per OAC 340:110-3-281.3(b).

(3) **Orientation.** Within one week of employment and prior to having sole responsibility for a group of children, personnel obtain orientation, as documented, per OAC 340:110-3-281.3(b), including, at least a review of:

- (A) Licensing requirements;
- (B) prevention and control of infectious disease;
- (C) immunizations;
- (D) injury prevention; Child Care Programs 33 Effective 6-1-2022
- (E) handling common childhood emergencies, including choking;
- (F) medication administration consistent with standards for parental consent;
- (G) prevention of and response to emergencies due to food and allergic reactions;
- (H) prevention and control of infectious disease and mandatory reporting;
- (I) child abuse and neglect definition, identification, and mandatory reporting;
- (J) appropriate use of discipline and prevention of child maltreatment;
- (K) car seat and transportation precautions and safety;
- (L) building and physical premise safety including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic;
- (M) handling and storage of hazardous materials and appropriate bio-contaminant disposal;
- (N) diaper changing;
- (O) prevention of shaken baby syndrome and abusive head trauma;
- (P) reducing the risks of sudden infant death syndrome (SIDS);
- (Q) use of infant safe sleep practices;
- (R) child development; and
- (S) program specific information, including, at least:
 - (i) policies and procedures;
 - (ii) emergency preparedness and response planning for emergencies resulting from a natural disaster or a man-caused event addressing continuity of planning and all situations, per OAC 340:110-3-279;
 - (iii) confidentiality of information regarding children and families;
 - (iv) personnel's assigned duties and responsibilities, such as classroom schedules and lesson plans; and
 - (v) methods used to inform personnel of children's special health, nutritional, and developmental needs.

(4) **Safe sleep.** Prior to caring for infants, personnel obtain formal professional development in safe sleep practices.

(5) **Entry Level Child Care Training (ELCCT) or equivalent.** Prior to, or within 90-calendar days of employment, teaching personnel hired after August 1, 2003, complete an approved entry-level training listed on the Oklahoma Professional Development Registry (OPDR) website, such as ELCCT. However, this training is not required when previously received, unless the individual has not been employed at a licensed program within the last five years.

(6) **CPR and first aid.** Cardio-pulmonary resuscitation (CPR) and first aid certifications are age-appropriate for the children's ages accepted into care and are from approved sources listed on the OPDR website. In addition to CPR and first aid certification requirements for individuals in (A) through (B) of this subsection, other position specific CPR and first aid certification requirements are also met, per OAC 340:110-3-284.1 through 340:110-3-284.4.

(A) At all times, at least one personnel with current CPR and first aid certification is present with children:

(i) on-site, including in each building where children are present;

(ii) off-site; and

(iii) in each vehicle during transportation. However, a volunteer with certification from any source meets this requirement, provided the volunteer Child Care Programs 34 Effective 6-1-2022 does not fill another position, excluding driver, per OAC 340:110-3-284.1 through 340:110-3-284.4.

(B) At least the director and master teachers obtain CPR and first aid certifications as required, per OAC 340:110-3-284.1(b) and 340:110-3-284.2(b).

(7) **Infection control.** Personnel obtain infection control training at least every 12 months.

(8) **Continuing professional development.** Ongoing professional development is required.

(A) The director obtains at least the required number of professional development clock-hours to maintain a current Oklahoma Director's Credential, per OAC 340 Appendix EE - Oklahoma Director's Credential. However, informal professional development clock-hours are limited.

(B) Teaching personnel obtain at least the required number of professional development clock-hours to maintain a current OPDL certificate, per OAC 340 Appendix FF - Oklahoma Professional Development Ladder. However, informal professional development clock-hours are limited.

(C) Formal professional development is:

(i) a course or training event of two or more clock-hours from an OPDR approved training organization; and

- (ii) OPDR approved college credit hours.
- (D) Informal professional development is:
 - (i) a course or training event of less than two clock-hours from an OPDR approved training organization;
 - (ii) any number of clock-hours from an OPDR non-approved training organization; and
 - (iii) any training from electronic media, such as videos or DVDs.
- (E) Reading and television programs do not count toward required clock-hours.

(9) **Child passenger safety.** When the program provides transportation for children required to be in a car seat or booster seat, per Child Passenger Restraint System, Section 11-1112 of Title 47 of the Oklahoma Statutes (47 O.S. § 11-1112), the program has at least one personnel who obtained child passenger safety training from an approved source listed on the OPDR website, unless the vehicles used are exempt, per OAC 340:110-3-305 (g). When the trained personnel's employment ends, the program has three months to meet this requirement.

340:110-3-284.1. Director and personnel in charge

(a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.

(b) **Director.** The program employs an individual who meets these position specific requirements.

