

Bixby Board of Education Regular Meeting  
Thursday, August 8, 2024 Bixby Board of Education Regular Meeting  
Bixby Public Schools Administrative Center, 109 N. Armstrong, Bixby, Oklahoma  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:01 PM.

Justin Cheatham: Absent  
Matt Dotson: Present  
Tristy Fryer: Present  
Julie Prox: Present  
Amanda Stephens: Absent

Present: 3, Absent: 2.

**1. Call Meeting to Order/Roll Call**

**2. Reports to The Board**

**2.1. Special Recognition**

2.1.1. Spartan Spirit Award - Amber and Rodney Flowers

**2.2. Superintendent's Report - Rob Miller**

- Allison Morris - District Director of Counseling Services
- District Update

**2.3. Teaching and Learning Report - Cheryl Wilkinson**

**2.4. Facilities and Operations Report - Gabe Hayes**

**3. Comments from the Public**

**The Board was addressed by: Kristen Whitmer of Jenks, OK  
Lucia Frohling of Edmond, Ok  
Tanner Cooper of Bixby, Ok**

**3.1. Speakers must identify themselves.**

**3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.**

- 3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
  - 3.4. Total time allocated to this item is thirty (30) minutes.
  - 3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
  - 3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
  - 3.7. The president reserves the right to interrupt this section and move to the next item.
  - 3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.
4. **General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-15. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of the General Consent Agenda items #1-15 as presented Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

4.1. Minutes of July 11, 2024 Regularly Scheduled Board Meeting

- 4.2. Activity Fund Summary of Accounts and Transfer Requests
- 4.3. Encumbrances and Change Orders for FY 2024 and FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
- 4.4. Approval of a contract with American Checked for background check services for the 2024-2025 fiscal year.
- 4.5. Approval of a contract with Mara "Allie" Michael for Physical Therapy services for the 2024-2025 fiscal year
- 4.6. Approval of a contract with Connect and Restore for counseling services for the 2024-2025 fiscal year
- 4.7. Approval of a contract with Kori Neely, MA, LMFT for counseling and consultation services for the 2024-2025 fiscal year
- 4.8. Approval of an agreement with AB Staffing Solutions, LLC for staffing services to be paid from federal funds for the 2024-2025 fiscal year
- 4.9. Approval of an agreement with the University of Oklahoma for Pre-Employment Transition Services Coordination for the 2024-2025 fiscal year
- 4.10. Approval of an agreement with Empower Academy for Middle and High School Female Students for the 2024-2025 fiscal year
- 4.11. Approval of a Field Placement Affiliation Agreement with Grand Canyon University for the 2024-2025 fiscal year
- 4.12. Medical Leave - Support - Central Elementary - 7/13/24 through 10/11/24
- 4.13. Maternity/FMLA - Certified - Central Elementary - 7/5/24 through 9/30/24
- 4.14. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.15. Employment, Resignation, Retirement - Support Personnel - per attached

## 5. **Finance**

- 5.1. Discussion and possible board action to approve the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2024-2025 fiscal year.

Approval of the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

5.2. Discussion and possible board action regarding Activity Fundraisers for the 2024-2025 fiscal year.

At 6:58 p.m. move to Item 5.3

At 7:38 p.m. return to Item 5.2

Approval of the Activity Fundraisers as presented Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

5.3. Discussion and possible board action to approve a reimbursement agreement between the General Fund and the Child Nutrition Fund for the 2024-2025 fiscal year.

Approval of a reimbursement agreement between the General Fund and the Child Nutrition Fund for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

5.4. Discussion and possible board action to approve declaring items as surplus to be disposed of per the State Laws of Oklahoma.

Approval of declaring items as surplus to be disposed of per the State Laws of Oklahoma. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

**6. Teaching and Learning**

- 6.1. Discussion and possible board action to approve an agreement for the Operation Aware Program for 5th through 10th grade students at a cost of \$24,300 to be paid from the School Counselor Corps grant.

Approval of an agreement for the Operation Aware Program for 5th through 10th grade students at a cost of \$24,300 to be paid from the School Counselor Corps grant. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

- 6.2. Discussion and possible board action to approve an MOU with Southwestern Oklahoma State University Psychology Department for student practicum experience for the 2024-2025 fiscal year.

Approval of an MOU with Southwestern Oklahoma State University Psychology Department for student practicum experience for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

## 7. Operations

7.1. Discussion and possible board action to approve a lease agreement with Preferred Business Systems (PBS) per the negotiated terms and payment schedule set forth in the agreement.

Approval of a lease agreement with Preferred Business Systems (PBS) per the negotiated terms and payment schedule set forth in the agreement. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.2. Discussion and possible board action to approve changes to Board Policies: Policy 2104 Foreign Exchange Students; Policy 2105 Student Attendance; Policy 2108 Open Transfers; Policy 2108A Transfers for Special Education Students; Policy 2108B Intra-District Transfers; Policy 2144 Dress Code; Policy 2150 Drug-Free Schools - Student-Athlete Policy on Testing for Illegal or Performance Enhancing Drugs; Policy 2153 Search of Students; Policy 2161 Suspension of Students; Policy 3105 Material Selection; Policy 3115 Least Restrictive Environment - Inclusion; Policy 3118 Grading; Policy 3122 Proficiency Based Promotion; Policy 3127 Graduation Requirements; Policy 3133 Reading Sufficiency Act Testing and Procedures; Policy 4129 Bereavement Leave; Policy 4135 Travel and Expenses;

Policy 4166 Classification of Employees; and Policy 6123 Conflict of Interest in Federal Programs

Approval of Item 7.2 as presented Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.3. Discussion and possible board action to approve participating in the Bixby Chamber of Commerce 2024 Buy Bixby Program at a cost of \$650 for the Candy Cane level.

Approval of participating in the Bixby Chamber of Commerce 2024 Buy Bixby Program at a cost of \$650 for the Candy Cane level. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2



7.4. Discussion and possible board action to approve combining the Middle School Band and the High School Band Activity Fund accounts into one account.

Approval of combining the Middle School Band and the High School Band Activity Fund accounts into one account. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

**8. Human Resources**

8.1. Discussion and possible board action to approve any resignations submitted after the agenda was posted.

**9. Executive Session**

9.1. Discussion and possible board action to go into executive session to discuss an open transfer appeal (25 O.S. Sec. 307 (B)(6) and (B)(7)).

At 7:44 p.m. approval of going into executive session to discuss an open transfer appeal per Oklahoma Statutes. Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

9.2. Vote to acknowledge return to open session.

At 7:57 p.m. approval of returning to open session Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

9.3. Statement by Board president of executive session minutes.

**10. Miscellaneous**

10.1. Discussion and possible board action regarding an open transfer request appeal from the family of student "TT."

Approval of denial of an open transfer request of student "TT". Passed with a motion by Matt Dotson and a second by Julie Prox.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

**11. New Business None**

**12. Vote to adjourn**

At 7:58 p.m. approval to adjourn Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Absent

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

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President

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Vice President

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Clerk

Member

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Member

Bixby Board of Education Regular Meeting  
Thursday, July 11, 2024  
Bixby Public Schools Administrative Center  
109 N Armstrong St  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present  
Matt Dotson: Present  
Tristy Fryer: Present  
Julie Prox: Present  
Amanda Stephens: Present  
Present: 5.

### **1. Call Meeting to Order/Roll Call**

### **2. Reports to The Board**

#### 2.1. Superintendent's Report - Rob Miller

- Report from Bridge The Gap (BTG) - BTG presented the school with a check for \$210,000 to be used in the classrooms

#### 2.2. Teaching and Learning Report - Cheryl Wilkinson

#### 2.3. Facilities and Operations Report - Gabe Hayes

### **3. Comments from the Public**

#### 3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.

3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.

3.4. Total time allocated to this item is thirty (30) minutes.

3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.

3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.

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

3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

**4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-15. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of the General consent agenda items #1-15 as presented. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

4.1. Minutes of June 10, 2024 Regularly Scheduled Board Meeting

4.2. Minutes of June 26, 2024 Special Board Meeting

4.3. Activity Fund Summary of Accounts and Transfer Requests

4.4. Encumbrances and Change Orders for FY 2024 and FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.5. Approval of a renewal agreement with Community Care for an Employee Assistant Program for the 2024-2025 fiscal year

4.6. Approval of a renewal agreement with Daybreak @FCS for counseling support services for the 2024-25 fiscal year.

4.7. Approval of a renewal agreement with ESS for the substitute teaching services for the 2024-2025 fiscal year

4.8. Approval of a renewal agreement with Peachjar for electronic flyer distributions for the 24-25 fiscal year.

4.9. Approval of a renewal agreement with Sandy Hook Promise for the use of anonymous tip line services for the 2024-2025 fiscal year

4.10. Approval of a renewal agreement with Zendesk for support ticket system for the 2024-2025 fiscal year

4.11. Approval of a renewal agreement with Tulsa Technology Center for student transportation services for the 2024-2025 fiscal year

4.12. Approval of Bixby Public Schools Handbooks as presented for the 2024-2025 fiscal year

4.13. Maternity/FMLA - Support - Maintenance - 7/15/24 to 10/9/24

4.14. Employment, Resignation, Retirement - Certified Personnel - per attached

4.15. Employment, Resignation, Retirement - Support Personnel - per attached

## 5. Finance

5.1. Discussion and possible board action to approve a purchase agreement with KI Furniture for furniture and materials for the High School Academic Building in the amount of \$1,310,084.16 to be paid from bond funds.

Approval of a purchase agreement with KI Furniture for furniture and materials for the High School Academic Building in the amount of \$1,310,084.16 to be paid from bond funds. Passed with a motion by Tristy Fryer and a second by Julie Prox.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

5.2. Discussion and possible board action to approve a purchase agreement with Scott Rice for furniture and materials for the High School Academic Building in the amount of 723,899.24 to be paid from bond funds.

Approval of a purchase agreement with Scott Rice for furniture and materials for the High School Academic Building in the amount of 723,899.24 to be paid from bond funds. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

5.3. Discussion and possible board action to approve a purchase agreement with L&M Furniture for furniture and materials for the High School Academic Building in the amount of \$600,223.72 to be paid from bond funds.

Approval of a purchase agreement with L&M Furniture for furniture and materials for the High School Academic Building in the amount of \$600,223.72 to be paid from bond funds. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

5.4. Discussion and possible board action to approve a purchase agreement with Randy Thomas Library Works for furniture and materials for the High School Academic Building in the amount of \$43,239.00 to be paid from bond funds.

Approval of a purchase agreement with Randy Thomas Library Works for furniture and materials for the High School Academic Building in the amount of \$43,239.00 to be paid from bond funds. Passed with a motion by Amanda Stephens and a second by Matt Dotson.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

5.5. Discussion and possible board action to approve an increase in Child Nutrition Student Prices of \$.20 for Breakfast and \$.25 for Lunch for the 2024-2025 fiscal year.



Approval of an increase in Child Nutrition Student Prices of \$.20 for Breakfast and \$.25 for Lunch for the 2024-2025 fiscal year. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

**6. Teaching and Learning** - no items this month

**7. Operations**

7.1. Discussion and possible board action to approve Rob Miller and Lydia Wilson as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2024-2025 fiscal year.

Approval of Rob Miller and Lydia Wilson as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Amanda Stephens.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.2. Discussion and possible board action to approve a contract with Connected Kids, Inc. for a professional development workshop at Central Intermediate for \$1,500 to be paid from Federal Funds.

Approval of a contract with Connected Kids, Inc. for a professional development workshop at Central Intermediate for \$1,500 to be paid from Federal Funds. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.3. Discussion and possible board action to approve an agreement with GoGuardian for Internet filtering at a cost of \$40,463.00 to be paid from General Fund for the 2024-2025 fiscal year.

Approval of an agreement with GoGuardian for Internet filtering at a cost of \$40,463.00 to be paid from General Fund for the 2024-2025 fiscal year. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.4. Discussion and possible board action to renew an agreement with PowerSchool as the district Student Information System at a cost of \$141,346.40 from the General Fund for the 2024-2025 fiscal year.

Approval of renewing an agreement with PowerSchool as the district Student Information System at a cost of \$141,346.40 from the General Fund for the 2024-2025 fiscal year. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.5. Discussion and possible board action to approve a contract with the City of Bixby Police Department for four (4) School Resource Officers at the cost of \$291,595.70 for the 24-25 fiscal year.

Approval of a contract with the City of Bixby Police Department for four (4) School Resource Officers at the cost of \$291,595.70 for the 24-25 fiscal year. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.6. Discussion and possible board action to approve an agreement with Kone Elevators for elevator maintenance in the district for the 2024-2025 fiscal year.

Approval of an agreement with Kone Elevators for elevator maintenance in the district for the 2024-2025 fiscal year. Passed with a motion by Amanda Stephens and a second by Justin Cheatham.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 5, Nay: 0

7.7. Discussion and possible board action to approve the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, SportsYou, WrestlingIQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride360/MyRide K-12, Peachjar, and Clever.

Approval of the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, SportsYou, WrestlingIQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride360/MyRide K-12, Peachjar, and Clever. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea  
Matt Dotson: Yea  
Tristy Fryer: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea

Yea: 5, Nay: 0

## 8. Human Resources

8.1. Discussion and possible board action to approve Rob Miller, Lydia Wilson and Kendall Still as Title IX Coordinators for Bixby Public Schools for the 2024-2025 fiscal year.

Approval of Rob Miller, Lydia Wilson and Kendall Still as Title IX Coordinators for Bixby Public Schools for the 2024-2025 fiscal year. Passed with a motion by Matt Dotson and a second by Justin Cheatham.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

8.2. Discussion and possible board action to approve any resignations submitted after the agenda was posted. None.

## 9. New Business

### 10. Vote to adjourn

At 7:08 PM approval to adjourn. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

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President

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Vice President

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Clerk

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Member

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Member

**2024-2025  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

TINA FRANCIS	JOM SPECIALIST	DISTRICT	08/01/2024
KIMBERLY MCCOY	IMMIGRANT SUMMER TEACHER	DISTRICT	06/10/2024

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2024-2025**

ABIGAYLE BIBEAU	TEACHER	9TH GRADE CENTER	08/13/2024
TARA BURKHART	COUNSELOR	EAST ELEMENTARY	08/07/2024
WENDYE COUPE	TEACHER	WEST ELEMENTARY	08/13/2024
SARAH CRAIG	TEACHER	WEST INTERMEDIATE	08/13/2024
JENNIFER DARIES	TEACHER	EAST INTERMEDIATE	08/13/2024
TRACI DEROSA	TEACHER	9TH GRADE CENTER	08/13/2024
EMMA DUNSMORE	TEACHER	WEST ELEMENTARY	08/13/2024
MCKENNA EDDINGS	TEACHER	CENTRAL ELEMENTARY	08/13/2024
WILLIAM GEORGE	TEACHER	HIGH SCHOOL	08/13/2024
KELLAN HAFFNER	ASST PRINCIPAL	EAST ELEMENTARY	07/17/2024
MALLORY HAWKINS	TEACHER	EAST INTERMEDIATE	08/13/2024
JESSICA LEE	TEACHER	CENTRAL INTER.	08/13/2024
JOHN MARSHALL	TEACHER	MIDDLE SCHOOL	08/13/2024
CANDACE MILLICAN	TEACHER	CENTRAL INTER.	08/13/2024
NATALIE O'GUIN	TEACHER	WEST INTERMEDIATE	08/13/2024
EMILY ORTH	TEACHER	NORTH ELEMENTARY	08/13/2024
JENNIFER REGALADO	TEACHER	CENTRAL INTER.	08/13/2024
KENZIE ROYCE	TEACHER	9TH GRADE CENTER	08/13/2024
KEIGHLEY SALLEE	TEACHER	MIDDLE SCHOOL	08/13/2024
BRIDGET SHEETS	TEACHER	NORTH INTERMEDIATE	08/13/2024
ANNA SMITH	TEACHER	NORTH ELEMENTARY	08/13/2024
TABITHA STILL	TEACHER	COUNSELOR	08/07/2024
STAR TAYLOR	TEACHER	MIDDLE SCHOOL	08/13/2024
JERAMIE TEW	ASST PRINCIPAL	9TH GRADE CENTER	07/17/2024
HEATHER THOMAS	TEACHER	CENTRAL ELEMENTARY	08/13/2024
COLTON THOMPSON	TEACHER	MIDDLE SCHOOL	08/13/2024
KELLI VOTRUBA	TEACHER	WEST ELEMENTARY	08/13/2024
AMANDA WANN	INSTRUCTIONAL COACH	DISTRICT	08/13/2024

Submitted to Board of Education JULY 11th, 2024

**RESIGNATION AGREEMENTS**

ASHLEY YANCER  
LINDSEY GINESI

TEACHER  
TEACHER

WEST INTERMEDIATE  
MIDDLE SCHOOL

07/15/2024  
06/17/2024

Submitted to Board of Education JULY 11th, 2024

**2024-2025  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

TERESA CASH	ESY PARA	DISTRICT	06/10/2024
MONICA SELLERS	ESY PARA	DISTRICT	06/17/2024
TARA MCCLAIN	ESY PARA	DISTRICT	06/10/2024
ALEXANDRA MENDOZA	ESY BUS DRIVER	DISTRICT	07/08/2024
LYN WHITE	ESY BUS DRIVER	DISTRICT	05/28/2024
LYDIA SCOTT	ESY BUS DRIVER	DISTRICT	05/28/2024
ERIC HARRISON	ESY BUS DRIVER	DISTRICT	05/28/2024
DEE HARRISON	ESY BUS DRIVER	DISTRICT	05/28/2024
DANIEL HAND	ESY BUS DRIVER	DISTRICT	05/28/2024
MILES COOPER	ESY BUS DRIVER	DISTRICT	05/28/2024

