

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, November 13, 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/HJ4vIsOJLb4>

- I. **Call to Order and Roll Call**
- II. **Pledge of Allegiance**
- III. **Special Recognition** - Ms. Gina Metcalf, Elizabeth Osei and Ezekiel Giguere
- IV. **Special Recognition** - Mr. Chris Barber - Oklahoma Music Educators Association Exemplary Teacher Award recipient, Owasso Choir Director, Ms. Tricia Wynn
- V. **Special Recognition** - Mr. Zach Duffield, Mr. Blake Collins and Girls Cross Country Team
- 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) - Mr. Mark Officer
- 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 Regular Meeting, October 9, 2023
  - B. Minutes of Special Meeting October 30, 2023
  - C. Minutes of Special Meeting November 2, 2023
  - D. Teaching and Learning
    - i. Out of State Student Activity Trips
    - ii. Purchase Agreement with Solution Tree, Inc. for Julie Schmidt to present Onsite Professional Development for the 2024-2025 school year at a cost of \$13,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the contract.
  - E. Finance
    - i. Purchase orders (encumbrances) and changes to encumbrances for October 2023
    - ii. Activity Financial Report for October 2023

- iii. License Agreement with Pel Industries, Inc. for a non-exclusive license to print our school logo on merchandise and to sell such merchandise to retail customers for the 2023-2024 school year at a cost of a 10% royalty on net sales price, as outlined in the attachment and authorize the Superintendent or designee to execute the License Agreement
  - F. Human Resources
    - i. Transitions
- IX. **Communications/Superintendent** - Dr. Margaret Coates
  - A. Board to review Policy #5.13 Prohibiting Harassment, Intimidation and Bullying for first reading. Edits, changes, and additions to the policy are outlined in the attachment
  - B. Contract with Finalsite for website hosting services at a cost of \$18,500 per year for 4 ½ years and a total cost of \$93,250, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- X. **Teaching and Learning** - Mark Officer
  - A. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.57 Student Suspensions, as outlined in the attachment
  - B. Board to consider and take possible action on the Rental Agreement with Chocolate Fountains of Oklahoma, LLC for fountain rental for the Junior/Senior Prom for the 2023-2024 school year at a cost of \$3,284.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Rental Agreement
  - C. Board to consider and take possible action on the Contract with Grueninger Travel Group for the travel of the Owasso HS Saxophone Ensemble and the Owasso HS Percussion Ensemble to attend the Chicago Midwest Clinic for the 2023-2024 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
- XI. **District Services** - Kerwin Koerner
  - A. Receive first draft reading of proposed changes to Policy #5.49 Child Nutrition Information for Families
  - B. Board to consider and take possible action on the Guaranteed Maximum Price (GMP) amendment to the existing AIA contract with Nabholz Construction Corporation for the Track remodel project
- XII. **Finance** - Phillip Storm
  - A. Board to consider and take possible action on the Treasurer's Report for October 2023
- XIII. **Human Resources** - Lisa Johnson
  - A. Board to review Policy #1.46 Sick Leave Donation for first reading. Edits, changes, and additions to the policy are outlined in the attachment
- XIV. **New Business**
- XV. **Vote to Adjourn**

This agenda was posted prior to 6:30p.m. on Thursday, November 9, 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 Board of Education Regular  
Meeting  
Monday, October 9, 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: Absent

Present: 4, Absent: 1.

**II. Pledge of Allegiance and Special Recognition** - Mr. Matt Roberts, Asher Poteete, Elizabeth, Emma and Morgan Nealis

**III. Special Recognition** - Ms. Leslie VanMeter and Ms. Kelly Walters- State Champion Varsity Cheer Team

### **IV. Reports to the Board**

A. Superintendent - Dr. Margaret Coates Dr. Coates reported that the employee retention rate has increased 7% from 2022-2023. She also shared a video highlight of Minutes with Margaret showcasing the Owasso FFA.

B. Teaching and Learning - Mr. Mark Officer Mr. Officer reported that a recent trip to Little Rock had been made by several district employees to participate in professional development focused on student assessments. He shared that the Special Services Department would be attending the Special Olympics Unified Partners State Soccer Tournament this week and the Fine Arts department had a record attendance at the 23rd Owasso Invitational Marching Band Tournament.

C. District Services - Mr. Kerwin Koerner Mr. Koerner shared an update on the recent storm damage stating the district sustained over \$2million in damage and repairs are being made at several locations, including Hodson Elementary.

D. Continuous Strategic Improvement (CSI) - Mr. Russell Thornton Mr. Thornton reported that Continuous Strategic Improvement Goal Area #4 was Ram Resources. Objective 1 is Strengthen Student Programs through initiatives such as student leadership, student-led clubs and character education programs. Objective 2 is Improve and maintain district infrastructure with an emphasis on facilities, technology and transportation improvement plans.

### **V. 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.

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

Motion to table consent agenda item VI.B. Minutes of Special Meeting, September 28, 2023. 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: Absent

Yea: 4, Nay: 0, Absent: 1

Motion to approve consent agenda items VI.A. through VI.H.i. with the exception of item VI.B. which was tabled. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent

Yea: 4, Nay: 0, Absent: 1

A. Minutes of Regular Meeting, September 11, 2023

B. Minutes of Special Meeting, September 28, 2023

C. Teaching and Learning

i. Out of State Student Activity Trips

ii. Agreement with Franklin Covey Client Sales, Inc. for Ator Elementary “Leader in Me” Membership and Professional Development for the 2023- 2024 school year at a cost of \$12,700.00 as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

iii. Contract with Oklahoma Department of Career and Technology Education for Secondary career and technology education programs for the 2023 - 2024 school year and the district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE) , as outlined in the attachment and authorize the Superintendent or designee to execute the MOU / License Agreement / Contract

D. Technology

E. Surplus of items listed on the attachment titled Technology Surplus October 2023

F. Finance

i. Purchase orders (encumbrances) and changes to encumbrances for September 2023 2023-2024 General Fund #640-836 (Vendors) \$253,962.30  
2023-2024 General Fund Net Change Orders \$3,116.70

2023-2024 Building Fund #74 (Vendors) \$1,500.00  
2023-2024 Child Nutrition Fund #36-37 (Vendors) \$27,283.13  
2023-2024 Bond Fund 31 #225-249 (Vendors) \$270,097.29  
2023-2024 Bond Fund 31 Net Change Orders \$17,500.00  
2023-2024 Bond Fund 35 #4-5 (Vendors) \$25,111.30  
2023-2024 Bond Fund 39 #21-23 (Vendors) \$157,210.70

ii. Activity Financial Report for September 2023

iii. Activity Account Budgets

iv. Sanctioning Applications

G. Human Resources

i. Transitions

**VII. Communications/Superintendent - Dr. Margaret Coates**

A. Board to consider and take possible action on the 2024 School Election Resolution. Motion to approve the 2024 School Election Resolution. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

B. Board to review Policy #5.45 Cyberbullying and Internet Safety for first reading. Edits, changes, and additions to the policy are outlined in the attachment

**VIII. 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 23-24 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 23-24 instructional calendar by days with an option to calculate the calendar by hours. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

B. Comprehensive Dropout Report 2021-2022

C. College Remediation report 2021-2022

D. Board to review Policy # 5.57 Student Suspension for first reading. Edits, changes, and additions to the policy are outlined in the attachment

E. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #1.61 Wellness, as outlined in the attachment

Motion to approve the proposed edits, changes, and additions to Policy #1.61 Wellness, as outlined in the attachment. 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: Absent

Yea: 4, Nay: 0, Absent: 1

F. Board to consider and take possible action on the License Agreement with Ellipsis Education, for K-5 Coding, Unplugged, STEM Careers and Digital Citizenship for the 2023-2024 school year at a cost of \$8,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the License Agreement

Motion to approve the License Agreement with Ellipsis Education, for K-5 Coding, Unplugged, STEM Careers and Digital Citizenship for the 2023- 2024 school year at a cost of \$8,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the License Agreement. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent

Yea: 4, Nay: 0, Absent: 1

G. Board to consider and take possible action on an Addendum to the Soliant Health, LLC contract to include Blazer Works to act as the preferred workforce solutions manager for Owasso Public Schools for the 2023-2024 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 an Addendum to the Soliant Health, LLC contract to include Blazer Works to act as the preferred workforce solutions manager for Owasso Public Schools for the 2023-2024 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 Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea  
Neal Kessler: Yea

Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

H. Board to consider and take possible action on the Agreement with TYS Speakers for speaker at the Oklahoma Association of Student Councils - OASC 2023 Convention for the 2023-2024 school year at a cost of \$4,980.00, as outlined in the attachment and authorize the Superintendent or designees to execute the Agreement

Motion to approve the Agreement with TYS Speakers for speaker at the Oklahoma Association of Student Councils - OASC 2023 Convention for the 2023-2024 school year at a cost of \$4,980.00, as outlined in the attachment and authorize the Superintendent or designees to execute the Agreement. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

I. Board to consider and take possible action on the Contract with DYNAMX DIGITAL LLC for Event Production for the 2023 OASC State Convention for the 2023-2024 school year at a cost of \$24,800.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve the Contract with DYNAMX DIGITAL LLC for Event Production for the 2023 OASC State Convention for the 2023-2024 school year at a cost of \$24,800.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

J. Board to consider and take possible action on the Agreement with Aaron Davis Presentations, Inc. for the 2023 OASC State Convention for the 2023- 2024 school year at a cost of \$5,000.00 plus \$800 for travel, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

Motion to approve the Agreement with Aaron Davis Presentations, Inc. for the 2023 OASC State Convention for the 2023- 2024 school year at a cost of \$5,000.00 plus \$800 for travel, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. This motion, made by Rhonda Mills and seconded by Stephanie Ruttman, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

K. Board to consider and take possible action on the Rental Agreement with Party Perfect Linen & Event Rental for Vendor Booths for the 2023-2024 Student Council Convention at Owasso High School for the 2023-2024 school year at a cost of \$2,595.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU / License Agreement / Contract

Motion to approve the Rental Agreement with Party Perfect Linen & Event Rental for Vendor Booths for the 2023-2024 Student Council Convention at Owasso High School for the 2023-2024 school year at a cost of \$2,595.00, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU / License Agreement / Contract. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

L. Board to consider and take possible action on the Rental Agreement with Golf Cars of Tulsa for golf carts to transport guests as needed for the 2023-2024 Student Council Convention at Owasso High School for the 2023- 2024 school year at a cost of \$375.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Rental Agreement

Motion to approve the Rental Agreement with Golf Cars of Tulsa for golf carts to transport guests as needed for the 2023-2024 Student Council Convention at Owasso High School for the 2023- 2024 school year at a cost of \$375.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Rental Agreement. 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: Absent  
Yea: 4, Nay: 0, Absent: 1

#### **IX. Finance - Phillip Storm**

A. Board to consider and take possible action on the Treasurer's Report for September 2023

Motion to approve the Treasurer's Report for September 2023. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

B. Board to consider and take possible action on the proposed Operation Budget for Fiscal year 2023-2024

Motion to approve the proposed Operation Budget for Fiscal year 2023-2024. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

## X. Executive Session

A. Vote to convene into executive session for the purpose of discussing the Mid-year review of the Superintendents' goals as authorized by Okla.Stat.Tit.25§307(B)(1). During the executive session, the members of the Board of Education who were present were Brent England, Frosty Turpen, Rhonda Mills, Neal Kessler and Stephanie Ruttman. Also present during the executive session was Dr. Margaret Coates. During the executive session, the board members discussed the Mid-year review of the Superintendents' goals. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session. Motion to convene into executive session at 7:48p.m. for the purpose of discussing the Mid-year review of the Superintendents' goals as authorized by Okla.Stat.Tit.25§307(B)(1). This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Yea  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 4, Nay: 0, Absent: 1

B. Acknowledge return to Open Session Acknowledge return to Open Session at 8:34 p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Brent England, Rhonda Mills, Neal Kessler and Stephanie Ruttman. Also present during the

executive session was Dr. Margaret Coates. During the executive session, the board members discussed the Mid-year review of the Superintendents' goals. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

**XI. New Business**

There was no new business.

**XII. Vote to Adjourn**

Motion to adjourn at 8:35 p.m. 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:	Absent

Yea: 4, Nay: 0, Absent: 1

Owasso Board of Education Special  
Meeting  
Monday, October 30, 2023 12:00 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 12:00 AM.

Brent England: Absent

Neal Kessler: Present

Rhonda Mills: Absent

Stephanie Ruttman: Present

Forrest Turpen: Present

Present: 3, Absent: 2.

### **II. Pledge of Allegiance**

III. Board to consider and take possible action on the Letter of Intent with Oklahoma Opioid Abatement Board to submit an opioid abatement grant award application for the 2023-2024 school year at no cost to the district as outlined in the attachment and authorize the Superintendent or designee to execute the Letter of Intent

Motion to approve the letter of Intent with Oklahoma Opioid Abatement Board to submit an opioid abatement grant award application for the 2023-2024 school year at no cost to the district as outlined in the attachment and authorize the Superintendent or designee to execute the Letter of Intent. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Absent

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 3, Nay: 0, Absent: 2

IV. Board to consider and take possible action on the Overnight/Out of State Student Activity Requests

Motion to approve the Overnight/Out of State Student Activity Requests. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Absent

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 3, Nay: 0, Absent: 2

### **V. Executive Session**

A. Vote to convene into executive session for the purpose of discussing the purchase of real property as authorized by Okla.Stat.Tit. 5§307(B)(3).

Motion to convene into executive session at 12:06p.m. for the purpose of discussing the purchase of real property as authorized by Okla.Stat.Tit.25§307(B)(3). This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Absent

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 3, Nay: 0, Absent: 2

VI. Acknowledge Board's return from executive session Acknowledge the Board's return from executive session at 12:27p.m.

VII. Statement of executive session minutes

During the executive session, the members of the Board of Education who were present were Frosty Turpen, Neal Kessler and Stephanie Ruttman. Also present during the executive session was Dr. Margaret Coates, Kerwin Koerner and Phillip Storm. During the executive session, board members discussed the purchase of real property. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

VIII. Board to consider and take possible action on a contract for sale and purchase of real property.

Motion to table a contract for sale and purchase of real property. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Absent

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 3, Nay: 0, Absent: 2

**IX. Vote to Adjourn**

Motion to adjourn at 12:29p.m. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Absent

Neal Kessler: Yea

Rhonda Mills: Absent

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 3, Nay: 0, Absent: 2

Owasso Board of Education Special  
Meeting  
Thursday, November 2, 2023 12:15 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 12:15 PM.

Brent England: Absent  
Neal Kessler: Present  
Rhonda Mills: Present  
Stephanie Ruttman: Present  
Forrest Turpen: Absent  
Present: 3, Absent: 2.

### **II. Pledge of Allegiance**

### **III. Executive Session**

A. Vote to convene into executive session for the purpose of discussing the purchase of real property authorized by Okla.Stat.Tit.25§307(B)(3)

Motion to convene into executive session at 12:17p.m. for the purpose of discussing the purchase of real property authorized by Okla.Stat.Tit.25§307(B)(3). This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Absent  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 3, Nay: 0, Absent: 2

### **IV. Acknowledge Board's return from executive session**

Acknowledge boards return from executive session at 12:35p.m.

### **V. Statement of executive session minutes**

During the executive session, the members of the Board of Education who were present were Stephanie Ruttman, Neal Kessler and Rhonda Mills. Also present during the executive session was Dr. Margaret Coates, Kerwin Koerner and Phillip Storm. During the executive session, board members discussed the purchase of real property. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

### **VI. Board to consider and take possible action on a Contract for Sale and Purchase of Real Property**

Motion to approve a contract for sale and purchase of real estate located at 1309 N Main Street, Owasso OK 74055. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Absent

Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 3, Nay: 0, Absent: 2

**VII. Vote to Adjourn**

Motion to adjourn at 12:36p.m. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Absent  
Neal Kessler: Yea  
Rhonda Mills: Yea  
Stephanie Ruttman: Yea  
Forrest Turpen: Absent  
Yea: 3, Nay: 0, Absent: 2

### **November 13, 2023 Overnight/Out of State Student Activity Requests**

- **December 1-2, 2023 - Jay Border Wars Wrestling Tournament - Owasso Girls Wrestling Jay, OK**
- **December 7-9, 2023 - Perry dual/tournament - Owasso Boys Wrestling - Perry, OK**
- **December 14-16, 2023 - Southwest Invitational - Owasso Boys Wrestling - Duncan, OK**
- **January 18-20, 2024 - Moore Basketball Tournament - Owasso Varsity Girls Basketball - Moore, OK**
- **January 19-20, 2024 - McLoud Dual Tournament - Owasso Girls Wrestling - McLoud, OK**
- **February 2-3, 2024 -Junior High State Tournament - Owasso Girls Wrestling - Oklahoma City, OK**
- **February 22-24, 2024 - OSSAA Wrestling State Tournament - Owasso Girls Wrestling - Oklahoma City, OK**



## Solution Tree, Inc. Purchase Agreement

Effective November 8, 2021, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Owasso Public Schools ("Customer") located at 1501 N Ash St. Owasso, OK US 74055 agree as follows:

- 1. Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Onsite Professional Development	\$13,000.00
<b>Total</b>	<b>\$13,000.00</b>

- 2. Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). A non-refundable deposit of 20% of the total amount due will be invoiced upon execution of this Agreement. The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
20% Deposit (non-refundable)	<del>\$ 2,600.00</del> <b>\$0.00</b>	<del>Upon execution of Agreement</del>
Onsite Professional Development	<del>\$10,400.00</del> <b>\$13,000.00</b>	September 12, 2024

Waived

- 3. Onsite Professional Development**

DS  
AC

- 3.1. Description of Services:** Solution Tree agrees to provide a speaker, Julie Schmidt ("Associate"), to disseminate information for Customer on the topic of *PLC at Work*® on September 11, 2024 to September 12, 2024.
- 3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions.



#### 4. General Terms

- 4.1. Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.
- 4.2. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:
- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
  - b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
  - c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
  - d. All obligations unaffected by a Force Majeure Event will remain in place.
- 4.3. Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.
- a. **Onsite Professional Development:** If Customer cancels any Onsite Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Onsite Professional Development Services.
- 4.4. Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.



This Agreement is acknowledged and accepted by Customer and Solution Tree:

\_\_\_\_\_  
Brent England  
School Board President  
Owasso Public Schools

\_\_\_\_\_  
Date

DocuSigned by:  
*Ali Cummins*  
\_\_\_\_\_  
AC5A6CA77B4C485...  
Ali Cummins

\_\_\_\_\_  
10/26/2023

\_\_\_\_\_  
Date

Sr. Director of Professional Development  
Solution Tree, Inc.

CERTIFICATE OF APPROVAL

November 13, 2023

Purchase Orders to be approved by the Board of Education:

**2023-2024 General Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		837-969	128,464.17
<i>VENDORS</i>	Change Orders		15,712.20
			<u>\$ 144,176.37</u>

**2023-2024 Building Fund**

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

**2023-2024 Child Nutrition Fund**

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		38-47	58,211.54
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 58,211.54</u>

**2023-2024 Bond Fund 31**

		<u>P.O. Nos</u>	
<i>VENDORS</i>		250-276	2,452,195.34
<i>VENDORS</i>	Change Orders		5,400.00
			<u>\$ 2,457,595.34</u>

**2023-2024 Bond Fund 33**

<i>VENDORS</i>		<u>P.O. Nos</u>	
<i>VENDORS</i>	Change Orders	1	1,786.55
			<u>0.00</u>
			<u>\$ 1,786.55</u>

**2023-2024 Bond Fund 35**

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

**2023-2024 Bond Fund 39**

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>	Change Orders	24-25	18,600.00
			<u>0.00</u>
			<u>\$ 18,600.00</u>

**2023-2024 Bond Fund 04-BOK**

<i>VENDORS</i>		<u>P.O. Nos</u>	
<i>VENDORS</i>	Change Orders	2	12,734.02
			<u>0.00</u>
			<u>\$ 12,734.02</u>

## Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 837 - 969

PO No	Date	Vendor No	Vendor	Description	Amount
837	10/05/2023	11351	AMAZON	SPARK Site Supplies	1,640.85
838	10/05/2023	16653	DOLLAR TREE STORES, INC.	SPARK Site Supplies	259.99
839	10/05/2023	276	WALMART #168	Instructional Supplies	250.00
840	10/05/2023	11351	AMAZON	Instructional Supplies	500.00
841	10/05/2023	14062	NOC BAY TRADING COMPANY	Instructional Supplies	325.00
842	10/05/2023	19431	THE WANDERING BULL, LLC	Cultural Craft Supplies	100.00
843	10/10/2023	11351	AMAZON	Supplies and Materials	1,524.89
844	10/10/2023	11351	AMAZON	Supplies and Materials	713.43
845	10/10/2023	11351	AMAZON	Supplies and Materials	781.33
846	10/10/2023	12022	NCS PEARSON	Administrator Manuals	54.00
847	10/10/2023	18354	SCHOOL SPECIALTY LLC	Enrichment lab supplies	182.50
848	10/10/2023	18579	OZO EDU INC	Classroom Kit	2,050.00
849	10/10/2023	11351	AMAZON	Supplies and Materials	60.00
850	10/10/2023	6760	GANDER EDUCATIONAL PUBLISHING	Supplies and materials	217.47
851	10/10/2023	5736	WILLIAM V MACGILL & CO	SPARK First Aid Supplies	50.00
852	10/10/2023	4987	KAGAN	Registration and PD-Rejoice Schools	10,348.00
853	10/10/2023	1432	OSSBA	Crisis Communication Plan and Resources Guide	150.00
854	10/10/2023	14855	GORDAN N STOWE AND ASSOCIATES	Audiometer	1,410.00
855	10/11/2023	11351	AMAZON	Baby gate for safety in SPED PK room	100.00
856	10/11/2023	276	WALMART #168	STEM/Enrichment activity for Kindergarten 10/23	78.63
857	10/11/2023	166	QUILL CORPORATION	Blanket PO - Office Supplies	1,000.00
858	10/11/2023	11351	AMAZON	Office Supplies	85.00
859	10/11/2023	276	WALMART #168	Painters tape for PD lesson 10/19	75.00
860	10/11/2023	11351	AMAZON	Yellow Ribbon for V-Day Program 11/10	150.00
861	10/11/2023	11351	AMAZON	Binding combs, File folders, various office supp	200.00
862	10/11/2023	7244	DEMCO, INC.	Labels for new scholastic curriculum for tracking	480.00
863	10/11/2023	11351	AMAZON	ZAMOR/T-84 GRAPHING CALCULATORS.	2,110.60
864	10/11/2023	11351	AMAZON	Wireless Mice for 2nd Grade	410.00
865	10/18/2023	276	WALMART #168	STEM Supplies	0.00
866	10/18/2023	9608	HOBBY LOBBY #25	STEM Supplies	0.00
867	10/18/2023	8382	OU HSC CHILD STUDY CENTER	Professional Development	2,375.00
868	10/18/2023	12697	CRISIS PREVENTION INSTITUTE, INC.	CPI Online Seats	4,499.00
869	10/18/2023	16011	CRYSTAL HANNA	Clay Presentation - Oct. 2023	200.00
870	10/18/2023	8247	DONNA DUNKERSON	Basket Presentation - Oct. 2023	200.00
871	10/18/2023	11351	AMAZON	Items for the "Ram Cave" room	175.00
872	10/18/2023	11351	AMAZON	Classroom supplies--DAVIS	290.00
873	10/18/2023	19500	ENCINOS 3D CUSTOM PRODUCTS LLC	Artwork for Ator School Sign	250.00
874	10/18/2023	18938	Ventris Learning LLC	3 UFLI Foundations Teacher manuals for 1st grade	250.00