(1) **Position specific qualifications.** The director:

- (A) is at least 21 years of age;
- (B) has satisfactory work experience;
- (C) has a current bronze or higher level certificate per OAC 340 Appendix EE - Oklahoma Director's Credential;
- (D) is not a director or master teacher at another program that operates concurrently at any given time; and
- (E) has a good understanding of the requirements and program policies.

(2) **Position specific responsibilities.** The director is:

- (A) accountable for the day-to-day operation of the program;
- (B) responsible for:
 - (i) maintaining a program that meets or exceeds the requirements;
 - (ii) improving the quality of care;
 - (iii) implementing program development and evaluation;
 - (iv) ensuring personnel and volunteers comply with the requirements;
 - (v) supervising the conduct of personnel, volunteers, and other individuals providing services in the program;

- (vi) appointing and informing the personnel in charge when the director is not present at the facility;
 - (vii) registering the program as a direct care organization and maintaining information on the Oklahoma Professional Development Registry (OPDR); and
 - (viii) overseeing parent communication and family engagement;
- (C) present at the facility during the hours of operation at least 50 percent of the operating hours or 30 hours per week, whichever is less; and
- (D) free from direct care responsibilities, when four or more teaching personnel are required to meet ratios, at least three hours per day during the hours of operation to provide program oversight and personnel supervision.
- (3) **Position specific professional development.** The director, upon assuming the position:
- (A) completes a DHS requirements compliance review form within one month;
 - (B) obtains and maintains cardio-pulmonary resuscitation (CPR) and first aid certifications prior to, or within three months, that meet requirements per OAC 340:110-3-284(d); and
 - (C) is exempt from the Entry Level Child Care Training (ELCCT) or equivalent requirement.
- (c) **Personnel in charge.** The director appoints an individual who meets the position specific requirements listed in (1) through (3) of this subsection.
- (1) **Position specific qualifications.** The personnel in charge:
 - (A) are at least 21 years of age; and
 - (B) have a good understanding of the requirements and program policies.
 - (2) **Position specific responsibilities.** The personnel in charge takes responsibility for program operation when the director is not present at the facility. Child Care Programs 36 Effective 6-1-2022
 - (3) **Position specific professional development.** The personnel in charge meets specific professional development for his or her regularly assigned position.

340:110-3-284.2. Teaching personnel

- (a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements, per Oklahoma Administrative Code (OAC) 340:110-3-284.
- (b) **Master teachers.** The program employs or utilizes at least the minimum number of required individuals or volunteers meeting the position specific requirements in (1) through (6) of this subsection.
 - (1) **Required master teachers.** At least one master teacher is required for every 60 children of the licensed capacity. Only the required number of master teachers are required to meet all of the master teacher

requirements. However, all master teachers meet cardio-pulmonary (CPR) and first aid certification requirements in (6) of this subsection.

(2) **Position specific qualifications.** Master teachers:

(A) are at least 18 years of age;

(B) have at least a high school diploma, General Education Development (GED), or Licensing approved equivalent; and

(C) have a current Oklahoma Professional Development Ladder (OPDL) certificate, per OAC 340 Appendix FF - Oklahoma Professional Development Ladder of Level 4 or higher.

(3) **Probationary master teachers.** Directors may request a one-year probationary period for personnel replacing master teachers not meeting educational criteria, per (2)(C) of this subsection.

(A) Probationary master teachers:

(i) complete the Oklahoma Human Services (OKDHS) form for the master teacher educational professional development plan, per OAC 340:110-3-281.3(b); and

(ii) are listed on the Oklahoma Professional Development Registry (OPDR). No specific level is required; however, OPDL timeframes and certificates are met, per OAC 340:110-3-284(b).

(B) Licensing may extend the probationary period for a second year, providing the probationary master teacher is actively pursuing educational qualifications as identified on the OKDHS form.

(C) Master teacher educational qualifications are met for the initial permit, license issuance, and increases in licensed capacity.

(4) **Director as master teacher.** The director may count as a master teacher when meeting the master teacher qualifications, per (b) of this Section. Directors counting as master teachers are eligible for probationary periods, per (3) of this subsection.

(5) **Position specific responsibilities.** Master teachers:

(A) support other teaching personnel in meeting teacher and assistant teacher responsibilities;

(B) are responsible for:

(i) direct care of children;

(ii) planning and implementing the lesson plans;

(iii) classroom arrangement;

(iv) planning and implementing parent communication and family engagement; and

(v) providing input on program development and evaluation; and

(C) are present at the facility during the hours of operation at least 50 percent of operating hours or 30 hours per week, whichever is less.

(6) **Position specific professional development.** Master teachers obtain and maintain CPR and first aid certification requirements, per OAC

340:110-3-284(d). Master teachers obtain the certification within three months.

(c) **Teachers.** The program employs individuals or utilizes volunteers meeting the position specific requirements in (1) through (3) of this subsection.