**ADJUNCT EMPLOYMENT**

ALAINA WRIGHT	MS CHEER SPONSOR	MIDDLE SCHOOL	07/01/2024
ALAINA WRIGHT	HEAD STUNT COACH	HIGH SCHOOL	07/01/2024
CARA ROGERS	JV ASST CHEER	HIGH SCHOOL	07/01/2024

**EMPLOYMENT 2024-2025**

TERESA ADNAN	BUS DRIVER	TRANSPORTATION	08/15/2024
DAVID CHATNEUF	CUSTODIAN	MAINTENANCE	07/15/2024
KYLIE CORNETT	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
ROSA FUERTE	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
BETHANY HATTON	CUSTODIAN	MAINTENANCE	07/01/2024
TYLER JAMISON	GROUNDSKEEPER	MAINTENANCE	07/10/2024
JAMIE JACOBS	CUSTODIAN	MAINTENANCE	07/01/2024
SIGITA JANIK	PARAPROFESSIONAL	WEST ELEMENTARY	08/15/2024
ADRYA LEWIS	PARAPROFESSIONAL	MIDDLE SCHOOL	08/15/2024
ERIN LOVITT	VIRTUAL SUPPORT COOR.	HIGH SCHOOL	08/15/2024
AMBER MCKINNEY	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
DONNA MINARIK	PARAPROFESSIONAL	EAST INTERMEDIATE	08/15/2024
MELINDA PATTERSON	HEALTH CLERK	9TH GRADE CENTER	08/15/2024
SEAN PATTERSON	BUS DRIVER	TRANSPORTATION	08/15/2024
THOMAS POOL	PARAPROFESSIONAL	NORTH INTERMEDIATE	08/15/2024
NANCY RODGERS	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
SILVIA STROPE	PARAPROFESSIONAL	NORTH INTERMEDIATE	08/15/2024
PATTIE TAYLOR	CUSTODIAN	MAINTENANCE	07/09/2024
PAIGE THOMASSON	MEDIA AIDE	EAST ELEMENTARY	08/15/2024
AMY TREVITHICK	RECESS AIDE	WEST INTERMEDIATE	08/15/2024
TAMMY TRICKETT	CHILD NUTRITION	CHILD NUTRITION	08/08/2024

Submitted to the Board of Education: July 11th, 2024



**RESIGNATION AGREEMENTS**

MARCELA MARTINEZ	CHILD NUTRITION	CHILD NUTRITION	06/13/2024
LOUIS MALLIA	BUS DRIVER	TRANSPORTATION	06/19/2024
GAYLE FORD	LUNCH CLERK	CHILD NUTRITION	05/31/2024
HANNA GEORGE	BEHAVIOR TECH	MIDDLE SCHOOL	06/27/2024
TACIE FARNAM	PARAPROFESSIONAL	NORTH ELEMENTARY	05/16/2024

**REASSIGNMENTS**

**TERMINATIONS**

Submitted to the Board of Education: July 11th, 2024

# Bixby Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 819 ALL SPORTS</b>							
801 FOOTBALL	\$0.00	\$0.00	\$101,734.41	\$24,772.47	\$76,961.94	\$3,000.00	\$73,961.94
802 BASKETBALL - BOYS	\$0.00	\$0.00	\$2,465.75	\$0.00	\$2,465.75	\$0.00	\$2,465.75
803 BASKETBALL - GIRLS	\$0.00	\$0.00	\$32,940.89	\$1,604.80	\$31,336.09	\$1,538.90	\$29,797.19
804 SWIMMING	\$0.00	\$0.00	\$12,372.68	\$0.00	\$12,372.68	\$0.00	\$12,372.68
805 BASEBALL	\$0.00	\$0.00	\$731.40	\$0.00	\$731.40	\$0.00	\$731.40
806 SOFTBALL - FAST PITCH	\$0.00	\$0.00	\$8,415.41	\$3,731.00	\$4,684.41	\$1,960.00	\$2,724.41
807 WRESTLING - BOYS / COMMUNITY ED WRESTLING	\$0.00	\$0.00	\$4,502.31	\$0.00	\$4,502.31	\$0.00	\$4,502.31
808 TENNIS	\$0.00	\$0.00	\$3,810.58	\$160.00	\$3,650.58	\$700.00	\$2,950.58
809 TRAINER - ATHLETIC	\$0.00	\$665.25	\$14,949.89	\$1,126.21	\$14,488.93	\$8,168.42	\$6,320.51
811 TRACK - BOYS	\$0.00	\$0.00	\$9,579.10	\$384.00	\$9,195.10	\$116.00	\$9,079.10
812 TRACK - GIRLS / COMMUNITY ED	\$0.00	\$0.00	\$11,858.91	\$0.00	\$11,858.91	\$0.00	\$11,858.91
813 GOLF - BOYS	\$0.00	\$0.00	\$698.19	\$0.00	\$698.19	\$0.00	\$698.19
814 CROSS COUNTRY / COMMUNITY ED	\$0.00	\$0.00	\$19,284.48	\$5,755.00	\$13,529.48	\$0.00	\$13,529.48
815 SOCCER - BOYS	\$0.00	\$0.00	\$12,764.65	\$0.00	\$12,764.65	\$1,088.00	\$11,676.65
816 VOLLEYBALL	\$0.00	\$0.00	\$17,372.50	\$2,957.00	\$14,415.50	\$2,325.00	\$12,090.50
817 GOLF - GIRLS	\$0.00	\$300.00	\$2,415.80	\$0.00	\$2,715.80	\$0.00	\$2,715.80
818 STUDENT DRUG TESTING	\$0.00	\$0.00	\$29,839.00	\$0.00	\$29,839.00	\$0.00	\$29,839.00
819 ALL SPORTS	\$0.00	\$36,533.90	\$50,525.58	\$0.00	\$87,059.48	\$17,001.00	\$70,058.48
820 SOCCER - GIRLS	\$0.00	\$0.00	\$5,282.81	\$0.00	\$5,282.81	\$1,000.00	\$4,282.81
821 STRENGTH & CONDITIONING	\$0.00	\$0.00	\$1,953.60	\$0.00	\$1,953.60	\$0.00	\$1,953.60
822 CREATIVE TEAM - ATHLETICS	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
823 SOFTBALL - SLOW PITCH	\$0.00	\$0.00	\$3,855.51	\$598.00	\$3,257.51	\$77.00	\$3,180.51
824 DANCE	\$0.00	\$0.00	\$314.75	\$0.00	\$314.75	\$0.00	\$314.75
825 ATHLETICS MEDIA	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
827 WRESTLING - GIRLS	\$0.00	\$0.00	\$5,707.91	\$0.00	\$5,707.91	\$0.00	\$5,707.91
848 CHEER	\$0.00	\$1,597.21	\$70,570.05	\$37,219.44	\$34,947.82	\$9,458.50	\$25,489.32
850 ATHLETIC/ACTIVITY DIRECTOR	\$0.00	\$1.20	\$35,637.66	\$22,352.10	\$13,286.76	\$10,542.20	\$2,744.56
868 OSSAA	\$0.00	\$0.00	\$8,976.36	\$0.00	\$8,976.36	\$0.00	\$8,976.36
<b>Total Project - 819 ALL SPORTS</b>	<b>\$0.00</b>	<b>\$39,097.56</b>	<b>\$474,060.18</b>	<b>\$100,660.02</b>	<b>\$412,497.72</b>	<b>\$56,975.02</b>	<b>\$355,522.70</b>
<b>Project - 905 ACCELERATED READER</b>							
936 NORTH INTERM A. R. COMM ED	\$0.00	\$0.00	\$1,161.84	\$0.00	\$1,161.84	\$0.00	\$1,161.84
<b>Total Project - 905 ACCELERATED READER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,161.84</b>	<b>\$0.00</b>	<b>\$1,161.84</b>	<b>\$0.00</b>	<b>\$1,161.84</b>
<b>Project - 910 ADMINISTRATIVE</b>							
612 HOSPITALITY-EAST INTRM	\$0.00	\$0.00	\$233.88	\$0.00	\$233.88	\$0.00	\$233.88
616 WEST ELEM HOSPITALITY	\$0.00	\$0.00	\$2,415.44	\$0.00	\$2,415.44	\$1,344.00	\$1,071.44
617 WEST ELEM SPECIALS/ COMM ED PE	\$0.00	\$0.00	\$6,864.08	\$0.00	\$6,864.08	\$0.00	\$6,864.08
618 WEST INTERMED HOSPITALITY	\$0.00	\$0.00	\$830.00	\$0.00	\$830.00	\$0.00	\$830.00
628 HOSPITALITY - N I	\$0.00	\$0.00	\$208.32	\$0.00	\$208.32	\$0.00	\$208.32
906 CONCESSION REPAIR	\$0.00	\$0.00	\$1,271.34	\$0.00	\$1,271.34	\$0.00	\$1,271.34
909 BANQUET ACCT	\$0.00	\$0.00	\$704.28	\$47.98	\$656.30	\$0.00	\$656.30
919 HOSPITALITY-HS	\$0.00	\$0.00	\$4,574.14	\$0.00	\$4,574.14	\$0.00	\$4,574.14
921 HOSPITALITY-9TH GR CENTER	\$0.00	\$0.00	\$167.03	\$0.00	\$167.03	\$0.00	\$167.03
923 INTEREST	\$0.00	\$0.00	\$467,559.32	\$2,885.00	\$464,674.32	\$0.00	\$464,674.32
946 HOSPITALITY-E E	\$0.00	\$0.00	\$2,481.48	\$0.00	\$2,481.48	\$0.00	\$2,481.48
947 HOSPITALITY - C I	\$0.00	\$0.00	\$1,379.09	\$0.00	\$1,379.09	\$0.00	\$1,379.09
948 HOSPITALITY - CENTRAL ELEM	\$0.00	\$0.00	\$3,567.87	\$0.00	\$3,567.87	\$400.00	\$3,167.87
968 BEA	\$0.00	\$0.00	\$73.62	\$0.00	\$73.62	\$0.00	\$73.62
989 SPARTAN TESTING	\$0.00	\$0.00	\$54,648.34	\$0.00	\$54,648.34	\$0.00	\$54,648.34
995 HALL OF FAME	\$0.00	\$0.00	\$3,624.98	\$0.00	\$3,624.98	\$0.00	\$3,624.98
996 HOSPITALITY - NORTH ELEM	\$0.00	\$0.00	\$435.12	\$0.00	\$435.12	\$0.00	\$435.12
<b>Total Project - 910 ADMINISTRATIVE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$551,038.33</b>	<b>\$2,932.98</b>	<b>\$548,105.35</b>	<b>\$1,744.00</b>	<b>\$546,361.35</b>
<b>Project - 915 ATHLETIC CLUBS/BOOSTERS</b>							
902 CROSS COUNTRY BOOSTERS	\$0.00	\$0.00	\$3,740.05	\$0.00	\$3,740.05	\$0.00	\$3,740.05
945 SWIM TEAM BOOSTERS	\$0.00	\$0.00	\$4,027.30	\$267.00	\$3,760.30	\$0.00	\$3,760.30
960 DANCE CLUB	\$0.00	\$11,680.00	\$3,743.67	\$6,798.99	\$8,624.68	\$1,719.92	\$6,904.76
962 TRACK BOOSTERS	\$0.00	\$0.00	\$13,499.06	\$0.00	\$13,499.06	\$0.00	\$13,499.06

# Bixby Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 915 ATHLETIC CLUBS/BOOSTERS</b>							
963 BASKETBALL BOOSTERS	\$0.00	\$0.00	\$52,357.55	\$1,998.00	\$50,359.55	\$250.00	\$50,109.55
964 TENNIS BOOSTERS	\$0.00	\$0.00	\$21,591.18	\$0.00	\$21,591.18	\$3,500.00	\$18,091.18
973 CHEER BOOSTERS	\$0.00	\$3,850.00	\$27,795.90	\$12,747.91	\$18,897.99	\$5,304.18	\$13,593.81
974 SOFTBALL BOOSTERS	\$0.00	\$0.00	\$20,595.84	\$3,371.00	\$17,224.84	\$5,220.00	\$12,004.84
975 MS CHEER	\$0.00	\$250.00	\$38,672.62	\$12,929.00	\$25,993.62	\$21,551.00	\$4,442.62
980 GOLF BOOSTERS	\$0.00	\$0.00	\$3,412.37	\$0.00	\$3,412.37	\$0.00	\$3,412.37
981 BASEBALL BOOSTERS	\$0.00	\$0.00	\$40,785.78	\$1,314.34	\$39,471.44	\$5,110.00	\$34,361.44
986 VOLLEYBALL BOOSTERS	\$0.00	\$2,511.07	\$56,546.78	\$8,569.35	\$50,488.50	\$15,697.65	\$34,790.85
988 WRESTLING BOOSTERS	\$0.00	\$0.00	\$66,267.57	\$0.00	\$66,267.57	\$0.00	\$66,267.57
990 SOCCER BOOSTERS	\$0.00	\$0.00	\$28,399.32	\$0.00	\$28,399.32	\$0.00	\$28,399.32
<b>Total Project - 915 ATHLETIC CLUBS/BOOSTERS</b>	<b>\$0.00</b>	<b>\$18,291.07</b>	<b>\$381,434.99</b>	<b>\$47,995.59</b>	<b>\$351,730.47</b>	<b>\$58,352.75</b>	<b>\$293,377.72</b>
<b>Project - 920 BOOSTERS (NON ATHLETIC)</b>							
905 BAND BOOSTERS	\$0.00	\$200.00	\$141,783.76	\$127.91	\$141,855.85	\$2,904.87	\$138,950.98
918 FFA BOOSTERS	\$0.00	\$0.00	\$41,930.37	\$0.00	\$41,930.37	\$1,000.00	\$40,930.37
978 ROTC BOOSTERS	\$0.00	\$0.00	\$199.99	\$0.00	\$199.99	\$0.00	\$199.99
<b>Total Project - 920 BOOSTERS (NON ATHLETIC)</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>\$183,914.12</b>	<b>\$127.91</b>	<b>\$183,986.21</b>	<b>\$3,904.87</b>	<b>\$180,081.34</b>
<b>Project - 925 CLUBS</b>							
614 EAST INTRM-HONOR SOCIETY	\$0.00	\$0.00	\$4,616.98	\$0.00	\$4,616.98	\$0.00	\$4,616.98
626 CLAY TARGET / ARCHERY CLUB a/o 10/12/23	\$0.00	\$0.00	\$5,510.52	\$0.00	\$5,510.52	\$0.00	\$5,510.52
629 ESPORTS - MS	\$0.00	\$0.00	\$2,411.92	\$0.00	\$2,411.92	\$0.00	\$2,411.92
633 FCCLA - MS (a/o 5/11/23)	\$0.00	\$0.00	\$1,403.09	\$0.00	\$1,403.09	\$0.00	\$1,403.09
635 NATIONAL ART HONOR SOCIETY a/o 10/12/23	\$0.00	\$0.00	\$1,593.00	\$0.00	\$1,593.00	\$0.00	\$1,593.00
907 NJHS - MIDDLE SCHOOL	\$0.00	\$0.00	\$3,819.82	\$0.00	\$3,819.82	\$0.00	\$3,819.82
911 INTERACT	\$0.00	\$0.00	\$494.66	\$0.00	\$494.66	\$0.00	\$494.66
915 FFA	\$0.00	\$254.64	\$87,266.42	\$130.00	\$87,391.06	\$5,500.00	\$81,891.06
916 DECA	\$0.00	\$0.00	\$508.72	\$0.00	\$508.72	\$0.00	\$508.72
917 FCCLA	\$0.00	\$0.00	\$3,445.72	\$0.00	\$3,445.72	\$0.00	\$3,445.72
924 JR CLASS	\$0.00	\$0.00	\$30,069.74	\$0.00	\$30,069.74	\$0.00	\$30,069.74
925 JOURNALISM	\$0.00	\$0.00	\$2,000.11	\$0.00	\$2,000.11	\$0.00	\$2,000.11
929 ESPORTS TEAM-HS ao 2/9/23	\$0.00	\$0.00	\$2,250.23	\$0.00	\$2,250.23	\$500.00	\$1,750.23
930 STEAM PROGRAM - MS a/o 10/13/22	\$0.00	\$0.00	\$20,251.19	\$334.02	\$19,917.17	\$0.00	\$19,917.17
932 NHS	\$0.00	\$0.00	\$28,850.72	\$0.00	\$28,850.72	\$0.00	\$28,850.72
933 FCA	\$0.00	\$0.00	\$792.19	\$0.00	\$792.19	\$0.00	\$792.19
935 GRADFEST	\$0.00	\$0.00	\$17,386.76	\$0.00	\$17,386.76	\$0.00	\$17,386.76
940 HISTORY CLUB	\$0.00	\$0.00	\$85.13	\$0.00	\$85.13	\$0.00	\$85.13
941 SENIOR CLASS	\$0.00	\$0.00	\$23,500.14	\$0.00	\$23,500.14	\$0.00	\$23,500.14
950 ROBOTICS - HS	\$0.00	\$0.00	\$2,202.13	\$0.00	\$2,202.13	\$0.00	\$2,202.13
958 BPA	\$0.00	\$0.00	\$435.61	\$0.00	\$435.61	\$0.00	\$435.61
961 HS ACADEMIC TEAM	\$0.00	\$0.00	\$254.58	\$0.00	\$254.58	\$0.00	\$254.58
976 INDIAN CLUB	\$0.00	\$0.00	\$394.23	\$0.00	\$394.23	\$0.00	\$394.23
977 JOOI CLUB	\$0.00	\$0.00	\$768.83	\$0.00	\$768.83	\$0.00	\$768.83
983 NJHS - FRESHMAN CNTR	\$0.00	\$0.00	\$449.06	\$0.00	\$449.06	\$0.00	\$449.06
984 ROTC	\$0.00	\$0.00	\$14,337.86	\$442.98	\$13,894.88	\$500.00	\$13,394.88
985 ARMORY / STUDENT STORE	\$0.00	\$800.10	\$15,712.33	\$0.00	\$16,512.43	\$0.00	\$16,512.43
987 MS PTO	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
997 FRESHMAN CLASS	\$0.00	\$0.00	\$3,104.83	\$0.00	\$3,104.83	\$500.00	\$2,604.83
998 SOPHOMORE CLASS	\$0.00	\$0.00	\$2,096.72	\$0.00	\$2,096.72	\$0.00	\$2,096.72
<b>Total Project - 925 CLUBS</b>	<b>\$0.00</b>	<b>\$1,054.74</b>	<b>\$278,513.24</b>	<b>\$907.00</b>	<b>\$278,660.98</b>	<b>\$7,000.00</b>	<b>\$271,660.98</b>
<b>Project - 930 COMMUNITY ED</b>							
102 CENTRAL INTERMED MISC	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00	\$175.00
103 NORTH ELEM MISC	\$0.00	\$0.00	\$2,645.97	\$0.00	\$2,645.97	\$0.00	\$2,645.97
106 EAST ELEM MISC	\$0.00	\$0.00	\$4,875.00	\$0.00	\$4,875.00	\$4,745.00	\$130.00