## Owasso Public Schools

### Purchase Order Register

**Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 837 - 969

PO No	Date	Vendor No	Vendor	Description	Amount
875	10/18/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Dodge - Flat Building Equipment	400.00
876	10/18/2023	18981	Mario Estrada	Repair of Athletic Netting District Wide	8,000.00
877	10/23/2023	14852	BLASCHO ENTERPRISES	ATTENDANCE/PERMIT TO LEAVE BUILDING SLIPS	825.00
878	10/23/2023	14852	BLASCHO ENTERPRISES	ATTENDANCE/ADMIT TO CLASS SLIPS FOR WEST	593.25
879	10/23/2023	17480	SQUARESPACE, INC.	DEBELLA/ONLINE SOFTWARE SUBSCRIPTION RENEWAL	188.00
880	10/23/2023	1543	J.W. PEPPER & SON, INC	Bettridge - OPEN PO - Choral Music/Supplies	4,000.00
881	10/23/2023	19506	ALFONSO ROCHA	Bus repairs	21,000.00
882	10/23/2023	19235	NW HOTEL LLC	Hotel Reservation for Training	376.00
883	10/23/2023	11351	AMAZON	Professional Development Supplies	75.00
884	10/24/2023	276	WALMART #168	Halloween Project items-glow sticks, etc	300.00
885	10/24/2023	87895	JACKIE L SCOTT	Per Diem	111.25
886	10/24/2023	82953	CHARLENE D DUNCAN	Per Diem	111.25
887	10/24/2023	85149	CHRISTINA L HUMES	Per Diem	111.25
888	10/25/2023	11351	AMAZON	WILSON/SCIENCE CLASS SUPPLIES-OCTOBER REQUEST	1,554.24
889	10/25/2023	134	FLINN SCIENTIFIC, INC.	WILSON/SCIENCE CLASS SUPPLIES-OCTOBER REQUEST	653.61
890	10/25/2023	18048	SCIENCE TAKE-OUT, LLC	WILSON/SCIENCE CLASS SUPPLIES-OCTOBER REQUEST	154.75
891	10/25/2023	276	WALMART #168	HALL/FRUITS AND VEGGIES FOR FACS FOOD LABS	250.00
892	10/25/2023	10483	SAM'S CLUB	HALL/PAPER GOODS FOR FACS FOOD LABS.	250.00
893	10/25/2023	166	QUILL CORPORATION	MAIN OFFICE/OPEN PO/EAST CAMPUS OFFICE SUPPLIES.	1,500.00
894	10/25/2023	10483	SAM'S CLUB	WILSON/OPEN PO/SCIENCE CLASS SUPPLIES- OCTOBER	250.00
895	10/25/2023	11351	AMAZON	WOOD/TWO CLASSROOM BULLETIN BOARDS.	150.00
896	10/25/2023	11351	AMAZON	Books for History Classes	135.00
897	10/25/2023	130	OWASSO POST OFFICE	Postage for PenPal Project / ELA	11.00
898	10/25/2023	8175	PLAYSCRIPTS, INC	Botts - Licenses, Royalties, Scripts	2,567.56
899	10/25/2023	276	WALMART #168	Dodge - Props/Costumes	500.00
900	10/25/2023	7704	CAROLINA BIOLOGICAL SUPPLY CO	2nd Grade - Owl Pellets	213.64
901	10/25/2023	445	THE PROPHET CORPORATION	Megaphone and mesh vests	30.00
902	10/27/2023	9608	HOBBY LOBBY #25	Kindergarten STEM Supplies	180.00
903	10/27/2023	276	WALMART #168	Kindergarten STEM Supplies	50.00
904	10/27/2023	11351	AMAZON	STEM Supplies - schoolwide	150.00
905	10/27/2023	14367	CORNERSTONE HARDWARE	HALL/KNIFE SHARPENING FOR FACS KITCHEN KNIVES	120.00
906	10/27/2023	8190	HOME DEPOT	LESLIE/CLEAR DOUBLE-SIDED TAPE.	17.00

## Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 837 - 969

PO No	Date	Vendor No	Vendor	Description	Amount
907	10/27/2023	11351	AMAZON	Dodge - Props/Costumes	200.00
908	10/27/2023	19517	ARC NETWORK HOLDINGS CORP	Registrations FETC Conf, Jan 22-26, 2024-Orlando	3,768.00
909	10/27/2023	19516	AD1 ORLANDO HOTELS 2, LLC	Hotel for FETC Conference Jan 22-26, 2024-Orlando	3,352.60
910	10/27/2023	15917	SPEARS TRAVEL - BARTLESVILLE	Airfare FETC Conference Jan 22-26, 2024	3,570.00
911	10/27/2023	86909	NAOMI ANN WOLFE JAYNES	Per Diem/Ground Transportation/Baggage FETC Conf.	370.00
912	10/27/2023	14743	ASHLEY HEARN	Per Diem/Ground Transportation/Baggage FETC Conf.	370.00
913	10/27/2023	16300	MICHELLE MILLION	Per Diem/Ground Transportation/Baggage FETC Conf.	370.00
914	10/27/2023	87556	AUSTIN STEELE HIGGS	Per Diem/Ground Transportation/Baggage FETC Conf.	370.00
915	10/27/2023	86382	DANIELLE LYNN RAY	Per Diem/Ground Transportation/Baggage FETC Conf.	370.00
916	10/27/2023	11351	AMAZON	Round Rolling Stool for Scholastic Book Room	60.00
917	10/27/2023	11351	AMAZON	Supplies to be kept in the office.	100.00
918	10/27/2023	11950	TES PRODUCTIONS, INC	Microphones for the Gym	500.00
919	10/27/2023	11950	TES PRODUCTIONS, INC	Cafeteria sound system test out	750.00
920	10/27/2023	11351	AMAZON	Office Supplies	115.00
921	10/27/2023	11351	AMAZON	Classroom Supplies	50.00
922	10/27/2023	11351	AMAZON	1st Grade STEM Supplies	90.00
923	10/27/2023	11351	AMAZON	Kindergarten STEM Supplies	200.00
924	11/01/2023	18354	SCHOOL SPECIALTY LLC	Spark Supplies	557.10
925	11/02/2023	11351	AMAZON	Noise Canceling Headphones	183.98
926	11/02/2023	11351	AMAZON	Headphones for 8th GC	194.85
927	11/02/2023	16043	MODULAR ROBOTIC	Modular Robots	3,098.00
928	11/02/2023	11351	AMAZON	Supplies and Materials	165.00
929	11/02/2023	276	WALMART #168	Paper Goods for Holiday Meal 11/17/23	75.00
930	11/02/2023	17164	JAMES GREGORY BILBY	Stickball Presentation - Oct. 2023	200.00
931	11/02/2023	17164	JAMES GREGORY BILBY	Cornhusk Doll Presentation - Nov. 2023	200.00
932	11/02/2023	18987	ELIZABETH SEVENOAKS	Cultural Presentation - Nov. 2023	225.00
933	11/02/2023	17579	MOSE CAREY	Native American Beading Presentation	100.00
934	11/02/2023	18987	ELIZABETH SEVENOAKS	Native American Medallions Presentation	250.00
935	11/02/2023	16493	DARLENE DIRKSEN	Native American Designs Presentation	275.00
936	11/02/2023	18266	LENORA MCMULLEN	Native American Beaded Earrings Presentation	150.00

## Owasso Public Schools

### Purchase Order Register

**Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 837 - 969

PO No	Date	Vendor No	Vendor	Description	Amount
937	11/02/2023	11351	AMAZON	Pillo Polo Set	400.00
938	11/02/2023	12521	CRAZY CROW TRADING POST	Native American Cultural Craft Supplies	300.00
939	11/02/2023	11771	SUPERNAW'S	Cultural Craft Supplies	100.00
940	11/02/2023	14462	PARKSIDE CONTINUING EDUCATION	Prof Dev/Seminar - Neuroscience of Trauma	59.00
941	11/02/2023	4999	OFFICE DEPOT	Blanket PO - Supplies for the Office	500.00
942	11/02/2023	1035	PENDER'S MUSIC COMPANY	Bettridge - Sheet Music	375.00
943	11/02/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Bratcher - Travel Expenses	500.00
944	11/07/2023	18910	Sooner Wholesale Florist Inc.	CANNADY/OPEN PO/CLASS SUPPLIES FOR HORTICULTURE.	2,000.00
945	11/07/2023	276	WALMART #168	HALL/FOOD FOR FACS FOOD LABS	200.00
946	11/07/2023	276	WALMART #168	HALL/FOOD FOR FACS LABS	200.00
947	11/07/2023	10483	SAM'S CLUB	HALL/FOOD FOR FACS LABS	250.00
948	11/07/2023	11351	AMAZON	LESLIE/OFFICE SUPPLIES FOR EAST CAMPUS	300.00
949	11/07/2023	11351	AMAZON	RSA OG Implementation Supplies	1,800.00
950	11/07/2023	16653	DOLLAR TREE STORES, INC.	RSA OG Implementation Supplies	90.00
951	11/07/2023	19405	INSTITUTE FOR MULTI-SENSORY EDUC	RSA OG Implementation Supplies	1,148.64
952	11/07/2023	4617	TULSA ZOO MANAGEMENT, INC	2nd Grade Owl Habitat Program	170.00
953	11/07/2023	11351	AMAZON	Supplies for school office	1,000.00
954	11/07/2023	18701	CHANGE COMPANIES INC.	books for girls group curriculum	325.00
955	11/08/2023	18616	THE CENTER FOR INDIVIDUALS WITH	Deaf Interpretation Services for Parents	2,000.00
956	11/08/2023	8057	MOUNTAIN MATH/LANGUAGE, LLC	Supplies and Materials	239.90
957	11/08/2023	10748	NASP	NASP Annual Convention	199.00
958	11/08/2023	11351	AMAZON	Fluorescent Light Covers	49.94
959	11/08/2023	11351	AMAZON	Mats for calming area at OHS	3,736.55
960	11/08/2023	19518	SPECIAL OPS UNIFORMS INC - TULSA	Tactical jackets for SSO's	2,000.00
961	11/08/2023	276	WALMART #168	WILSON/OPEN PO/EAST SCIENCE SUPPLIES NOV. REQUEST	300.00
962	11/08/2023	276	WALMART #168	WILSON/OPEN PO/WEST CLASS SUPPLIES- NOV. REQUEST	300.00
963	11/08/2023	14613	FULL COMPASS SYSTEMS	Wireless Microphone System	500.00
964	11/08/2023	5210	STAPLES BUSINESS ADVANTAGE	RSA OG Implementation Supplies	153.12
965	11/08/2023	11351	AMAZON	Colored Butcher Paper for classrooms	400.00
966	11/08/2023	276	WALMART #168	Ready Freedy Christmas/descript writing les	100.00
967	11/08/2023	11351	AMAZON	Balloons and holders for Balloons over Broad	40.00
968	11/08/2023	11351	AMAZON	Green - PAC Guitar Cables	75.00
969	11/08/2023	18807	MOWTOWN OUTDOORS LLC	Extra Mowing & Weed Control Services	10,000.00

# Owasso Public Schools

## Purchase Order Register

**Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 837 - 969

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
				<b>Non-Payroll Total:</b>	<b>\$128,464.17</b>
				<b>Payroll Total:</b>	<b>\$0.00</b>
				<b>Report Total:</b>	<b>\$128,464.17</b>

**Owasso Public Schools**

**Change Order Listing**

**Options:** Fund: GENERAL FUND, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 10/5/2023 - 11/8/2023, PO Range: 1 - 836, Minimum Percentage Change: 20.00%, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
201	07/05/2023	70076	OWASSO PUBLIC SCHOOLS-OTRS WITHHELD	TRS CORRECTIONS-PAYROLL	15,000.00
812	09/29/2023	17037	OWASSO CHARACTER COUNCIL	Annual Luncheon Tickets	50.00
820	10/04/2023	15917	SPEARS TRAVEL - BARTLESVILLE	Airfare NAGC Conference Nov 9- 12, 2023	662.20

<b>Non-Payroll Total:</b>	<b>\$15,712.20</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$15,712.20</b>

**Owasso Public Schools**

**Purchase Order Register**

**Options:** Year: 2023-2024, Fund: CHILD NUTRITION FUND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 38 - 47

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
38	10/18/2023	11351	AMAZON	Kitchen Equipment, Parts and Smallwares	2,000.00
39	10/18/2023	6650	LOWE'S HOME CENTER, INC.	Misc Repair Supplies	1,500.00
40	10/23/2023	2668	PLATINUM VENTURES, INC	Oven Replacement For 8th Grade	13,000.00
41	11/02/2023	7281	LOCKE SUPPLY CO	Equipment Repair Parts - Blanket PO	500.00
42	11/03/2023	19528	DNR SERVICE LLC	Blanket PO for District Refrigeration Service	12,000.00
43	11/03/2023	2668	PLATINUM VENTURES, INC	Shelving for School Kitchens	4,461.19
44	11/03/2023	2668	PLATINUM VENTURES, INC	Smallwares for Kitchens	1,812.94
45	11/03/2023	18187	RESTAURANT EQUIPMENT & SUPPLY, LLC	Smallwares for Kitchens	3,430.74
46	11/03/2023	18236	MICHAEL SHAWN WRIGHT	Blanket PO - Heat and Air Repairs	12,000.00
47	11/08/2023	9404	PROMOZ SCREEN PRINTING INC.	Shirts for Kitchen Staff	7,506.67
<b>Non-Payroll Total:</b>					<b>\$58,211.54</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$58,211.54</b>

**Owasso Public Schools**

**Purchase Order Register**

**Options:** Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 250 - 276

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
250	10/11/2023	18705	LIGHTBOX LEARNING	Lightbox w/ AV2 Interactive Books	1,299.00
251	10/11/2023	17622	OVERDRIVE, INC.	Books for media center	1,100.00
252	10/11/2023	247	BOUND TO STAY BOUND BOOKS	Books for Media Center	600.00
253	10/11/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	Books for Library	3,500.00
254	10/18/2023	18981	Mario Estrada	Athletic and Building Netting	10,000.00
255	10/18/2023	18493	GH2 ARCHITECTS LLC	Architectural Services for Hodson	390,000.00
256	10/18/2023	10626	CROSSLAND CONSTRUCTION CO.,INC.	Preconstruction Services for Hodson Safe Structure	21,380.00
257	10/18/2023	13989	TEACHERS SYNERGY	World Language Adoption Grades 8-12	2,835.00
258	10/18/2023	19213	LENOVO (UNITED STATES) INC	Thinkstation P358 Contract Code LENSTDTC Qty 1	1,199.99
259	10/23/2023	12013	UNITED FORD SOUTH LLC	Maintenance Vehicle Purchase	52,000.00
260	10/27/2023	14668	TEAM FITZ GRAPHICS	Signage for the therapy pools	1,000.00
261	10/27/2023	19498	NABHOLZ CONSTRUCTION CORPORATION	Preconstruction Services for High School Track	12,500.00
262	10/27/2023	19078	CARDIO PARTNERS INC	CPR and AED Supplies for the nurses	2,467.46
263	10/27/2023	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	new spirit buses	327,514.00
264	10/27/2023	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	new bus	131,744.00
265	10/27/2023	2010	UNITED SYSTEMS	E-Rate Cat2 Y26 2023-2024 Project	99,356.16
266	10/27/2023	247	BOUND TO STAY BOUND BOOKS	Morrow Library Books for collection	3,836.20
267	11/01/2023	19317	CTS TRUCK SALES	Blanket PO for District Vehicle Lighting	10,000.00
268	11/01/2023	16997	KAL-AN ASPHALT INC	Blanket PO for Parking Lot Projects	75,000.00
269	11/03/2023	19532	COMMERCIAL TITLE & ESCROW SVC INC	Earnest Money	5,000.00
270	11/08/2023	9446	THE STACY GROUP	High School Track Architectual Services	100,000.00
271	11/08/2023	16317	UNITED RENTALS	Blanket PO for Equipment Purchases	15,000.00
272	11/08/2023	19536	WEATHERPROOFING TECHNOLOGIES INC	Storm Repair at Owasso High School	10,000.00
273	11/08/2023	11310	B & H VIDEO	Video Equipment for New Track	73,793.53
274	11/08/2023	12918	NEVCO	Videoboard and timing systems	429,070.00
275	11/08/2023	19532	COMMERCIAL TITLE & ESCROW SVC INC	Purchasing Property	670,000.00
276	11/08/2023	19205	OKLAHOMA ELECTRONIC SECURITY	updating cameras	2,000.00

<b>Non-Payroll Total:</b>	<b>\$2,452,195.34</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$2,452,195.34</b>

### Owasso Public Schools

#### Change Order Listing

**Options:** Fund: FD 31 - 2022 BOND, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 11/7/2023 - 11/7/2023, PO Range: 115 - 115, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
115	07/06/2023	1861	MUNICIPAL ACCOUNTING SYSTEMS	ACCOUNTING SOFTWARE USAGE FEE	5,400.00
<b>Non-Payroll Total:</b>					<b>\$5,400.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$5,400.00</b>

# Owasso Public Schools

## Purchase Order Register

**Options:** Year: 2023-2024, Fund: FD 33 - 2016 BOND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 1 - 1

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	11/08/2023	19205	OKLAHOMA ELECTRONIC SECURITY	updating indoor Cameras	1,786.55
<b>Non-Payroll Total:</b>					<b>\$1,786.55</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,786.55</b>

# Owasso Public Schools

## Purchase Order Register

Options: Year: 2023-2024, Fund: FD 39 - 2020 BOND, Date Range: 10/5/2023 - 11/8/2023, PO Range: 24 - 25

PO No	Date	Vendor No	Vendor	Description	Amount
24	11/02/2023	331	WEST MUSIC CO.	Barber - Nesting Drums	600.00
25	11/02/2023	154	SAIED MUSIC CO	Barber - OPEN PO - Elementary Music	18,000.00
<b>Non-Payroll Total:</b>					<b>\$18,600.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$18,600.00</b>

# Owasso Public Schools

## Purchase Order Register

Options: Year: 2023-2024, Fund: 2018 BOND/BOK, Date Range: 10/5/2023 - 11/8/2023, PO Range: 2 - 2

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	11/08/2023	19205	OKLAHOMA ELECTRONIC SECURITY	Indoor Camera Replacements	12,734.02
<b>Non-Payroll Total:</b>					<b>\$12,734.02</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$12,734.02</b>

# Owasso Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2023 - 10/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL FUND	\$0.00	\$53,510.53	\$100,996.20	\$17,321.17	\$137,185.56	\$47,840.77	\$89,344.79
804 CH NUTRITION REF SUB ACCT	\$0.00	\$5,000.00	\$0.00	\$3,179.85	\$1,820.15	\$242.55	\$1,577.60
805 OHS ACTIVITY	\$0.00	\$25,817.18	\$61,020.65	\$3,074.69	\$83,763.14	\$2,973.85	\$80,789.29
806 HS AP	\$0.00	\$0.00	\$36,592.73	\$400.00	\$36,192.73	\$0.00	\$36,192.73
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$3,087.28	\$29,433.19	\$2,307.22	\$30,213.25	\$1,500.00	\$28,713.25
808 HS STUDENT COUNCIL	\$0.00	\$143,513.13	\$14,117.57	\$16,125.60	\$141,505.10	\$72,880.73	\$68,624.37
809 HS SPEECH/DEBATE	\$0.00	\$0.00	\$2,937.05	\$0.00	\$2,937.05	\$0.00	\$2,937.05
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$2,168.94	\$539.34	\$1,629.60	\$1,601.66	\$27.94
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$1,265.00	\$4,745.88	\$3,918.44	\$2,092.44	\$30.00	\$2,062.44
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$328.43	\$0.00	\$328.43	\$120.00	\$208.43
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$308,677.03	\$266,422.26	\$276,334.72	\$298,764.57	\$100,733.40	\$198,031.17
817 5TH GRADE HONOR CHOIR-DISTRICTWIDE	\$0.00	\$0.00	\$4,371.82	\$0.00	\$4,371.82	\$300.00	\$4,071.82
818 HS FFA	\$0.00	\$63,765.70	\$28,512.16	\$2,961.70	\$89,316.16	\$32,754.50	\$56,561.66
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	\$4,148.83	\$456.47	\$3,692.36	\$500.00	\$3,192.36
822 HS ART	\$0.00	\$5,049.30	\$1,438.04	\$1,313.65	\$5,173.69	\$1,075.00	\$4,098.69
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$8,275.98	\$9,455.89	\$8,405.72	\$9,326.15	\$5,445.01	\$3,881.14
826 HS SENIOR CLASS	\$0.00	\$10,325.00	\$23,715.77	\$2,704.59	\$31,336.18	\$2,300.00	\$29,036.18
827 HS UNIFIED CLUB	\$0.00	\$160.00	\$849.48	\$0.00	\$1,009.48	\$400.00	\$609.48
828 HS JUNIOR CLASS	\$0.00	\$0.00	\$37,317.08	\$1,845.13	\$35,471.95	\$4,115.00	\$31,356.95
830 SPARK	\$0.00	\$159,991.75	\$51,370.26	\$114,986.57	\$96,375.44	\$8,308.53	\$88,066.91
831 E-SPORTS	\$0.00	\$2,391.55	\$1,050.25	\$372.54	\$3,069.26	\$362.00	\$2,707.26
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00	\$0.00	\$115.00
835 HS HISTORY CLUB	\$0.00	\$0.00	\$900.62	\$0.00	\$900.62	\$120.00	\$780.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$203.34	\$469.31	\$121.57	\$551.08	\$0.00	\$551.08
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	\$0.00	\$230.39	\$0.00	\$230.39	\$0.00	\$230.39
839 HS DRAMA/PRODUCTIONS	\$0.00	\$1,158.10	\$11,362.46	\$98.39	\$12,422.17	\$1,789.00	\$10,633.17
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$441.15	\$243.36	\$197.79	\$197.79	\$0.00
841 EIGHTH GRADE ACTIVITY	\$0.00	\$0.00	\$3,365.33	\$0.00	\$3,365.33	\$0.00	\$3,365.33
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$217.00	\$6,021.46	\$1,170.74	\$5,067.72	\$477.21	\$4,590.51
844 EIGHTH GRADE HOME EC	\$0.00	\$1,515.00	\$1,563.50	\$0.00	\$3,078.50	\$650.00	\$2,428.50
845 EIGHTH GRADE YEARBOOK	\$0.00	\$425.00	\$9,874.92	\$0.00	\$10,299.92	\$9,527.98	\$771.94
848 EIGHTH GRADE ART	\$0.00	\$1,600.00	\$1,450.34	\$0.00	\$3,050.34	\$0.00	\$3,050.34
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,080.00	\$2,036.82	\$634.89	\$2,481.93	\$510.00	\$1,971.93
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$280.00	\$1,318.97	\$0.00	\$1,598.97	\$0.00	\$1,598.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$114.52	\$0.00	\$114.52	\$0.00	\$114.52
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$602.31	\$1,144.47	\$401.63	\$1,345.15	\$317.42	\$1,027.73
857 7TH GRADE STEM	\$0.00	\$1,080.00	\$216.32	\$398.92	\$897.40	\$60.00	\$837.40
858 EIGHTH GRADE FCCLA	\$0.00	\$1,894.00	\$698.25	\$445.00	\$2,147.25	\$500.00	\$1,647.25
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$280.00	\$1,400.24	\$594.89	\$1,085.35	\$0.00	\$1,085.35
860 EIGHTH GRADE STEM	\$0.00	\$370.00	\$590.78	\$0.00	\$960.78	\$0.00	\$960.78
861 SEVENTH GRADE ACTIVITY	\$0.00	\$0.00	\$12,395.56	\$294.97	\$12,100.59	\$304.32	\$11,796.27
862 SEVENTH GRADE YEARBOOK	\$0.00	\$40.00	\$2,743.21	\$1,167.87	\$1,615.34	\$0.00	\$1,615.34
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,017.00	\$508.57	\$848.89	\$676.68	\$265.00	\$411.68
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$174.79	\$152.17	\$22.62	\$0.00	\$22.62
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$137.11	\$0.00	\$137.11	\$0.00	\$137.11
868 SEVENTH GRADE PHYS ED	\$0.00	\$4,725.00	\$4,493.59	\$2,975.90	\$6,242.69	\$2,500.00	\$3,742.69