(1) **Position specific qualifications.** Teachers:

(A) are at least 18 years of age; and

(B) have at least:

(i) a high school diploma, GED, or Licensing approved equivalent; or

(ii) completed 10th grade and are in the process of obtaining a GED for a period not to exceed 12 months from employment.

(2) **Position specific responsibilities.** Teachers:

(A) have the primary responsibility for direct care of children; and

(B) participate in:

(i) lesson plan development and implementation;

(ii) classroom arrangement;

(iii) parent communication and family engagement; and

(iv) program development and evaluation.

(3) **Position specific professional development.** Teachers obtain and maintain CPR and first aid certification requirements, per OAC 340:110-3-284(d). Teachers obtain the certification within three months.

(d) **Assistant teachers.** The program may employ individuals or utilize volunteers meeting the position specific requirements in (1) through (4) of this subsection.

(1) **Position specific qualifications.** Assistant teachers:

(A) are at least 16 years of age; and

(B) meet one of the criteria in (i) through (iii). Assistant teachers:

(i) are currently enrolled in high school or an equivalent;

(ii) have at least a high school diploma, GED, or Licensing approved equivalent; or

(iii) have completed 10th grade and are in the process of obtaining a GED for a period not to exceed 36 months from employment.

(2) **Position specific responsibilities.** Assistant teachers:

(A) are responsible for direct care of children; and

(B) carry out assigned tasks that may include participation in:

(i) lesson plan development and implementation;

(ii) classroom arrangement;

(iii) parent communication and family engagement; and

(iv) program development and evaluation.

(3) **Position specific professional development.** Assistant teachers obtain and maintain CPR and first aid certification requirements, per OAC 340:110-3-284(d). Assistant teachers obtain the certification within three months.

(4) **Position specific limitations.** Assistant teachers:

- (A) are overseen by an on-site director, master teacher, or teacher:
 - (i) overseeing two or fewer assistant teachers at one time; and
 - (ii) providing intervention, when needed; and Child Care Programs 39 Effective 6-1-2022
 - (B) not having sole responsibility for a group of children:
 - (i) for more than three hours per day; and
 - (ii) during higher risk activities, per OAC 340:110-3-290.
- (e) **Substitutes for teaching personnel.** The program may employ individuals or utilize volunteers or other personnel meeting the position specific requirements in (1) through (3) of this subsection.
- (1) **Position specific qualifications.** Substitutes meet the teacher qualifications, per (c) of this Section. However, the OPDL certificate is not required until indicated in (3) of this subsection.
 - (2) **Position specific responsibilities.** Substitutes meet the responsibility requirements for the position(s) they are filling.
 - (3) **Position specific professional development.** Substitutes meet the general professional development requirements, per OAC 340:110-3-284(d). However, the timeframe for meeting professional development requirements begins when the substitute has worked for the program a total of 80 hours. However:
 - (A) orientation is required, prior to being left alone with children; and
 - (B) CPR and first aid certification requirements are met per specific position requirements.

340:110-3-284.3. Support personnel

- (a) **General.** In addition to the position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.
- (b) **All support personnel.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.
 - (1) **Position specific responsibilities.** Support personnel provide support service to the program.
 - (2) **Position specific limitations.** Personnel performing support services do not count in ratios unless an exception applies per OAC 340:110-3-286(a).
 - (3) **Position specific additional requirement.** When support personnel fill another position in OAC 340:110-3-284.1 or 340:110-3-284.2, the individual also meets the requirements for the position(s) they are filling.
- (c) **Food service personnel.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.
 - (1) **Position specific responsibilities.** Food service personnel:
 - (A) prepare and serve food; and
 - (B) meet the food service requirements per OAC 340:110-3-299.

(2) Position specific professional development. Prior to or within three months of assuming primary responsibilities for food preparation, food service personnel obtain food service training from an approved source listed on the Oklahoma Professional Development Registry (OPDR) website. However, this is not required when only limited food service is provided per OAC 340:110-3-299(a).

(d) **Drivers.** The program may employ individuals or use volunteers or other personnel who meet these position specific requirements.

(1) **Position specific qualifications.** Drivers:

(A) are at least 21 years of age;

(B) have a valid driver or commercial driver license (CDL) in their state of residence, appropriate for the type of vehicle driven. Documentation is maintained per OAC 340:110-3-281.3(b) and (c);

(C) who are contracted personnel or volunteers, may not be required to obtain criminal history reviews per OAC 340:110-3-282(a); and

(D) are prohibited when required per OAC 340:110-3-283(b).

(2) **Position specific responsibilities.** Drivers:

(A) transport children; and

(B) meet the transportation requirements per OAC 340:110-3-305.