# Bixby Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 930 COMMUNITY ED</b>							
110 WEST INTERMED MISC - COMM ED WI/WE ART CLUB	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
617 WEST ELEM SPECIALS/ COMM ED PE	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
622 WEST ELEM MEDIA/FRIENDSHIP CAMP	\$0.00	\$0.00	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00
801 FOOTBALL	\$0.00	\$903.00	\$86,510.13	\$7,500.00	\$79,913.13	\$32,943.25	\$46,969.88
802 BASKETBALL - BOYS	\$0.00	\$0.00	\$3,107.92	\$0.00	\$3,107.92	\$0.00	\$3,107.92
803 BASKETBALL - GIRLS	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	\$200.00
805 BASEBALL	\$0.00	\$0.00	\$15.80	\$0.00	\$15.80	\$0.00	\$15.80
806 SOFTBALL - FAST PITCH	\$0.00	\$0.00	\$2,666.44	\$0.00	\$2,666.44	\$0.00	\$2,666.44
807 WRESTLING - BOYS / COMMUNITY ED WRESTLING	\$0.00	\$0.00	\$555.00	\$0.00	\$555.00	\$0.00	\$555.00
808 TENNIS	\$0.00	\$730.00	\$2,975.50	\$1,562.89	\$2,142.61	\$1,565.00	\$577.61
812 TRACK - GIRLS / COMMUNITY ED	\$0.00	\$0.00	\$490.00	\$0.00	\$490.00	\$0.00	\$490.00
814 CROSS COUNTRY / COMMUNITY ED	\$0.00	\$670.00	\$5,841.54	\$0.00	\$6,511.54	\$0.00	\$6,511.54
816 VOLLEYBALL	\$0.00	\$0.00	\$7,650.00	\$0.00	\$7,650.00	\$0.00	\$7,650.00
821 STRENGTH & CONDITIONING	\$0.00	\$150.00	\$26,513.84	\$5,916.18	\$20,747.66	\$19,495.58	\$1,252.08
824 DANCE	\$0.00	\$0.00	\$6,314.99	\$0.00	\$6,314.99	\$0.00	\$6,314.99
848 CHEER	\$0.00	\$16,080.00	\$12,690.00	\$0.00	\$28,770.00	\$0.00	\$28,770.00
868 OSSAA	\$0.00	\$0.00	\$1,400.00	\$1,400.00	\$0.00	\$0.00	\$0.00
900 NON ATHLETIC PROGRAMS	\$0.00	\$0.00	\$63,755.63	\$0.00	\$63,755.63	\$0.00	\$63,755.63
903 BAND MS	\$0.00	\$0.00	\$445.00	\$0.00	\$445.00	\$0.00	\$445.00
904 BAND HS - STU ACCT	\$0.00	\$0.00	\$2,702.07	\$0.00	\$2,702.07	\$0.00	\$2,702.07
913 DRAMA MS	\$0.00	\$850.00	\$8,496.54	\$4,425.65	\$4,920.89	\$1,154.25	\$3,766.64
936 NORTH INTERM A. R. COMM ED	\$0.00	\$0.00	\$455.53	\$0.00	\$455.53	\$0.00	\$455.53
955 HS YRBK/NI RANDALL ART CLUB	\$0.00	\$0.00	\$1,692.40	\$0.00	\$1,692.40	\$0.00	\$1,692.40
<b>Total Project - 930 COMMUNITY ED</b>	<b>\$0.00</b>	<b>\$19,383.00</b>	<b>\$242,824.30</b>	<b>\$20,804.72</b>	<b>\$241,402.58</b>	<b>\$59,903.08</b>	<b>\$181,499.50</b>
<b>Project - 935 FINE ARTS</b>							
613 VOCAL MUSIC EAST INTRM	\$0.00	\$0.00	\$618.60	\$0.00	\$618.60	\$0.00	\$618.60
631 ART CENTRAL INTERMEDIATE	\$0.00	\$0.00	\$6.91	\$0.00	\$6.91	\$0.00	\$6.91
632 MUSIC CENTRAL INTERMEDIATE	\$0.00	\$0.00	\$1,270.97	\$0.00	\$1,270.97	\$0.00	\$1,270.97
634 FINE ARTS approved 9/14/23	\$0.00	\$0.00	\$815.50	\$0.00	\$815.50	\$100.00	\$715.50
901 ART HS	\$0.00	\$0.00	\$1,418.84	\$0.00	\$1,418.84	\$0.00	\$1,418.84
903 BAND MS	\$0.00	\$0.00	\$51,805.92	\$0.00	\$51,805.92	\$0.00	\$51,805.92
904 BAND HS - STU ACCT	\$0.00	\$52,234.10	\$165,006.10	\$10,936.93	\$206,303.27	\$106,046.12	\$100,257.15
913 DRAMA MS	\$0.00	\$0.00	\$27,345.40	\$0.00	\$27,345.40	\$0.00	\$27,345.40
914 ART MS	\$0.00	\$0.00	\$550.18	\$0.00	\$550.18	\$0.00	\$550.18
920 ART - CENTRAL ELEM	\$0.00	\$0.00	\$10,578.10	\$441.60	\$10,136.50	\$0.00	\$10,136.50
931 MUSICAL	\$0.00	\$0.00	\$13,098.86	\$0.00	\$13,098.86	\$0.00	\$13,098.86
942 DRAMA HS	\$0.00	\$0.00	\$8,598.06	\$3,226.88	\$5,371.18	\$2,745.00	\$2,626.18
952 VOCAL MUSIC HS	\$0.00	\$0.00	\$11,089.22	\$385.58	\$10,703.64	\$509.42	\$10,194.22
954 EAST INTERM ART	\$0.00	\$0.00	\$70.80	\$0.00	\$70.80	\$0.00	\$70.80
967 VOCAL MUSIC MS	\$0.00	\$0.00	\$4,542.52	\$0.00	\$4,542.52	\$0.00	\$4,542.52
<b>Total Project - 935 FINE ARTS</b>	<b>\$0.00</b>	<b>\$52,234.10</b>	<b>\$296,815.98</b>	<b>\$14,990.99</b>	<b>\$334,059.09</b>	<b>\$109,400.54</b>	<b>\$224,658.55</b>
<b>Project - 940 LANGUAGES</b>							
959 WORLD LANGUAGES & CULTURES	\$0.00	\$0.00	\$3,323.93	\$0.00	\$3,323.93	\$0.00	\$3,323.93
<b>Total Project - 940 LANGUAGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,323.93</b>	<b>\$0.00</b>	<b>\$3,323.93</b>	<b>\$0.00</b>	<b>\$3,323.93</b>
<b>Project - 945 MEDIA CENTER</b>							
926 HS MEDIA	\$0.00	\$0.00	\$7,713.32	\$0.00	\$7,713.32	\$0.00	\$7,713.32
927 CENTRAL INTERM MEDIA	\$0.00	\$0.00	\$5,511.55	\$0.00	\$5,511.55	\$0.00	\$5,511.55
928 CENTRAL ELEM MEDIA	\$0.00	\$0.00	\$2,080.90	\$0.00	\$2,080.90	\$0.00	\$2,080.90
934 9TH GR CENTER MEDIA	\$0.00	\$0.00	\$1,855.91	\$0.00	\$1,855.91	\$0.00	\$1,855.91
937 NORTH INTERM MEDIA	\$0.00	\$0.00	\$2,832.91	\$0.00	\$2,832.91	\$0.00	\$2,832.91
953 EAST E&I MEDIA CENTER	\$0.00	\$0.00	\$18,778.03	\$0.00	\$18,778.03	\$0.00	\$18,778.03
966 MS MEDIA	\$0.00	\$0.00	\$2,403.60	\$0.00	\$2,403.60	\$0.00	\$2,403.60
979 WEST MEDIA CENTER	\$0.00	\$0.00	\$27,573.39	\$0.00	\$27,573.39	\$0.00	\$27,573.39
991 NORTH ELEM MEDIA	\$0.00	\$0.00	\$14,358.49	\$0.00	\$14,358.49	\$270.00	\$14,088.49
<b>Total Project - 945 MEDIA CENTER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,108.10</b>	<b>\$0.00</b>	<b>\$83,108.10</b>	<b>\$270.00</b>	<b>\$82,838.10</b>

# Bixby Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
<b>Project - 950 PTA / PTSO</b>							
615 PTO EAST INTRM	\$0.00	\$0.00	\$233.51	\$0.00	\$233.51	\$0.00	\$233.51
624 WEST ELEM PTO	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00
908 EAST PTA/PTO	\$0.00	\$0.00	\$39.66	\$0.00	\$39.66	\$0.00	\$39.66
938 NORTH INTERM PTA	\$0.00	\$0.00	\$6,350.71	\$328.32	\$6,022.39	\$2,430.56	\$3,591.83
969 CENTRAL ELEM PTA	\$0.00	\$0.00	\$211.13	\$0.00	\$211.13	\$0.00	\$211.13
970 NORTH ELEM PTA	\$0.00	\$0.00	\$528.14	\$0.00	\$528.14	\$0.00	\$528.14
971 CENTRAL INTERM PTA	\$0.00	\$0.00	\$132.68	\$0.00	\$132.68	\$0.00	\$132.68
<b>Total Project - 950 PTA / PTSO</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,895.83</b>	<b>\$328.32</b>	<b>\$7,567.51</b>	<b>\$2,430.56</b>	<b>\$5,136.95</b>
<b>Project - 953 MISCELLANEOUS</b>							
101 CENTRAL ELEM MISC	\$0.00	\$3,558.95	\$8,154.85	\$233.72	\$11,480.08	\$1,006.28	\$10,473.80
102 CENTRAL INTERMED MISC	\$0.00	\$0.00	\$31,535.49	\$0.00	\$31,535.49	\$7,975.00	\$23,560.49
103 NORTH ELEM MISC	\$0.00	\$2,500.00	\$80,134.76	\$0.00	\$82,634.76	\$3,600.00	\$79,034.76
104 NORTH INTERMED MISC	\$0.00	\$0.00	\$25,693.28	\$1,253.34	\$24,439.94	\$8,079.90	\$16,360.04
105 HS MISC	\$0.00	\$0.00	\$51,126.69	\$0.00	\$51,126.69	\$3,252.00	\$47,874.69
106 EAST ELEM MISC	\$0.00	\$5,158.95	\$62,445.86	\$0.00	\$67,604.81	\$0.00	\$67,604.81
107 MS MISC	\$0.00	\$0.00	\$9,454.30	\$0.00	\$9,454.30	\$1,040.00	\$8,414.30
108 9TH GRADE CENTER MISC	\$0.00	\$0.00	\$4,338.71	\$112.55	\$4,226.16	\$48.77	\$4,177.39
109 WEST ELEM MISC	\$0.00	\$628.12	\$53,323.16	\$666.59	\$53,284.69	\$5,729.61	\$47,555.08
110 WEST INTERMED MISC - COMM ED WI/WE ART CLUB	\$0.00	\$0.00	\$20,032.39	\$920.44	\$19,111.95	\$1,289.32	\$17,822.63
140 EAST INTERMED MISC	\$0.00	\$0.00	\$15,049.90	\$3,087.48	\$11,962.42	\$10,152.40	\$1,810.02
170 BEBAFA - BEREAVEMENT	\$0.00	\$10.00	\$140.00	\$0.00	\$150.00	\$0.00	\$150.00
171 C. E. - P. E.	\$0.00	\$0.00	\$1,252.08	\$0.00	\$1,252.08	\$0.00	\$1,252.08
172 1:1 INITIATIVE ACCT	\$0.00	\$0.00	\$76,665.52	\$59,286.36	\$17,379.16	\$5,872.64	\$11,506.52
173 BPS-BNA DAYCARE PRGRM	\$0.00	\$0.00	\$881.00	\$0.00	\$881.00	\$0.00	\$881.00
180 ALL SPORTS	\$0.00	\$0.00	\$1,952.15	\$0.00	\$1,952.15	\$0.00	\$1,952.15
181 ADMINISTRATION	\$0.00	\$6,000.00	\$35,067.97	\$625.44	\$40,442.53	\$4,728.50	\$35,714.03
182 TRANSPORTATION	\$0.00	\$0.00	\$28.35	\$0.00	\$28.35	\$0.00	\$28.35
183 MAINTENANCE	\$0.00	\$0.00	\$91.47	\$0.00	\$91.47	\$0.00	\$91.47
184 BIXBY LEARNING CENTER	\$0.00	\$0.00	\$5,646.09	\$0.00	\$5,646.09	\$800.00	\$4,846.09
185 CHILD NUTRITION	\$0.00	\$0.00	\$6,722.45	\$0.00	\$6,722.45	\$0.00	\$6,722.45
186 BEEF PIANO MAINT	\$0.00	\$0.00	\$600.84	\$0.00	\$600.84	\$0.00	\$600.84
187 BE WELL - WELLBEING & STUDENT SUPPORT	\$0.00	\$0.00	\$363.81	\$0.00	\$363.81	\$0.00	\$363.81
188 CENTRAL MUSIC	\$0.00	\$0.00	\$1,148.31	\$0.00	\$1,148.31	\$0.00	\$1,148.31
189 SECONDARY SCHOOLS ACTIVITY	\$0.00	\$0.00	\$48,446.21	\$7,925.00	\$40,521.21	\$4,579.08	\$35,942.13
<b>Total Project - 953 MISCELLANEOUS</b>	<b>\$0.00</b>	<b>\$17,856.02</b>	<b>\$540,295.64</b>	<b>\$74,110.92</b>	<b>\$484,040.74</b>	<b>\$58,153.50</b>	<b>\$425,887.24</b>
<b>Project - 955 STUDENT COUNCIL</b>							
621 WEST INTERMED STUCO	\$0.00	\$0.00	\$4,547.63	\$0.00	\$4,547.63	\$500.00	\$4,047.63
939 NORTH INTERM STUCO	\$0.00	\$0.00	\$6,939.72	\$207.00	\$6,732.72	\$3,165.91	\$3,566.81
944 HS STUCO	\$0.00	\$0.00	\$29,352.27	\$0.00	\$29,352.27	\$500.00	\$28,852.27
949 E. I. STUCO	\$0.00	\$0.00	\$2,198.29	\$0.00	\$2,198.29	\$0.00	\$2,198.29
965 MS STUCO	\$0.00	\$0.00	\$2,532.27	\$0.00	\$2,532.27	\$0.00	\$2,532.27
994 CENTRAL INTERM STUCO	\$0.00	\$0.00	\$1,727.28	\$0.00	\$1,727.28	\$0.00	\$1,727.28
<b>Total Project - 955 STUDENT COUNCIL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$47,297.46</b>	<b>\$207.00</b>	<b>\$47,090.46</b>	<b>\$4,165.91</b>	<b>\$42,924.55</b>
<b>Project - 960 SPECIAL SERVICES</b>							
238 ON JOB TRAINING - SPECIAL EDUCATION	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00	\$0.00	\$40.00
239 ALL SPECIAL EDUCATION PROGRAMS	\$0.00	\$0.00	\$90,336.75	\$0.00	\$90,336.75	\$0.00	\$90,336.75
<b>Total Project - 960 SPECIAL SERVICES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,376.75</b>	<b>\$0.00</b>	<b>\$90,376.75</b>	<b>\$0.00</b>	<b>\$90,376.75</b>
<b>Project - 965 YEARBOOK</b>							
611 EAST INTRM YRBK	\$0.00	\$0.00	\$9,863.91	\$0.00	\$9,863.91	\$0.00	\$9,863.91
619 WEST INTERMED YRBK	\$0.00	\$0.00	\$980.95	\$0.00	\$980.95	\$25.00	\$955.95
623 WEST ELEM YRBK	\$0.00	\$0.00	\$6,914.32	\$0.00	\$6,914.32	\$0.00	\$6,914.32
951 EAST ELEM YRBK	\$0.00	\$0.00	\$9,443.68	\$0.00	\$9,443.68	\$0.00	\$9,443.68
955 HS YRBK/NI RANDALL ART CLUB	\$0.00	\$6,450.00	\$24,144.05	\$0.00	\$30,594.05	\$0.00	\$30,594.05
956 CENTRAL ELEM YRBK	\$0.00	\$630.00	\$3,637.32	\$0.00	\$4,267.32	\$0.00	\$4,267.32
957 NORTH INTERM YRBK	\$0.00	\$0.00	\$5,428.99	\$415.00	\$5,013.99	\$1,156.99	\$3,857.00