## Owasso Public Schools Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2023 - 10/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 7GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$391.44	\$0.00	\$391.44	\$0.00	\$391.44
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$19.56	\$167.56	\$21.62	\$165.50	\$128.38	\$37.12
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$0.00	\$1,596.80	\$385.00	\$1,211.80	\$0.00	\$1,211.80
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	\$3,249.97	\$2,289.06	\$3,549.75	\$1,989.28	\$400.00	\$1,589.28
875 BARNES ACTIVITY	\$0.00	\$2,025.44	\$12,075.08	\$2,520.51	\$11,580.01	\$4,174.42	\$7,405.59
876 BARNES ALL IN	\$0.00	\$600.00	\$472.61	\$472.61	\$600.00	\$0.00	\$600.00
877 BARNES LIBRARY	\$0.00	\$3,934.34	\$17,677.46	\$4,395.94	\$17,215.86	\$145.00	\$17,070.86
878 BARNES TACK	\$0.00	\$0.00	\$27.81	\$0.00	\$27.81	\$3.00	\$24.81
879 SEVENTH GRADE ART	\$0.00	\$3,885.00	\$2,299.54	\$3,071.47	\$3,113.07	\$905.00	\$2,208.07
880 BARNES TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$710.97	\$102.60	\$608.37	\$300.00	\$308.37
881 BARNES MUSIC	\$0.00	\$150.00	\$309.13	\$0.00	\$459.13	\$385.99	\$73.14
882 ATOR LIBRARY	\$0.00	\$6,244.51	\$11,890.34	\$5,531.08	\$12,603.77	\$2,595.88	\$10,007.89
883 ATOR ACTIVITY	\$0.00	\$2,020.00	\$9,237.40	\$2,592.14	\$8,665.26	\$1,101.71	\$7,563.55
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$3,486.19	\$0.00	\$3,486.19	\$0.00	\$3,486.19
885 ATOR MUSIC	\$0.00	\$210.00	\$995.73	\$0.00	\$1,205.73	\$585.55	\$620.18
887 MILLS ACTIVITY	\$0.00	\$1,374.00	\$9,797.70	\$1,308.33	\$9,863.37	\$2,604.17	\$7,259.20
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	\$594.08	\$4,127.21	\$512.77	\$4,208.52	\$0.00	\$4,208.52
890 MILLS TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,400.00	\$224.06	\$1,175.94	\$475.94	\$700.00
891 MILLS LIBRARY	\$0.00	\$76.49	\$4,920.85	\$229.80	\$4,767.54	\$2,344.98	\$2,422.56
892 SMITH TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$976.12	\$0.00	\$976.12	\$0.00	\$976.12
893 SMITH ACTIVITY	\$0.00	\$3,940.00	\$17,509.06	\$815.89	\$20,633.17	\$5,363.95	\$15,269.22
894 SMITH LIBRARY	\$0.00	\$4,477.61	\$10,850.03	\$4,458.37	\$10,869.27	\$3,444.50	\$7,424.77
897 SMITH TEACHERS WELFARE	\$0.00	\$56.24	\$1,766.04	\$649.71	\$1,172.57	\$0.00	\$1,172.57
898 HODSON ACTIVITY	\$0.00	\$1,873.81	\$23,308.24	\$574.01	\$24,608.04	\$8,877.53	\$15,730.51
899 HODSON TEACHER WELFARE	\$0.00	\$707.79	\$717.88	\$129.00	\$1,296.67	\$565.00	\$731.67
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$526.36	\$72.00	\$454.36	\$325.00	\$129.36
901 HODSON LIBRARY	\$0.00	\$4,590.08	\$15,147.38	\$745.72	\$18,991.74	\$12,267.92	\$6,723.82
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$1,920.00	\$917.78	\$281.00	\$2,556.78	\$1,743.58	\$813.20
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,130.17	\$419.77	\$710.40	\$580.23	\$130.17
905 NORTHEAST ACTIVITY	\$0.00	\$3,026.60	\$27,082.63	\$841.26	\$29,267.97	\$4,298.00	\$24,969.97
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$15.11	\$1,633.20	\$598.12	\$1,050.19	\$581.32	\$468.87
907 NORTHEAST LIBRARY	\$0.00	\$24,679.06	\$12,867.24	\$4,017.68	\$33,528.62	\$11,320.00	\$22,208.62
911 BAILEY ACTIVITY	\$0.00	\$2,804.25	\$13,610.47	\$212.29	\$16,202.43	\$8,479.45	\$7,722.98
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$190.56	\$0.00	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$4,403.26	\$7,743.55	\$3,368.95	\$8,777.86	\$1,999.00	\$6,778.86
915 BAILEY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$331.08	\$95.79	\$235.29	\$100.00	\$135.29
917 JONES FAMILY GIFT 2016	\$0.00	\$0.00	\$8.36	\$8.36	\$0.00	\$0.00	\$0.00
924 EIGHTH GRADE LIBRARY	\$0.00	\$1,370.64	\$3,075.44	\$1,265.48	\$3,180.60	\$0.00	\$3,180.60
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$390.00	\$2,491.16	\$0.00	\$2,881.16	\$0.00	\$2,881.16
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$378.03	\$0.00	\$378.03	\$0.00	\$378.03
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$237,464.06	\$112.98	\$237,351.08	\$9,862.16	\$227,488.92
930 ATOR TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$5.25	\$915.61	\$286.32	\$634.54	\$200.00	\$434.54
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$5,124.00	\$94,752.18	\$5,219.83	\$94,656.35	\$0.00	\$94,656.35
933 RAM ACADEMY	\$0.00	\$0.00	\$10,294.55	\$751.90	\$9,542.65	\$1,361.02	\$8,181.63
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$1,891.00	\$7,415.60	\$2,819.95	\$6,486.65	\$750.00	\$5,736.65
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$4,735.00	\$2,000.00	\$0.00	\$6,735.00	\$3,511.00	\$3,224.00
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$0.00	\$1,955.47	\$0.00	\$1,955.47	\$1,885.05	\$70.42

# Owasso Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2023 - 10/31/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
941 ATHLETICS	\$0.00	\$359,609.85	\$424,246.80	\$307,040.81	\$476,815.84	\$102,170.76	\$374,645.08
942 RAM PARTNERS	\$0.00	\$85,981.00	\$91,748.97	\$69,995.99	\$107,733.98	\$35,572.52	\$72,161.46
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$625.00	\$13,825.00	\$0.00	\$14,450.00	\$0.00	\$14,450.00
946 PERFORMING ARTS CENTER	\$0.00	\$7,690.38	\$89,909.03	\$5,235.85	\$92,363.56	\$21,909.44	\$70,454.12
947 OPERATIONS WELFARE FUND	\$0.00	\$15.04	\$214.68	\$50.14	\$179.58	\$99.86	\$79.72
949 HEALTH SERVICES	\$0.00	\$0.00	\$386.29	\$0.00	\$386.29	\$280.00	\$106.29
951 RAM TEACHER WELFARE	\$0.00	\$67.54	\$4,233.32	\$0.00	\$4,300.86	\$0.00	\$4,300.86
953 HS FAC	\$0.00	\$3,660.00	\$6,056.73	\$42.37	\$9,674.36	\$6,667.63	\$3,006.73
957 HS VOCAL	\$0.00	\$76,173.58	\$47,370.89	\$10,263.06	\$113,281.41	\$42,012.50	\$71,268.91
960 STEM - 6GC	\$0.00	\$990.00	\$2,257.69	\$259.14	\$2,988.55	\$900.00	\$2,088.55
962 STUDENT HOLDING ACCOUNT	\$0.00	(\$8,809.28)	\$82,717.63	\$0.00	\$73,908.35	\$0.00	\$73,908.35
963 HS LIBERTY COMMITTEE	\$0.00	\$103.00	\$2,330.67	\$0.00	\$2,433.67	\$1,325.00	\$1,108.67
965 HS TEACHERS WELFARE	\$0.00	\$2,355.69	\$9,742.74	\$308.81	\$11,789.62	\$1,300.05	\$10,489.57
968 MORROW ACTIVITY	\$0.00	\$3,050.50	\$13,765.33	\$152.11	\$16,663.72	\$3,067.00	\$13,596.72
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,009.38	\$0.00	\$1,009.38	\$400.00	\$609.38
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$296.08	\$0.00	\$296.08	\$175.00	\$121.08
971 HS FCCLA	\$0.00	\$1,518.75	\$1,899.30	\$928.48	\$2,489.57	\$1,000.00	\$1,489.57
972 MORROW TEACHER WELFARE	\$0.00	\$1,287.09	\$1,367.03	\$0.00	\$2,654.12	\$800.00	\$1,854.12
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$3,475.00	\$14,496.06	\$400.00	\$17,571.06	\$9,650.00	\$7,921.06
974 MORROW LIBRARY	\$0.00	\$5,821.41	\$9,543.27	\$3,153.58	\$12,211.10	\$3,025.00	\$9,186.10
975 SIXTH GRADE ACTIVITY	\$0.00	\$0.00	\$9,643.21	\$452.40	\$9,190.81	\$361.13	\$8,829.68
976 SIXTH GRADE PHYS ED	\$0.00	\$30.00	\$846.98	\$0.00	\$876.98	\$0.00	\$876.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$8,491.52	\$1,260.95	\$7,230.57	\$250.00	\$6,980.57
978 SIXTH GRADE YEARBOOK	\$0.00	\$56.00	\$18,068.14	\$0.00	\$18,124.14	\$0.00	\$18,124.14
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	\$98.48	\$0.00	\$98.48	\$0.00	\$98.48
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$2,911.01	\$848.36	\$2,062.65	\$0.00	\$2,062.65
983 SIXTH GRADE ART	\$0.00	\$4,495.00	\$837.29	\$0.00	\$5,332.29	\$0.00	\$5,332.29
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$183.86	\$2,940.20	\$0.00	\$3,124.06	\$0.00	\$3,124.06
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$126.69	\$0.00	\$126.69	\$126.00	\$0.69
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$2,928.04	\$0.00	\$2,928.04	\$0.00	\$2,928.04
989 SIXTH GRADE LIBRARY	\$0.00	\$2,805.55	\$14,674.07	\$2,723.50	\$14,756.12	\$200.00	\$14,556.12
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$577.36	\$446.41	\$130.95	\$0.00	\$130.95
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	\$4,578.72	\$7,418.45	\$2,006.46	\$9,990.71	\$3,342.44	\$6,648.27
995 STONE CANYON TEACHERS WELF	\$0.00	\$74.85	\$882.00	\$0.00	\$956.85	\$200.00	\$756.85
997 STONE CANYON LIBRARY	\$0.00	\$7,860.63	\$23,709.89	\$11,555.76	\$20,014.76	\$2,330.00	\$17,684.76
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$37,940.00	\$69,273.80	\$3,693.50	\$103,520.30	\$38,391.50	\$65,128.80
<b>Total</b>	<b>\$0.00</b>	<b>\$1,499,348.43</b>	<b>\$2,313,370.45</b>	<b>\$939,276.33</b>	<b>\$2,873,442.55</b>	<b>\$669,922.28</b>	<b>\$2,203,520.27</b>



# Owasso Public Schools

## Cash Balances

**Options:** Fiscal Years: 2024, Funds: 60, As Of Date: 10/31/2023, Account Types: AC

### Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK			
2024	60	SCHOOL ACTIVITY FUND		\$2,873,442.55
			Total AC 0110	<u>\$2,873,442.55</u>
				<u>\$2,873,442.55</u>

### Cash By Fund

2024	60	SCHOOL ACTIVITY FUND		\$2,873,442.55
				<u>\$2,873,442.55</u>





2001 Town West Drive • Rogers, Arkansas 72756 • (800) 643-3055

October 25, 2023

OWASSO PUBLIC SCHOOLS  
1501 N ASH ST  
OWASSO, OK 74055

Pel is a manufacturer of apparel, headwear, and other merchandise. The purpose of this agreement is to request your school's participation in Pel's production of licensed merchandise for your school. Pel will donate a 10% royalty on the net sales price of merchandise bearing your school name and/or logo(s) to your school. By accepting this offer, you are granting to Pel a non-exclusive license to print your school name and/or logo(s) on merchandise and to sell such merchandise to its retail customers, who may sell such licensed merchandise to their customers. This is a one year contract that begins with the date you sign below and ends one year from that date. Termination will become effective upon written advance notice of ninety days. Any existing inventory will be allowed to be sold through at the time of termination.

Pel takes great pride in the quality of the products it sells. Pel commits itself to providing only high-quality merchandise bearing your school name and/or logo(s). You may, at any time, request a representative sample of the products sold for inspection (samples may not have your school name and/or logo(s) used).

By accepting this offer, you represent that you have the authority to enter into this licensing agreement on behalf of your school. This agreement shall be binding upon the respective successors, heirs, and assigns of each party. No waiver by either party of a breach shall be construed as the waiver of any subsequent breach. This agreement contains the entire understanding between the parties concerning its subject matter, and no modification is binding unless in writing and signed by the party to be bound. We are very pleased to have the opportunity to work with your school in promoting school spirit and community pride. If you have any questions, please do not hesitate to contact me.

Best regards,  
Chris Dubbell  
President  
Pel Industries, Inc

Agreed by:

Signature: Laura Mills

Printed Name: Laura Mills

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: Sales Manager

Date: 10/10/23

Title: \_\_\_\_\_

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

## 5.13 Prohibiting Harassment, Intimidation and Bullying

### Statement of Legislative Mandate and Purpose

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Students who bully may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

The Owasso Public Schools’ student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

### Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the term bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication; directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear or harm to the student’s property, or
- D. Insult demeans any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of a student.

2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act of placing a student in “reasonable” fear or harm, staff will determine “reasonableness” not from only

the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### 3. General Display of Bullying Acts

Bullying for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including but not limited to insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. **Social Bullying** includes harm to another group acceptance, including but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has

an infectious, contagious, or loathsome disease, or similar egregious representations.

D. **Sexual Bullying** includes harm to another resulting from but not limited to, making unwelcome sexual comments about the student making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Owasso Public Schools.

E. **Cyberbullying** is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can also include sharing personal or private information about someone else causing embarrassment or humiliation. Additional examples include, but are not limited to, sending cruel, vicious and sometimes threatening messages; using group chats as a way to gang up on one person; posting mean or untrue statements of classmates online with intent to embarrass them; breaking into an email account or online profile and sending vicious or embarrassing material to others; engaging in messaging intended to trick another person into revealing sensitive or personal information and forwarding that information to others; taking nude or otherwise degrading photos or videos of a person and sharing that content without consent.

## **Understanding of and Prevention of Bullying of Students**

### **1. Student and Staff Education and Training**

A full copy of this policy will be posted on the district's website and included in all district handbooks.

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will have access to the policy in the student handbook and a copy of the entire policy is available on request. Owasso Public Schools is committed to

providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

## 2. Owasso Public Schools' Safe School Committees

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. ([See also policy 1.43](#))

## **Student Reporting**

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying. The Report and Stop Bullying form is available under the student tab on each school site's webpage.

## **Staff Reporting**

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or non-certified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

### **Parental Reporting and Responsibilities**

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately by using the Report and Stop Bullying form on the Owasso Public Schools' website under the parent tab if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a target of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### **Monitoring and Compliance**

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education.

A copy of this policy will be submitted to the State Department of Education annually as part of the school district's Annual Performance Report.

### **Disciplinary Measures**

In administering discipline, consideration will be given to alternative methods of discipline to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual

personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Change of Placement
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

**CROSS-REFERENCE:**      [Policy 1.43 Safe School Committee](#)

## FINALSITE ORDER

This **Finalsite Order (the 'Order')** is entered into by and between Active Internet Technologies, dba Finalsite ('Finalsite') and Owasso Public Schools ("Customer") and sets forth the terms of Customer's use of the products and services set forth below ("**Pricing Summary**"). This Order, together with the Master Terms and Conditions for Services (the "**Master Terms**") located at <http://www.finalsite.com/masterterms/useducationagencies> and incorporated herein by this reference, form the entire agreement between the parties in respect of the products and services set forth below. Each of the individuals executing this Order represent and warrant that he or she is authorized to execute this Order on behalf of Customer or Finalsite, as applicable. Unless otherwise specified herein, any capitalized terms used in this Order shall have the meaning defined in the Master Terms. The "**Effective Date**" of this Order is the date on which both parties have signed this Order as reflected in the signature lines below.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt of which are hereby acknowledged, the parties hereby agree as follows:

### A. Pricing Summary

\* Indicates products added

[x] Indicates products removed

#### CMS Platform

Platform	
* Communications Core Platform - Districts View a detailed description of what is included in your software package here <a href="http://www.finalsite.com/dcc">http://www.finalsite.com/dcc</a>	

Setup and Creative and Professional Services	
* Theme Flex - District View a detailed description of what is included in your software package here <a href="http://finalsite.com/sowptf">finalsite.com/sowptf</a>	* Content Migration
* Google Translate	

Add-Ons	
* Support Plan - Standard	* Azure/Active Directory Integration

Products Included in Communications Core Platform - Districts	
Basic Site Search	HTTPS Implementation
Basic Support with integrated ticketing	LDAP/Google Authentication (Network SSO)
Blog, News and Subscriptions with Finalsite Posts (Unlimited)	Live Webinar Training
Data Imports through Finalsite Support (4/year)	Mobile-Friendly, Responsive Design
Digital Asset Management & Document Library with Resources	Website cloud storage (160 GB)
District Site and 15 Additional Sites	Page-Based Notifications (Page Pops)
FERPA-compliant Hosting, Security and Integrated CDN	Searchable Knowledge Base and Video Access
Finalsite Composer Content Management System	Social Media Feeds (16)
Faculty/Staff Directory & Role	Tiered Permissions and User Management

Finalsite Payments by BlueSnap	Unlimited Calendars (Incl. Integration)
Forms (Unlimited)	Unlimited Published Pages

**Special Provisions:**

- 1). \$10,000 for the Theme Flex - District Design will be invoiced 12/29/2023 along with Period 1 reflected in the schedule below.
- 2.) Agreement includes 500 pages of content migration.

**Services: Initial Term and Fees:**

The initial term of this Order is for the (5) year period beginning from the Effective Date, unless otherwise outlined in the schedule below (the "Initial Term").

Fees for the Initial Term for the Services specified in the table above are set forth below:

<b>Total Setup Cost (USD)</b>
\$10,000

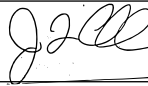
Schedule	Amount
Period 1 - Dec 01 2023	\$ 9,250
Period 2 - Jul 01 2024	\$ 18,500
Period 3 - Jul 01 2025	\$ 18,500
Period 4 - Jul 01 2026	\$ 18,500
Period 5 - Jul 01 2027	\$ 18,500

## B. Payment Terms

- All fees for the initial year of this Order shall be due as follows: (i) Set Up fees shall be invoiced on the Effective Date of this Order and shall be due and payable upon receipt of invoice; (ii) fees for Year 1 (described in the fee table above) shall be invoiced on the Effective Date of this Order or the first day of Year 1, whichever is later, and shall be due and payable upon receipt of invoice; (iii) fees for each subsequent Year of the Initial Term, and for each Renewal Term, shall be invoiced on the commencement of such Year or Renewal Term (as applicable) and shall be due and payable upon receipt of invoice. Fees for any other Services, and for reimbursable expenses, shall be invoiced in accordance with the Master Terms or this Order and shall be due and payable upon receipt of invoice.
- Unless otherwise specified in the Special Provisions above, this Order Form shall be renewed automatically for successive periods of (4) years (each a "Renewal Term") after the expiration of the Initial Term and any subsequent Renewal Term, unless Client provides Finalsite, or Finalsite provides Client, with a written notice to the contrary ninety (90) days prior to the end of the Initial Term or Renewal Term, as applicable.
- Unless otherwise specified, all dollars (\$) are United States currency.
- Sales/VAT Tax: If applicable, a copy of Customer's Sales/VAT Tax Direct Pay Certificate or its Sales/VAT Tax Exemption Certificate must be returned with this Order Form. Otherwise, Finalsite will invoice Customer for applicable sales, use and other transactional taxes due in connection with the Services or the fees due therefor.
- Except as otherwise specified in this Order, fees are subject to increase in accordance with the applicable provisions of the Master Terms.

Any SOWs to which links are provided above in Section A, "Pricing Summary," are incorporated into this Order by reference, and any professional services described therein are included as part of your software package. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order, the Master Terms, and any SOWs incorporated by reference. By signing below, Finalsite and Customer each agree to the terms and conditions of this Order and the Master Terms.

On Behalf Of: Owasso Public Schools
Signature
Name (printed)
Title (printed)
Date

Active Internet Technologies ('Finalsite')
Signature 
Name (printed) Jim Calabrese
Title (printed) CFO
Date 11/8/2023

### C. Client Contact Information

Please fill out the following information, which will be used by our deployment & accounting teams.