(3) **Position specific professional development.** Drivers, excluding volunteers who transport on an irregular basis and do not fill another position per OAC 340:110-3-284.1 through 340:110-3-284.4, obtain within three months of transporting children:

(A) child passenger safety training per OAC 340:110-3-284(d), from the program's trained personnel or an approved source listed on the OPDR website or a trained personnel is in the vehicle with the contracted driver, unless the vehicle used is exempt per OAC 340:110-3-305(g). In addition, personnel who assist with child passenger restraints obtain this training from the options indicated within three months of assisting; and

(B) vehicle safety training:

(i) for the safe operation of the type of vehicle driven, when driving a vehicle designed to transport 10 or more passengers; and Child Care Programs 41 Effective 6-1-2022

(ii) from any training source, excluding owner manuals.

340:110-3-284.4. Other personnel and non-personnel

(a) **General.** In addition to position specific requirements in this Section, personnel meet the general requirements per Oklahoma Administrative Code (OAC) 340:110-3-284.

(b) **Contracted personnel.** When the program contracts for a service and the individual or agency personnel fills a position per OAC 340:110-3-284.1 through 340:110-3-284.3, the requirements for the position(s) are met.

(c) **Contracted non-personnel.** When the program contracts for a service, such as special activities or facility repair, and the individual or agency personnel does

not fill a position per OAC 340:110-3-284.1 through 340:110-3-284.3, the personnel requirements are not required.

(1) **Position specific qualifications.** Contracted non-personnel who have unsupervised access to children meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific limitations.** Contracted non-personnel are not responsible for supervision per OAC 340:110-3-287(i).

(d) **Specialized service professionals.** The program may employ individuals, contract non-personnel, use volunteers, and allow children to have access to specialized service professionals, who meet these requirements.

(1) **Position specific qualifications.** Specialized service professionals meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific additional requirement.** Parent permission is required. Documentation is maintained per OAC 340:110-3-281.4(b).

(e) **Volunteers.** The program may use volunteers who meet these requirements. However, volunteers who fill another position per OAC 340:110-3-284.1 through 340:110-3-284.3 meet all personnel requirements and the requirements for the position(s) they are filling, unless the requirements specifically state otherwise.

(1) **Position specific qualifications.** Volunteers who have unsupervised access to children meet the background investigation requirements per OAC 340:110-3-282.

(2) **Position specific responsibilities.** Volunteers comply with the requirements.

(3) **Position specific professional development.** Volunteers within one week of providing services, are familiar with program policies and procedures that pertain to the services they are providing.

(4) **Position specific limitations.** Volunteers are supervised by the director or designated personnel.

340:110-3-288. Discipline and behavior guidance

(a) **General.** Discipline and behavior guidance is developmentally appropriate, responsive to the circumstances, constructive, and provides learning opportunities. Personnel do not seek or accept parental permission not complying with requirements, per Oklahoma Administrative Code (OAC) 340:110-3-293(a).

(b) **Appropriate discipline.**

(1) **Assessment.** Personnel evaluate the environment, atmosphere, and activities before considering specific child interventions.

(2) **Interaction.** Personnel interact with an attitude of understanding and firmness.

(3) **Fairness and consistency.** Personnel use fair and consistent rules.

(4) **Perspective.** Personnel maintain perspective and recognize every behavior not requiring teaching personnel's attention or intervention.

(5) **Expressing acceptance and disapproval.** Personnel speak so children understand their feelings are acceptable, but the action or behavior may be unacceptable.

(6) **Self-control.** Personnel encourage children to develop self-control.

(7) **Relevant.** Personnel choose discipline relevant to the behavior.

(8) **Redirect.** Personnel provide alternatives when the behavior is unacceptable.

(9) **Consequences.** Personnel use safe, natural, and logical consequences helping children take responsibility for his or her actions.

(10) **Individualize.** Personnel recognize every discipline method is not effective with every child or circumstance.

(11) **Time-out or time-away.** Personnel may consider this option when other discipline methods are ineffective.

(A) Personnel use this method only with children 2 years of age and older when:

(i) necessary for the child to regain self-control;

(ii) the child has the ability to learn from it; and

(iii) appropriate supervision is maintained.

(B) The child may sit quietly or participate in an individual activity.

(C) Time-out is limited to one minute or less for each year of age. However, when self-control is regained in less time, the child may rejoin an ongoing activity.

(c) **Inappropriate discipline.** Personnel are prohibited from using or threatening to use inappropriate discipline.

(1) Physical. Inappropriate physical discipline examples include:

(A) actions that could cause pain, such as shaking, hitting, striking with an object, spanking, swatting, thumping, pinching, popping, shoving, spitting, hair pulling, yanking, and slamming;

(B) biting a child;

(C) putting anything in or on a child's mouth;

(D) exposure to extreme temperatures;

(E) excessive or forced exercise; and

(F) restraining or tying to restrict a child's movement by any means other than holding. Holding is used only as long as necessary for the child to regain self-control.