# Bixby Public Schools

## Revenue/Expenditure Summary

**Options:** Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 965 YEARBOOK							
972 MS YRBK	\$0.00	\$0.00	\$6,918.95	\$0.00	\$6,918.95	\$0.00	\$6,918.95
992 NORTH ELEM YRBK	\$0.00	\$0.00	\$7,229.43	\$0.00	\$7,229.43	\$0.00	\$7,229.43
993 CENTRAL INTERM YRBK	\$0.00	\$0.00	\$941.03	\$0.00	\$941.03	\$0.00	\$941.03
<b>Total Project - 965 YEARBOOK</b>	<b>\$0.00</b>	<b>\$7,080.00</b>	<b>\$75,502.63</b>	<b>\$415.00</b>	<b>\$82,167.63</b>	<b>\$1,181.99</b>	<b>\$80,985.64</b>
<b>Total</b>	<b>\$0.00</b>	<b>\$155,196.49</b>	<b>\$3,257,563.32</b>	<b>\$263,480.45</b>	<b>\$3,149,279.36</b>	<b>\$363,482.22</b>	<b>\$2,785,797.14</b>



Bixby Public Schools  
109 North Armstrong  
Bixby, Oklahoma 74008  
918-366-2200



AUGUST 8, 2024

REQUEST BOARD APPROVAL FOR THE FOLLOWING TRANSFERS:

FROM 930-824 COMMUNITY ED-DANCE TO 915-960 DANCE BOOSTERS, FUNDS RAISED  
WITH POM MINI CLINICS AND SUMMER CAMP FOR DANCE PROGRAM NEEDS \$6314.99

FROM 953-105 MISC II-HS TO 953-182 MISC II-TRANSPORTATION TO ADJUST  
COMMISSIONS RECEIVED FROM PEPSI, LABELED AND POSTED AS HIGH SCHOOL BUT  
THE SERIAL NUMBER SHOWN ACTUALLY BELONGED TO THE VENDING MACHINE AT  
THE TRANSPORTATION BUILDING \$368.75

FROM 915-973 CHEER BOOSTER TO 819-848 ALL SPORTS-CHEER, MONIES RECEIVED FROM  
GAMEDAY SHIRTS FUNDRAISER SALES, TO GO INTO THE CHEERLEADERS' INDIVIDUAL  
ACCOUNTS FOR CHEER EXPENSES \$685.00

Melinda Weig  
Activity Accounts Coordinator





## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2023	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	260,000.00
11	2	07/01/2023	59952	UMB BANK	AMAZON CHARGES 000	56,705.05
11	3	07/01/2023	1718	TULSA WORLD	CLASSIFIED ADS 000	2,268.35
11	4	07/01/2023	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	15,770.68
11	5	07/01/2023	101	B ETHRIDGE, INC.	UNLEADED/DIESEL FUELS 051	289,911.78
11	6	07/01/2023	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	22,786.40
11	8	07/01/2023	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	39,723.78
11	9	07/01/2023	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	109,035.08
11	10	07/01/2023	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	3,280.69
11	11	07/01/2023	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	220.00
11	13	07/01/2023	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 004	3,150.00
11	14	07/01/2023	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	65,370.51
11	15	07/01/2023	2025	WELDON PARTS, INC.	PARTS TRANSP 051	5,422.95
11	16	07/01/2023	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,356.80
11	17	07/01/2023	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	56,102.62
11	18	07/01/2023	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412	7,570.14
11	19	07/01/2023	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	7,467.77
11	20	07/01/2023	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	4,363.75
11	21	07/01/2023	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	5,904.39
11	22	07/01/2023	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	4,506.60
11	23	07/01/2023	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	15,128.00
11	24	07/01/2023	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	18,969.60
11	25	07/01/2023	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	18,564.60
11	26	07/01/2023	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	3,478.42
11	27	07/01/2023	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	48,600.38
11	28	07/01/2023	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051	368.24
11	29	07/01/2023	1678	TIRE BARN, INC.	TIRE REPAIRS - 051	18,813.00
11	30	07/01/2023	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	15,299.64
11	31	07/01/2023	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	221,498.13
11	32	07/01/2023	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	6,176.88
11	33	07/01/2023	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	60,821.29
11	34	07/01/2023	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	6,706.00
11	36	07/01/2023	1152	OMECORP, LLC	POSTAGE MACHINE/SUPP 000	222.00
11	37	07/01/2023	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	2,400.00
11	38	07/01/2023	774	VER HOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	13,534.00

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	39	07/01/2023	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	929,525.64
11	41	07/01/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	175,981.46
11	42	07/01/2023	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	1,405.73
11	43	07/01/2023	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2023	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	400.00
11	45	07/01/2023	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	34,958.00
11	46	07/01/2023	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	7,218.73
11	47	07/01/2023	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	5,053.50
11	48	07/01/2023	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	150,926.51
11	50	07/01/2023	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTAGE (ALL SCHOOLS)	61.19
11	52	07/01/2023	3617	TALK RADIO LLC	SUPPLIES-SERVICE FOR THE DISTRICT 050	24,000.00
11	53	07/01/2023	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	700.00
11	54	07/01/2023	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,740.14
11	55	07/01/2023	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	4,000.00
11	56	07/01/2023	4366	JOSTENS INC	BHS GRAD MT'LS 000	7,769.29
11	57	07/01/2023	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	10,609.48
11	58	07/01/2023	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,136.00
11	59	07/01/2023	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2023	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	2,933.19
11	61	07/01/2023	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	572.00
11	62	07/01/2023	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2023	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	175.00
11	64	07/01/2023	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	21,471.91
11	65	07/01/2023	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2023	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,249.29
11	67	07/01/2023	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,209.64
11	68	07/01/2023	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	8,250.00
11	69	07/01/2023	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,500.00
11	70	07/01/2023	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	132,304.16
11	71	07/01/2023	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	13,281.00
11	72	07/01/2023	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	8,127.00
11	73	07/01/2023	1171	OKASBO	MEMBERSHIP DUES 000	375.00
11	74	07/01/2023	2748	OSAG	WORKERS COMP INS 000	136,000.00

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11	75	07/01/2023	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,770.24
11	76	07/01/2023	59812	KORI NEELY	Group Counseling/ Collaboration 621	10,800.00
11	77	07/01/2023	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	5,975.00
11	78	07/01/2023	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051/050	3,220.77
11	79	07/01/2023	2290	OSSBA	OSSBA CONFERENCE REGIS 000	7,660.00
11	80	07/01/2023	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	906,049.00
11	81	07/01/2023	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,489.00
11	83	07/01/2023	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	13,000.00
11	84	07/01/2023	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	625.00
11	85	07/01/2023	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	249.50
11	87	07/01/2023	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	662.50
11	88	07/01/2023	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	4,206.73
11	89	07/01/2023	52270	PEARSON	LICENSE RENEWAL 698	1,585.00
11	90	07/01/2023	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050/051/036	375.00
11	91	07/01/2023	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	94	07/01/2023	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	13,275.00
11	95	07/01/2023	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	1,616.88
11	96	07/01/2023	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	12,325.50
11	97	07/01/2023	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	3,517.41
11	98	07/01/2023	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	1,627.25
11	99	07/01/2023	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	515.00
11	100	07/01/2023	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	13,950.00
11	101	07/01/2023	1445	SAIED MUSIC	MUSIC FOR THE HS CHOIR 005	325.25
11	103	07/01/2023	1856	WALMART COMMUNITY	SUPPLIES 000/050/051	793.64
11	104	07/01/2023	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	500.00
11	105	07/01/2023	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	3,939.51
11	106	07/01/2023	56227	CDW-G 2	LIGHTSPEED MOBILE MANAGER MANAGEMENT SYSTEM 030	3,361.50
11	107	07/01/2023	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	70.00
11	108	07/01/2023	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	22,500.00
11	109	07/01/2023	57112	APPTEGY	APP DEVELOPMENT 000	34,100.00
11	110	07/01/2023	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,450.00
11	111	07/01/2023	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	62,100.00
11	112	07/01/2023	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	609.75

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11	113	07/01/2023	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,600.00
11	114	07/01/2023	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	84.14
11	115	07/01/2023	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	116	07/01/2023	55149	HOOTEN OIL COMPANY, INC.	OIL FOR TRANSPORTATION 051	13,438.33
11	117	07/01/2023	8035	IXL LEARNING INC	IXL RENEWAL 000	74,203.00
11	119	07/01/2023	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	11,930.44
11	120	07/01/2023	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	5,803.20
11	121	07/01/2023	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	57,908.00
11	122	07/01/2023	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	3,646.81
11	123	07/01/2023	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-K-6 JOM 563	4,885.86
11	124	07/01/2023	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	9,640.00
11	125	07/01/2023	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	2,500.00
11	126	07/01/2023	53773	JW PEPPER	MUSIC FOR HS CHOIR 005	135.58
11	128	07/01/2023	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	9,110.00
11	130	07/01/2023	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	28,367.12
11	131	07/01/2023	58106	THE HOME DEPOT PRO	MISC SUPPLIES 050	192,764.49
11	134	07/01/2023	58492	DIMENSIONS FAMILY PRACTICE	ANNUAL EMPLOYEE PHYSICALS 000	6,000.00
11	135	07/01/2023	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	136	07/01/2023	58631	CHALKS TRUCK PARTS	SUPPLIES FOR TRANSPORTATION 051	1,370.90
11	137	07/01/2023	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	97.00
11	141	07/01/2023	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	23,235.01
11	142	07/01/2023	58766	VECTOR SOLUTIONS	EDUCATION SOFTWARE 051	655.50
11	143	07/01/2023	7773	MABEE CENTER	BHS GRADUATION 000	28,112.00
11	144	07/01/2023	5776	TSHA, INC.	INTERPRETING SERVICE FOR DEAF PARENTS/TEACHERS 000	7,955.84
11	145	07/01/2023	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	5,000.00
11	147	07/01/2023	1856	WALMART COMMUNITY	Supplies 099	662.40
11	149	07/01/2023	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	1,334.23
11	151	07/01/2023	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2023	1856	WALMART COMMUNITY	OPEN PO for Walmart Purchases 012	857.83
11	154	07/01/2023	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	165.50

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11	155	07/01/2023	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	1,976.50
11	156	07/01/2023	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	5,134.94
11	157	07/01/2023	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	160	07/01/2023	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	34,417.01
11	161	07/01/2023	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	3,501.82
11	164	07/01/2023	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	239.88
11	165	07/01/2023	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	10,672.80
11	166	07/01/2023	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	21,330.00
11	168	07/01/2023	60243	HERMES PRODUCTIONS LLC	TRANSPORTATION SUPPLIES 051	757.50
11	170	07/01/2023	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	3,760.00
11	171	07/01/2023	5463	LEARNING A-Z	ANNUAL SUBSCRIPTION EL 572	4,611.60
11	172	07/01/2023	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	100.00
11	173	07/01/2023	59292	COMMON GOAL SYSTEMS INC	TEACHERASE, REPORT CARD AND GRADE EXPORT 000	24,010.70
11	177	07/01/2023	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	178	07/10/2023	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	21,601.00
11	180	09/27/2023	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	3,654.00
11	181	09/27/2023	59734	ATTF	TUITION APPRENTICESHIP TRAINING 000	2,220.00
11	182	11/07/2023	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	184	11/13/2023	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS	18,124.86
11	185	12/18/2023	6208	APPLE EDUCATIONAL SALES	MOSYLE MGR 030	10,296.00
11	186	01/10/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL MAINTENANCE 000	9,470.00
11	189	04/24/2024	70260	OK TEACHERS RETIREMENT SYSTEM	TEACHER RETIREMENT FIX 000	15,720.11
11	190	05/09/2024	21368	KGEB - AMERICA	GRADUATION AUDIO/VIDEO 000	2,750.00
11	500	07/01/2023	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	4,310.34
11	501	07/01/2023	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	8,390.03
11	502	07/01/2023	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	5,789.31
11	503	07/01/2023	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	369.05
11	504	07/01/2023	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	886.85
11	505	07/01/2023	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	5,140.29
11	506	07/01/2023	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	9,399.98
11	507	07/01/2023	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	2,695.70
11	508	07/01/2023	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	3,462.35
11	509	07/01/2023	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	2,441.46
11	510	07/01/2023	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	4,113.72
11	511	07/01/2023	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,156.80

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11	512	07/01/2023	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	1,100.73
11	513	07/01/2023	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	12,453.04
11	514	07/01/2023	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	6,072.72
11	516	08/21/2023	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	250.00
11	530	07/01/2023	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	561.87
11	531	07/01/2023	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	826.58
11	532	07/01/2023	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	68.49
11	533	07/01/2023	59573	MICKEY REPLOGLE	REIMBURSE TRAVEL - 005	224.00
11	535	07/01/2023	53638	JAMIE MILLIGAN	REIMBURSE TRAVEL 000, 541	224.00
11	536	07/01/2023	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	483.48
11	538	07/01/2023	1985	SHERRIL MCMILLAN	REIMB TRAVEL 000	191.72
11	540	07/01/2023	56104	CODY COONCE	REIMBURES TRAVEL 000	430.64
11	542	07/01/2023	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	76.00
11	543	07/01/2023	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	1,633.01
11	544	07/01/2023	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	76.00
11	546	07/01/2023	53589	DANA STUFF	Reimbursement 412-314	576.25
11	549	07/01/2023	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	224.00
11	550	07/01/2023	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	1,107.66
11	551	07/01/2023	60224	CURTIS WHITELEY	REIMB TRAVEL/PURCHASES - 011	622.66
11	552	07/01/2023	60303	LESA MOORE	REIMB TRAVEL/PURCHASES 012/000	258.45
11	553	07/01/2023	60259	ELIZABETH FRISILLO	REIMB TRAVEL/PURCHASES 003/000	315.25
11	554	12/06/2023	56809	JESSICA THORNTON	The Oklahoma School SLP Conference 613	149.41
11	600	12/06/2023	3839	AMAZON.COM, LLC	TECH SUPPLIES 030	4,000.00
11	601	12/06/2023	3839	AMAZON.COM, LLC	MISC SUPPLIES - OPEN PO 012	3,542.38
11	602	12/06/2023	3839	AMAZON.COM, LLC	OPEN PO 198/618	4,564.78
11	603	12/06/2023	3839	AMAZON.COM, LLC	MISC PURCHASES 561	95.89
11	604	12/06/2023	3839	AMAZON.COM, LLC	JOM SUPPLIES 563	16,473.76
11	605	12/06/2023	3839	AMAZON.COM, LLC	MISC DISTRICT PURCHASES 000/051/050	22,774.73
11	607	12/06/2023	3839	AMAZON.COM, LLC	MISC SUPPLIES 011	15,309.00
11	608	12/06/2023	3839	AMAZON.COM, LLC	Supplies 004	3,383.00
11	609	12/06/2023	3839	AMAZON.COM, LLC	FACS SUPPLIES 412-004	569.30
11	610	12/06/2023	3839	AMAZON.COM, LLC	MISC NURSE PURCHASES 027	4,414.46
11	611	12/06/2023	3839	AMAZON.COM, LLC	Rollover account 010	2,334.33
11	612	02/02/2024	3839	AMAZON.COM, LLC	MISC SUPPLIES 511/367/541	34,988.56
11	613	03/15/2024	3839	AMAZON.COM, LLC	general office supplies 099	200.00
11	700	07/01/2023	59110	PADEN BAILEY	WRESTLING ASST COACH 000 5/23/24	2,500.00
11	701	07/01/2023	60244	GRACIE KREIS	MS ASST DANCE COACH 000	1,029.99
11	702	07/01/2023	60245	LAUREN GRACE SUMLER	MS HEAD DANCE COACH 000	2,500.00