<b>Billing Contact</b>
<b>Title</b>
<b>Address</b> 1501 North Ash Street
<b>City, State Zip</b> Owasso, OK 74055
<b>Phone</b>
<b>Email</b>

<b>Project Contact</b>
<b>Title</b>
<b>Phone</b>
<b>Email</b>

<b>*Executive Sponsor (Superintendent, Head of School, CFO, etc.)</b>
<b>Title</b>
<b>Email</b>

\*The Executive Sponsor should be separate from the Project Contact and is typically the Superintendent, Head of School, Business Manager, CFO, etc.

## 5.57 Student Suspension (Out-of-school) or Change of Placement

This policy applies **only** to Out-of-School Suspensions and Change of Placement. ~~and, unless otherwise noted;~~

### Out-of School Suspension

- All references to “suspension” in this policy mean out-of-school suspension.
- References to "parent" in this policy, means a student's parent(s) or legal guardian(s).
- References to "principal", means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.
- A student is counted absent while on out of school suspension per state statute.

### Change of Placement

- All references to “change of placement” mean an assignment to Virtual School.
- References to "parent" in this policy, means a student's parent(s) or legal guardian(s).
- References to "principal", means the school principal or staff member to whom the principal has delegated the responsibility for student discipline.
- A student is not counted absent while on change of placement provided they continue to work diligently in the virtual environment as assigned by the site administrator.

### Behavior or Conduct that May Result in Suspension or Change of Placement

#### ~~Students may be suspended or have placement changed for:~~

1. **Violation of a school regulation** (which includes but is not limited to any policy, rule, regulation, directive, etc.);
2. **Possession of an intoxicating beverage**, low-point beer, as defined by OKLA. STAT. tit.37, § 163.2
3. **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;
4. **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. Possession of a firearm shall result in suspension as provided in the district's policy related to firearms.
5. **Violent Acts Toward School Personnel:** Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the district's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education or designated hearing officer, pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

Students who are suspended **or have their placement changed** under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category ~~3~~ 4.

### District's Obligations Prior to Suspension or Change of Placement

Before the district recommends suspension **or change of placement**, other disciplinary options will be considered, including but not limited to: placement in an alternative school setting, reassignment to another classroom, and detention. The district will provide additional procedural safeguards as required by law for students identified as having disabilities under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act/Title II of the Americans with Disabilities Act.

### **Pre-~~Suspension~~ Conference with Student**

When a student engages in behavior or conduct that may result in suspension **or change of placement** the principal shall conduct an informal conference with the student.

At the conference the principal shall read the regulation that the student is charged with having violated and shall discuss the student's conduct. The student shall be asked whether he/she understands the regulation and be given a full opportunity to explain and discuss his/her conduct.

If the principal concludes that suspension **or change of placement** is appropriate, the student shall be advised **of that decision that he/she is being suspended and the length of the suspension**. The principal shall immediately notify the parent by phone and in writing that the student is being suspended **or having their placement changed** and that other disciplinary options were considered and rejected. The written notice will state which alternative disciplinary options were considered and why they were rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

A student may be suspended **or have placement changed** without a pre-~~suspension~~ conference only in situations when the principal reasonably believes that the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. In such cases, a conference with the student and parent will be scheduled as soon as possible after the student has been removed from the building.

### **Conferences with Parents**

The principal will seek to hold a conference with the parent as soon as possible after the suspension **or change of placement** has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is verbally notified that a suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.

At the conference, the principal will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The principal will also explain the reason for rejecting other disciplinary options. The parent should be asked by the principal if he/she understands the regulation and the charges against the student.

At the conclusion of the conference the principal shall state whether he/she will terminate or modify the suspension **or change of placement**. In all cases the parent will be advised of the right to appeal the suspension **or change of placement**.

### **Individualized Plans**

Suspensions **and changes of placement** in excess of five (5) days shall include an Individualized Plan ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The Plan shall be prepared by the principal with the assistance of other school employees.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, Mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent. The parent shall be responsible

for providing a supervised, structured environment monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

## **Records**

The principal will keep written records of each **suspension** conference. The records will contain the date of the conference, names of participants, time and duration of the conference, and the basis for rejecting alternative disciplinary options. The principal shall also maintain records related to the Plan and the student and/or parent's compliance with the Plan.

## **Suspension and Change of Placement Terms**

All suspensions **and changes of placement** will have a definite start and end date. The term **of a suspension** may be reduced if a student performs a specified remedial act if those conditions are agreed to at the time of the suspension **or change of placement**. **Suspension Term** lengths will be as consistent as possible between students considering the nature of the conduct and the previous disciplinary history of the student.

Long-term suspensions **and changes of placement** are those **suspensions** in excess of ten (10) school days. Suspensions **and changes of placement** will not extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case a suspension shall be for a period of not less than one (1) calendar year. Suspensions involving firearms are governed by the school district's Gun-Free Schools Student Suspension policy.

Short-term suspensions are those suspensions of ten (10) or fewer school days.

### **Short-Term Suspension Appeals (10 or fewer days)**

A parent or student may appeal the suspension decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within three (3) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's suspension decision is final. The principal shall assemble a committee within three (3) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In-House Suspension will not count towards days of suspension.

### **Long-Term Suspension **or Change of Placement** Appeals**

~~A parent/student may appeal the suspension to the superintendent and board of education or a hearing officer appointed by the board. The principal shall inform the parent/student of the right to appeal the suspension and the method for appealing. At the parent/student's option the appeal may be directly to the board or the board's appointed hearing officer.~~

~~An appeal must be received, electronically or in writing, by the superintendent within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the principal's decision, the principal's suspension decision is final.~~

### **Site Level - 1st Level of Appeal**

A parent or student may appeal the suspension or change of placement decision to a site committee. The principal shall inform the parent/student of the right to appeal the suspension or change of placement and the method for appealing.

An appeal must be presented, electronically or in writing, to the principal within five (5) days (excluding days when school is not in session) after the parent/student receives the principal's decision. If the principal does not receive a written appeal within three (3) days (excluding days when school is not in session) of the decision, the principal's decision is final. The principal shall assemble a committee within five (5) days (excluding days when school is not in session) of receiving the parents request to appeal and that committee shall consist of the following members.

- A principal or assistant principal from a different school.
- A teacher of the student's choice.
- A teacher from the same site who has not had the student in class.

During the time of the appeal the student will be placed in In-House Suspension and the days spent in In House Suspension will not count towards days of suspension or change of placement.

### **District Level - 2nd Level of Appeal**

In the event the complainant does not accept the decision of the review committee, he/she may appeal to the Assistant Superintendent of Teaching and Learning, who will assemble a 5 person committee of district level administrators.. The request to appeal must be received by the Assistant Superintendent of Teaching and Learning within 5 days (excluding days when school is not in session) after the parent receives the decision from the site-level committee. If the request is not received within this time-frame, the site-level committee decision is final.

### **Appeals to the Superintendent or Designee ("Superintendent")**

~~If the superintendent receives a timely written appeal request, the superintendent will hold a conference with the parent or guardian as soon as possible. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.~~

~~At the conference, the superintendent will read the regulation the student is charged with having violated and will briefly outline the student's conduct. The parent will be asked if he/she understands the regulation and the charges against the student. The student/parent will be given an opportunity to provide his/her version of events.~~

~~At the conclusion of the conference the superintendent will state whether he/she shall terminate or modify the suspension. In all cases the parent shall be advised of the right to have the suspension reviewed by the board of education or a board appointed hearing officer. If the parent is in agreement with the superintendent's decision, he/she shall be requested to sign a waiver of review by the board.~~

In the event the complainant does not accept the decision of the Assistant Superintendent of Teaching and Learning, he/she may appeal to the Owasso Board of Education, within 5 days (excluding days when school is not in session) of receiving the decision from the assistant superintendent.

### **Board of Education or Designated Hearing Officer - 3rd Level of Appeal**

An appeal must be presented, electronically or in writing, to the superintendent within five (5) days (excluding days when school is not in session) days after the parent/student receives the **assistant** superintendent's decision. If the superintendent does not receive a written appeal within five (5) days (excluding days when school is not in session) of the assistant superintendent's decision, the **assistant** superintendent's **suspension** decision is final.

If the board receives a timely written appeal request, the board or an appointed hearing officer, will hear the appeal as soon as possible. This decision is final and non-appealable.

## Board Hearing Procedures

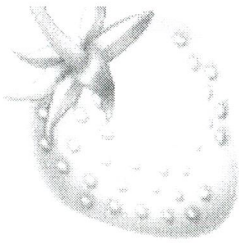
The parent/student will be notified in writing of the date, time and place of the hearing and will have the right to choose an "open" or "closed" hearing. Reasonable efforts will be made to accommodate the work schedule of parents. The following procedures will be followed:

1. The board president or the appointed hearing officer should:
  - a. Announce that the next agenda item is a suspension **or change of placement** review hearing.
  - b. Ask whether the parent/student wants the hearing to be open to the public or in executive session. The offer of an open hearing and the response is to be made a part of the minutes of the meeting. If the parent/student requests a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. The board president or hearing officer should advise the parent/student:
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parent/student will be given an opportunity to call any relevant witnesses and present any relevant evidence, subject to cross-examination by the administration's legal counsel.
  - d. That the board or its hearing officer will consider the evidence and documents and reach a decision that will be recorded by vote in open session.
  - e. That the parent/student may ask any questions about the procedure.
3. Administration may call witnesses and present documents subject to cross-examination.
4. Parent/student may call any witnesses and present documents subject to cross-examination.
5. After each witness is presented board members or the hearing officer may ask the witness questions.
6. Parent/student's closing statement.
7. Administration's closing statement.
8. Deliberate in private. (If the hearing is not in executive session, the board or its hearing officer may deliberate in executive session only with permission of the parent/student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the board must make a motion to:
  - a. affirm the suspension;
  - b. modify the suspension **or change of placement** (increase or decrease severity of the suspension **or change of placement**)
  - c. revoke the suspension **or change of placement**. If the hearing is before a hearing officer, no motions will be required as a part of the hearing process; otherwise, the hearing officer will have the same obligations as the board when rendering a decision.

## Attendance at School Pending Appeal Hearing

Pending an appeal of the student suspension **or change of placement**, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal the student's continued presence in the building will constitute an immediate danger to the health or safety of students, school employees, school property, or would be a substantial disruption of the educational process. The days in "in-house" will not count toward the days of out of school suspension.

Reference: OKLA. STAT. tit. 70 § 24-101.3



## CHOCOLATE FOUNTAINS OF OKLAHOMA, LLC

(405) 202-7629

Client: Owasso High School  
Address: 8800 N. 129<sup>th</sup> Avenue  
Owasso, OK 74055

Date of Event: May 4, 2024

Type of Event: Junior/Senior Prom

Name of Event Center: Cain's Ballroom

Address of Event: 423 N. Main, Tulsa, OK 74103-1611

Time of Event: 7:00 pm – 10:00 PM

# of Guests: 600

Chocolate Flavor: Dark and Milk – 2 Fountains

Dipping Items: To be decided

Telephone Number: (918) 584-2306

Email address: [tmaylt010922@gmail.com](mailto:tmaylt010922@gmail.com)

**PAYMENT:** To hold a fountain rental date, Chocolate Fountains of Oklahoma, LLC, requires a \$100 deposit along with a signed copy of this agreement due within 5 days of verbal confirmation. Agreements received after 5 days of contract date will be subject to availability. Checks should be made payable to **Chocolate Fountains of Oklahoma or Christine Burleson**. Payment can also be made by credit card. Balance is due within 10 days before event. Payment to be mailed to 3104 SW 107<sup>th</sup> Terrace, Oklahoma City, OK 73170

**LOGISTICS:** Chocolate Fountains of Oklahoma LLC requires access to the set up areas at least 60 minutes prior to the startup of fountain. Once fountain is set up, it cannot be moved. Client must provide:

- Level table that will support a minimum of 150 pounds
- 120-V circuit plug/extension cord to within 3 feet of fountain that adheres to safety standards

**CANCELLATIONS:** This agreement must be canceled in writing by either party. If the client cancels less than 30 days prior to the event, the deposit will not be refunded. Client will hold harmless Chocolate Fountains of Oklahoma LLC, in the event of illness, injury, acts of God, mechanical failure of fountain or any other situation beyond the control of Chocolate Fountains of Oklahoma that prevents the fountain from performing.

**LIABILITY:** This agreement and the contents thereof represent the only warranties, expressed or implied between the parties, including any implied warranty of merchant ability or fitness for the particular purpose and for any other obligation or liability on the part of Chocolate Fountains of Oklahoma. Chocolate Fountains of Oklahoma, LLC, shall not be liable for any injury, loss or damage directly or consequently arising out of the use of inability to use the chocolate fountain, whether used singularly or in conjunction with other equipment. In the event of litigation, all parties agree to mediation first. Litigation will be restricted to the County of Oklahoma, Oklahoma. Client will indemnify Chocolate Fountains of Oklahoma against, and hold Chocolate Fountains of Oklahoma, LLC, harmless from all claims, actions, proceedings, costs, damages and liabilities, including attorney fees, arising out of connected with, or resulting from the use of the chocolate fountain.

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Client

Date



10-18-2023

Christine Burleson

October 2, 2023

Chocolate Fountains of Oklahoma, LLC

3 hour chocolate fountain rental

\$3284.00

Mileage included

Dipping items included

Deposit Received

100.00

Balance Pending

\$3184.00

Ordered by Tina Mayfield

# GROUP TOUR PACKAGE AGREEMENT

AGREEMENT DATE: 10/30/2023

<p><b>Owasso HS Saxophone Ensemble</b>  <b>Owasso HS Percussion Ensemble</b>  <b>Chicago – Midwest Clinic</b>  <b>December 2023</b></p>	<p>Independent School District          No. 11 of Tulsa County          1501 N. Ash Street          Owasso, OK 74055</p>
<p><b>Mr. Chris Harris, Director of Bands</b>  <b>Mr. Chris Barber, Director of Fine Arts</b></p>	<p>(918)272-5367</p>

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<u>Destination</u>	<u>Date</u>	<u>Passengers</u>
Chicago	December 18 – 22, 2023	Based on 54 total passengers

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This Group Tour Package Agreement together with the terms and conditions, and the appendix amended hereto (the "Agreement") is an agreement between Independent School District No. 11 of Tulsa County (the "Organization") and Grueninger Cruises and Tours, Inc., (d/b/a Grueninger Music Tours, Ambassadair, Ambassadair Groups and Incentives, Grueninger Tours, Grueninger Travel Group) its employees, shareholders, subsidiaries, affiliates, officers and directors, (collectively "Grueninger"). This group tour-travel agreement is prepared only for the specific dates, prices, and inclusions indicated herein (Appendix A) and for those specific services outlined. Should actual locations, dates, or participation change, Grueninger reserves the right to adjust prices accordingly. This Agreement explains our obligations to Organization, and your obligations to Grueninger.

### YOUR ACCEPTANCE OF THE AGREEMENT

By booking your arrangement with us, you are agreeing to be bound by the terms of this Agreement and any additional terms and conditions of any Supplier that are applicable to your booking, travel arrangements. The Group Leader assumes the responsibility of sharing these Terms and Conditions with each trip participant, including payment of all amounts when due. It is the responsibility of each Group Leader and participant to read our Terms and Conditions in its entirety. The Terms and Conditions will also be listed on the General Participant Agreement as well as on the web site.

Grueninger is not responsible for any participant's unawareness of the Terms and Conditions due to the failure of the Group Leader to share this information with all other participants. If you do not agree with our terms and conditions you should contact us before making a booking.

You acknowledge and agree that we may change these terms and conditions from time to time and that those changes become effective immediately. You agree to be bound by the terms and conditions that are in effect at the time of your travel or cancellation, whichever applies. You agree that it is your responsibility to be familiar with these terms and conditions. Our web site will be updated from time to time and shall be considered current. Organization should check our web site for updates.

You represent and warrant that (a) you are of sufficient age to use our services and website and can create binding legal obligations in connection with your use, (b) you are legally authorized to act on behalf of those you represent and accept these terms and conditions on their behalf, and (c) the information supplied by you or members of your Organization is true and correct. You understand that you are financially responsible for any use of our services or website by you and those for whom you make bookings.

You agree that any violation of any such terms and conditions may result in (a) the cancellation of your reservation or purchase, (b) your forfeiture of any monies paid for your reservation or purchase, (c) you being denied access to the applicable travel related product or service, and (d) our right to debit your account for any costs we incur as a result of such violation.

**⊗ ABOUT THE TOUR PRICE:**

The per person tour cost is based on airfare (if applicable), ground transportation, accommodations, attractions, meals and guide tariffs in effect as of 7/21/2023 and are subject to change at any time prior to departure. The signed agreement must be received by the date as listed on the Signature Page. In the event this does not occur, all space will be released and this contract will be considered void. Payments are to be in the form of a check or wire transfer made payable to Grueninger Cruises and Tours, Inc.. If any payment per the payment schedule is not received on time, Grueninger reserves the right to cancel your trip and retain all fees paid by the trip participant(s). Should the group size fall below the minimum number of attendees as defined above, all prices are subject to change.

Prices are quoted in U.S. Dollars and are based upon operating costs, fuel prices, taxes and exchange rates in effect at the time of contracting with suppliers. Should these costs, prices, taxes or rates increase, Organization will be notified no less than 10 days prior to departure and requested to pay these additional costs.

The ORGANIZATION agrees to pay the tour cost in accordance with the deposit schedule as listed in this Appendix A. Except as specified under Fuel Charges, Additional Fees/Increased Taxes or Special Services, the Orchestra shall not be liable for any additional charges other than taxes, fees or charges levied against GMT, including but not limited to anti-icing or deicing charges relating to any portion of the Charter, including positioning flights. Such additional fuel charges, special service costs, taxes, fees or other charges shall be payable by ORGANIZATION on or before the earlier of ten (10) days after invoicing for such charges or the business day immediately preceding the date of the flight concerning which such taxes, fees or charges are levied and invoiced.

Grueninger will, upon request, accept credit card payments from individual participants at a separate rate. When Grueninger accepts a credit card payment, participants must provide to us a signed charge authorization agreement or click authorization for every transaction for your trip. Your authorization is a binding agreement for us to charge your card and as such you waive any right to chargeback in the case of cancellation for any cause (excepting fraud), including a Force Majeure event, as defined herein, and agree to refund policies and procedures as outlined in these Terms and Conditions. In the event a participant attempts to chargeback, reverse, or recollect a trip payment already made without the authorization of Grueninger, we reserve the right to collect all additional costs, fees and expenses associated with such chargeback, reversal or recollection, including, without limitation, attorney fees.

**The tour price does not include:**

Any items and matters not referred to in your itinerary are not included in the tour price. This can include but is not limited to: baggage handling; incidental charges (i.e., snacks, laundry, room service, phone calls, souvenirs, hotel Wi-Fi); gratuities to bus drivers; gratuities to travel director(s); hotel security; any items not mentioned above. All excess, oversized, and/or overweight baggage and equipment fees may apply and may not necessarily travel with group. The price does not cover costs and expenses, including your return home, if you leave the guided holiday/vacation whether of your own volition, our decision based on behavior that disrupts the trip, due to illness, action by any government or other reason. This list is illustrative and not a complete list of every item not included.

**⊗ ADDITIONAL REQUIREMENTS:**

- Any additions or subtractions to the itinerary per the Organization may affect the price of the tour. These requests for change must be made in writing and will be changed per the current market value.
- Any addition, subtraction or name change from the original passenger list must be made in writing.
- Any individual additions within 30 days prior to departure will incur a \$50 fee and will be based on availability in addition to prevailing rates from vendors.
- Late payments/deposits and required forms are charged a daily service fee of \$75 per occurrence, per late day. For a maximum late charge of \$500 per occurrence.
- Any expedited services such as FedEx charges, wire transfer fees assessed by banks and vendors, expedited printing and shipping charges will be passed along to the Organization.

**GROUP CANCELLATION SCHEDULE:**

Grueninger is required to pay all suppliers well in advance of your tour date. All suppliers have their own cancellation policies, which apply to your booking. Should a cancellation become necessary, please inform Grueninger immediately in writing and request a written confirmation of your cancellation. Upon receipt, Grueninger will follow industry procedures for any applicable refunds as outlined in the supplier’s terms and subject to their review. If you are entitled to a refund, please note that the supplier is responsible for the amount and timing of the refund, not Grueninger. Generally, flight tickets, hotel accommodations and other items provided for the traveler cannot be refunded if they are partially used. Grueninger is not responsible for a supplier’s failure to pay a refund.

In addition to any terms of our suppliers the following cancellations fees from Grueninger will also apply:

In the event Organization must cancel, the following schedule will apply. Using the estimated total Group Tour package program cost, with the minimum number of participants, and any non-recoverable costs set forth by Grueninger for the purpose of acquiring and managing vendor services, the Organization will be responsible for:

From signature until November 18, 2023	75% of total group tour program plus any non-refundable vendor or incurred cost
After November 18, 2023	100% of total group tour program

**INDIVIDUAL CANCELLATION SCHEDULE:**

Grueninger is required to pay all suppliers well in advance of your tour date. All suppliers have their own cancellation policies, which apply to your booking. Should a cancellation become necessary, please inform Grueninger immediately in writing and request a written confirmation of your cancellation. Upon receipt, Grueninger will follow industry procedures for any applicable refunds as outlined in the supplier’s terms and subject to their review. If you are entitled to a refund, please note that the supplier is responsible for the amount and timing of the refund, not Grueninger. Generally, flight tickets, hotel reservation and other items provided for the traveler cannot be refunded if they are partially used. Grueninger is not responsible for a supplier’s failure to pay a refund.

In the event an individual must cancel the following schedule will apply using the estimated individual package cost and any non-recoverable costs set forth by Grueninger for the purpose of acquiring vendor services:

- There is no refund for an individual cancellation after November 18, 2023.

Note: GMT must receive written notice of all cancellations and changes. Emails should be sent to [info@gogmt.com](mailto:info@gogmt.com) Because we strictly adhere to our cancellation policy, travel protection coverage is strongly recommended.

**CANCELLATION BY GRUENINGER:**

Grueninger reserves the right to cancel any tour at its sole discretion. In the unlikely event a tour is canceled by Grueninger and Grueninger is unable to reschedule, all funds collected from any participant will be promptly refunded in full. Money is refunded to the original payer. Grueninger shall not be responsible for any refund and will pay no damages in the event of cancellation due to Force Majeure.

**FORCE MAJEURE:**

Grueninger shall not be responsible for, and shall make no refund for, events beyond its control, such as, without limitation, acts of God, strikes, acts of war, terrorism or civil disturbance, government restrictions, changes of schedules or operational decisions of air carriers, terrorist activity or the threat thereof, industrial action, natural or nuclear activity, epidemic, pandemic, illness, physical injury, quarantine, medical or customs or immigration regulation, delay, or cancellation, adverse weather conditions, fire, or for acts or omission of Third Parties or other parties not under the control of Grueninger and all similar events outside our control.