(2) Psychological and emotional. Inappropriate psychological and emotional discipline examples, include:

(A) humiliating, rejecting, or neglecting a child;

(B) making derogatory or sarcastic remarks about a child's family, race, gender, religion, or cultural background;

- (C) yelling at a child out of anger or using harsh or profane language;
- (D) punishing or threatening a child in association with:
 - (i) education, such as writing repetitive sentences and homework; and
 - (ii) physical needs, such as:
 - (I) withdrawing, denying, or forcing food, rest, or toileting; and
 - (II) withdrawing or denying outdoor play or a weather alternate activity;
- (E) isolating a child without supervision;
- (F) placing a child in a dark area;
- (G) allowing a child to discipline other children; and
- (H) punishing an entire group due to the actions of one or a few children.

(d) **Inappropriate food reward.** Food is not used to obtain or reward desired behaviors.

(1) Food reward exception. When a child has a non-typical behavioral issue or learning style and other methods to modify the child's behavior do not work, food if necessary, may be used initially to obtain or reward a desired behavior.

(2) Food reward exception plan. A behavior modification plan, with timeframes, is developed by relevant professionals, when applicable, director, and parents to eliminate food as a reward and take steps to transition to another method for obtaining or rewarding desired behaviors. Documentation is maintained, per OAC 340:110-3-281.4(b).

5.01 Administration of Medicine to Students

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to cough drops, antacid medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

"Physician" means a licensed physician or other health care provider with prescriptive authority.

"Sunscreen" means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Medications may be given only with written permission from the parent/guardian, or physician order. The Student's need for non-prescription medications will be assessed by the Registered Nurse, Licensed Practical Nurse, Health Aid or designee who has documented training and given per consulting physician order guidelines.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parents/guardians and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

All students in Owasso Public Schools must provide registration information (InfoSnap) each school year. Part of registration includes a ["Medication Authorization" permission form](#), which must be on file for each student in order to administer any medication to the student.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label

for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the front office of every school site. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, replacement pancreatic enzymes for Cystic Fibrosis; may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.

- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Essential Oils and CBD Oils
 - Prescription ~~painkillers~~ ~~pain-killers~~;
 - Medication used to treat ADD/ADHD or other psychological or ~~behavioral~~ ~~behavior~~-disorders; and
 - Other medication hereafter designated in writing by the district.

Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.

Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.

The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and

- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

If medication is a sample from the Doctor's office, a physician's note must accompany the sample with all of the information requested in the previous section.

The initial dose of a new medication will NOT be given at school due to possible reaction.

No more than a one-month supply of prescription medication be kept at school.

The transportation of prescription medication to and from school is the responsibility of the parent/guardian.

~~All medications, vitamins/herbs, essential oils and CBD Oils NOT "FDA" approved will NOT be given at school per the Oklahoma Nurse Practice Act. Vitamins/herbs/homeopathic remedies, essential oils, and CBD products not FDA approved will not be given at school.~~

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a non-recoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Narcotic medication will not be stored or administered at school by school personnel. Custodial parents/guardians of ~~students student~~ being treated by a physician with prescription narcotic medication may administer such medication to their child during the school day. Parents/guardians administering the narcotics medication should report to the main office to request their child for administration of the narcotic medication.

Under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parents or guardian for civil damages for any personal injuries to the student which result from acts of omissions of school employees in administering the narcotic medicine. Also the School district, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the students as a result of the parent's/~~guardian's guardian~~-administration of narcotic medication during school hours.

District-Wide Emergency Use Stock Inhalers

- Per Senate Bill 381, inhalers and spacer devices may be stocked for use when a student is in need of an inhaler and does not have access to a personal device. Any stock inhalers must be prescribed to the District by a licensed physician. Trained personnel may administer an emergency inhaler when they believe in good faith that a student is having respiratory distress. In the event that a stock inhaler is administered because of respiratory distress, EMS services will be contacted as soon as possible.

District-Wide Administration of Opiate Antagonists (Narcan)

- District medical personnel or other district employees trained in recognizing signs of opiate overdose may administer an opiate antagonist (Narcan) for a student or other individual exhibiting signs of an opiate overdose.

District-Wide Use of Epinephrine Injectors

- Per Senate Bill 381, epinephrine injectors may be stocked for use when a student is in need of an epinephrine injection and does not have access to a personal device. Any stock epinephrine injectors must be prescribed to the District by a licensed physician. Trained personnel may administer an emergency Epinephrine injection when they believe in good faith that a student is having an anaphylactic reaction. In the event that a stock epinephrine injection is administered because of an anaphylactic reaction, EMS services will be contacted as soon as possible.
- There will be designated and trained personnel at each school site responsible for:
 - Obtaining the Epinephrine injectors at each school site
 - Ensuring appropriate training on the administration of the injectors for designated staff members
 - Distributing and maintaining annual parent/guardian consent forms.
- No Epinephrine injection shall be given if the proper written consent is not on file with the District.