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11	703	07/01/2023	60265	MACEY DIONNE TURLEY	VARSITY ASST FASTPITCH SOFTBALL COACH 10/25/23 000	3,800.00
11	704	07/01/2023	59614	KARI RIANE ANDERSON	ASST HS VOLLEYBALL COACH 5/25/24 000	3,000.00
11	705	07/01/2023	59744	BRANDON KYLE COGAN	ASST JV BASEBALL COACH 5/25/24 000	3,650.00
11	706	07/01/2023	56523	SARAH KLING	MS VOLLEYBALL COACH 000 10/25/23	2,250.00
11	707	07/01/2023	59411	JOE VINCENT	VARSITY ASSISTANT TENIS COACH 000 5/25/24 000	2,500.00
11	708	07/01/2023	59666	ERIN FLANNERY RODEN	ASST HS VOLLEYBALL COACH 12/25/23 000	3,000.00
11	709	07/01/2023	60286	KATHERINE LEE WILEY	ASSISTANT VOLLEYBALL COACH 12/25/23 000	3,000.00
11	710	07/01/2023	58442	CAMERON PALMER	9TH GRADE HEATH FOOTBALL COACH 12/25/23 000	4,500.00
11	711	07/01/2023	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 12/25/23 & 5/25/2023 000	6,275.00
11	712	07/01/2023	60348	RICHARD KYLE EVANS	MS VOLLEYBALL COACH & SOCCER COACH 000	5,600.00
11	713	07/01/2023	59000	JOHN WYETH TIMMONS	HEAD BOYS SOCCER COACH 000 12/25/23 - 5/23/24	5,500.00
11	714	07/01/2023	60292	ROBIN TAYLOR	ASSISTANT GIRLS SOCCER COACH MONTHLY 000	2,750.00
11	715	07/01/2023	60298	RAY BLAKE	WRESTLING HEAD COACH 000 6/30/2024	4,200.00
11	716	07/10/2023	57120	KENNY GIDDENS	ASSISTANT WRESTLING COACH 000 12/25	4,000.00
11	717	07/10/2023	59107	JEANNA HOLCOMB	MS TENNIS COACH 000 12/25	4,400.00
11	718	07/10/2023	54063	AARON JOSEPH MORTON	CREATIVE CONSULTANT/MARCHING SHOW DESIGNER 013	19,999.98
11	719	07/12/2023	52982	SHANE DERRICK ROLLER	VARSITY ASST WRESTLING COACH 000 3/25/2024	4,000.00
11	720	07/31/2023	60365	JENNIFER JILL RUSSELL	ASSISTANT MS TENNIS COACH 000 12/25/23, 5/25/24	3,500.00
11	721	08/01/2023	58690	LONG NGUYEN	ASSISTANT BOYS SOCCER COACH 000 5/23/24	2,750.00
11	722	08/07/2023	60373	CORDRAYE MARSHALL	10TH GRADE BOYS BASKETBALL COACH 000 (MONTHLY)	2,250.00
11	723	08/09/2023	60374	TREY ODAM	JRH ASSISTANT WRESTLING COACH 000 (MONTHLY)	2,500.00
11	724	08/09/2023	57247	TREVOR LEU	ASST VARSITY BASEBALL COACH 000 5/23/24	3,900.00
11	725	08/30/2023	52232	JUSTIN DELAY	HEAD BASEBALL COACH 000 MULTIPLE PAYMENTS	10,500.00
11	726	09/01/2023	60431	MICHAEL DANIEL	HEAD GIRLS SOCCER COACH 000 TO BE PAID 5/23/24	5,550.00
11	727	09/01/2023	60203	WILL FINFROCK	V BOYS ASST BASKETBALL COACH 000 MONTHLY	4,300.00

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11	728	11/01/2023	60500	TRAVIS ADAMS	JV RED BASEBALL COACH 000 - MONTHLY	3,900.00
11	1000	07/01/2023	54923	NORTHEASTERN STATE UNIVERSITY	APSI 541	100.00
11	1001	07/01/2023	60101	SEIDLITZ EDUCATION, LLC	PROFESSIONAL DEVELOPMENT 571	5,175.00
11	1002	07/01/2023	4352	ROWLAND VERNON	REIMBURSE TRAVEL 541	373.65
11	1003	07/01/2023	7139	PEARSON CLINICAL ASSESSMENT	OLSAT TESTING RECORDS 020	16,078.94
11	1005	07/01/2023	60353	PROVEN4STRATEGY CONSULTING LLC	CONSULTING SERVICES 030	3,204.00
11	1006	07/01/2023	54987	OKLA ASSOC OF CAREER & TECH	Registration 412-316	530.00
11	1007	07/01/2023	59787	BLANE BURGE	Reimbursement Seattle conference 005	459.85
11	1008	07/01/2023	60291	LINDSEY MCCUNE	REIMBURSE IDENTIGO 000	58.25
11	1010	07/01/2023	58210	JOURNEYED.COM INC	License 412-316	2,500.00
11	1012	07/01/2023	5769	MUSIC THEATRE INTERNATIONAL	License 005	3,171.01
11	1013	07/01/2023	59543	IGNITE2UNITE, LLC	Professional Development Speaker 012	3,500.00
11	1014	07/01/2023	6788	H&H PRINTER SERVICES	Toner Cartridges/Career Tech money 412-316	3,135.00
11	1015	07/01/2023	5690	HOBBY LOBBY	bulletin board need 009	75.27
11	1016	07/01/2023	2086	K-LOG	Reflex Reversible Board 005	1,142.86
11	1017	07/01/2023	60305	MALCOM ANTHONY WATSON	Security vinyl install 001	250.00
11	1018	07/01/2023	5353	ARCADIA PRINTING OF TULSA	School Visual Enhancement qoutes 099	990.00
11	1021	07/01/2023	5872	SCHOOL MART	Texas Instrument Calculators 621	306.89
11	1022	07/01/2023	60097	CENTER FOR THE COLLABORATIVE CLASS	VIRTUAL CONSULTATION AUGUST 3, 2023 571	3,500.00
11	1023	07/01/2023	56227	CDW-G 2	DUAL MONITOR 051	163.62
11	1024	07/01/2023	3420	SCHOOL HEALTH CORPORATION	NURSING SUPPLIES 027	1,338.95
11	1026	07/01/2023	60128	TEACHTOWN	ENCORE TRAINING/TEACHER BUNDLES 621	68,780.70
11	1027	07/01/2023	60251	PROCARE THERAPY	THERAPY SERVICE - BLAZERWORKS 621	16,020.00
11	1028	07/01/2023	56227	CDW-G 2	TECH SUPPLIES 030	4,338.75
11	1030	07/01/2023	5463	LEARNING A-Z	Renewal for Learning A-Z Subscription 511	128.00
11	1034	07/01/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE - HS ORDER 333	2,154.49
11	1035	07/01/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE - INTERMEDIATE SITES 333	106,413.03
11	1036	07/01/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE HS 333	6,463.46
11	1037	07/01/2023	57137	BEDFORD, FREEMAN & WORTH	LIT & COMP ORDER - HS 333	45,432.66
11	1038	07/01/2023	1667	THOMPSON SCHOOL BOOK DEPOSITORY	PHYSICS ORDER - 9GC, HS 333	294,959.87
11	1039	07/01/2023	1667	THOMPSON SCHOOL BOOK DEPOSITORY	VISTA ORDER HS 333 & ADDITIONAL TWIG	96,562.44
11	1040	07/01/2023	58686	SCHOOL SPECIALTY	FOSS MATERIALS - INTERMEDIATES 333	5,812.56



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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1041	07/01/2023	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	COUPON- BUTTERLY LARVAE - ELEMENTARY SITES 333	1,607.58
11	1042	07/01/2023	1667	THOMPSON SCHOOL BOOK DEPOSITORY	ENVISION MATH ORDER - ELEMENTARY SITES 333	2,853.82
11	1043	07/01/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER - ELEMENTARY SITES 333	4,192.65
11	1044	07/01/2023	57575	OATECA	MULTIPLE LOACTIONS ASSESSMENTS 621	450.00
11	1045	07/01/2023	57575	OATECA	Assessments for students 618	4,100.00
11	1046	07/01/2023	59032	CONTINUED.COM, LLC	PT CE School Membership 698	574.00
11	1047	07/01/2023	55185	LEXIA LEARNING SYSTEMS, INC.	STUDENT RENEWAL 621	4,180.00
11	1048	07/01/2023	60252	REALLY GREAT READING COMPANY, LLC	training for 8 including books 621	27,169.80
11	1049	07/01/2023	54987	OKLA ASSOC OF CAREER & TECH	Conference 412-314	290.00
11	1050	07/01/2023	58719	TRAFERA LLC	40 chromebook updates and warranties 628	14,360.00
11	1051	07/01/2023	60257	BRENNA HUMPHREY	Per Diem reimbursement 412-314	10.89
11	1052	07/01/2023	60255	ACCUTRAIN CORPORATION	Speaker 005, 004, 011	19,305.00
11	1053	07/01/2023	57100	LESSONPIX CUSTOM LEARNING MATERIALS	Group user liscense 621	356.40
11	1054	07/01/2023	56737	TORY KRAUS	PER DIEM 027	220.10
11	1055	07/01/2023	56227	CDW-G 2	Exterior access points WEST 030	4,714.03
11	1056	07/01/2023	60246	SALSBURY INDUSTRIES INC	LOCKERS FOR TRANSPORTATION (BTG) 000	3,790.00
11	1057	07/01/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE - MS 333	136,186.88
11	1058	07/01/2023	57663	ARDATH LAMB	PER DIEM 027	76.00
11	1059	07/01/2023	56738	LAURA WILEY	PER DIEM 027	76.00
11	1060	07/01/2023	58980	TIA MORROW	PER DIEM 027	254.54
11	1061	07/01/2023	60262	KAELYN SNOW	PER DIEM 027	255.85
11	1062	07/01/2023	59503	TRACY STEPHENS	PER DIEM 027	76.00
11	1063	07/01/2023	54987	OKLA ASSOC OF CAREER & TECH	OKLAHOMA SUMMIT REGISTRATION 412-314	290.00
11	1064	07/01/2023	58048	JADE PERIGO	IDENTIGO REFUND 000	58.25
11	1065	07/01/2023	5395	SOUTHEAST AUTO TRIM, INC.	BUS/AUTO REPAIRS 051	525.00
11	1066	07/06/2023	51624	ALPHA AWARDS	Badges, Plaques, etc. 009	242.00
11	1067	07/06/2023	1449	SAM'S CLUB DIRECT	Yearly PO 001	100.00
11	1068	07/01/2023	1856	WALMART COMMUNITY	Yearly PO 001	200.00
11	1069	07/06/2023	60293	JACOB HANSETH	3D PRINTER 004	300.00
11	1072	07/06/2023	56227	CDW-G 2	Lenovo 500e Chromebook 007	399.00
11	1073	07/06/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	OA Classes for 4th Grade 009	1,925.00
11	1074	07/06/2023	1667	THOMPSON SCHOOL BOOK DEPOSITORY	TWIG SCIENCE ORDER - ELEMENTARY SITES 333	45,984.54
11	1075	07/06/2023	5913	CENGAGE LEARNING	INTRO TO SPORTS MEDICINE & ATHLETIC TRAINING 333	1,540.00

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11	1077	07/06/2023	57038	LIGHTHOUSE ELECTRIC LLC	New access control system card reader 007	1,427.00
11	1078	07/06/2023	6208	APPLE EDUCATIONAL SALES	IMMIGRANT IPAD ORDER 571	13,288.50
11	1079	07/06/2023	8035	IXL LEARNING INC	6th Grade Science Curriculum 002	600.00
11	1080	07/06/2023	633	GREAT EXPECTATIONS NSU	materials and instruction 001	1,500.00
11	1081	07/06/2023	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	OK INTO READING 5TH GR 333	6,129.38
11	1082	07/06/2023	60266	ASLDEALFINED	ASL DEAFINED 12 MOS OF ASL W/APP 333	1,800.00
11	1083	07/06/2023	51624	ALPHA AWARDS	New hire badges 001	100.00
11	1084	07/06/2023	5353	ARCADIA PRINTING OF TULSA	PRINTING 561	75.80
11	1085	07/06/2023	60287	BRIAN PONCY	Training 001	604.80
11	1086	07/06/2023	53545	LORI HEARD	Reimbursement for Conference 412-316	45.85
11	1087	07/06/2023	59409	HEATHER L WITHEM	Reimbursement 412-316	19.52
11	1088	07/06/2023	4845	SOLUTION TREE	Singletons in PLC at Work 005	119.60
11	1089	07/06/2023	5188	ULINE	Stainless Steel trash cans/CONVEX MIRRORS 005	1,923.24
11	1091	07/10/2023	58686	SCHOOL SPECIALTY	School Needs 009	308.13
11	1092	07/10/2023	8035	IXL LEARNING INC	Upgrade IXL site license 012	3,150.00
11	1093	07/10/2023	54406	MARENEM INC	new classroom kits 001	339.90
11	1094	07/10/2023	60097	CENTER FOR THE COLLABORATIVE CLASS	SIPPS MATERIALS 571	2,241.00
11	1095	07/10/2023	633	GREAT EXPECTATIONS NSU	Coaching Day 010	1,500.00
11	1096	07/11/2023	60097	CENTER FOR THE COLLABORATIVE CLASS	CONSULT PD - COLLABORATIVE CLASSROOM 571	600.00
11	1097	07/11/2023	59336	RICK HOLMES - RELATE THEN EDUCATE	TULSA CRM WORKSHOP 9/12/23 541	3,375.00
11	1098	07/11/2023	58686	SCHOOL SPECIALTY	School Supplies 003	4,655.20
11	1099	07/11/2023	444	DOC'S FOOD STORES, INC	FACS food, open PO 412-314	289.20
11	1101	07/11/2023	5643	CENGAGE LEARNING	Microsoft Editions 412-316	13,101.50
11	1103	07/11/2023	1856	WALMART COMMUNITY	Open PO for the year, supplies 412-314	9,455.38
11	1104	07/11/2023	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316	1,417.04
11	1105	07/11/2023	54406	MARENEM INC	FLASH CARDS 001	250.00
11	1106	07/11/2023	59929	INFINITE ENTERPRISES LLC	Drone video - campus school dismissal 010	100.00
11	1107	07/11/2023	2663	WEST MUSIC COMPANY	Music GF materials 001	187.89
11	1108	07/11/2023	4244	PLANK ROAD PUBLISHING, INC.	Music GF materials 001	72.85
11	1109	07/11/2023	53773	JW PEPPER	Music GF materials 001	87.97
11	1111	07/11/2023	70099	OKLAHOMA FFA ASSOC.	Registration AET Fee Package 311	1,865.00
11	1112	07/11/2023	52916	SCHOLASTIC MAGAZINES	Scholastic Classroom Magazines 008	2,586.30
11	1113	07/11/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	Operation Aware 4th Grade 008	2,200.00
11	1114	07/11/2023	2017	LAKESHORE LEARNING MATERIALS	Classroom Rug 010	815.10
11	1115	07/11/2023	59031	ALPHA MECHANICAL SERVICES LLC	unit at HS attendance 795	4,820.70

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11	1116	07/11/2023	53013	EAI EDUCATION	CALCSAFE BUNDLE 366	4,306.00
11	1119	07/11/2023	60010	KISH RUSSELL LLC	FEDERAL PROGRAM COMPLIANCE WORKSHOP 511	4,950.00
11	1120	07/20/2023	1232	O'CONNOR COMPANY INC.	MAINTENANCE PARTS 795	8,685.00
11	1121	07/20/2023	2272	LOWE'S	Open PO for the year, high school supplies 005	1,400.00
11	1122	08/01/2023	57271	LEARNING WITHOUT TEARS	LEARNING WITHOUT TEARS ORDER PREK -4TH GR 795	13,863.14
11	1123	08/01/2023	70080	STUDIES WEEKLY, INC	STUDIES WEEKLY GRADES 2-5 795	19,843.20
11	1124	08/01/2023	60329	PAULLA C SLAWSON	School Psych 621	13,000.00
11	1126	08/03/2023	54889	OKLAHOMA TULSA PARTS (TRANE)	PARTS FOR DISTRICT 795	13,667.24
11	1128	08/03/2023	55845	5 STAR STUDENTS	App for 5 Starr, subscription 005	4,750.00
11	1130	08/03/2023	60332	CUTTING EDGE ROBOTIC TECHNOLOGIES	PLASMA CUTTING MACHINE 421	28,462.00
11	1131	08/03/2023	59980	ISOGRAD INC	TOSA EDUCATION PACK 421, 412- 316	10,937.00
11	1132	08/07/2023	60333	AAON INC	PARTS AND SUPPLIES FOR DISTRICT 795	7,402.46
11	1133	08/07/2023	58605	CING S MANSAN	INTERPRETATION SERVICES 000	562.50
11	1137	08/08/2023	57117	RESPONSE LAW, LLC	CONSULTING SERVICE 000	4,500.00
11	1138	08/08/2023	57983	UNIVERSITY OF OK HEALTH SCIENCES	Autism Training 613	1,800.00
11	1139	08/08/2023	57983	UNIVERSITY OF OK HEALTH SCIENCES	Challenging Behavior for Students with Autism 613	525.00
11	1140	08/08/2023	57983	UNIVERSITY OF OK HEALTH SCIENCES	Para Autism Training and support staff 613	1,200.00
11	1141	08/08/2023	55952	SCHOOL FIX	cork strip replacement 001	40.66
11	1144	08/08/2023	58588	SCHOLASTIC EDUCATION	SUPER STEM MAGAZINE SUBSCRIPTIONS FOR CI 511	268.95
11	1146	08/10/2023	51624	ALPHA AWARDS	Name Tags 004	637.50
11	1147	08/10/2023	1856	WALMART COMMUNITY	FACS classroom supplies 412-314	2,948.26
11	1148	08/10/2023	4352	ROWLAND VERNON	Reimbursement 004	1,645.00
11	1149	08/11/2023	57764	GOODHEART-WILCOX PUBLISHER	Books 412-317	3,162.00
11	1150	08/11/2023	58708	ADAPTIVEMALL.COM, LLC	Keekaroo Height right Chair 198	164.95
11	1152	08/13/2023	53773	JW PEPPER	Year Long Music 004	353.98
11	1153	08/13/2023	1856	WALMART COMMUNITY	Budgeted money for each departments 005	500.00
11	1154	08/15/2023	52916	SCHOLASTIC MAGAZINES	Scholastic Magazine 009	1,804.88
11	1155	08/15/2023	624	GOPHER SPORTS	PE Equipment 008	529.95
11	1156	08/15/2023	56255	B&H PHOTO-VIDEO	Career Tech money, video/audio 412-317	5,281.98
11	1157	08/21/2023	60310	LAUNCH PEAK PERFORMANCE	Aug 31st PD Trauma Response in the Classroom 010	550.00
11	1158	08/21/2023	1245	THE PAPERWORK COMPANY	Building signs 001	53.25
11	1159	08/23/2023	60310	LAUNCH PEAK PERFORMANCE	PD- Kristen Hale	400.00
11	1160	08/24/2023	1445	SAIED MUSIC	Competition Music - Choir 004	109.00
11	1162	08/24/2023	57163	WESTCO LAMINATING SERVICES	laminator repair 001	200.00