**TRAVEL PROTECTION:**

Grueninger strongly recommends that individuals purchase a travel protection plan. Travel Protection safeguards the participants’ travel investment, the participants’ belongings, and most importantly, the participants. The travel protection plan

should cover at a minimum, cancellation, cancel for any reason, curtailment, medical, emergency travel and personal accidents, and damage or loss to personal belongings.

Grueninger is not qualified to answer technical questions about the benefits, exclusions, and conditions of travel protection plans. GRUENINGER cannot evaluate the adequacy of the prospective insured's existing insurance coverage. If you have any questions about your travel protection, call your insurer or insurance agent or broker.

Declining travel protection plan coverage could result in the loss of participant travel cost and/or require more money to correct the situation. Participant also acknowledges that without this coverage, there may be no way to recoup any losses, costs or expenses incurred. **If a participant chooses to travel without adequate travel protection, Grueninger will not be liable for any of your losses howsoever arising, which would have been covered by adequate travel protection.**

**⊗ RESPONSIBILITY CLAUSE:**

Grueninger Cruises and Tours, Inc., (d/b/a Grueninger Music Tours, Ambassadair, Ambassadair Groups and Incentives, Grueninger Tours, Grueninger Travel Group) its employees, shareholders, subsidiaries, affiliates, officers and directors, (collectively "Grueninger") does not own or operate any person or entity which is to or does provide goods or services for participant's trip, including, for example, lodging facilities, transportation companies, local ground handlers, food service or entertainment providers, etc. All tickets, receipts, coupons, and vouchers are issued subject to the terms and conditions specified by each supplier, and by accepting the coupons, vouchers, and tickets, or utilizing the services, all customers agree that neither Grueninger, nor its employees, agents, or representatives are or may be liable for any loss, injury, or damage to any tour participant or their belongings, or otherwise, in connection with any service supplied or not supplied resulting directly or indirectly from any occurrence beyond the control of Grueninger. Grueninger is not liable for any negligent or willful act or failure to act of any such person or entity, or of any act of any other third party not under its control.

Without limiting the foregoing, Grueninger is not responsible for injury, delay, inconvenience, damage, or death which results from criminal activity, weather or other acts of God, acts of government, disease, epidemics or the threat thereof, illness, the provision of inappropriate or no medical attention or delayed access to appropriate medical attention, the demands of indoor or outdoor activities, strikes, political or civil unrest, overbooking, structural or other defective conditions in hotels or other lodging facilities, acts of terrorism or the threat thereof, attacks from or bites by animals, insects or pests, transportation failures of any kind or the failure of any transportation mechanism to arrive or depart timely or safely, insurrection or revolt, or any other event beyond its direct control. Grueninger in its sole discretion reserve the right to decline to accept any participant as a member of these trips. Additionally, both the U.S. State Department and the Centers for Disease Control publish and update important country-specific information for participants. Grueninger strongly recommends that all participants review these notices. This can presently be found at:

<https://travel.state.gov/content/passports/en/alertswarnings.html> (and) <https://wwwnc.cdc.gov/travel/notices>.

**⊗ ADDITIONAL RISKS:**

Participant expressly acknowledges that naturally occurring diseases and viruses (including, but not limited to, the currently widespread COVID-19) may be present and actively occurring in all environments in which this tour will take place. Participant acknowledges the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact (however the exact method of spread remains unknown). Participant also understands that if they are older or have underlying conditions, the participant may be more prone to serious infection and death due to COVID-19. As a result of the highly infectious nature of this disease, federal, state, and local governments and federal and state health agencies recommend social distancing, wearing of PPE (including masks), and have, in many locations, prohibited the congregation of groups of people.

Participant, any minors traveling with participant, and on behalf of any participant and their heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS Grueninger Cruises and Tours, Inc., (d/b/a Grueninger Music Tours, Ambassadair, Ambassadair Groups and Incentives, Grueninger Tours, Grueninger Travel Group), its officers, agents, and/or employees, suppliers, and other participants (RELEASEES), from any and all claims, demands, losses, and liability arising out of or related to any INJURY, DISABILITY, DEATH OR ANY OTHER LOSS participant may suffer due to exposure, infection, or spread of COVID- 19, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

Participant assumes all inherent risks involved in the use of any hotel exercise equipment and/or swimming pool and/or any other body of water, which risks include, but are not limited to bodily injury, sickness, disease or death from using the swimming pool or body of water. Participants also acknowledge and understand that use of any swimming pool or other body of water is potentially dangerous and that there exists a risk of injury or death when using any equipment, swimming pool or any other body of water. PARTICIPANT UNDERSTANDS THERE WILL BE NO LIFEGUARD ON DUTY AND IF THE PARTICIPANT CHOOSES TO SWIM OR USE A HOT TUB OR SPA, PARTICIPANT WILL DO SO AT THEIR OWN RISK.

Additional risks and dangers may arise including, but not limited to, hazards of travel by train, automobile, motorcoach, aircraft and other means of conveyance, animal interactions, swimming, forces of nature, political unrest, other unrest, risks associated with water, food, plants, insects and differing animal regulation, and acts of national and local governments and unrest and acts of others against governments. These risks are not an exhaustive list but are examples of many kinds of risks. Participant is voluntarily participating in these activities with the knowledge that there are significant dangers involved, and participant hereby agrees to accept any and all risks. As lawful consideration for the agreement with Grueninger to participate in such trips and activities participant agrees participant will not make a claim against Grueninger, its related companies or its personnel or sue for bodily injury, emotional trauma, death, property loss or damage or other loss, cost or expense, however caused, as a result of or related to participant contracting for, traveling to or from, or in any and every other way participating in the trip. Participant releases Grueninger, its related companies and its personnel from any and all claims, known or unknown, arising from contracting for, traveling to or from, and in any and every way participating in a trip. This release of liability and assumption of risk agreement is entered into on behalf of you and all members of your family and party, also including minors. This agreement also binds your heirs, legal representatives and assigns.

Where the participant occupies a motorcoach seat fitted with a safety belt, neither Grueninger nor the Operator nor its agents or co-operating organizations or service providers will be liable for any injury, illness or death or for any loss or damages or claims whatsoever arising from any accident or incident, if the safety belt is not being worn at the time of such an accident or incident. This exclusion and limitation of liability shall not be used to imply that the Operator or its agents or affiliated entities are liable in other circumstances.

**☒ ROOMING DECISIONS:**

Grueninger is not responsible for rooming decisions and will not be liable for any disputes, claims, injuries including but not limited to personal injuries, intentional infliction of emotional distress, negligent infliction of emotional distress, and/or discrimination claims arising out of rooming decisions.

**☒ PARTICIPANT CONDUCT:**

Grueninger and its local ground handler reserve the right in its or their sole discretion to terminate any participant who does not abide by its or their rules and regulations, and/or whose conduct is deemed to be such as to endanger the participant, the welfare of other participants, staff members and/or third parties or the success of the program. In the event of such termination, participant will be sent home at the expense of the participant and his or her parent or guardian. The manner and means of transporting the participant home shall be determined exclusively by Grueninger. In the event of such termination, there will be no refund whatsoever.

When you book with Grueninger, Organization accepts responsibility for any damage or loss caused by your Organization and/or participants. Full payment for any such damage or loss (reasonably estimated if not precisely known) must be paid direct at the time to the accommodation owner or manager or other supplier. Organization must indemnify Grueninger for the full amount of any claim (also including legal costs) made against Grueninger. Organization agrees to and shall indemnify and hold harmless Grueninger and each of our officers, directors, employees and agents, from any expenses, losses, liabilities, damages, judgments, settlements and costs (collectively, "damages") involved with or incurred by Grueninger (including, without limitation, reasonable attorneys' fees and the advancement of same) with respect to any claims, law suits, arbitrations, or other causes of action, which result, directly or indirectly, from any Organization member's breach or violation, or threatened breach or violation, of this Agreement.

**☒ DOCUMENTATION ACCURACY:**

Grueninger issues airline tickets, hotel confirmations and other travel documents for such services as an agent for the companies that provided these services directly. Group airline tickets and group hotel accommodations are subject to all

terms and conditions of the respective suppliers (airlines, hotel chains, etc.) regarding group travel. These suppliers may limit or exclude the accrual of frequent flyer or reward program points. It is the participant's sole responsibility to review these documents for accuracy. Grueninger will not be liable for inaccuracies in any travel documents.

**✉ DESTINATIONS AND REQUIRED TRAVEL DOCUMENTS:**

Travel to certain destinations may involve greater risk than others. Grueninger urges Organization and participant to remain informed on a daily basis as to current news events, as well as to review travel prohibitions, warnings, announcements and advisories issued by the United States Government prior to booking travel to international destinations. Information on conditions in various countries and the level of risk associated with travel to particular international destinations can be found at <http://www.state.gov>. In addition, Organization should consult with government websites to ensure that you are in compliance with all requirements for admittance into that country as well as understanding local laws that govern travel within a country, such as tracking.

BY OFFERING FOR SALE TRAVEL TO PARTICULAR DESTINATIONS, GRUENINGER DOES NOT REPRESENT OR WARRANT THAT TRAVEL TO SUCH POINTS IS ADVISABLE OR WITHOUT RISK, AND SHALL NOT BE LIABLE FOR COSTS, DAMAGES, OR LOSSES THAT MAY RESULT FROM TRAVEL TO SUCH DESTINATIONS. ORGANIZATION'S AND/OR PARTICIPANT'S PARTICIPATION CONSTITUTES ACCEPTANCE OF SUCH EVENTS AT ORGANIZATION'S AND/OR PARTICIPANT'S OWN RISK.

In the case of international travel, Organization and any minors traveling with Organization must be in possession of a machine-readable passport valid for 6 months after their trip return date along with applicable visas. Some countries require that participant passport have two to four blank visa/stamp pages. Some airlines will not allow participant to board if this requirement is not met. For information about passport requirements participant can visit the State Department's website at <https://travel.state.gov/content/travel/en/passports.html>. It is participant's sole responsibility to secure and/or pay for any and all visas, reciprocity fees, affidavits, immunizations, etc. that are required to be permitted entry into each destination. In some countries participant may be subject to entry (reciprocity) fees and/or departure taxes/ exit fees which will be collected at the airports upon entry/departure by local government authorities. Please note that entry to any country may be refused even if the required information and travel documents are complete.

Visas: Some countries require visas to enter. Without a valid visa, participant may be denied entry into the country. Participant can find out if participant needs a visa by visiting the embassy website of the country participant will be traveling to. Although participant can always contact Grueninger with questions it is participant's responsibility to ensure participant has all the proper travel documents, to include participant visa(s). Grueninger is happy to refer to participant a third-party visa processing company if participant so desires.

Children Traveling with One Parent, or Someone Who is Not a Parent/Legal Guardian, or Children Traveling in a Group: Foreign border officials may require custody documents or written consent from the other parent/both parents. Requirements vary by country, so if this applies to anyone in Organization's traveling party please research the requirements and leave prepared.

When travelling domestically or internationally, the U.S. Transportation Security Administration (TSA) and U.S. Department of Homeland Security (DHS) advise that everyone carry at least two forms of acceptable identification in order to board a flight. Examples: DHS designated enhanced driver's license, USA Passport, a foreign government passport. The name, date of birth and gender that appears on the identification card must exactly match the same such data that is listed on airline ticket(s) and booking records. For more information participant can visit the TSA website at <https://www.tsa.gov/travel/security-screening/identification>.

For up-to-date detailed information on travel documents and visas, entry/exit taxes and further information on entry and exit requirements please check with Organization's local consular services. Obtaining and carrying these documents is participant's sole responsibility. It is the participant's sole responsibility to be aware of the airline and airport security documentation requirements and to produce appropriate documentation. Grueninger bears no responsibility for such information and will not be responsible for advising and/or obtaining required travel documentation for any guests, or for any delays, damages and/or losses including missed portions of the trip due to improper documentation.

Health: Recommended inoculations for travel may change and participant should consult their provider for current recommendations before participants depart. It is participant's responsibility to ensure that participant meets all health entry requirements, obtain the recommended inoculations, take all recommended medication, and follow all medical advice in relation to participant's trip. Inoculation requirements can be found on the Center for Disease Control website at <https://www.cdc.gov/>.

**☒ PARTICIPANTS WITH DISABILITIES:**

Participants with disabilities are welcome and must always be accompanied by a companion capable of providing all required and needed assistance and must not require special assistance from Grueninger or its suppliers. The Organization must notify Grueninger regarding any participants with disabilities, in writing no later than the payment of the first deposit, of status and of the identity of the non-discounted, paid travel companion who will be responsible for providing all necessary assistance. The Organization should notify Grueninger if ADA accessible accommodations and/or transportation are needed as soon as possible but no later than the payment of the first deposit. Grueninger will make all reasonable efforts to accommodate this request, but cannot be responsible if ADA transportation and/or accommodations are not available. Any accommodations provided will be at the sole expense of the participant requiring the accommodation.

**☒ SPECIAL DIETARY REQUIREMENTS:**

For safety and liability reasons, Grueninger and its representatives cannot be responsible for directly accommodating any food allergies, or dietary requirements and restrictions, and is not responsible for any issues or problems associated with the same. All scenarios and special dietary requests regarding food and drink, including allergies, or dietary requirements and restrictions, are the sole responsibility of the participant. While most meal establishments can offer general options, Grueninger cannot guarantee that options will be available. Just in case, Grueninger recommends packing extra food/snacks if accommodations cannot be met.

**☒ HEALTH AND SAFETY:**

For the safety of our guests, Grueninger reserves the right to request health information prior to travel and to exclude any participants it deems unfit for travel at its sole discretion.

**☒ MISCELLANEOUS:**

No refunds will be made for features in the trip/tour not utilized. The cost of replacing lost or stolen tickets is the responsibility of the participant. If a flight or transfer by motorcoach or train is missed, whether by weather or other conditions beyond Grueninger's control, participant is responsible to make his or her own arrangements and to pay all charges associated therewith. Grueninger may cancel any trip/tour because of insufficient enrollment or for any other reason. The terms set forth in this agreement constitute the entire agreement between the Organization/participant and Grueninger.

Unless an opt-out waiver is requested, all participants assigns permission to Grueninger, and its photographer(s), to use the images in any media for any purpose (except pornographic, defamatory, libelous or otherwise unlawful) which may include, among others, advertising, promotion, marketing and packaging for any product or service. Images may be combined with other images, text and graphics, and cropped, altered or modified. All paid and complimentary participants acknowledge and agree with consent to publication. Participant's retention of tickets, reservations, or bookings after issuance shall constitute consent to the above, as well as an agreement on participant's part to convey the contents hereof to his or her travel companions or group members.

**☒ SEVERABILITY:**

If any provision of these terms and conditions shall be held unenforceable, such provision shall be struck and the remainder shall remain enforceable.

**☒ CHOICE OF LAW:**

This agreement is governed in all respects by the laws of the state of Indiana, United States of America, without regard to conflicts of law principles. **All participant claims must be submitted in writing and received by Grueninger no later than sixty (60) days after the completion of the trip. Participant claims not submitted and received within this time shall be deemed waived and barred.**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on the day and year written below. Please return the signed original copy of this Agreement by 11/17/2023.

Accepted by: \_\_\_\_\_  
**INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY**

Name:

Title:

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

Accepted by: \_\_\_\_\_  
**GRUENINGER**

Name: Michael Grueninger

Title: President

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

## Appendix A: Tour Inclusions, Payment Schedule, and Itinerary Five-Day (Four-Night) Itinerary

Grueninger hereby agrees to provide all services for students, chaperones and staff as outlined below:

### TRANSPORTATION

- Deluxe air conditioned and restroom equipped motorcoach per the itinerary. The motorcoach will stay with the group throughout the duration of the trip. Drivers' lodging has also been included

### ACCOMMODATIONS

- Accommodations for one (1) night in the St. Louis area and three (3) nights in Chicago in a limited service hotel(s) ie Holiday Inn Express or similar

### MEALS

- Meals per itinerary 4 breakfasts, 2 lunches and 4 dinners

### ATTRACTIONS & EVENTS

- Rehearsal and Performance at Lindbergh High School
- Perform at the 77<sup>th</sup> Midwest Clinic
- Attend Blue Man Group

### ADDITIONAL BENEFITS

- Grueninger Music Tours travel director in Chicago
- One complimentary trip for staff (based on double occupancy) for every 24 paid students
- E-Itineraries and luggage tags for all tour participants
- Bus Driver Gratuity
- All taxes and tips on included items

### DOES NOT INCLUDE:

- GMT Travel Director Gratuity
- Trip Protection. Policy available upon request.

### GROUP TRAVEL PACKAGE PRICE:

\$ 919.00	Per Student based on four (4) per room
\$ 982.00	Per Student based on three (3) per room
\$1,124.00	Per Adult based on two (2) per room
\$1,549.00	Per Adult based on one (1) per room
\$899.00	Per Adult based on two (2) per room with no transportation included
\$1,324.00	Per Adult based on one (1) per room with no transportation included

### TOUR PRICING

1. The per person travel package price is based on accommodations, ground transportation, attractions, meals and guide tariffs in effect as of 7/21/2023
2. All services and prices are subject to availability at the time of booking.
3. Contract prices are based on 54 traveling with the group.
4. If the group requires more than one (1) motorcoaches or the minimum number of passengers falls below 54 total, the tour price will vary.
5. Student triple occupancy rooms when needed only, not to exceed 5% of total number of students.

- 6. Optional insurance is available and highly recommended.
- 7. If the group requests an itinerary change, which is substantially different than listed on this agreement, the tour price will vary.
- 8. All prices listed are based in US Currency.

**☒HOTEL UTILIZATION POLICY**

Rooming list is due 11/17/2023

The hotel is holding **20** hotel rooms for your Organization. Additional rooms needed will be based on availability and current rates. You must utilize 90% of the rooms being held. Should your room block fall below 20 rooms per night, a \$250 per room fee per night below will apply. Maximum quad occupancy for all student rooms will be maintained, triple occupancy only where applicable to accommodate student male/female room ratio.

**☒DEPOSIT SCHEDULE**

	<u>Due Date</u>	<u>Amount</u>
<b>Payment #1</b>	<b>November 17, 2023</b>	<b>Balance</b>

**☒ TENTATIVE ITINERARY**

**MONDAY 12/18**

**DAY ONE**

- 8:00a.m. - Depart Owasso for Lindbergh High School, MO.
- Rehearsal at Lindbergh High School
- Pizza Dinner at Lindbergh High School (included)
- Check into hotel in area

**TUESDAY 12/19**

**DAY TWO**

- Breakfast in the hotel (included)
- 8:00a.m. - Concert at Lindbergh High School
- 10:00a.m. - Depart Lindbergh High School
- Lunch en route (not included)
- Rehearsal at McCormick Place
- Dinner
- Overnight at the Hampton Inn McCormick Place

**WEDNESDAY 12/20**

**DAY THREE**

- Breakfast at the hotel (included)
- Midwest Clinic Performance
- Lunch (included)
- Visit Convention Floor
- Dinner (included)
- Attend Marine Band Performance
- Overnight at the Hampton Inn McCormick Place

**THURSDAY 12/21**

**DAY FOUR**

- Breakfast at the hotel (included)
- Visit convention floor
- Lunch (included)
- Dinner (included)
- Experience Blue Man Group
- Overnight at the Hampton Inn McCormick Place

**FRIDAY 12/22**

**DAY FIVE**

- Breakfast at the hotel (included)
- 8:00a.m. - Depart Chicago for Owasso High School by Motorcoach
- Lunch en route (not included)
- Return to Owasso High School  
*Estimated time of return is 8:00p.m. CDT*

## **5.49 Child Nutrition Information for Families**

All district students may, but are not required to, participate in any or all of the district's child nutrition program services. The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Grab 'n' Go Breakfast
- Summer Food Service Program

Although the district complies with all USDA child nutrition program requirements, this policy is designed to provide families with pertinent information regarding meals at schools. Any individual who wishes to obtain more detailed information about the district's programs may contact the Child Nutrition Director.

### **Cafeteria Use**

Except under special circumstances<sup>3</sup> all students will eat in the cafeteria or other designated location.

Guests must be cleared by the building principal prior to joining a student in the cafeteria. Non-District individuals or groups who wish to use the cafeteria must also be cleared by the building Principal.

### **Meal Costs**

The Child Nutrition Department will establish the cost for meals prior to the beginning of each school year. The meal prices will be presented to the Board of Education at the beginning of each school year. Meal costs will be widely publicized and posted in the cafeteria.

### **Meal Payments**

Students are encouraged to pre-pay for meals to ensure quicker checkout in the cafeteria and to reduce the likelihood of forgotten or lost lunch money. Each student has a meal account which is accessed by using their student ID number. Parents and guardians may put money into the meal account with cash, check or money order. Payments should be made out to the school your child is attending, and must be given to the cafeteria manager or cafeteria cashier. You may send payment with your child to school, bring it in yourself, or mail it to the Child Nutrition Office.

Payments can also be made at [myschoolbucks.com](https://myschoolbucks.com) using a credit card or debit card by setting up an account with a student's id number. If you prefer, you may send money each day for your child's meals and he or she may pay the cashier for the cost of each meal after they have been served.

<sup>3</sup>Special circumstances include, but are not limited to, lunch detention, severe food allergies, and IEP requirements. The district will not separate students during meals based on a student's ability to pay.

The district provides several options to keep parents informed of their student's meal account balance. The district will send a notice by email, with students, and /or a phone call to parents when a child's account balance is \$9.99 or less.

Parents may also check their child's account balance online by setting up an account with [myschoolbucks.com](http://myschoolbucks.com).

## **Refunds**

Should a student withdraw from school, or you otherwise need a refund of the balance in a student's account, a Request for Refund form is available on the Owasso Public Schools website for download or the Child Nutrition office. Balances left on a student's account at the end of the school year will carry over to the next school year unless a parent or guardian requests a refund of that balance. Please note that refunds will not be given on balances of less than \$5.00, or from accounts that have been closed for more than three months. To request a refund because you are moving, you must provide us with your new address. Refunds that are mailed out and returned will be used as a donation to the Child Nutrition department. If a student withdraws and there is money left on the account that is not refunded, that money is also used as a donation.

## **Free and Reduced Price Meals**

All families will have the opportunity to submit an application for free and/or reduced priced meals. This application must be completed each year. Free and reduced meal application forms are available in each cafeteria, your school office, the Enrollment Center and the Child Nutrition Office. Applications can also be downloaded from Owasso Public Schools website. All applications, signed by the parent or guardian, must be original and returned to either your school cafeteria manager or to the Child Nutrition office. All applications are confidential, and information concerning a student's application or lunch status is not made public and may only be released to the individual signing the application. Applications can be submitted electronically at [myschoolapps.com](http://myschoolapps.com).