5.20 Student Transfers

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

The school district will begin accepting applications for the next school year starting **June 1st** ~~May 1st~~. Receipt of properly completed applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1st capacity data is determined for each grade level and site within the school district.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred so long as the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such a student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the

property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

By the first day of January, April, July and October, the Board of Education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

The Superintendent, or his or her designee, shall report to the Board of Education the capacity for transfer students at each grade level and each school site. The number of authorized teaching positions, classrooms available, and class size at each grade level and each site, and/or other such factors shall be reported to the Board when determining the capacities at each site. After review of the report, the Board shall approve the capacity for transfer students at each grade level and each school site as it deems appropriate. The Superintendent or his or her designee shall report to OSDE and publish on the district website the capacities determined by the Board.

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed **as a regular employee, unless there is another qualifying reason for the transfer to be denied, such as discipline, attendance, and/or available resources.**

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. If a student is denied a transfer because of capacity limitations, the parents may choose to add the transfer request to a waitlist, in which case transfers would be granted in the order in which they are received in the event that space becomes available for a specific school and/or grade.

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this district may:

1. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
2. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent initiated or student-initiated transfer applications governed by this policy.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice via hand-delivery, U.S. Mail, or email of the intention to deny a continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;

2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;

3. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the Board of Education. The Board of Education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. If notice is after the deadline for posting, the board may consider the appeal at a special meeting of the Board of Education.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal process: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;

3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114, 70 O.S. §1-113, 70 O.S. §5-117.1, 70 O.S. §8-101, et seq., 70 O.S. §24-101, et seq.; §24-102, Family Education Rights and Privacy Act, Atty. Gen. Op. No. 87-134, April 1, 1988, State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

Owasso Public Schools

Treasurers Report

as of February 28, 2023

	General Fund prior year 7/1/21 to 2/28/22	General Fund current year 7/1/22 to 2/28/23	Building Fund prior year 7/1/21 to 2/28/22	Building Fund current year 7/1/22 to 2/28/23	Child Nutrition prior year 7/1/21 to 2/28/22	Child Nutrition current year 7/1/22 to 2/28/23	Sinking Fund prior year 7/1/21 to 2/28/22	Sinking Fund current year 7/1/22 to 2/28/23
Beginning Fund Balance	7,692,263.84	9,222,088.02	1,677,855.34	3,328,034.56	1,144,882.53	2,286,586.70	16,202,175.01	4,894,011.47
Revenue								
local	19,912,119.07	21,983,126.16	2,811,896.14	3,157,230.07	181,895.12	1,201,037.83	14,751,500.46	17,186,026.17
intermediate	2,787,927.26	2,854,622.96	0.00	0.00				0.00
state	23,012,410.31	23,952,162.87	3.86	3.79	0.00	23,053.32	20.17	20.72
federal	3,282,472.18	2,987,419.53	2,308,071.16	568,576.00	2,997,699.50	1,502,160.16		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>7,086.57</u>	<u>48,511.00</u>	<u>0.00</u>	<u>424.23</u>	<u>106.96</u>	<u>578.21</u>	<u>0.00</u>	<u>0.00</u>
total revenue	49,002,015.39	51,825,842.52	5,119,971.16	3,726,234.09	3,179,701.58	2,726,829.52	14,751,520.63	17,186,046.89
Expenditures								
salary	24,837,752.67	26,629,085.13			842,162.73	1,002,764.83	0.00	0.00
benefits	7,938,992.42	8,473,993.43			204,163.41	292,344.14	0.00	0.00
contracted prof / tech svcs	521,352.58	749,484.54	14,580.97	19,276.00	11,842.50	12,484.00	0.00	0.00
property svcs	247,670.28	201,601.76	652,726.67	844,641.80	72,952.06	60,918.50	0.00	0.00
other purchased svcs	344,433.92	378,468.56	1,006,649.41	1,043,224.58	1,316,269.53	1,111,009.72	0.00	0.00
supplies	871,133.80	1,170,392.90	1,358,897.95	1,695,060.60	20,732.37	9,774.09	0.00	0.00
property	9,773.90	4,537.23	137,200.29	32,957.55		85,553.86	0.00	0.00
dues/fees/registration/tuition	266,571.12	328,190.08			1,374.00	1,150.00	0.00	0.00
bond principal & interest							7,935,475.00	161,475.00
other uses	<u>7,946.93</u>	<u>8,449.34</u>	<u>0.00</u>	<u>424.23</u>	<u>6,306.96</u>	<u>8,178.21</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	35,045,627.62	37,944,202.97	3,170,055.29	3,635,584.76	2,475,803.56	2,584,177.35	7,935,475.00	161,475.00
Balance as of February 28th, 2023	21,648,651.61	23,103,727.57	3,627,771.21	3,418,683.89	1,848,780.55	2,429,238.87	23,018,220.64	21,918,583.36
bank balance 2-28-23		23,308,818.29		3,667,622.49		2,431,626.90		21,918,583.36
outstanding checks		(205,090.72)		(248,938.60)		(2,388.03)		0.00
cash balance 2-28-23		23,103,727.57		3,418,683.89		2,429,238.87		21,918,583.36