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11	1164	08/25/2023	60310	LAUNCH PEAK PERFORMANCE	August 31 Professional Development 003	550.00
11	1165	08/25/2023	58734	BEARCOM	Walkie battery purchase 007	450.00
11	1167	08/28/2023	3420	SCHOOL HEALTH CORPORATION	NURSE SUPPLIES 027	1,167.86
11	1168	08/28/2023	58734	BEARCOM	walkie talkie 007	518.93
11	1169	08/28/2023	59764	LAB-AIDS, INC	ADDITIONAL SGI BIOLOGY TEs 333	756.00
11	1170	08/29/2023	633	GREAT EXPECTATIONS NSU	Teacher Coaching 002	1,500.00
11	1171	08/29/2023	56274	FCCLA	National & State chapter affiliation dues 412-314	524.00
11	1172	08/29/2023	6208	APPLE EDUCATIONAL SALES	Ipads - MS Admin 004	1,751.80
11	1173	08/29/2023	2384	GALE / CENGAGE LEARNING	Gale In Context 018 & 017	7,296.93
11	1174	08/30/2023	1643	TEACHER'S DISCOVERY	Flango One Year Subscription 005	537.00
11	1175	08/30/2023	60358	EASY WAY SAFETY SERVICES, INC	Restraints for the bus 628	2,250.00
11	1177	08/30/2023	59701	ABDO-SPOTLIGHT-MAGIC WAGON	Books 014	1,184.35
11	1178	08/30/2023	60304	CLICK GAMING LLC	License/Registration 23-24 (Fall-Spring) 005	50.00
11	1179	08/30/2023	52916	SCHOLASTIC MAGAZINES	PreK, K, 1 Scholastic Magazines 003	2,779.27
11	1180	08/30/2023	60436	CING DEIH TAWI	INTERPRETATION SERVICES 000	31.25
11	1181	08/31/2023	4425	WARREN CAT	LIGHT TOWER RENTAL FOR FB GAME 050	5,538.80
11	1182	08/31/2023	56227	CDW-G 2	PLTW 9TH GRADE COMPUTER SCIENCE 091	3,520.00
11	1183	08/31/2023	58099	PROJECT LEAD THE WAY	PLTW 9TH GRADE COMPUTER SCIENCE 091	2,058.00
11	1184	08/31/2023	57080	ROBERT J MILLER	REIMBURSE FOR CCOSA DUES 000	895.00
11	1185	09/01/2023	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 015	4,103.34
11	1186	09/01/2023	59150	DISCOUNT SCHOOL SUPPLY	Acct # 5701164 (EE ART) 010	194.91
11	1187	09/05/2023	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 698	67,996.60
11	1188	09/05/2023	55566	CEV MULTIMEDIA, LTD	License, Student & Teachers 412-312	1,325.00
11	1189	09/05/2023	57264	ESGI, LLC	23-24 ESGI License for 13 (K, 2,) 010	1,800.00
11	1190	09/06/2023	633	GREAT EXPECTATIONS NSU	GE Coaching Days 012	1,500.00
11	1191	09/06/2023	51878	CCOSA	Kim Shein & Jen Masterson-Best Practices 613	358.00
11	1192	09/06/2023	2017	LAKESHORE LEARNING MATERIALS	light table sensory bundle 007	1,057.35
11	1193	09/06/2023	3676	APPLE STORE	2 iPads 007	716.00
11	1194	09/06/2023	56227	CDW-G 2	Printer 412-317	1,717.85
11	1196	09/07/2023	1276	HERTZBERG-NEW METHOD, INC.	5th Grade Books 009	483.29
11	1200	09/07/2023	54406	MARENEM INC	2 Classroom Kits 007	226.60
11	1201	09/08/2023	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARIES ORDER 572	283.80
11	1202	09/08/2023	59764	LAB-AIDS, INC	Lab items 011	298.20

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11	1203	09/08/2023	60174	PLEASANT VALLEY SCHOOL FOUNDATION	3rd Grade Field Trip 003	765.00
11	1204	09/08/2023	57271	LEARNING WITHOUT TEARS	Licenses for 5 Students at WE 198	88.00
11	1205	09/11/2023	1856	WALMART COMMUNITY	Nurse's office 004	251.92
11	1206	09/12/2023	5336	STARFALL EDUCATION FOUNDATION	School Membership 239	355.00
11	1207	09/12/2023	3581	DEMCO, INC.	book repair supplies 017	599.98
11	1209	09/12/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	4th grade operation aware	1,650.00
11	1210	09/13/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	Operation Aware 23-24	1,650.00
11	1211	09/13/2023	54326	EDMENTUM, INC.	518 - READING EGGS PROGRAM LICENSE FY24	240.00
11	1212	09/13/2023	1856	WALMART COMMUNITY	Misc. School-Based Items	450.65
11	1214	09/14/2023	56227	CDW-G 2	5 Chromebooks, 100e Lenovos and Licensing 005	1,210.00
11	1215	09/14/2023	60387	3PLEARNING INC	MATHSEEDS SUBSCRIPTION 518	350.00
11	1217	09/15/2023	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	143.00
11	1218	09/15/2023	60128	TEACHTOWN	Open PO 621	3,001.17
11	1221	09/15/2023	59221	FOLLETT CONTENT SOLUTIONS	purchases 023	8,050.99
11	1222	09/15/2023	60252	REALLY GREAT READING COMPANY, LLC	BOOKS 333	2,776.40
11	1223	09/15/2023	4592	LIVESAY ORCHARDS	1st Grade Field Trip 003	1,430.00
11	1224	09/15/2023	1276	HERTZBERG-NEW METHOD, INC.	Books 024	2,603.07
11	1225	09/18/2023	60393	COMMUNICATIONS TECHNOLOGIES INC	OPENGATE METAL DETECTION DEVICES 376	89,460.10
11	1226	09/18/2023	1844	FOLLETT LIBRARY RESOURCES	Misc. Media Center 023	5,270.25
11	1227	09/18/2023	57264	ESGI, LLC	ESGI LICENSES FOR CE 511	5,306.00
11	1228	09/18/2023	4724	BLICK ART MATERIALS	Art Supplies 008	537.34
11	1229	09/18/2023	58686	SCHOOL SPECIALTY	Art Supplies 008	350.55
11	1230	09/19/2023	4592	LIVESAY ORCHARDS	Kindergarten Field Trip 007	1,750.00
11	1231	09/19/2023	59221	FOLLETT CONTENT SOLUTIONS	Books 016	7,499.11
11	1232	09/19/2023	59704	OKLAHOMA STATE UNIVERSITY	Open PO 615	5,000.00
11	1233	09/19/2023	60397	SUSAN TRACY	Certification 022	118.00
11	1234	09/20/2023	60400	K&R SOLUTIONS GROUP	OPENGATE FABRIC COVERS FOR DETECTORS 376	735.00
11	1236	09/20/2023	54661	BA HITCH	WELDING FOR 6 TABLES 004	2,222.50
11	1237	09/20/2023	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Pig Hearts 011	163.77
11	1238	09/21/2023	59764	LAB-AIDS, INC	Biology Cell Unit 011	924.20
11	1239	09/21/2023	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD BILINGUAL DICTIONARIES 572	169.84
11	1240	09/21/2023	56227	CDW-G 2	Dell Latitude 3440 & over ear stereo headset 621	2,176.83
11	1241	09/21/2023	58516	HUE	Admin Camera 239	95.79

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11	1242	09/21/2023	4266	TOYS FOR SPECIAL CHILDREN, INC.	Totally Tactile Communicators 643	717.90
11	1243	09/21/2023	60310	LAUNCH PEAK PERFORMANCE	Consultation with Kristen Hale 003	150.00
11	1244	09/22/2023	58734	BEARCOM	4 new walkie talkies 007	2,075.72
11	1245	09/25/2023	3228	DICK BLICK ART MATERIALS	EE ART 010	1,625.09
11	1246	09/25/2023	53286	TEACHERS PAY TEACHERS	Classroom Decodable Bundle 001	218.99
11	1247	09/25/2023	56765	CARRIER ENTERPRISE, LLC	CONDENSOR FAN MOTORS - CHEER 795	644.86
11	1249	09/26/2023	60406	PLAYGROUND OUTFITTERS, LLC	Ramp for wheelchairs to playground-Accessamat 628	1,611.43
11	1250	09/26/2023	55882	FCCLA NE-3	FCCLA District Dues 412-314	125.00
11	1252	09/27/2023	2650	TULSA TECHNOLOGY CENTER	2024 AEROSPACE ACADEMY 000/005	3,500.00
11	1253	09/27/2023	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00
11	1254	09/27/2023	56227	CDW-G 2	HDMI Adapter 004	1,720.00
11	1255	09/27/2023	58730	SIGN GYPSIES SOUTH TULSA	Veteran's Day 004	79.20
11	1256	09/27/2023	624	GOPHER SPORTS	PE items out of Electives Budgeted money. 005-105	2,001.81
11	1259	10/02/2023	8035	IXL LEARNING INC	IXL ELA 003	1,650.00
11	1260	10/02/2023	1856	WALMART COMMUNITY	Misc. 009	80.32
11	1261	10/02/2023	60433	4 STATE TRAILERS LLC	TRAILER FOR AG 412-311	5,750.00
11	1262	10/02/2023	5643	CENGAGE LEARNING	BIG IDEAS MATH - 5 GR 333	429.00
11	1263	10/02/2023	58686	SCHOOL SPECIALTY	FOSS MATERIALS 333	3,646.90
11	1264	10/04/2023	60010	KISH RUSSELL LLC	TITLE III WORKBOOK 572	132.00
11	1265	10/04/2023	8035	IXL LEARNING INC	IXL 3RD GR SUBSCRIPTION FOR CE 511	743.00
11	1266	10/04/2023	59112	OKSTE	REGISTRATIONS FOR OKSTE CONFERENCE 541	700.00
11	1267	10/05/2023	59761	CODEMONKEY STUDIOS	12 Month Subscription 621	525.00
11	1270	10/05/2023	58306	AKJ EDUCATION	Felton 004	304.52
11	1273	10/05/2023	58702	HEGGERTY PHONEMIC AWARENESS	HEGGERTY PURCHASE FOR WE 572	79.00
11	1274	10/05/2023	57038	LIGHTHOUSE ELECTRIC LLC	WEST ISOLATION RM DOOR 621	1,042.23
11	1276	10/06/2023	2017	LAKESHORE LEARNING MATERIALS	PK Materials 003	557.65
11	1277	10/09/2023	58972	NOODLETOOLS, INC	Research Tool 018	470.00
11	1278	10/09/2023	59221	FOLLETT CONTENT SOLUTIONS	221 books for library 026	3,610.15
11	1279	10/09/2023	54170	FOLLETT SCHOOL SOLUTIONS, INC	190 books for the library 018	3,052.52
11	1280	10/09/2023	58176	SCHOOLSAFEID LLC	Parent Pick up Tags 007	165.85
11	1281	10/09/2023	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	PAYNE EDUCATION CENTER - ORDER FOR CI 511	94.30
11	1282	10/10/2023	4100	BUSINESS INFORMATION SERVICES, LLC	DEMOGRAPHIC STUDY 000	24,900.00
11	1283	10/10/2023	5321	HOT OFF THE PRESS	Door Wrap 099	425.00
11	1285	10/10/2023	58702	HEGGERTY PHONEMIC AWARENESS	HEGGERTY ONLINE SUBSCRIPTION - CE 511	1,513.00

## Bixby Public Schools

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1286	10/11/2023	6208	APPLE EDUCATIONAL SALES	iPad, 3 year Apple Care+, Apple Pencil 005	6,024.45
11	1287	10/11/2023	60437	ANA R MADRIGAL DESEELY	INTERPRETATION SERVICES 000	75.00
11	1288	10/12/2023	3074	MHS	All School Testing 198	1,027.50
11	1289	10/12/2023	6274	PEARSON ASSESSMENT	All school assessments 198	2,794.53
11	1290	10/12/2023	58708	ADAPTIVEMALL.COM, LLC	Tomato soft sitter and transition chairs 198	5,999.14
11	1291	10/12/2023	60447	SAIDA EDITH CASTRO LEMUS	INTERPRETATION SERVICES 000	81.25
11	1292	10/12/2023	57291	HEARTLAND AED, INC	AED 3-D Wall Sign 027	224.25
11	1294	10/12/2023	54036	WILLIAM V MACGILL & CO	first responder bag 027 - EE/WI	80.00
11	1295	10/12/2023	4883	SCHOOL HEALTH CORPORATION	supplies for WI and EE 027	341.93
11	1297	10/13/2023	3608	HEINEMANN	Elem Writing Workshop PLFocus 010	306.13
11	1298	10/13/2023	58100	VEX ROBOTICS, INC	Robotic Kits 004	7,999.22
11	1299	10/13/2023	53098	B & H PHOTO	Live Streaming Kit 004	4,087.54
11	1300	10/13/2023	6208	APPLE EDUCATIONAL SALES	IPads - Crunelle 004	1,512.00
11	1302	10/16/2023	4748	ROBINSON GLASS	REPLACE COMS ROOM-DOOR GLASS SPED ROOM WI 621	89.00
11	1303	10/16/2023	56227	CDW-G 2	Cafeteria Materials 001	761.41
11	1304	10/16/2023	55895	FISLERDATA, LLC	MyConferenceTime subscription 005	311.20
11	1305	10/16/2023	58100	VEX ROBOTICS, INC	Robotics Kit 008	1,992.96
11	1306	10/16/2023	56719	CONJUGUEMOS	12 mo. site institutional licenses 005	60.00
11	1307	10/17/2023	60458	MONIQUE MORGAN	Behavioral Analysis 198	9,000.00
11	1308	10/18/2023	52916	SCHOLASTIC MAGAZINES	scholastic magazines 007	4,854.80
11	1309	10/18/2023	60463	ZEN NUN CING	INTERPRETATION SERVICES 000	443.75
11	1310	10/18/2023	58814	CORWIN PRESS	REGISTRATIONS FOR VIRTUAL VOCABULARY PD 572	672.00
11	1311	10/23/2023	1844	FOLLETT LIBRARY RESOURCES	Books 024	2,131.30
11	1312	10/23/2023	2663	WEST MUSIC COMPANY	BB Grant 010	1,999.39
11	1314	10/24/2023	57488	EASTON SOD FARMS INC	SPARTAN NATURE CENTER PROJECT 090	277.50
11	1315	10/24/2023	1856	WALMART COMMUNITY	Open PO for odd items 618	147.75
11	1316	10/25/2023	53669	ZEECRAFT TECH, LLC	Buzzer System & Carrying Case, 005	1,143.00
11	1317	10/25/2023	56227	CDW-G 2	Chromebook for Paige 007	392.53
11	1319	10/25/2023	57351	A NEW LEAF	VOCATIONAL TRAINING 621	1,390.52
11	1321	10/26/2023	59350	AUTISM-PRODUCTS.COM	HOT DOG KIT 198	805.92
11	1323	10/26/2023	60471	INSPIRE TO CREATE ENTERPRISES LLC	Social- Emotional Learning 008	251.20
11	1324	10/26/2023	6208	APPLE EDUCATIONAL SALES	3 iPad's for SpEd 198	1,313.85
11	1325	10/26/2023	6131	OPERATION AWARE OF OKLAHOMA, INC.	Drug Awareness Presentation 099	1,200.00
11	1326	10/27/2023	57221	INTRADATA, INC	ReadNQuiz 009	1,075.00
11	1327	10/30/2023	1607	SUPER DUPER SCHOOL COMPANY	Test Forms 198	2,450.00
11	1328	10/30/2023	59859	GIMKIT, INC	License with science budget money. 005	650.00