The district will utilize federal guidelines in determining eligibility for free and/or reduced price meals, and those guidelines will be publicized with other notices regarding the district's child nutrition program. The Child Nutrition office is responsible for reviewing applications and determining eligibility. The Child Nutrition office is responsible for promptly notifying families whether their application has been approved and following up with families who have submitted incomplete applications.

Any family who wishes to appeal a decision regarding their eligibility may make an appeal to the Assistant Superintendent of District Services. If an appeal is filed, the individual will be notified of the date and time for an appeal hearing. Individuals may bring a representative with them to any appeal hearing.

School personnel will use discretion in handling applications, and the names of students eligible for free/reduced price meals will not be published, posted, announced, etc. Students receiving free/reduced price meals will not:

- Use a separate cafeteria or area of the cafeteria
- Use a separate serving line
- Enter the cafeteria through a different entrance
- Eat meals at a different time
- Work for their meals
- Use a different method at the checkout
- Eat a different meal

### **Charging Student Meals**

Students should have funds in their accounts before they attempt to purchase a meal or all a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ~~ten dollars (- \$10.00)~~ **twenty-five dollars (\$25.00)** before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ~~ten dollars (- \$10.00)~~ **twenty-five dollars (\$25.00)**, and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the Child Nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. Student balance can be checked by accessing their student’s account on [myschoolbucks.com](http://myschoolbucks.com).

Please note that the Oklahoma State Department of Education School Food Service Compliance Document, which governs schools that participate in the National School Lunch Program, states,; “The school food authority (SFA) is not required to provide meals if payment is not made for the CURRENT day’s meal or if funds in a student’s account are not sufficient to cover the cost of the meal.” (Page C-117, July 2014)

### **Collecting Debt**

The district must work to ensure that its child nutrition services are run in a fiscally responsible

manner. Families will be notified when their child's account balance is low so that the account can be replenished.

### **Adult Meals**

District employees and parents are permitted to eat in the cafeterias. An adult fee is charged for these meals. Payment for meals must be made at the time of purchase. District employees have a meal account which is accessed by using their employee ID number. Payments can be made at the school they work at, the child nutrition office in the form of cash, check or money order, or by credit or debit card at [myschoolbucks.com](https://myschoolbucks.com).

Adults are not allowed to charge meals. Adults cannot use or share an account with a student; student meals cannot be rung up on an adult account.

# **AIA**® Document A133® – 2019 Exhibit A

## **Guaranteed Maximum Price Amendment**

This Amendment dated the 13th day of November in the year 2023, is incorporated into the accompanying AIA Document A133™–2019, Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price dated the 8th day of May in the year 2023 (the "Agreement")

*(In words, indicate day, month, and year.)*

for the following **PROJECT**:

*(Name and address or location)*

Owasso Public Schools Track Renovation  
13102 E. 88<sup>th</sup> St. North  
Owasso, Oklahoma 74055

### **THE OWNER:**

*(Name, legal status, and address)*

Owasso Public Schools  
1501 N. Ash St.  
Owasso, Oklahoma 74055

### **THE CONSTRUCTION MANAGER:**

*(Name, legal status, and address)*

Nabholz Construction Corporation  
10319 E. 54<sup>th</sup> St.  
Tulsa, Oklahoma 74146

### **TABLE OF ARTICLES**

- A.1 GUARANTEED MAXIMUM PRICE**
- A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION**
- A.3 INFORMATION UPON WHICH AMENDMENT IS BASED**
- A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

### **ARTICLE A.1 GUARANTEED MAXIMUM PRICE**

#### **§ A.1.1 Guaranteed Maximum Price**

Pursuant to Section 3.2.6 of the Agreement, the Owner and Construction Manager hereby amend the Agreement to establish a Guaranteed Maximum Price. As agreed by the Owner and Construction Manager, the Guaranteed Maximum Price is an amount that the Contract Sum shall not exceed. The Contract Sum consists of the Construction Manager's Fee plus the Cost of the Work, as that term is defined in Article 6 of the Agreement.

**§ A.1.1.1** The Contract Sum is guaranteed by the Construction Manager not to exceed Eight Million, Six Hundred Twenty-Four Thousand, Three Hundred Eighty Dollars (\$

### **ADDITIONS AND DELETIONS:**

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

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

AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

8,624,380.00 ), subject to additions and deductions by Change Order as provided in the Contract Documents.

**§ A.1.1.2 Itemized Statement of the Guaranteed Maximum Price.** Provided below is an itemized statement of the Guaranteed Maximum Price organized by trade categories, including allowances; the Construction Manager's contingency; alternates; the Construction Manager's Fee; and other items that comprise the Guaranteed Maximum Price as defined in Section 3.2.1 of the Agreement.

*(Provide itemized statement below or reference an attachment.)*

Reference Exhibit C for itemized statement.

**§ A.1.1.3** The Construction Manager's Fee is set forth in Section 6.1.2 of the Agreement.

**§ A.1.1.4** The method of adjustment of the Construction Manager's Fee for changes in the Work is set forth in Section 6.1.3 of the Agreement.

**§ A.1.1.5 Alternates**

**§ A.1.1.5.1** Alternates, if any, included in the Guaranteed Maximum Price:

Item	Price
N/A	N/A

**§ A.1.1.5.2** Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Exhibit A. Upon acceptance, the Owner shall issue a Modification to the Agreement.

*(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
N/A	N/A	N/A

**§ A.1.1.6** Unit prices, if any:

*(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
N/A	N/A	N/A

## ARTICLE A.2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

**§ A.2.1** The date of commencement of the Work shall be:

*(Check one of the following boxes.)*

The date of execution of this Amendment.

Established as follows:

*(Insert a date or a means to determine the date of commencement of the Work.)*

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of execution of this Amendment.

**§ A.2.2** Unless otherwise provided, the Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work. The Contract Time shall be measured from the date of commencement of the Work.

**§ A.2.3 Substantial Completion**

**§ A.2.3.1** Subject to adjustments of the Contract Time as provided in the Contract Documents, the Construction Manager shall achieve Substantial Completion of the entire Work:

*(Check one of the following boxes and complete the necessary information.)*

Init.

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User Notes:

(1937260904)

[ ] Not later than ( ) calendar days from the date of commencement of the Work.

[X] By the following date: February 1<sup>st</sup>, 2025

§ A.2.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Construction Manager shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
N/A	N/A

§ A.2.3.3 If the Construction Manager fails to achieve Substantial Completion as provided in this Section A.2.3, liquidated damages, if any, shall be assessed as set forth in Section 6.1.6 of the Agreement.

#### ARTICLE A.3 INFORMATION UPON WHICH AMENDMENT IS BASED

§ A.3.1 The Guaranteed Maximum Price and Contract Time set forth in this Amendment are based on the Contract Documents and the following:

§ A.3.1.1 The following Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Exhibit B	Insurance and Bonds	November 13 <sup>th</sup> , 2023	7
Exhibit C	GMP Detailed Estimate	November 8 <sup>th</sup> , 2023	9

§ A.3.1.2 The following Specifications:  
(Either list the Specifications here, or refer to an exhibit attached to this Amendment.)

Reference attached Exhibit D

Section	Title	Date	Pages
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§ A.3.1.3 The following Drawings:  
(Either list the Drawings here, or refer to an exhibit attached to this Amendment.)

Reference attached Exhibit E

Number	Title	Date
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§ A.3.1.4 The Sustainability Plan, if any:  
(If the Owner identified a Sustainable Objective in the Owner's Criteria, identify the document or documents that comprise the Sustainability Plan by title, date and number of pages, and include other identifying information. The Sustainability Plan identifies and describes the Sustainable Objective; the targeted Sustainable Measures; implementation strategies selected to achieve the Sustainable Measures; the Owner's and Construction Manager's roles and responsibilities associated with achieving the Sustainable Measures; the specific details about design reviews, testing or metrics to verify achievement of each Sustainable Measure; and the Sustainability Documentation required for the Project, as those terms are defined in Exhibit C to the Agreement.)

Title	Date	Pages
N/A	N/A	N/A

Other identifying information:

§ A.3.1.5 Allowances, if any, included in the Guaranteed Maximum Price:  
(Identify each allowance.)

Item	Price
Track Subgrade Repair	\$50,000
Existing Pavement Repair	\$50,000
High School EIFS Repair	\$150,000
Final Clean & Closeout	\$15,000
Unsuitable Soils, Existing Unforeseen	\$30,000
Low Voltage/Access Control	\$15,000
Coordination	
Existing Facilities Protection	\$10,000
Utility Relocation Coordination	\$10,000
North Drive Excess Gravel	\$15,000
Surveying & Layout	\$7,500

**§ A.3.1.6** Assumptions and clarifications, if any, upon which the Guaranteed Maximum Price is based:  
*(Identify each assumption and clarification.)*

The GMP is established using subcontractor/supplier bids received on October 26th, 2023.

GMP and proposed schedule assume immediate award and Notice to Proceed upon approval by Board. Any delays in Notice to Proceed are subject to potential changes in Contract Time and Contract Sum.

Allowances & General Requirements are not guaranteed values. If requirements of project exceed Allowance and General Requirement amounts, contract shall be adjusted accordingly. Likewise, should any portion of allowances or general requirements not be used, the remaining sum shall return to owner at end of project.

Any rock excavation, substructure, or other unknown materials below current subgrade shall be considered unforeseen conditions unless otherwise specified within the Geotechnical Report or Contract Documents and shall be subject to potential changes in Contract Time and Contract Sum. This same principle shall apply towards site utilities unless designated on the Contract Documents.

GMP excludes the following:

- P&P Bonds
- Building Permit Fees
- Escalation
- Low Voltage/Communications Wiring
- Asbestos Abatement
- Unsuitable Soils
- Scoreboard
- Third Party Testing

**§ A.3.1.7** The Guaranteed Maximum Price is based upon the following other documents and information:  
*(List any other documents or information here, or refer to an exhibit attached to this Amendment.)*

Addendum No. 1 dated October 11<sup>th</sup>, 2023

Addendum No. 2 dated October 23<sup>rd</sup>, 2023

**ARTICLE A.4 CONSTRUCTION MANAGER'S CONSULTANTS, CONTRACTORS, DESIGN PROFESSIONALS, AND SUPPLIERS**

**§ A.4.1** The Construction Manager shall retain the consultants, contractors, design professionals, and suppliers, identified below:

*(List name, discipline, address, and other information.)*

N/A

This Amendment to the Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
(Printed name and title)

  
CONSTRUCTION MANAGER (Signature)

**MICHAEL FRAMSTER - PRESIDENT**  
(Printed name and title)



# AIA® Document A133® – 2019 Exhibit B

## Insurance and Bonds

This Insurance and Bonds Exhibit is part of the Agreement, between the Owner and the Construction Manager, dated the 13th day of November in the year 2023  
(In words, indicate day, month and year.)

for the following **PROJECT**:  
(Name and location or address)

Owasso Public Schools Track Renovation  
13102 E 88<sup>th</sup> St. North  
Owasso, Oklahoma 74055

**THE OWNER:**  
(Name, legal status, and address)

Owasso Public Schools  
1501 N. Ash St.  
Owasso, Oklahoma 74055

**THE CONSTRUCTION MANAGER:**  
(Name, legal status, and address)

Nabholz Construction Corporation  
10319 E 54<sup>th</sup> St.  
Tulsa, Oklahoma 74146

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#### ARTICLE B.1 GENERAL

The Owner and Construction Manager shall purchase and maintain insurance, and provide bonds, as set forth in this Exhibit. As used in this Exhibit, the term General Conditions refers to AIA Document A201™–2017, General Conditions of the Contract for Construction, as modified.

#### ARTICLE B.2 OWNER'S INSURANCE

##### § B.2.1 General

§ B2.1.1 Prior to commencement of the Work, the Owner shall secure the insurance, and provide evidence of the coverage, required under this Article B.2 and, upon the Construction Manager's request, provide a copy of the property insurance policy or policies required by Section B.2.3. The copy of the policy or policies provided shall contain all applicable conditions, definitions, exclusions, and endorsements.

§ B2.1.2 The Owner shall take reasonable steps to require its separate contractors to name the Owner and Contractor as Additional Insureds on the separate contractors' general

#### ADDITIONS AND DELETIONS:

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

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

This document is intended to be used in conjunction with AIA Document A201™–2017, General Conditions of the Contract for Construction. Article 11 of A201™–2017 contains additional insurance provisions.

liability insurance policies and file certificates of insurance with the Owner showing such compliance prior to commencing Work at the Project site.

**§ B.2.2 Liability Insurance**

The Owner shall be responsible for purchasing and maintaining the Owner's usual general liability insurance with coverage limits of no less than \$2,000,000.00 per occurrence.

**§ B.2.3 Required Property Insurance – Contractor Provided Builder's Risk**

**§ B.2.3.1** Unless directed otherwise in writing by Owner, Contractor shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located, builder's risk insurance written on an "all-risks" policy form and sufficient to cover the total value of the entire Project on a replacement cost basis without optional deductibles. This builder's risk insurance coverage shall be no less than the amount of the initial Contract Sum, plus the value of subsequent Modifications and cost of any labor performed and materials, furnishings, equipment or fixtures. Owner will provide advance written notice to Contractor if materials, furnishings, or equipment supplied by others should be covered under the builder's risk insurance. The builder's risk insurance shall be maintained until Substantial Completion and thereafter as provided in Section B.2.3.1.3, unless otherwise provided in the Contract Documents or otherwise agreed in writing by the parties to this Agreement. This insurance shall include the Owner, Construction Manager, Subcontractors, and Sub-subcontractors in the Project as insureds. This insurance shall include the interests of mortgagees as loss payees.

**§ B.2.3.1.1 Causes of Loss.** The insurance required by this Section B.2.3.1 shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire (with extended coverage), physical loss or damage, explosion, theft, vandalism, malicious mischief, collapse, earthquake, earth movement, flood, water damage, rain damage, or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits, if any, are as follows:

*(Indicate below the cause of loss and any applicable sub-limit.)*

Cause of Loss	Sub-Limit
N/A	N/A

**§ B.2.3.1.2 Specific Required Coverages.** The insurance required by this Section B.2.3.1 shall provide coverage for loss or damage to falsework, temporary structures, building systems, and construction forms, including, cribbing and scaffolding, falsework, and from testing and startup (both cold and hot testing). The insurance shall also cover debris removal, including demolition occasioned by enforcement of any applicable legal requirements, utility replacement costs and fees, general conditions costs including supervision, third party consultants for inspections and testing, all local, state, and federal permits, fees and inspections, business interrupting and expediting expenses, "soft costs" including reasonable compensation for A/E services, interest, taxes, advertising expenses, insurance and legal and accounting expenses, portions of the Work and materials stored off-site, portions of the Work and materials stored on-site but not yet incorporated into the Work, and portions of the Work in transit, required as a result of such insured loss, including claim preparation expenses. Sub-limits, if any, are as follows:

*(Indicate below type of coverage and any applicable sub-limit for specific required coverages.)*

Coverage	Sub-Limit
N/A	N/A

**§ B.2.3.1.3** Unless the parties agree otherwise, upon Substantial Completion, the Owner shall assure continuation of the insurance required by Section B.2.3.1 or, if necessary, replace the insurance policy required under Section B.2.3.1 with property insurance written for the total value of the Project that shall remain in effect until expiration of the period for correction of the Work set forth in Section 12.2.2 of the General Conditions.

**§ B.2.3.1.4 Deductibles and Self-Insured Retentions.** If the insurance required by this Section B.2.3 is subject to deductibles or self-insured retentions, the Owner shall be responsible for all loss not covered because of such deductibles or retentions if Owner provides the coverage.

**§ B.2.3.2 Occupancy or Use Prior to Substantial Completion.** The Owner's occupancy or use of any completed or partially completed portion of the Work prior to Substantial Completion shall not commence until the insurance company or companies providing the insurance under Section B.2.3.1 have consented in writing to the continuance of coverage. The Owner and the Construction Manager shall take no action with respect to partial occupancy or use that would cause cancellation, lapse, or reduction of insurance, unless they agree otherwise in writing. In the event Owner fails to obtain any necessary insurer consent to occupy prior to Substantial Completion, and such failure results in a loss or reduction of insurance coverage, Owner shall bear all risk of loss and waives all its rights of action against Contractor, Subcontractors, and Sub-subcontractors for such loss.

**§ B.2.3.3 Insurance for Existing Structures**

Unless the parties agree in writing otherwise, if the Work involves remodeling an existing structure or constructing an addition to an existing structure, the Owner shall purchase and maintain, until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, "all-risks" property insurance for the value of such existing structure and any of its contents, protecting the existing structure against direct physical loss or damage from the causes of loss identified in Section B.2.3.1, notwithstanding the undertaking of the Work. The Owner agrees that the insured value of the existing structure and any contents under this property insurance policy is the sole source of recovery to the Owner in the event of a loss, or losses exceeding the insured value of the existing structure. The Owner shall waive all rights for damages to such existing structure and its contents and shall waive subrogation rights in favor of Contractor, Subcontractor, Sub-subcontractors, agents and their respective employees. If there are any coinsurance penalties, or losses otherwise uninsured, Owner shall pay uninsured losses to the Work.

**§ B.2.4 Optional Extended Property Insurance.**

Intentionally Omitted

*(Paragraphs deleted)*

**§ B.2.5 Other Optional Insurance.**

The Owner shall purchase and maintain the insurance selected below.

*(Select the types of insurance the Owner is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance.)*

**§ B.2.5.1 Cyber Security Insurance** for loss to the Owner due to data security and privacy breach, including costs of investigating a potential or actual breach of confidential or private information. *(Indicate applicable limits of coverage or other conditions in the fill point below.)*

**§ B.2.5.2 Other Insurance**  
*(List below any other insurance coverage to be provided by the Owner and any applicable limits.)*

Coverage	Limits
Worker's Compensation	Statutory Limit
Employer's Liability	\$1,000,000 each accident for bodily injury \$1,000,000 each employee for bodily injury by disease \$1,000,000 per policy for bodily injury by disease
Business Auto	\$2,000,000 combined single limit including Hired and Non-Owned Auto

**§ B.2.6 Risk of Loss.** If Owner elects not to purchase the Optional Insurance, Owner shall bear the risk of loss and waives all rights of action against Contractor, Subcontractors, and Sub-subcontractors for uninsured loss.

**ARTICLE B.3 CONSTRUCTION MANAGER'S INSURANCE AND BONDS**

**§ B.3.1 General**

**§ B.3.1.1 Certificates of Insurance.** The Construction Manager shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article B.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the

Owner's written request. The certificates will show the Owner as an additional insured on the Construction Manager's Commercial General Liability and excess or umbrella liability policy or policies.

**§ B.3.1.2 Deductibles and Self-Insured Retentions.** If requested, the Construction Manager shall disclose to the Owner any deductible or self-insured retentions applicable to any insurance required to be provided by the Construction Manager. The Contractor shall be responsible for all loss not covered because of such deductibles or retentions when providing the Builder's Risk coverage.

**§ B.3.1.3 Additional Insured Obligations.** To the fullest extent permitted by law, the Construction Manager shall cause the commercial general liability coverage to include (1) the Owner, as additional insureds for claims caused in whole or in part by the Construction Manager's negligent acts or omissions during the Construction Manager's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Construction Manager's negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner's general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 04 13, CG 20 37 04 13.

**§ B.3.2 Construction Manager's Required Insurance Coverage**

**§ B.3.2.1** The Construction Manager shall purchase and maintain the following types and limits of insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Construction Manager shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below: *(If the Construction Manager is required to maintain insurance for a duration other than the expiration of the period for correction of Work, state the duration.)*

N/A

**§ B.3.2.2 Commercial General Liability**

**§ B.3.2.2.1** Commercial General Liability insurance for the Project written on an occurrence form with policy limits of Two Million Dollars (\$ 2,000,000 ) each occurrence, Two Million Dollars (\$ 2,000,000 ) general aggregate, and Two Million Dollars (\$ 2,000,000 ) aggregate for products-completed operations hazard, providing coverage for claims including

- .1 damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
- .2 personal injury and advertising injury;
- .3 damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
- .4 bodily injury or property damage arising out of completed operations; and
- .5 the Construction Manager's indemnity obligations under Section 3.18 of the General Conditions, as modified.

**§ B.3.2.2.2** The Construction Manager's Commercial General Liability policy under this Section B.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

- .1 Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
- .2 Claims for property damage to the Construction Manager's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
- .3 Claims for bodily injury other than to employees of the insured.
- .4 Claims for indemnity under Section 3.18 of the General Conditions arising out of injury to employees of the insured.
- .5 Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
- .6 Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
- .7 Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.

- .8 Claims related to roofing, if the Work involves roofing.
- .9 Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
- .10 Claims related to earth subsidence or movement, where the Work involves such hazards.
- .11 Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

§ B.3.2.3 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Construction Manager, with policy limits of Two Million Dollars ( \$ 2,000,000 ) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles along with any other statutorily required automobile coverage.

§ B.3.2.4 The Construction Manager may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section B.3.2.2 and B.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ B.3.2.5 Workers' Compensation at statutory limits.

§ B.3.2.6 Employers' Liability with policy limits of One Million Dollars ( \$ 1,000,000 ) each accident for bodily injury, One Million Dollars ( \$ 1,000,000 ) each employee for bodily injury by disease, and One Million Dollars ( \$ 1,000,000 ) policy limit for bodily injury by disease.

§ B.3.2.7 Jones Act, and the Longshore & Harbor Workers' Compensation Act, as required, if the Work involves hazards arising from work on or near navigable waterways, including vessels and docks.

§ B.3.2.8 If the Construction Manager is required to furnish professional services as part of the Work, the Construction Manager shall procure Professional Liability insurance covering performance of the professional services, with policy limits of Two Million Dollars ( \$ 2,000,000 ) per claim and Two Million Dollars ( \$ 2,000,000 ) in the aggregate.

§ B.3.2.9 If the Work involves the transport, dissemination, use, or release of pollutants, the Construction Manager shall procure Pollution Liability insurance, with policy limits of Two Million Dollars ( \$ 2,000,000 ) per claim and Two Million Dollars ( \$ 2,000,000 ) in the aggregate.

§ B.3.2.10 Coverage under Sections B.3.2.8 and B.3.2.9 may be procured through a Combined Professional Liability and Pollution Liability insurance policy, with combined policy limits of Two Million Dollars ( \$ 2,000,000 ) per claim and Two Million Dollars ( \$ 2,000,000 ) in the aggregate.

§ B.3.2.11 If required, insurance for maritime liability risks associated with the operation of a vessel, if the Work requires such activities, with policy limits of ( \$ ) per claim and ( \$ ) in the aggregate.

§ B.3.2.12 If required, insurance for the use or operation of unmanned aircraft, if the Work requires such activities, with policy limits of Two Million Dollars ( \$ 2,000,000 ) per claim and Two Million Dollars ( \$ 2,000,000 ) in the aggregate.