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 2-28-23

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date	lease 04 year to date
FY 23 Beginning Fund Balance	11,002,183.59	56,181.60	24,130,016.03	3,232,412.89	2,170,636.86
Revenue					
interest	105,813.00	240.97	133,897.76	20,339.26	0.00
correcting entry	599.99	0.00	0.00	0.00	0.00
bond proceeds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	106,412.99	240.97	133,897.76	20,339.26	0.00
Expenditures	<u>(2,416,033.19)</u>	<u>(45,062.84)</u>	<u>(14,653,058.61)</u>	<u>(1,964,987.77)</u>	<u>(2,061,034.07)</u>
Balance as of 2-28-23	8,692,563.39	11,359.73	9,610,855.18	1,287,764.38	109,602.79

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance
000	non categorical	228,783.96	599.99	228,183.97	45,062.84	45,062.84	0.00	422,879.25	420,129.52	2,749.73
008	business svcs	48,483.04	48,483.04	0.00	0.00	0.00	0.00	17,816.29	17,816.29	0.00
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	58,000.00	0.00	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
112	buses	920,000.00	790,953.00	129,047.00	0.00	0.00	0.00	0.00	0.00	0.00
113	technology	3,011,700.00	1,446,843.30	1,564,856.70	0.00	0.00	0.00	0.00	0.00	0.00
114	textbooks	2,341,253.00	784,269.01	1,556,983.99	0.00	0.00	0.00	0.00		0.00
116	uniforms/equipment	103,133.00	91,068.45	12,064.55	0.00	0.00	0.00	0.00	0.00	0.00
117	safety	226,000.00	29,479.00	196,521.00	10,681.55	10,681.55	0.00	0.00	0.00	0.00
119	plant operations	1,559,300.00	65,400.00	1,493,900.00	0.00	0.00	0.00	311,795.49	311,795.49	0.00
120	fine arts uniforms/equip	250,650.00	61,451.66	189,198.34	0.00	0.00	0.00	0.00	0.00	0.00
134	roofing district wide	750,000.00		750,000.00						
135	wellness center	1,000,000.00	287,568.45	712,431.55						
136	track/band project	300,000.00	285,000.00	15,000.00						
171	nurses equipment	38,985.00	27,933.90	11,051.10	0.00	0.00	0.00	0.00	0.00	0.00
172	library budgets	<u>169,112.00</u>	<u>117,338.47</u>	<u>51,773.53</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		11,005,400.00	4,036,388.27	6,969,011.73	55,744.39	55,744.39	0.00	24,130,016.03	14,725,266.30	9,404,749.73

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Fund 04 budget	Fund 04 encumbered	Fund 04 balance	Combined Budgets All Bond and Lease Funds		
								budget	encumbered	balance
000	non categorical	319,082.21	319,082.21	0.00	1,685,476.27	1,681,997.00	3,479.27	2,701,284.53	2,466,871.56	234,412.97
008	business svcs	79,270.67	79,270.67	0.00	45,380.04	45,380.00	0.04	190,950.04	190,950.00	0.04
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	111,072.55	59,000.00	52,072.55	0.00	0.00	0.00	169,072.55	59,000.00	110,072.55
112	buses	76,717.76	76,713.00	4.76	0.00	0.00	0.00	996,717.76	867,666.00	129,051.76
113	technology	282,948.47	282,948.43	0.04	132,628.21	132,238.40	389.81	3,427,276.68	1,862,030.13	1,565,246.55
114	textbooks	44,938.81	44,513.31	425.50	0.00	0.00	0.00	2,386,191.81	828,782.32	1,557,409.49
116	uniforms/equipment	1,104.95	1,104.95	0.00	0.00	0.00	0.00	104,237.95	92,173.40	12,064.55
117	safety	0.00	0.00	0.00	303,690.84	288,329.97	15,360.87	540,372.39	328,490.52	211,881.87
119	plant operations	2,180,569.11	1,792,427.53	388,141.58	3,461.50	3,461.50	0.00	4,055,126.10	2,173,084.52	1,882,041.58
120	fine arts uniforms/equip	78,857.02	14,113.23	64,743.79			0.00	329,507.02	75,564.89	253,942.13
134	roofing district wide							750,000.00	0.00	750,000.00
135	wellness center							1,000,000.00	287,568.45	712,431.55
136	track/band project							300,000.00	285,000.00	15,000.00
171	nurses equipment	0.00	0.00	0.00	0.00	0.00	0.00	38,985.00	27,933.90	11,051.10
172	library budgets	<u>49,691.32</u>	<u>49,691.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>218,803.32</u>	<u>167,029.79</u>	<u>51,773.53</u>
total		3,224,252.87	2,718,864.65	505,388.22	2,170,636.86	2,151,406.87	19,229.99	40,586,050.15	23,687,670.48	16,898,379.67