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11	1329	10/30/2023	3228	DICK BLICK ART MATERIALS	Art Supplies 004	689.87
11	1332	10/30/2023	2017	LAKESHORE LEARNING MATERIALS	Building Blocks 641	379.05
11	1333	10/31/2023	597	GARRETT BOOK COMPANY	Books 018	1,876.26
11	1334	10/31/2023	59909	YOGA 4 CLASSROOMS, LLC	NOVEMBER SESSION - JODEE HAACK 722	525.00
11	1335	10/31/2023	59720	CATAPULT LEARNING WEST LLC	CATAPULT PROFESSIONAL DEVELOPMENT 367	10,900.00
11	1336	11/01/2023	56227	CDW-G 2	3 Staff Chromebooks 007	1,177.59
11	1337	11/02/2023	59152	COOK'S APPLIANCE INC	DRYER REPAIR 050	194.95
11	1339	11/02/2023	3152	OVERHEAD DOOR OF TULSA	SERVICE BAY 3 AT THE BUS BARN 051	1,271.00
11	1340	11/02/2023	292	CERAMIC COTTAGE, INC.	BULK ORDER FOR FINE ARTS	1,400.00
11	1341	11/03/2023	56227	CDW-G 2	Laptop 412-311	1,212.77
11	1342	11/03/2023	60481	EL ACHIEVE INC	EL ACHIEVES MIDDLE SCHOOL 795	4,859.80
11	1343	11/03/2023	60481	EL ACHIEVE INC	EL ACHIEVE ORDER FOR 9GC 795	4,536.40
11	1344	11/03/2023	60481	EL ACHIEVE INC	EL ACHIEVE ORDER FOR HS 795	5,552.80
11	1345	11/03/2023	60481	EL ACHIEVE INC	REGISTRATION FOR EL ACHIEVE TEACHER STRAND PD 572	3,000.00
11	1346	11/03/2023	60483	KAREN B RATH	REIMBURSE IDENTOGO 000	58.25
11	1347	11/06/2023	52270	PEARSON	Record Forms 198	386.26
11	1348	11/06/2023	57137	BEDFORD, FREEMAN & WORTH	SAPLINGPLUS FOR STATISTICS ORDER - HS 333	330.00
11	1349	11/07/2023	57038	LIGHTHOUSE ELECTRIC LLC	Door access controls HS 036	1,184.96
11	1350	11/07/2023	60854	LOVING GUIDANCE LLC	2-DAY ON-SITE TRAINING SESSION 552	21,340.50
11	1351	11/08/2023	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARY ORDER 572	75.95
11	1354	11/09/2023	58126	KOMPAN INC	SWING REPLACEMENT CE 050	310.09
11	1355	11/09/2023	59065	GENERATION GENIUS	GENERATION GENIUS 1-YR SUBSCRIPTION 511	175.00
11	1358	11/09/2023	56227	CDW-G 2	Lenova Think Book7360670 198	1,206.55
11	1359	11/09/2023	60501	BRIT' NY STEIN	Materials 001	500.00
11	1360	11/09/2023	59858	BLOOKET LLC	One-Year Blooket Plus Subscription 005	419.16
11	1362	11/09/2023	59893	CONNECT AND RESTORE, LLC	CONNECT AND RESTORE CONSULTATION AND PD 552	12,800.00
11	1363	11/09/2023	56562	HEARTS FOR HEARING	Phonak Roger 20 receiver-Phonak Roger 198	3,460.72
11	1365	11/16/2023	60481	EL ACHIEVE INC	REGISTRATIONS FOR EL ACHIEVE SYMPOSIUM 572	1,190.00
11	1366	11/16/2023	60505	KARA SLOAT	Teachers College of Reading & Writing Project 007	329.00
11	1368	11/18/2023	60511	RYLAND MOORE	American Indian Dancer 003	500.00
11	1369	11/27/2023	59802	TEACHERS CLG READING & WRITING	REGISTRATIONS FOR MICHIGAN COACHING INSTITUTE	8,500.00
11	1373	11/28/2023	60518	BROOKE KASBAUM	Detroit Writing Workshop Per Diem 103	329.00
11	1380	11/28/2023	555	FLINN SCIENTIFIC, INC.	Science supplies 005	1,783.00



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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1381	11/28/2023	5928	LESLIE HAYNES	PER DIEM ESEA CONFERENCE 511/541	727.65
11	1382	11/28/2023	56962	MEGAN HILL	PER DIEM WRITING CONFERENCE 541	664.72
11	1383	11/28/2023	60522	KAYLA CARDWELL	PER DIEM WRITING CONFERENCE 541	824.54
11	1384	11/28/2023	60523	KASEY CADION	PER DIEM WRITING CONFERENCE 541	329.00
11	1385	11/28/2023	57256	STEPHANIE STOLL	PER DIEM WRITING CONFERENCE 541	329.00
11	1386	11/28/2023	60524	APRIL FILLMAN	PER DIEM WRITING CONFERENCE 541	329.00
11	1387	11/28/2023	60525	CAITLIN DIFFEE	PER DIEM WRITING CONFERENCE 541	399.00
11	1388	11/28/2023	59634	TONI PETERSON	PER DIEM EL ACHIEVE SYMPOSIUM 572	637.99
11	1389	11/28/2023	60526	AMY STORY	PER DIEM EL ACHIEVE SYMPOSIUM 572	177.00
11	1390	11/29/2023	60584	JULIE L POTTER	Language Interpreter 698	10,955.00
11	1391	11/29/2023	53298	ETA HAND2MIND	STEM Bins 004	299.99
11	1392	11/29/2023	60527	BRANDON FRANKLIN	REIMBURSE IDENTIGO 000	58.25
11	1393	11/30/2023	3303	AMY RENEAU	PER DIEM ISTE CONFERENCE 541	458.05
11	1394	11/30/2023	55887	HEATHER BOWMAN	PER DIEM ISTE CONFERENCE 541	347.83
11	1395	11/30/2023	59540	SIERRA D THOMPSON	PER DIEM ISTE CONFERENCE 541	356.25
11	1396	12/01/2023	2786	WORLD BOOK, INC.	encyclopedias and books for East Intermediate 025	1,498.98
11	1397	12/01/2023	2786	WORLD BOOK, INC.	encyclopedias and books for East Elementary 025	1,059.96
11	1398	12/01/2023	54170	FOLLETT SCHOOL SOLUTIONS, INC	Books for library 014	1,699.85
11	1400	12/04/2023	58686	SCHOOL SPECIALTY	School Supplies 009	463.04
11	1401	12/04/2023	58710	BOOM LEARNING	1-YR SUSBCRIPTION FOR BOOM LEARNING 511	250.00
11	1402	12/05/2023	56311	E3 GORDON STOWE	REPAIR AUDIOMETERS 027	1,088.00
11	1403	12/06/2023	2427	BETHANY PUBLIC SCHOOLS	The Oklahoma School SLP Conference 2023 613	450.00
11	1405	12/06/2023	3839	AMAZON.COM, LLC	MISC OPEN 002	2,200.25
11	1406	12/06/2023	597	GARRETT BOOK COMPANY	non-fiction library books 017	4,750.00
11	1407	12/06/2023	3839	AMAZON.COM, LLC	Misc. General Fund Purchases 007	7,113.88
11	1409	12/06/2023	3839	AMAZON.COM, LLC	Amazon 009	518.18
11	1410	12/06/2023	3839	AMAZON.COM, LLC	OXFORD PICTURE DICTIONARIES AND WORKBOOKS 572	77.94
11	1412	12/06/2023	3839	AMAZON.COM, LLC	General fund purchases 001	12,325.30
11	1413	12/06/2023	56504	STEPHANIE LONG	Art Reimbursements 003	512.11
11	1414	12/06/2023	3839	AMAZON.COM, LLC	Educational Items 003	2,152.36
11	1415	12/06/2023	3839	AMAZON.COM, LLC	Open Amazon account 005	20,000.00
11	1416	12/06/2023	60555	RACHEL MORIE	PER DIEM MICHIGAN CONF 511	329.00
11	1418	12/12/2023	53089	BRAIN POP LLC	Online subscription 014	2,340.00

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11	1419	12/13/2023	4266	TOYS FOR SPECIAL CHILDREN, INC.	Eye Talks w/ triangle stand 198	157.90
11	1420	12/13/2023	60551	AUBREE HURT	AUBREE HURT 1-DAY PD FEBRUARY 2024 541	600.00
11	1422	12/14/2023	190	BOUND TO STAY BOUND BOOKS, INC	library books - East Elementary 025	3,814.85
11	1423	12/14/2023	59221	FOLLETT CONTENT SOLUTIONS	library books - East Elementary 025	2,115.89
11	1424	12/14/2023	190	BOUND TO STAY BOUND BOOKS, INC	library books - East Intermediate 025	1,819.72
11	1425	12/14/2023	59221	FOLLETT CONTENT SOLUTIONS	library books - East Intermediate 025	1,258.84
11	1426	12/14/2023	58588	SCHOLASTIC EDUCATION	BOOK ORDER FOR CE - ACCORDING TO HUMPHREY 511	2,470.32
11	1427	12/14/2023	60553	J LOPEZ CASTELLANOS	REIMBURSE IDENTOGO 000	58.25
11	1428	12/14/2023	60554	JENNIFER HOLM	CONTRACTED SERVICES 511	500.00
11	1429	12/15/2023	6208	APPLE EDUCATIONAL SALES	ipad for sped 001	378.00
11	1430	12/15/2023	59065	GENERATION GENIUS	EDUCATIONAL SOFTWARE 002	995.00
11	1431	12/15/2023	5208	MIDWEST TEAM SPORTS	MAINTENANCE UNIFORMS 050	4,881.70
11	1432	12/15/2023	53773	JW PEPPER	Choir Music 004	632.40
11	1435	12/18/2023	60576	ZEECRAFT	BUZZER REPAIR 011	46.00
11	1437	12/21/2023	60571	AMY NEFFENDORF	BootCamp Training 615	617.70
11	1438	12/21/2023	58943	DISCOVERY LAB	3rd Grade Field Trip 103	2,375.00
11	1439	12/21/2023	52310	CAPSTONE	Pebble Go 003	1,400.00
11	1442	01/09/2024	52004	SWEETWATER	Wireless mic 010	210.71
11	1447	01/09/2024	56227	CDW-G 2	MONITOR STAND 000	76.99
11	1450	01/11/2024	60579	NACNY INK LLC	CONSULTING/PD SERVICES FROM NACNY INK 511	36,300.00
11	1451	01/11/2024	60583	PAMELA STEVENSON	PER DIEM -TX Music Ed Conf (\$500 MUSIC BUDGET) 010	345.00
11	1452	01/12/2024	1844	FOLLETT LIBRARY RESOURCES	library books 017	3,531.13
11	1453	01/12/2024	1276	HERTZBERG-NEW METHOD, INC.	library books 017	2,791.77
11	1455	01/12/2024	57368	INTEGRATED LIGHTING SYSTEMS	HS AUDITORIUM STAGE LIGHTING 040	681.00
11	1456	01/12/2024	60585	LYNDA CROUCH	CONTRACTED SERVICES 198	65.00
11	1457	01/18/2024	3839	AMAZON.COM, LLC	Misc. Classroom Supplies 008	774.38
11	1458	01/18/2024	58686	SCHOOL SPECIALTY	Classroom Supply's (OAC Grant Money) 011	492.26
11	1459	01/18/2024	5463	LEARNING A-Z	Raz Kids 010	2,633.62
11	1460	01/18/2024	3839	AMAZON.COM, LLC	Career Tech money 412-317	2,966.55
11	1461	01/18/2024	2922	EWING IRRIGATION PRODUCTS, INC.	ICE MELT 050	1,353.94
11	1462	01/19/2024	4590	LABELS EAST	Visitor Badges 003	212.00
11	1465	01/19/2024	292	CERAMIC COTTAGE, INC.	OAE grant 105	119.39
11	1467	01/24/2024	58674	THE CERAMIC SHOP LLC	OAE grant 105	380.61
11	1469	01/26/2024	4845	SOLUTION TREE	SOLUTION TREE CONFERENCE 007/511/541	47,678.00
11	1471	01/29/2024	58848	REHABMART.COM	Treatment Table 198	105.16

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1472	01/29/2024	60598	JUNIOR ACHIEVEMENT OF OKLAHOMA INC	BizTown Fieldtrip 009	4,230.00
11	1473	01/31/2024	59777	ROBOTICS ED & COMP FOUNDATION INC	Robotics Competition 009	450.00
11	1474	01/31/2024	59777	ROBOTICS ED & COMP FOUNDATION INC	Robotics Competition 008	590.00
11	1475	01/31/2024	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Sharks 008	1,111.99
11	1477	02/01/2024	5592	ADMIRAL EXPRESS LLC	Poster Board for Phenicie 011	65.63
11	1479	02/05/2024	59278	HERO PRINTWORKS	PROGRAM PRINTING 000	500.00
11	1480	02/05/2024	60610	KENDORE LEARNING	ORDER FOR CENTRAL ELEMENTARY & INTERMEDIATE 511	198.00
11	1481	02/06/2024	57163	WESTCO LAMINATING SERVICES	Lamination 001	440.00
11	1482	02/08/2024	59687	WYATT FREEMAN	Per diem for Brown Clark Academy/Training 005	385.34
11	1483	02/08/2024	59858	BLOOKET LLC	VIRTUAL SUBSCRIPTION 019	59.88
11	1484	02/09/2024	60482	YOGA 4 CLASSROOMS, LLC	MATERIALS ORDER 722	10,580.00
11	1485	02/09/2024	60620	MICHAEL HUGHES	REIMBURSE GAS FOR SCHOOL VEHICLE 051	40.00
11	1487	02/12/2024	54984	RIXSTINE RECOGNITION	Field Day/PE 003	208.50
11	1488	02/12/2024	55075	JOSTENS RENAISSANCE NATL CONFERENCE	Jostens Renaissance Conference Registration 003	3,025.00
11	1489	02/13/2024	51878	CCOSA	OAESP Leadership Conference 2024 008	239.00
11	1490	02/13/2024	3581	DEMCO, INC.	library processing supplies 017	476.62
11	1491	02/14/2024	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	PE Equipment 004	1,222.08
11	1492	02/15/2024	60624	ACS PLAYGROUND ADVENTURES INC	Playground Picnic Tables 002	8,577.00
11	1493	02/16/2024	60096	ROCKING CHAIR READERS LLC	Phonics Kits 003	1,485.00
11	1494	02/20/2024	3839	AMAZON.COM, LLC	MISC PURCHASES 412-312	500.00
11	1495	02/21/2024	5580	SCHOOL NURSE ORGANIZATION OF OK	SNOO CONFERENCE REGISTRATION 027	175.00
11	1496	02/22/2024	6098	SUPER DUPER PUBLICATIONS	District Bundles for classrooms 198	552.46
11	1498	02/23/2024	1245	THE PAPERWORK COMPANY	Banners 001	260.00
11	1499	02/23/2024	3839	AMAZON.COM, LLC	Counselors Office items 005	500.00
11	1501	02/26/2024	56292	HOUGHTON MIFFLIN HARCOURT PUB	INTRO READING GRADE 2 ORDER 333	108.50
11	1506	02/28/2024	58947	THE PADCASTER, LLC	lpad 412-311	1,793.86
11	1507	02/28/2024	3839	AMAZON.COM, LLC	Math dept. items, budgeted money 005-105	1,000.00
11	1508	03/01/2024	60650	COWBOYS KUSTOM CONCRETE LLC	concrete for playground 010	14,000.00
11	1509	03/01/2024	58702	HEGGERTY PHONEMIC AWARENESS	1st grade licenses 010	909.69
11	1510	03/04/2024	57449	CHROMEBOOKPARTS.COM	2 chromebook motherboards 007	379.98
11	1512	03/04/2024	53298	ETA HAND2MIND	ORDER FOR CENTRAL ELEMENTARY 429	734.79