### § B.3.3 Construction Manager's Other Insurance Coverage

§ B.3.3.1 Insurance selected and described in this Section B.3.3 shall be purchased from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Construction Manager shall maintain the required insurance until the expiration of the period for correction of Work as set forth in Section 12.2.2 of the General Conditions, unless a different duration is stated below:  
*(If the Construction Manager is required to maintain any of the types of insurance selected below for a duration other than the expiration of the period for correction of Work, state the duration.)*

N/A

**§ B.3.3.2** The Construction Manager shall purchase and maintain the following types and limits of insurance in accordance with Section B.3.3.1.

*(Select the types of insurance the Construction Manager is required to purchase and maintain by placing an X in the box(es) next to the description(s) of selected insurance. Where policy limits are provided, include the policy limit in the appropriate fill point.)*

**§ B.3.3.2.1** Builder's Risk insurance on an "all-risks" form of the type and scope satisfying the requirements identified in Section B.2.3, which, if selected in this Section B.3.3.2.1, relieves the Owner of the responsibility to purchase and maintain such insurance except insurance required by Section B.2.3.1.3 and Section B.2.3.3. The Construction Manager shall comply with all obligations under Section B.2.3 except to the extent provided below. The Construction Manager shall be responsible for losses within the deductible. Upon request, the Construction Manager shall provide the Owner with a copy of the builder's risk insurance policy or policies required. Unless otherwise indicated below, the Owner shall adjust and settle the loss with the insurer and be the trustee of the proceeds of the Builder's Risk insurance in accordance with Article 11 of the General Conditions unless otherwise set forth below:

Contractor will be responsible for adjusting and settling a loss with the insurer and act as trustee of the proceeds of insurance under a Contractor-provided Builder's Risk policy.

**§ B.3.3.2.2 Railroad Protective Liability Insurance**, with policy limits of Two Million Dollars (\$ 2,000,000 ) per claim and Two Million (\$ 2,000,000 ) in the aggregate, for Work within fifty (50) feet of railroad property.

**§ B.3.3.2.3 Asbestos Abatement Liability Insurance**, under a Pollution Liability policy with policy limits of Two Million Dollars (\$ 2,000,000 ) per claim and Two Million Dollars (\$ 2,000,000 ) in the aggregate, for liability arising from the encapsulation, removal, handling, storage, transportation, and disposal of asbestos-containing materials.

**§ B.3.3.2.4** Insurance for physical damage to property while it is in storage and in transit to the construction site on an "all-risks" completed value form.

**§ B.3.3.2.5** Property insurance on an "all-risks" completed value form, covering property owned by the Construction Manager and used on the Project, including scaffolding and other equipment.

**§ B.3.3.2.6 Other Insurance**  
*(List below any other insurance coverage to be provided by the Construction Manager and any applicable limits.)*

**Coverage**

**Limits**

**§ B.3.4 Performance Bond and Payment Bond**

The Construction Manager shall provide surety bonds, from a company or companies lawfully authorized to issue surety bonds in the jurisdiction where the Project is located, as follows:

*(Specify type and penal sum of bonds.)*

Type	Penal Sum (\$0.00)
Payment Bond	N/A
Performance Bond	N/A

Payment and Performance Bonds shall be on the appropriate AIA forms or compatible bond forms provided by the Surety Company.

**ARTICLE B.4 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Insurance and Bonds Exhibit, if any, are as follows:

| N/A

| NabModel Version 07.02.2021

# Exhibit C

*GMP Detailed Estimate*

**Project name** Owasso Track Renovations  
**Estimator** Danny Duncan  
**Project** GMP

**PROJECT CONFIDENTIAL**

**Property of Nabholz Construction Corporation Not for Duplication or Distribution**

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**PROJECT NAME** Owasso Track Renovations  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>01.01 Owasso Track Renovations</b>							
<b>01-0000 General Conditions &amp; Requirements</b>							
----	General Conditions	12.00	MOS			<u>520,119</u>	520,119
----	General Requirements	12.00	MOS			<u>121,900</u>	121,900
	<b>01-0000 General Conditions &amp; Requirements</b>					<b>642,019</b>	<b>642,019</b>
<b>01-1000 Construction Allowances</b>							
----	Allowance - Track Subgrade Repair	1.00	LS	50,000.00 /LS		<u>50,000</u>	- 50,000
----	Allowance - Existing Pavement Repairs	1.00	LS	50,000.00 /LS		<u>50,000</u>	- 50,000
----	Allowance - High School EIFS Repairs	1.00	LS	150,000.00 /LS		<u>150,000</u>	- 150,000
----	Allowance - Final Clean & Closeout	1.00	LS	15,000.00 /LS		<u>15,000</u>	- 15,000
----	Allowance - Unsuitable Soils, Existing Unforeseen	1.00	LS	30,000.00 /LS		<u>30,000</u>	- 30,000
----	Allowance - Low Voltage/Access Control Coordination	1.00	LS	15,000.00 /LS		<u>15,000</u>	- 15,000
----	Allowance - Existing Facilities PProtection	1.00	LS	10,000.00 /LS		<u>10,000</u>	- 10,000
----	Allowance - Utility Relocation Coordination	1.00	LS	10,000.00 /LS		<u>10,000</u>	- 10,000
----	Allowance - North Drive Ecess Gravel	1.00	LS	15,000.00 /LS		<u>15,000</u>	- 15,000
----	Allowance - Surveying & Layout	1.00	LS	7,500.00 /LS		<u>7,500</u>	- 7,500
	<b>01-1000 Construction Allowances</b>					<b>352,500</b>	<b>352,500</b>
<b>01-4523 Testing</b>							
n	0015 Testing 3rd Party - By Owner						-
<b>02-4100 Demolition</b>							
n	Demolition	1.00	LS	45,870.00 /LS		<u>45,870</u>	Ark Wrecking 45,870



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**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>02-4100 Demolition</b>				<u>45,870</u>		<u>45,870</u>
<b>03-0010</b>	<b>Building Concrete</b>						
n	0200 Site & Building Concrete	1.00	LS 767,000.00 /LS		<u>767,000</u>	Cantera	- 767,000
	<b>03-0010 Building Concrete</b>				<u>767,000</u>		<u>767,000</u>
<b>04-2000</b>	<b>Masonry</b>						
n	2000 Masonry	1.00	LS 700,000.00 /LS		<u>700,000</u>	C&N Masonry	- 700,000
	<b>04-2000 Masonry</b>				<u>700,000</u>		<u>700,000</u>
<b>05-1205</b>	<b>Structural Steel</b>						
n	3210 Structural Steel (Supply)	1.00	LS 180,400.00 /LS		<u>180,400</u>	Bennett Steel	- 180,400
n	3210 Structural Steel (Erect)	1.00	LS 50,000.00 /LS		<u>50,000</u>	Green Country Steel	- 50,000
n	3210 PEMB (Supply)	1.00	LS 226,625.00 /LS		<u>226,625</u>	Vanguard	- 226,625
n	3210 PEMB (Erect)	1.00	LS 85,435.00 /LS		<u>85,435</u>	Vanguard	- 85,435
	<b>05-1205 Structural Steel</b>				<u>542,460</u>		<u>542,460</u>
<b>06-2200</b>	<b>Millwork</b>						
n	5450 Millwork	1.00	LS 20,038.00 /LS		<u>20,038</u>	Wood Systems	- 20,038
	<b>06-2200 Millwork</b>				<u>20,038</u>		<u>20,038</u>
<b>07-1000</b>	<b>Waterproofing, Damp Proofing, Joint Sealants</b>						
n	0020 Joint Sealants	1.00	LS 49,200.00 /LS		<u>49,200</u>	OK Building Solutions	- 49,200
	<b>07-1000 Waterproofing, Damp Proofing, Joint Sealants</b>				<u>49,200</u>		<u>49,200</u>



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**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
<b>07-5000</b>		<b>Roofing</b>					
n	0020 Roofing	1.00 LS	255,833.00 /LS	<u>255,833</u>	Turner Roofing	-	<u>255,833</u>
	<b>07-5000 Roofing</b>			<b>255,833</b>			<b>255,833</b>
	0.161 Labor hours						
<b>08-1113</b>		<b>Doors / Frames / Hardware</b>					
n	0020 Doors, Frames, HW Supply	1.00 LS	55,697.00 /LS	<u>55,697</u>	FTO Building Specialties	-	<u>55,697</u>
n	0020 Doors, HW Installation	1.00 LS	7,222.00 /LS	<u>7,222</u>	Jones Commercial Hardware	-	<u>7,222</u>
	<b>08-1113 Doors / Frames / Hardware</b>			<b>62,919</b>			<b>62,919</b>
	1.882 Labor hours						
<b>08-3323</b>		<b>Coiling Doors</b>					
	0050 Coiling Doors	1.00 LS	43,750.00 /LS	<u>43,750</u>	Johnson Equipment	-	<u>43,750</u>
	<b>08-3323 Coiling Doors</b>			<b>43,750</b>			<b>43,750</b>
<b>08-4100</b>		<b>Entrances &amp; Storefronts</b>					
n	0530 Glazing	1.00 LS	49,400.00 /LS	<u>49,400</u>	Glassco		<u>49,400</u>
	<b>08-4100 Entrances &amp; Storefronts</b>			<b>49,400</b>			<b>49,400</b>
<b>09-2116</b>		<b>Framing, Drywall, &amp; Acoustical</b>					
n	2825 Drywall	1.00 LS	206,900.00 /LS	<u>206,900</u>	WilJo	-	<u>206,900</u>
	<b>09-2116 Framing, Drywall, &amp; Acoustical</b>			<b>206,900</b>			<b>206,900</b>
<b>09-3013</b>		<b>Commercial Flooring</b>					
n	1000 Flooring	1.00 LS	27,000.00 /LS	<u>27,000</u>	Redbud Commercial Flooring	-	<u>27,000</u>



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**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>09-3013 Commercial Flooring</b>				<u>27,000</u>		<u>27,000</u>
<b>09-6466</b>	<b>Athletic Flooring</b>						
09.20.10	Synthetic Field Surfaces	1.00 LS	886,100.00 /LS	<u>886,100</u>	TGS Sports	-	<u>886,100</u>
	<b>09-6466 Athletic Flooring</b>			<b>886,100</b>			<b>886,100</b>
<b>09-9100</b>	<b>Painting</b>						
n	1280 Paint & Wallcoverings	1.00 LS	29,999.00 /LS	<u>29,999</u>	Real Eagle	-	<u>29,999</u>
	<b>09-9100 Painting</b>			<b>29,999</b>			<b>29,999</b>
<b>10-1416</b>	<b>Signage</b>						
n	Interior & Exterior Signage	1.00 LS	123,940.00 /LS	<u>123,940</u>	Allowance	-	<u>123,940</u>
	<b>10-1416 Signage</b>			<b>123,940</b>			<b>123,940</b>
<b>10-2800</b>	<b>Specialties</b>						
n	0900 Specialties Supply	1.00 LS	45,207.00 /LS	<u>45,207</u>	FTO Building Specialties	-	<u>45,207</u>
n	0900 Specialties Installation	1.00 LS	10,645.00 /LS	<u>10,645</u>	Murray Womble	-	<u>10,645</u>
	<b>10-2800 Specialties</b>			<b>55,852</b>			<b>55,852</b>
<b>10-7300</b>	<b>Awnings and Canopies</b>						
n	0020 Canopies	1.00 LS	16,350.00 /LS	<u>16,350</u>	Archetype	-	<u>16,350</u>
	<b>10-7300 Awnings and Canopies</b>			<b>16,350</b>			<b>16,350</b>
<b>10-7500</b>	<b>Flagpoles</b>						
	0100 Flagpoles	1.00 LS	10,058.00 /LS	<u>10,058</u>	Murray Womble	-	<u>10,058</u>



PROJECT NAME Owasso Track Renovations  
 PROJECT LOCATION ,  
 REVIEW DATE  
 ARCHITECT  
 ESTIMATED DURATION Mnth  
 BUILDING SIZE SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>10-7500 Flagpoles</b>				<u>10,058</u>		<u>10,058</u>
	8.00 Labor hours						
	4.00 Equipment hours						
<b>11-4000</b>	<b>Food Service Equipment</b>						
n	7800 Food Service Equipment	1.00 LS	11,890.00 /LS	<u>11,890</u>	Markham	-	<u>11,890</u>
	<b>11-4000 Food Service Equipment</b>			<u>11,890</u>			<u>11,890</u>
<b>12-2100</b>	<b>Window Treatment</b>						
n	0020 Window Treatments	1.00 LS	7,450.00 /LS	<u>7,450</u>	Russell Interiors	-	<u>7,450</u>
	<b>12-2100 Window Treatment</b>			<u>7,450</u>			<u>7,450</u>
<b>12-5200</b>	<b>Bleachers</b>						
12.20.10	Grandstands	1.00 LS	573,425.00 /LS	<u>573,425</u>	Southern Bleacher	-	<u>573,425</u>
12.20.10	Relocate Existing Observation Deck	1.00 LS	25,000.00 /LS	<u>25,000</u>	Allowance	-	<u>25,000</u>
	<b>12-5200 Bleachers</b>			<u>598,425</u>			<u>598,425</u>
<b>23-0500</b>	<b>Mechanical Complete</b>						
n	1300 Plumbing	1.00 LS	284,000.00 /LS	<u>284,000</u>	Midwest Mechanical	-	<u>284,000</u>
n	1300 HVAC	1.00 LS	184,226.00 /LS	<u>184,226</u>	CRS	-	<u>184,226</u>
	<b>23-0500 Mechanical Complete</b>			<u>468,226</u>			<u>468,226</u>
<b>26-0500</b>	<b>Electrical</b>						
n	0100 Electrical, Communications, Electronic Safety	1.00 LS	770,000.00 /LS	<u>770,000</u>	All Star Electric	-	<u>770,000</u>



**PROJECT NAME** Owasso Track Renovations  
**PROJECT LOCATION** ,  
**REVIEW DATE**  
**ARCHITECT**  
**ESTIMATED DURATION** Mnth  
**BUILDING SIZE** SF

Item	Description	Takeoff Qty	Unit Cost	Subcontract		Other	Total
				Amount	Name	Amount	Amount
	<b>26-0500 Electrical</b>				<u>770,000</u>		<u>770,000</u>
<b>32-1216</b> n ---	<b>Asphalt Paving</b>						
	Asphalt Paving	1.00 LS	244,990.00 /LS	<u>244,990</u>	Dunhams Asphalt	-	<u>244,990</u>
	<b>32-1216 Asphalt Paving</b>			<b>244,990</b>			<b>244,990</b>
<b>32-3113</b> 32.30.10	<b>Fencing</b>						
	Fencing	1.00 LS	159,959.00 /LS	<u>159,959</u>	Owasso Fence	-	<u>159,959</u>
	<b>32-3113 Fencing</b>			<b>159,959</b>			<b>159,959</b>
<b>32-4755</b> n ---	<b>Earthwork</b>						
	Earthwork, Storm Drainage, Site Utilities	1.00 LS	667,666.00 /LS	<u>667,666</u>	TimberWolf Excavating	-	<u>667,666</u>
	<b>32-4755 Earthwork</b>			<b>667,666</b>			<b>667,666</b>
<b>01.01 Owasso Track Renovations</b>					<b>7,173,775</b>	<b>642,019</b>	<b>7,815,794</b>
	10.043 Labor hours						
	4.00 Equipment hours						



PROJECT NAME **Owasso Track Renovations**  
 PROJECT LOCATION ,  
 REVIEW DATE  
 ARCHITECT  
 ESTIMATED DURATION Mnth  
 BUILDING SIZE SF

**Estimate Totals**

Description	Amount	Totals	Rate	Cost per Unit	Percent of Total
Labor					
Material					
Subcontract	7,173,775				83.18%
Equipment					
Other	642,019				7.44%
<b>Job Cost Totals</b>	<b>7,815,794</b>	<b>7,815,794</b>			<b>90.62%</b>
Building Permit					
Permits		7,815,794			90.62%
General Liability	81,916		9.498 \$ /		0.95%
Builder's Risk	10,348		11.999 \$ /		0.12%
<b>Total Insurance</b>	<b>92,264</b>	<b>7,908,058</b>			<b>1.07%</b>
Performance Payment Bond					
Subcontractor Surety					
Warranty Reserve					
Bonds		7,908,058			91.69%
		7,908,058			91.69%
CM Contingency	200,000				
Owner Contingency	200,000				
	400,000	8,308,058			4.64%
Precon Fee		8,308,058			96.33%
CM Fee	316,322		3.668 %		3.67%
Fee	316,322	8,624,380			3.67%
<b>Total</b>		<b>8,624,380</b>			<b>100.00%</b>

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# **Exhibit D**

## ***Specifications***

## Current Specifications

Number	Description	Revision	Issued Date	Received Date	Set
<b>00 - Bidding Requirements and Contract Forms</b>					
000000	COVER SHEET	0	09/14/23		Bid Set
000100	TABLE OF CONTENTS	0	09/14/23		Bid Set
<b>01 - General Requirements</b>					
010001	TITLE PAGE	0	09/14/23		Bid Set
010010	ARCHITECTURAL SEALS PAGE	0	09/14/23		Bid Set
010020	STRUCTURAL SEALS PAGE	0	09/14/23		Bid Set
010030	MECHANICAL SEALS PAGE	0	09/14/23		Bid Set
010040	ELECTRICAL SEALS PAGE	0	09/14/23		Bid Set
010050	CIVIL ENGINEER SEALS PAGE	0	09/14/23		Bid Set
010110	LIST OF DRAWINGS	0	09/14/23		Bid Set
010250	INFORMATION AVAILABLE TO BIDDERS	0	09/14/23		Bid Set
010500	BONDS AND CERTIFICATES	0	09/14/23		Bid Set
010600	SUPPLEMENTARY CONDITIONS	0	09/14/23		Bid Set
010700	SALES TAX NOTICE	0	09/14/23		Bid Set
011000	SUMMARY	0	09/14/23		Bid Set
012600	CONTRACT MODIFICATION PROCEDURES	0	09/14/23		Bid Set
012900	PAYMENT PROCEDURES	0	09/14/23		Bid Set
013100	PROJECT MANAGEMENT AND COORDINATION	0	09/14/23		Bid Set
013200	CONSTRUCTION PROGRESS DOCUMENTATION	0	09/14/23		Bid Set
013300	SUBMITTAL PROCEDURES	0	09/14/23		Bid Set
014000	QUALITY REQUIREMENTS	0	09/14/23		Bid Set
015000	TEMPORARY FACILITIES AND CONTROLS	0	09/14/23		Bid Set
016000	PRODUCT REQUIREMENTS	0	09/14/23		Bid Set
017300	EXECUTION	0	09/14/23		Bid Set
017310	CUTTING AND PATCHING	0	09/14/23		Bid Set
017320	SELECTIVE DEMOLITION	0	09/14/23		Bid Set
017340	WARRANTIES	0	09/14/23		Bid Set
017700	CLOSEOUT PROCEDURES	0	09/14/23		Bid Set
017823	OPERATION AND MAINTENANCE DATA	0	09/14/23		Bid Set
017839	PROJECT RECORD DOCUMENTS	0	09/14/23		Bid Set
017900	DEMONSTRATION AND TRAINING	0	09/14/23		Bid Set
<b>02 - Existing Conditions</b>					

Number	Description	Revision	Issued Date	Received Date	Set
024118	SELECTIVE BUILDING DEMOLITION	0	09/14/23		Bid Set
<b>03 - Concrete</b>					
033000	CAST-IN-PLACE CONCRETE	0	09/14/23		Bid Set
<b>04 - Masonry</b>					
042000	UNIT MASONRY	0	09/14/23		Bid Set
047200	CAST STONE MASONRY	0	09/14/23		Bid Set
<b>05 - Metals</b>					
051200	STRUCTURAL STEEL FRAMING	0	09/14/23		Bid Set
053100	STEEL DECKING	0	09/14/23		Bid Set
054000	COLD-FORMED METAL FRAMING	0	09/14/23		Bid Set
055000	METAL FABRICATIONS	0	09/14/23		Bid Set
<b>06 - Wood, Plastics, and Composites</b>					
061000	ROUGH CARPENTRY	0	09/14/23		Bid Set
061600	SHEATHING	0	09/14/23		Bid Set
064023	INTERIOR ARCHITECTURAL WOODWORK	0	09/14/23		Bid Set
<b>07 - Thermal and Moisture Protection</b>					
072100	THERMAL INSULATION	0	09/14/23		Bid Set
072726	FLUID-APPLIED, VAPOR-PERMEABLE AIR/WATER RESISTIVE BARRIERS	0	09/14/23		Bid Set
074114	METAL ROOF PANELS	0	09/14/23		Bid Set
074213	PREFORMED METAL CLADDING	0	09/14/23		Bid Set
076200	SHEET METAL FLASHING AND TRIM	0	09/14/23		Bid Set
079200	JOINT SEALANTS	0	09/14/23		Bid Set
<b>08 - Openings</b>					
081113	HOLLOW METAL DOORS AND FRAMES	0	09/14/23		Bid Set
083113	ACCESS DOORS AND FRAMES	0	09/14/23		Bid Set
083300	OVERHEAD COILING DOORS	0	09/14/23		Bid Set
083613	OVERHEAD SECTIONAL DOORS	0	09/14/23		Bid Set
084113	ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS	0	09/14/23		Bid Set
087100	DOOR HARDWARE	0	09/14/23		Bid Set
088000	GLAZING	0	09/14/23		Bid Set
<b>09 - Finishes</b>					
092216	NON-STRUCTURAL METAL FRAMING	0	09/14/23		Bid Set
092900	GYPSUM BOARD	0	09/14/23		Bid Set
095113	ACOUSTICAL PANEL CEILINGS	0	09/14/23		Bid Set
096513	RESILIENT WALL BASE AND ACCESSORIES	0	09/14/23		Bid Set
099113	EXTERIOR PAINTING	0	09/14/23		Bid Set
099123	INTERIOR PAINTING	0	09/14/23		Bid Set