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

The Board of Education of Independent School District Number 11 of Tulsa County, Oklahoma, met in Regular Session at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash Street, Owasso, Oklahoma, in said School District on the 20th day of March, 2023, at 6:30 o'clock p.m.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2023 was given in writing, to the County Clerk of Tulsa County, Oklahoma at 10:31 o'clock a.m. on the 10th day of August, 2022, and public notice of this meeting, setting forth the date, time, place and agenda was posted at the entrance of the Board of Education Room located in the Dale C. Johnson Education Service Center, in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at [REDACTED] o'clock [REDACTED].m. on the [REDACTED] day of [REDACTED], 20[REDACTED], being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act (as attached hereto).

(OTHER PROCEEDINGS)

Thereupon _____ introduced a Resolution which was read in full by the Clerk, and upon motion by _____, seconded by _____, was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold, and authorizing the clerk to give notice of said sale as required by law.

WHEREAS, the issuance of \$80,275,000 of General Obligation Building Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$10,080,000 of the \$80,275,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a second installment of \$30,215,000; and

WHEREAS, the issuance of \$3,685,000 of General Obligation Transportation Equipment Bonds by Independent School District No. 11 of Tulsa County, Oklahoma, has been duly authorized at an election held on the 5th day of April, 2022, for that purpose; and

WHEREAS, \$920,000 of the \$3,685,000 has previously been sold, issued and delivered, and the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, now desires to sell a second installment of \$785,000; and

WHEREAS, the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Section 354, desires to sell at this time \$31,000,000 in bonds consisting of a combined issue of \$30,215,000 of Building Bonds and \$785,000 of Transportation Equipment Bonds;

Now, therefore, be it resolved by the Board of Education of Independent School District No. 11 of Tulsa County, Oklahoma:

SECTION 1.

That the \$31,000,000 of General Obligation Combined Purpose Bonds of Independent School District No. 11 of Tulsa County, Oklahoma, voted on the 5th day of April, 2022, shall be offered for sale at the Conference Room, Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 North Ash Street, Owasso, Oklahoma, on the 20th day of April, 2023, at 11:30 o'clock a.m.; said Bonds to become due:

\$1,000,000 in two years from their date, and \$15,000,000 annually each year thereafter until paid.

SECTION 2.

That the Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

ADOPTED this 20th day of March, 2023.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SCHOOL DISTRICT SEAL)

HILBORNE & WEIDMAN

A PROFESSIONAL CORPORATION
ATTORNEYS AND COUNSELORS
2405 EAST 57TH STREET
TULSA, OKLAHOMA 74105-7548

TELEPHONE:
(918) 749-0111
TELECOPIER:
(918) 749-0335

March 20, 2023

Board of Education
Independent School District No. 11
of Tulsa County
1501 N. Ash Street
Owasso, Oklahoma 74055

We are pleased to submit this proposal to serve as Bond Counsel to Independent School District No. 11 of Tulsa County (the "School District"), regarding your proposed issuance of \$31,000,000 General Obligation Combined Purpose Bonds of 2023 (the "Bonds"), of the School District. As your Bond Counsel, we will work closely with your financial advisor and your staff and we will provide all legal services for the proper issuance of such Bonds, including drafting the no-arbitrage certificate, assisting in preparing the notice of sale and bond resolution and review of your official statement to ascertain compliance with applicable continuing disclosure requirements. We will also provide our market legal opinion to the purchaser of the Bonds issued without charge to such purchaser. In addition, we will consult with the School District and answer questions regarding these bond issues at no extra charge.

We stand ready to proceed upon written notification from you and we will carry out the work with due diligence to completion within a reasonable time from notice to proceed.

For such legal services rendered in connection with such issue of Bonds, our fee will be \$16,000.00, such sum to be paid when such Bonds are issued.

Our fee is contingent upon delivery of and payment for any such Bonds. In the event no Bonds are issued and delivered, we would receive no compensation for our services rendered therewith. The above quoted fee includes our out-of-pocket travel, telephone and photocopying expenses and there will be no reimbursement for such items.

Hilborne and Weidman,
a professional corporation

By: _____

Approved and accepted this 20th day of March, 2023.

Independent School District No. 11 of
Tulsa County, Oklahoma

President

Attest:

Clerk

(Seal)