Number	Description	Revision	Issued Date	Received Date	Set
<b>10 - Specialties</b>					
101100	VISUAL DISPLAY SURFACES	0	09/14/23		Bid Set
101400	SIGNAGE	0	09/14/23		Bid Set
102113	TOILET COMPARTMENTS	0	09/14/23		Bid Set
102800	TOILET, BATH, AND LAUNDRY ACCESSORIES	0	09/14/23		Bid Set
104313	EMERGENCY SPECIALTIES	0	09/14/23		Bid Set
104413	FIRE-PROTECTION SPECIALTIES	0	09/14/23		Bid Set
107060	PREMANUFACTURED CANOPIES	0	09/14/23		Bid Set
107500	FLAGPOLES	0	09/14/23		Bid Set
<b>11 - Equipment</b>					
114000	FOODSERVICE EQUIPMENT	0	09/14/23		Bid Set
114800	SCORING DISPLAY	1	10/11/23	10/11/23	Addendum 1
116600	TRACK EQUIPMENT	0	09/14/23		Bid Set
<b>12 - Furnishings</b>					
122413	ROLLER WINDOW SHADES	0	09/14/23		Bid Set
123200	MANUFACTURED CASEWORK	0	09/14/23		Bid Set
<b>13 - Special Construction</b>					
131250	METAL BUILDING SYSTEMS	0	09/14/23		Bid Set
133416	GRANDSTANDS	0	09/14/23		Bid Set
<b>22 - Plumbing</b>					
22 1113	FACILITY WATER DISTRIBUTION PIPING	0	09/14/23		Bid Set
22 1313	FACILITY SANITARY SEWERS	0	09/14/23		Bid Set
220500	COMMON WORK RESULTS FOR PLUMBING	0	09/14/23		Bid Set
220523	GENERAL-DUTY VALVES FOR PLUMBING PIPING	0	09/14/23		Bid Set
220529	HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT	0	09/14/23		Bid Set
220553	IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT	0	09/14/23		Bid Set
220700	PLUMBING INSULATION	0	09/14/23		Bid Set
221116	DOMESTIC WATER PIPING	0	09/14/23		Bid Set
221119	DOMESTIC WATER PIPING SPECIALTIES	0	09/14/23		Bid Set
221316	SANITARY WASTE & VENT PIPING	0	09/14/23		Bid Set
221319	SANITARY WASTE PIPING SPECIALTIES	0	09/14/23		Bid Set
224000	PLUMBING FIXTURES	1	10/23/23	10/23/23	Addendum 2
<b>23 - Heating, Ventilating, and Air Conditioning (HVAC)</b>					
230500	COMMON WORK RESULTS FOR HVAC	0	09/14/23		Bid Set
230529	HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT	0	09/14/23		Bid Set
230553	IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT	0	09/14/23		Bid Set
230593	TESTING, ADJUSTING, AND BALANCING FOR HVAC	0	09/14/23		Bid Set

Number	Description	Revision	Issued Date	Received Date	Set
230700	HVAC INSULATION	0	09/14/23		Bid Set
233113	METAL DUCTS	0	09/14/23		Bid Set
233300	AIR DUCT ACCESSORIES	0	09/14/23		Bid Set
233423	HVAC POWER VENTILATORS	0	09/14/23		Bid Set
233713	DIFFUSERS, REGISTERS, AND GRILLES	0	09/14/23		Bid Set
238113	PACKAGED TERMINAL AIR-CONDITIONERS	0	09/14/23		Bid Set
238126	SPLIT SYSTEM AIR-CONDITIONERS	0	09/14/23		Bid Set
238199	MULTI INDOOR UNIT, VARIABLE REFRIGERANT FLOW	0	09/14/23		Bid Set
<b>26 - Electrical</b>					
260100	BASIC ELECTRICAL REQUIREMENTS	0	09/14/23		Bid Set
260500	COMMON WORK RESULTS FOR ELECTRICAL	0	09/14/23		Bid Set
260519	LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES	0	09/14/23		Bid Set
260526	GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS	0	09/14/23		Bid Set
260533	RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS	0	09/14/23		Bid Set
260553	IDENTIFICATION FOR ELECTRICAL SYSTEMS	0	09/14/23		Bid Set
260923	LIGHTING CONTROL DEVICES	0	09/14/23		Bid Set
262416	PANELBOARDS	0	09/14/23		Bid Set
262726	WIRING DEVICES	0	09/14/23		Bid Set
262813	FUSES	0	09/14/23		Bid Set
262816	ENCLOSED SWITCHES AND CIRCUIT BREAKERS	0	09/14/23		Bid Set
262913	ENCLOSED CONTROLLERS	0	09/14/23		Bid Set
264313	TRANSIENT-VOLTAGE SUPPRESSION FOR LOW-VOLTAGE ELECTRICAL POWER CIRCUITS	0	09/14/23		Bid Set
265119	LED INTERIOR LIGHTING	0	09/14/23		Bid Set
265219	EMERGENCY AND EXIT LIGHTING	0	09/14/23		Bid Set
265619	LED EXTERIOR LIGHTING	0	09/14/23		Bid Set
265668	EXTERIOR ATHLETIC LIGHTING	0	09/14/23		Bid Set
<b>27 - Communications</b>					
270500	Common Work Results for Communications	0	10/11/23	10/11/23	Addendum 1
271100	Communications Equipment Room Fittings	0	10/11/23	10/11/23	Addendum 1
271500	Communications Horizontal Cabling	1	10/23/23	10/23/23	Addendum 2
<b>28 - Electronic Safety and Security</b>					
280500	COMMON WORK FOR ELECTRONIC SAFETY AND SECURITY	0	09/14/23		Bid Set
283111	Digital, Addressable Fire-Alarm Systems	1	10/23/23	10/23/23	Addendum 2
<b>31 - Earthwork</b>					
311000	SITE CLEARING	0	09/14/23		Bid Set
312000	EARTH MOVING	0	09/14/23		Bid Set
312500	EROSION AND SEDIMENT CONTROL	0	09/14/23		Bid Set

Number	Description	Revision	Issued Date	Received Date	Set
313116	TERMITE CONTROL	0	09/14/23		Bid Set
<b>32 - Exterior Improvements</b>					
321216	ASPHALT PAVING	0	09/14/23		Bid Set
321313	CONCRETE PAVING	0	09/14/23		Bid Set
321373	CONCRETE PAVING JOINT SEALANTS	0	09/14/23		Bid Set
323113	PVC COATED CHAIN LINK FENCING AND GATES	0	09/14/23		Bid Set
323119	DECORATIVE METAL FENCING AND GATES	1	10/23/23	10/23/23	Addendum 2
323119-1	DECORATIVE METAL EGRESS GATE SYSTEM	0	09/14/23		Bid Set
329223	SODDING	0	09/14/23		Bid Set
329400	STRUCTURALLY SPRAYED BASE MAT SYSTEM	0	09/14/23		Bid Set
329600	TRACK MARKINGS	0	09/14/23		Bid Set
<b>33 - Utilities</b>					
33 4100	STORM UTILITY DRAINAGE PIPING	0	09/14/23		Bid Set

# Exhibit E

*Drawings*



**Current Drawings**

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
<b>General</b>					
G000	COVER SHEET	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
G001	GENERAL	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
G100	CODE SHEET	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
<b>Civil</b>					
C100	COVER SHEET	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C101	TOPOGRAPHIC SURVEY 1	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C102	TOPOGRAPHIC SURVEY 2	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C103	TOPOGRAPHIC SURVEY 3	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C104	TOPOGRAPHIC SURVEY 4	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C200	DEMOLITION PLAN	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
C300	OVERALL SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C301	NORTH SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C302	CENTRAL SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C303	SOUTHWEST SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C304	SOUTHEAST SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C305	OVERALL PAVING PLAN	2	10/23/2023	10/23/2023	Addendum 2 (10/23/23)
C400	OVERALL GRADING PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C401	NORTH GRADING PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C402	CENTRAL GRADING PLAN	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
C403	SOUTHWEST GRADING PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C404	SOUTHEAST GRADING PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C405	RETAINING WALL	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C406	EROSION CONTROL PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C407	EROSION CONTROL DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C408	LANDSCAPE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C500	EXISTING DRAINAGE AREA MAP	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C501	PROPOSED DRAINAGE AREA MAP	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C502	OVERALL STORM PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C503	STORM PROFILE & DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C600	OVERALL WATERLINE PLAN	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
C601	WATERLINE PROFILES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C602	OVERALL UTILITY PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C603	NORTH UTILITY PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)

Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
C604	SOUTH UTILITY PLAN	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
C605	FIRE DEPARTMENT PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C800	DETAIL SHEET 1	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C801	DETAIL SHEET 2	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
C802	DETAIL SHEET 3	1	10/23/2023	10/23/2023	Addendum 2 (10/23/23)
<b>Architectural</b>					
A100	ARCHITECTURAL SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A101	FLOOR PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A102	GRANDSTAND AND CONCOURSE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A150	ROOF PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A200	ENLARGED PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A400	EXTERIOR ELEVATIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A401	EXTERIOR ELEVATIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A500	BUILDING SECTIONS	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
A501	BUILDING SECTIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A510	WALL SECTIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A511	WALL SECTIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A600	DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A700	DOOR & WINDOW SCHEDULE, TYPES, & DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A800	SEALANT AND VAPOR BARRIER DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
<b>Interiors</b>					
A1101	FINISH PLAN & INTERIOR ELEVATIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
A1700	FINISH LEGEND, SCHEDULES & DETAILS	1	10/11/2023	10/11/2023	Addendum 1 (10/11/23)
<b>Structural</b>					
S001	GENERAL NOTES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S002	SPECIAL INSPECTIONS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S003	SCHEDULES AND TYPICAL DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S004	SCHEDULES AND TYPICAL DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S100	FOUNDATION PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S120	ROOF FRAMING PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S200	FOUNDATION DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S201	FOUNDATION DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S220	ROOF FRAMING DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
S221	ROOF FRAMING DETAILS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
<b>Mechanical</b>					
M100	MECHANICAL SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
M101	MECHANICAL FLOOR PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
M201	MECHANICAL DETAILS & SCHEDULES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)



Drawing No.	Drawing Title	Revision	Drawing Date	Received Date	Set
<b>Plumbing</b>					
P101	PLUMBING FLOOR PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
P301	PLUMBING DETAILS & SCHEDULES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
<b>Electrical</b>					
E100	ELECTRICAL COVER SHEET	1	10/23/2023	10/23/2023	Addendum 2 (10/23/23)
E101	ELECTRICAL SITE PLAN	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
E102	SPECIAL SYSTEMS SITE PLAN	2	10/23/2023	10/23/2023	Addendum 2 (10/23/23)
E201	LIGHTING FLOOR PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
E301	POWER FLOOR PLANS	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
E500	ELECTRICAL DETAILS & SCHEDULES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)
E501	ELECTRICAL DETAILS & SCHEDULES	0	09/14/2023	09/15/2023	Bid Set (09/14/23)

**Owasso Public Schools**

Treasurers Report

as of October 31, 2023

	General Fund prior year 7/1/22 to 10/31/22	General Fund current year 7/1/23 to 10/31/23	Building Fund prior year 7/1/22 to 10/31/22	Building Fund current year 7/1/23 to 10/31/23	Child Nutrition prior year 7/1/22 to 10/31/22	Child Nutrition current year 7/1/23 to 10/31/23	Sinking Fund prior year 7/1/22 to 10/31/22	Sinking Fund current year 7/1/23 to 10/31/23
Beginning Fund Balance	9,222,088.02	14,472,763.48	3,328,034.56	3,486,854.69	2,286,586.70	2,542,882.97	4,894,011.47	2,943,531.65
Revenue								
local	1,686,263.47	351,362.09	240,763.84	53,749.81	538,805.82	516,951.21	1,145,076.34	150,272.73
intermediate	428,939.58	290,439.32	0.00	0.00				0.00
state	9,681,404.04	12,272,707.17	0.00	69.54	0.00	0.00	0.00	388.23
federal	1,370,410.72	1,947,401.11	217,576.36	119,667.13	853,197.69	706,964.11		
premium on bond sale							0.00	0.00
reimb/correcting entry	<u>40,829.14</u>	<u>398.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>192.93</u>	<u>0.00</u>	<u>0.00</u>
total revenue	<b>13,207,846.95</b>	<b>14,862,308.01</b>	<b>458,340.20</b>	<b>173,486.48</b>	<b>1,392,003.51</b>	<b>1,224,108.25</b>	<b>1,145,076.34</b>	<b>150,660.96</b>
Expenditures								
salary	9,968,772.83	11,247,531.48			379,605.78	365,611.38	0.00	0.00
benefits	3,192,557.65	3,485,197.82			103,430.70	112,676.69	0.00	0.00
contracted prof / tech svcs	341,225.43	358,222.90	15,888.00	1,280.00	12,484.00	12,514.00	0.00	0.00
property svcs	119,259.37	141,605.78	454,396.49	430,171.47	30,855.16	13,451.99	0.00	0.00
other purchased svcs	324,255.64	311,735.21	995,515.28	1,093,983.07	468,840.70	334,293.97	0.00	0.00
supplies	585,459.40	642,806.63	957,284.53	1,016,509.13	5,827.09	13,550.43	0.00	0.00
property	4,251.30	13,239.25	9,322.49	18,787.87	11,629.66	0.00	0.00	0.00
dues/fees/registration/tuition	99,545.96	153,320.95			1,262.50	640.75	0.00	0.00
bond principal & interest							0.00	0.00
other uses	<u>5,113.42</u>	<u>398.32</u>	<u>424.23</u>	<u>0.00</u>	<u>7,500.00</u>	<u>7,500.00</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	<b>14,640,441.00</b>	<b>16,354,058.34</b>	<b>2,432,831.02</b>	<b>2,560,731.54</b>	<b>1,021,435.59</b>	<b>860,239.21</b>	<b>0.00</b>	<b>0.00</b>
Balance as of Oct 31st, 2023	7,789,493.97	12,981,013.15	1,353,543.74	1,099,609.63	2,657,154.62	2,906,752.01	6,039,087.81	3,094,192.61
bank balance 10-31-23		13,273,162.13		1,451,894.32		2,916,820.00		3,094,192.61
outstanding checks		(292,148.98)		(352,284.63)		(10,067.99)		0.00
cash balance 10-31-23		12,981,013.15		1,099,609.69		2,906,752.01		3,094,192.61

**Owasso Public Schools  
Treasurers Report**

Bond Funds Summary  
as of 10-31-23

	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 24 Beginning Fund Balance	36,490,980.27	2,493.88	9,589,149.94	826,616.51	40,152.43
<b>Revenue</b>					
interest	363,360.02	6.35	24,418.86	2,104.95	0.00
correcting entry	2,990.00	0.00	0.00	371.80	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	366,350.02	6.35	24,418.86	2,476.75	0.00
Expenditures	<u>7,106,398.35</u>	<u>0.00</u>	<u>9,409,742.30</u>	<u>189,201.59</u>	<u>2,626.85</u>
Balance as of 10-31-23	29,750,931.94	2,500.23	203,826.50	639,891.67	37,525.58

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance
000	non categorical	22,420.83	371.80	22,049.03	163,296.34	4,500.00	158,796.34	707.33	0.00	707.33
010	lease pmts	0.00	0.00	0.00	9,402,000.00	9,402,000.00	0.00	0.00	0.00	0.00
111	copiers	52,072.55	0.00	52,072.55	0.00	0.00	0.00	0.00	0.00	0.00
112	buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
114	textbooks	0.00	0.00	0.00	0.00		0.00	0.00		0.00
116	uniforms/equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
117	safety	0.00	0.00	0.00	0.00	0.00	0.00	1,786.55	0.00	1,786.55
119	plant operations	695,912.78	685,841.66	10,071.12	23,853.60	23,853.60	0.00	0.00	0.00	0.00
120	fine arts uniforms/equip	<u>56,210.35</u>	<u>6,182.28</u>	<u>50,028.07</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		826,616.51	692,395.74	134,220.77	9,589,149.94	9,430,353.60	158,796.34	2,493.88	0.00	2,493.88

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance	Fund 04 budget	Fund 04 encumbered	Fund 04 balance	<b>Combined Budgets All Bond and Lease Funds</b>		
								<b>budget</b>	<b>encumbered</b>	<b>balance</b>
000	non categorical	5,000.00	2,990.00	2,010.00	23,623.28	0.00	23,623.28	<b>215,047.78</b>	<b>7,861.80</b>	<b>207,185.98</b>
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	<b>9,402,000.00</b>	<b>9,402,000.00</b>	<b>0.00</b>
111	copiers	195,000.00	5,292.00	189,708.00	0.00	0.00	0.00	<b>247,072.55</b>	<b>5,292.00</b>	<b>241,780.55</b>
112	buses	1,014,847.76	923,234.00	91,613.76	0.00	0.00	0.00	<b>1,014,847.76</b>	<b>923,234.00</b>	<b>91,613.76</b>
113	technology	3,910,962.52	1,833,494.33	2,077,468.19	1,168.28	0.00	1,168.28	<b>3,912,130.8</b>	<b>1,833,494.3</b>	<b>2,078,636.47</b>
114	textbooks	2,057,497.73	1,153,949.80	903,547.93	0.00	0.00	0.00	<b>2,057,497.73</b>	<b>1,153,949.80</b>	<b>903,547.93</b>
116	uniforms/equipment	233,499.34	76,260.50	157,238.84	0.00	0.00	0.00	<b>233,499.34</b>	<b>76,260.50</b>	<b>157,238.84</b>
117	safety	524,021.00	235,720.00	288,301.00	15,360.87	2,626.85	12,734.02	<b>541,168.42</b>	<b>238,346.85</b>	<b>302,821.57</b>
119	plant operations	3,310,267.09	1,157,112.84	2,153,154.25	0.00	0.00	0.00	<b>4,030,033.47</b>	<b>1,866,808.10</b>	<b>2,163,225.37</b>
120	fine arts uniforms/equip	571,867.09	111,871.00	459,996.09			0.00	<b>628,077.44</b>	<b>118,053.28</b>	<b>510,024.16</b>
134	roofing district wide	2,000,000.00	1,718,919.30	281,080.70				<b>2,000,000.0</b>	<b>1,718,919.3</b>	<b>281,080.70</b>
135	wellness center	1,300,000.00	1,264,920.96	35,079.04				<b>1,300,000.0</b>	<b>1,264,921.0</b>	<b>35,079.04</b>
136	track/band project	9,500,000.00	213,500.00	9,286,500.00				<b>9,500,000.0</b>	<b>213,500.0</b>	<b>9,286,500.00</b>
138	hodson safe structure	8,500,000.00	411,380.00	8,088,620.00				<b>8,500,000.0</b>	<b>411,380.0</b>	<b>8,088,620.00</b>
171	nurses equipment	43,573.10	32,611.07	10,962.03	0.00	0.00	0.00	<b>43,573.1</b>	<b>32,611.1</b>	<b>10,962.03</b>
172	library budgets	<u>196,662.74</u>	<u>166,067.94</u>	<u>30,594.80</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<b>196,662.7</b>	<b>166,067.9</b>	<b>30,594.80</b>
total		33,363,198.37	9,307,323.74	24,055,874.63	40,152.43	2,626.85	37,525.58	<b>43,821,611.13</b>	<b>19,432,699.93</b>	<b>24,388,911.20</b>

## **Policy Changes 2023-2024**

**Sick Leave Donation (1.46)** – Language has been revised to include caring for a spouse and/or children up to the age of 26 who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition.

## Sick Leave Donation (1.46): Redlined Version

Sick leave days may be donated from one District employee to another within the following guidelines:

1. Permission to receive donations will be granted only for a District employee who is pregnant or recovering from childbirth, ~~or~~ who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, or whose spouse or child up to the age of 26 who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the Board of Education.
2. For purposes of this policy, the following definitions apply:

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom.

"District employee" means a teacher or any full-time employee of the School District. Whether an employee is a "full-time employee of the School District" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) days.
3. The request for permission to receive donations must be in writing and presented to Human Resources by the District employee. Human Resources will submit the request to the designated donated sick leave committee. A District employee may be eligible to receive donations if the committee determines that the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave. To allow the committee to determine whether the employee meets the criteria described in this policy, the employee must first submit a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
4. A donee may not use any donated sick leave until his or her own sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes has been exhausted. The donee may use donated sick leave only for the purposes specified in this policy.
5. Donated sick leave will be paid at the daily rate of the donee, not the donor. The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances.
6. Donated sick leave not used by the donee during an occurrence shall be returned to the donating employee.

7. The donee of shared sick leave is limited to a maximum donation of sixty (60) days over the course of a school year (July 1 – June 30), and a donee shall not be eligible for more than two (2) opportunities for donated sick leave over the entire period of the employee's employment with the School District.
8. The donee may accept up to three (3) days of donated leave from each employee who wishes to voluntarily donate leave. An employee may donate only days that are earned and accumulated. No employee may, by the donation of sick leave days, reduce his/her own accumulated sick leave below eighty (80) hours (support) or ten (10) days (certified) of sick leave. Also, no employee may donate leave in anticipation of termination of employment. As a result of the donation of leave, leave donated is no longer available for use by the donor.
9. Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy. Each contribution of sick leave must be confirmed in writing by the donor to Human Resources. Any exceptions to this policy will be subject to administrative review.

## **Sick Leave Donation (1.46): Revised Version**

Sick leave days may be donated from one District employee to another within the following guidelines:

1. Permission to receive donations will be granted only for a District employee who is pregnant or recovering from childbirth, who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, or whose spouse or child up to the age of 26 who is suffering from an extraordinary or severe illness, injury, impairment or physical or mental condition, that has caused or will cause the employee to exhaust all accumulated sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes and that has caused or is likely to cause the employee to take leave without pay or to terminate employment, as determined by the Board of Education.
2. For purposes of this policy, the following definitions apply:

"Severe" or "extraordinary" means serious, extreme or life-threatening, including temporary disability resulting from pregnancy, miscarriage, childbirth and recovery therefrom.

"District employee" means a teacher or any full-time employee of the School District. Whether an employee is a "full-time employee of the School District" will be determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee and who is employed a minimum of one hundred seventy-two (172) days.
3. The request for permission to receive donations must be in writing and presented to Human Resources by the District employee. Human Resources will submit the request to the designated donated sick leave committee. A District employee may be eligible to receive donations if the committee determines that the employee meets the criteria described in this policy and the employee has followed district policies regarding the use of sick leave. To allow the committee to determine whether the employee meets the criteria described in this policy, the employee must first submit a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.
4. A donee may not use any donated sick leave until his or her own sick leave earned pursuant to Title 70, Section 6-104 of the Oklahoma Statutes has been exhausted. The donee may use donated sick leave only for the purposes specified in this policy.
5. Donated sick leave will be paid at the daily rate of the donee, not the donor. The sick leave received by the donee will be designated as donated sick leave and will be maintained separately from all other sick leave balances.
6. Donated sick leave not used by the donee during an occurrence shall be returned to the donating employee.

7. The donee of shared sick leave is limited to a maximum donation of sixty (60) days over the course of a school year (July 1 – June 30), and a donee shall not be eligible for more than two (2) opportunities for donated sick leave over the entire period of the employee's employment with the School District.
8. The donee may accept up to three (3) days of donated leave from each employee who wishes to voluntarily donate leave. An employee may donate only days that are earned and accumulated. No employee may, by the donation of sick leave days, reduce his/her own accumulated sick leave below eighty (80) hours (support) or ten (10) days (certified) of sick leave. Also, no employee may donate leave in anticipation of termination of employment. As a result of the donation of leave, leave donated is no longer available for use by the donor.
9. Any contribution of sick leave by one employee to another is strictly voluntary. No employee shall be coerced, threatened, intimidated or financially induced into donating sick leave under this policy. Each contribution of sick leave must be confirmed in writing by the donor to Human Resources. Any exceptions to this policy will be subject to administrative review.