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11	1513	03/04/2024	6098	SUPER DUPER PUBLICATIONS	ORDER FOR CENTRAL ELEMENTARY 511	395.10
11	1514	03/04/2024	1643	TEACHER'S DISCOVERY	For. Lang Budget Money for classroom. 005	399.04
11	1515	03/05/2024	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Bridge the Gap Funds/ Science Funds 009	1,452.70
11	1516	03/06/2024	58943	DISCOVERY LAB	Kinder Field Trip 001	1,230.00
11	1517	03/06/2024	4606	TULSA ZOO MANAGEMENT, INC	Field Trips 3rd and 1st Grade 001	2,776.00
11	1518	03/06/2024	51848	CITY OF TULSA/OXLEY NATURE CENTER	2nd grade field trip 001	330.00
11	1519	03/07/2024	56311	E3 GORDON STOWE	calibration of audiometers 027	933.00
11	1520	03/07/2024	53013	EAI EDUCATION	Calculators, 005	14,009.15
11	1521	03/08/2024	60658	MARIA WENTWORTH	INTERPRETER 000	200.00
11	1522	03/08/2024	56241	OWASSO FENCE	Fence at HS 621	5,449.00
11	1523	03/08/2024	60012	CHEROKEE STRIP MUSEUM	3rd Grade Field Trip 007	1,032.00
11	1524	03/08/2024	57845	KYLE KACHELMEYER	REIMBURSE GAS FOR BUS 051	40.90
11	1525	03/11/2024	60354	YANA SHERDIS	INTERPRETATION SERVICES 000	75.00
11	1526	03/12/2024	59973	CHEROKEE NATION	CONFERENCE 561	1,600.00
11	1527	03/13/2024	60670	POWTOON LIMITED	Videos. History Budgeted Money. 005	480.00
11	1528	03/13/2024	60665	GETMARKED, INC	Digitaliser Software-as-a-service Web App 005	700.00
11	1529	03/13/2024	59921	ESPECIAL NEEDS, LLC	TIRE SWIVEL RED SWING 621	247.45
11	1532	03/15/2024	59432	TIFFANY DESAULNIERS	Per Diem - Desaulniers 6/30/24 011	53.00
11	1533	03/15/2024	60756	JEN HARRISON	SPED TRANSPORTATION MILEAGE 621	117.12
11	1534	03/15/2024	55104	KARI SMITH	PER DIEM NSTA 552	470.52
11	1536	03/26/2024	59221	FOLLETT CONTENT SOLUTIONS	322 books, Media Center. 018	7,916.21
11	1537	03/26/2024	70189	TULSA OPERA	Tulsa Opera "Raise Your Voice" 003	200.00
11	1538	03/26/2024	3102	REALITY WORKS	Real Care Babies, vendor Karen McDowell 412-314	429.10
11	1539	03/28/2024	59359	ROBINSON RANCH LLC	STEAM night 001	250.00
11	1540	03/28/2024	59315	INSECT LORE	lady bug larva for STEAM 001	35.80
11	1541	03/29/2024	59221	FOLLETT CONTENT SOLUTIONS	Books for Library collection - O'Brien 011	4,117.85
11	1543	04/01/2024	60458	MONIQUE MORGAN	Behavioral Services 621	12,374.00
11	1544	04/01/2024	57158	OKLAHOMA AQUARIUM	Kindergarten Field Trip 001	254.00
11	1545	04/02/2024	59061	SCHOOLOUTLET.COM	ZRock18 Chairs-2 621	586.81
11	1546	04/02/2024	2786	WORLD BOOK, INC.	Encyclopedia Purchase 023	999.00
11	1547	04/03/2024	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATIONS 541	100.00
11	1549	04/08/2024	58322	WORTHINGTON DIRECT HOLDINGS, LLC	Dry Erase Tables 412-314	3,816.80
11	1550	04/09/2024	6208	APPLE EDUCATIONAL SALES	iPad 412-311	498.00
11	1551	04/09/2024	5336	STARFALL EDUCATION FOUNDATION	Online Subscription 014	355.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1554	04/10/2024	6208	APPLE EDUCATIONAL SALES	MacBook Air, 3 yr. AppleCare+ 316	1,348.00
11	1555	04/10/2024	3839	AMAZON.COM, LLC	supplies 412-311	774.76
11	1556	04/11/2024	1077	MURRAY WOMBLE, INC.	Tack Strips 007	1,975.00
11	1559	04/16/2024	1276	HERTZBERG-NEW METHOD, INC.	Book Order 014	878.41
11	1560	04/16/2024	60538	VERNIER SCIENCE EDUCATION	Probes 005	3,041.00
11	1561	04/16/2024	60023	CULLIGAN OF TULSA	Tanks 005	341.12
11	1562	04/16/2024	58588	SCHOLASTIC EDUCATION	CI SUMMER READING BOOK ORDER 511	16,890.97
11	1563	04/16/2024	58588	SCHOLASTIC EDUCATION	SUMMER READING BOOK ORDER FOR CE 511	13,145.41
11	1564	04/16/2024	59950	READ TO THEM INC	BOOK ORDER FOR CENTRAL INTERMEDIATE 511	3,457.25
11	1565	04/16/2024	59395	DIDAX EDUCATIONAL RESOURCES INC	ORDER FOR CENTRAL INTERMEDIATE 511	3,195.45
11	1567	04/17/2024	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Rats for Heatherman's class 011	213.26
11	1568	04/17/2024	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	SMLF CONFERENCE, JUNE 17 - 27 -2024 OKC 511	2,580.00
11	1569	04/18/2024	57158	OKLAHOMA AQUARIUM	Kindergarten Field Trip 003	960.00
11	1570	04/19/2024	1607	SUPER DUPER SCHOOL COMPANY	Pirate Talk Board Game 198	44.93
11	1571	04/22/2024	60808	ERICA HAWKINS	PER DIEM SOLUTION TREE 541	118.44
11	1572	04/22/2024	59222	BRIDGET COOK	PER DIEM PAYNE EDUCATION SMLF CONFERENCE 511	1,365.75
11	1574	04/22/2024	60726	ROBOSOURCE, LLC	Rolling Workbench for Mr. Roe's computer class 011	874.95
11	1575	04/23/2024	2017	LAKESHORE LEARNING MATERIALS	PreK Materials 001	921.32
11	1576	04/23/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	22.83
11	1577	04/23/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Intermediate 025	55.06
11	1578	04/24/2024	60727	ULTIMAKER	Smart Extruder + MakerBot Replicator 316	372.99
11	1579	04/26/2024	58100	VEX ROBOTICS, INC	Robotics Kits 002	865.12
11	1580	04/26/2024	56434	JOSTENS	Graduation Stoles 099	158.25
11	1581	04/26/2024	5208	MIDWEST TEAM SPORTS	TECH UNIFORMS 030	622.50
11	1582	04/29/2024	1844	FOLLETT LIBRARY RESOURCES	Books 014	982.39
11	1583	04/29/2024	3670	SUPER DUPER PUBLICATIONS	Hand Puppet, Jumbo Puppet, Sentence Record 198	214.95
11	1584	04/30/2024	60009	ACTION SEATING & MOBILITY	Manatee, Shower frame, Torso Belt, Straps 198	1,847.75
11	1585	04/30/2024	52270	PEARSON	Sensory, Beery PLS etx 198	2,389.70
11	1586	04/30/2024	70080	STUDIES WEEKLY, INC	ELEMENTARY /INTERMEDIATE ORDER STUDIES WEEKLY 333	28,233.13
11	1587	04/30/2024	56562	HEARTS FOR HEARING	Phonak Roger ON Transmitter 198	1,232.80
11	1588	04/30/2024	57271	LEARNING WITHOUT TEARS	ELEMENTARY ORDER LWT 333	11,958.30
11	1595	05/03/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION 412-314 HS	580.00
11	1596	05/03/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATIONS FOR OKACTE 421	75.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1597	05/06/2024	52270	PEARSON	GIFTED TESTING MATERIALS 020	9,986.45
11	1598	05/06/2024	59883	HALF-PINT KIDS, INC	ORDER FOR CE 511	950.40
11	1599	05/06/2024	2017	LAKESHORE LEARNING MATERIALS	ORDER FOR CENTRAL ELEMENTARY 511	3,010.67
11	1600	05/06/2024	59947	HELLO LITERACY INC	ORDER FOR CENTRAL ELEMENTARY 511	2,567.40
11	1601	05/06/2024	56292	HOUGHTON MIFFLIN HARCOURT PUB	RIGBY READERS ORDER FOR CENTRAL ELEMENTARY 511	8,241.24
11	1602	05/06/2024	53089	BRAIN POP LLC	Yearly Subscription 003	2,520.00
11	1603	05/06/2024	60096	ROCKING CHAIR READERS LLC	PHONICS KITS ORDER FOR CENTRAL ELEMENTARY 511	5,850.00
11	1604	05/07/2024	60750	YOUSCIENCE, LLC	TESTING MATERIALS ORDER 421	360.00
11	1605	05/09/2024	55845	5 STAR STUDENTS	5Star 004	2,250.00
11	1606	05/10/2024	3676	APPLE STORE	Ipad purchase 001	2,855.65
11	1607	05/10/2024	54987	OKLA ASSOC OF CAREER & TECH	Oklahoma Summit Conference 412-314	215.00
11	1608	05/10/2024	60757	HAPPY PLAYGROUNDS, LLC	Playground enhancement 001	100.00
11	1609	05/10/2024	60767	OCAS, LLC	TRAINING 000	600.00
11	1610	05/13/2024	6208	APPLE EDUCATIONAL SALES	APPLE IPADS FOR STUDENTS 511	32,240.00
11	1611	05/13/2024	57356	SPHERO, INC	SPHERO RVR+ CLASS PACK ORDER FOR CI 511	5,056.99
11	1612	05/13/2024	102	B SEW INN, LLC	Sewing machines serviced 412- 314 HS	800.00
11	1613	05/13/2024	59248	WONDER WORKSHOP INC	DASH ORDER FOR CI 511	1,795.00
11	1614	05/17/2024	58686	SCHOOL SPECIALTY	Okla Pull down Class Maps-Ms. Lee 011	1,582.14
11	1615	05/20/2024	53286	TEACHERS PAY TEACHERS	SLP licenses 001	244.29
11	1616	05/20/2024	57467	THE INSTITUTE FOR CHILDHOOD ED	Training fee 001	400.00
11	1617	05/20/2024	60782	STUDENT CONDUCTOR INC	Equipment 005	3,361.50
11	1620	05/21/2024	60697	DAVID E DAVIS	Table Repair 004	750.00
11	1621	05/21/2024	58099	PROJECT LEAD THE WAY	Flight & Space Training 004	2,400.00
11	1622	05/21/2024	58100	VEX ROBOTICS, INC	Robotics Elementary Kit 004	1,299.00
11	1623	05/22/2024	5188	ULINE	BOOKSHELF FOR KIRK 002	403.70
11	1625	05/23/2024	56075	SOUTHPAW ENTERPRISES	SWING FOR MOTOR LAB 002	593.88
11	1626	05/23/2024	59275	KATHY GILLIAM	PER DIEM SOLUTION TREE 541	30.00
11	1627	05/23/2024	60798	GEORGIA EXPOSITION MFG CORPORATION	3D Challenge Kit 011	408.94
11	1628	05/23/2024	56227	CDW-G 2	LAPTOP 561	1,660.47
11	1629	05/24/2024	60757	HAPPY PLAYGROUNDS, LLC	Garden update 001	5,000.00
11	1630	05/24/2024	876	LAKESHORE CURRICULUM MATERIALS	TABLE, CHAIRS, RUG FOR MOTOR LAB 002	872.10
11	1631	05/28/2024	58686	SCHOOL SPECIALTY	24-25 Science Materials 009	712.44
11	1632	05/28/2024	52568	FUN AND FUNCTION	Reset Room Items 003	1,667.14
11	1633	05/29/2024	55952	SCHOOL FIX	CORK TACK STRIPS 002	318.46
11	1634	05/30/2024	53597	TERRI SLOAN	Per Diem-T.Sloan 6/30/24 For BTC conference 011	53.00
11	1635	05/30/2024	60839	ANDREA COFFEY	Per Diem-A.Coffey 6/30/24 BTC Conference 011	53.00

**Bixby Public Schools**  
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11	1636	05/30/2024	6208	APPLE EDUCATIONAL SALES	INDIAN ED IPAD ORDER 561	2,448.00
11	1637	05/30/2024	58943	DISCOVERY LAB	DISCOVERY LAB SUMMER CAMP 197	9,600.00
11	1638	06/03/2024	60861	KATIE VANDRELL	TRAINING - EXTRA DAYS PAY 000	884.35
11	1639	06/05/2024	60841	LARRY L MULLINS	HE WILL BE WORKING WITH BRYNN HARRISON-621	2,537.50
11	1640	06/05/2024	60782	STUDENT CONDUCTOR INC	SYSTEM, PRINTERS, SCANNERS ROLLS, LICENSE FEE 011	2,071.50
11	1641	06/05/2024	52004	SWEETWATER	New Stage Equipment 104	3,399.68
11	1642	06/05/2024	60853	MOTOR MOUTH THERAPY LLC	Ethan houser 698	225.00
11	1643	06/07/2024	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	4,425.60
11	1644	06/07/2024	57158	OKLAHOMA AQUARIUM	SUMMER FIELD TRIP 571	296.00
11	1645	06/19/2024	83241	CARLEY HOSIER	PER DIEM ISTE 541	352.25
11	1646	06/20/2024	5188	ULINE	caged locker 011	838.70
11	1647	06/25/2024	6208	APPLE EDUCATIONAL SALES	9GC MINI MACS - BEEF GRANT 251	18,174.00
11	1648	06/25/2024	3839	AMAZON.COM, LLC	HDMI CABLE BEEF GRANT 251	233.74
11	11112	01/08/2024	3839	AMAZON.COM, LLC	COUNSELOR CORPS MATERIALS 722	3,373.03
11	12091	01/09/2024	58720	OAGCT	REGISTRATIONS FOR OAGCT CONFERENCE 020	750.00
11	12092	01/10/2024	58823	NICOLE BROWN	Conference Travel Reimbursement & curriculum 104	341.71
11	12093	01/10/2024	60026	TIGER WEST	PER DIEM AOAP CONFERENCE 541	312.32
11	12412	02/08/2024	55800	BROOKE PUCKETT	PER DIEM GPACAC CONFERENCE 497	147.00
11	12413	02/08/2024	60619	MARY DELYN MCBRIDE	PER DIEM GPACAC CONFERENCE 497	147.00
11	12517	02/20/2024	2272	LOWE'S	Refrigerator for HS-Bowdle Classroom 618	724.00

<b>Non-Payroll Total:</b>	<b>\$7,615,118.77</b>
<b>Payroll Total:</b>	<b>\$59,648,386.59</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$67,263,505.36</b>

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2023	1168	OG&E	ELECTRIC	1,207,498.88
21	2	07/01/2023	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	348,326.06
21	3	07/01/2023	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	85,885.91
21	4	07/01/2023	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	20,259.32
21	5	07/01/2023	319	CITY OF BIXBY	WATER SVS	163,888.53
21	6	07/01/2023	53576	CITY OF BROKEN ARROW	WATER FOR NE& NEI 050	8,765.49
21	7	07/01/2023	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	98,369.14
21	8	07/01/2023	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	41,831.21
21	9	07/01/2023	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	12,161.05
21	10	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,937.14
21	12	07/01/2023	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	18,300.00
21	13	07/01/2023	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	14,436.35
21	14	07/01/2023	5188	ULINE	SUPPLIES FOR DISTRICT	2,269.08
21	15	07/01/2023	58106	THE HOME DEPOT PRO	MACHINE REPAIR/SUPPLIES	6,822.04
21	16	07/01/2023	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	41,040.50
21	17	07/01/2023	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	1,565.57
21	18	07/01/2023	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	48,620.01
21	19	07/01/2023	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	5,817.38
21	21	07/01/2023	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	11,137.47
21	22	07/01/2023	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	5,839.00
21	23	07/01/2023	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	2,103.53
21	24	07/01/2023	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	17,586.00
21	25	07/01/2023	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	319.05
21	27	07/01/2023	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	23,588.40
21	28	07/01/2023	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	4,739.55
21	29	07/01/2023	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	3,500.00
21	30	07/01/2023	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	388.93
21	31	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	30,869.00
21	32	07/01/2023	59041	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS	2,525.82
21	35	07/01/2023	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	500.00
21	36	07/01/2023	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	55.24
21	37	07/01/2023	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	856.80
21	38	07/01/2023	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS	8,833.69
21	39	07/01/2023	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	42,278.00



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21	40	07/01/2023	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	31,821.00
21	47	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	18,647.88
21	49	07/01/2023	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	192,000.00
21	51	07/01/2023	58954	SLK LAWN AND LANDSCAPE, LLC	MOWING FOR THE DISTRICT	81,537.64
21	52	07/01/2023	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	5,900.00
21	53	07/01/2023	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	2,030.98
21	54	07/01/2023	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	1,859.00
21	56	07/01/2023	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2023	2618	TRU GREEN	LAWN CARE	19,314.27
21	60	07/01/2023	58032	HERC RENTALS INC	SUPPLIES FOR THE DISTRICT	522.61
21	61	07/01/2023	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	5,293.26
21	63	07/01/2023	58651	TULSA SOD AND MULCH INC	PLAYGROUND MULCH	1,150.00
21	66	07/01/2023	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	1,011.99
21	67	07/01/2023	55355	SITE ONE LANDSCAPE SUPPLY, LLC	GRASS CHEMICALS FOR DISTRICT	283.67
21	68	07/01/2023	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,160,314.00
21	70	07/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	7,275.00
21	72	07/01/2023	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	113.25
21	73	07/01/2023	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	1,760.00
21	74	07/01/2023	59952	UMB BANK	AMAZON PURCHASES	8,916.16
21	76	07/01/2023	59235	WHITE SEPTIC CLEANING	Plumbing for district	1,475.00
21	77	07/01/2023	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	27,504.00
21	78	07/01/2023	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	411.96
21	80	07/01/2023	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	14,006.80
21	81	07/01/2023	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	4,819.18
21	82	07/01/2023	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	2,643.22
21	83	07/01/2023	53382	ATKINSON SUPPLY	PART &/OR JANITORIAL SUPPLIES	18.99
21	84	07/01/2023	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	3,866.61
21	85	07/01/2023	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	2,380.61
21	86	07/01/2023	55300	KUBOTA CONSTRUCTION EQUIPMENT	TRACTOR SUPPLIES	82.96
21	89	07/01/2023	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	5,704.34
21	90	07/01/2023	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	10,840.00
21	91	09/12/2023	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	33,759.78
21	93	11/01/2023	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	14,456.42
21	94	12/06/2023	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES	10,496.29
21	95	12/20/2023	58815	JENNIFER PARDUE	POOL SUPPLIES	451.60
21	97	02/13/2024	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	35,746.32
21	98	03/29/2024	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	685.00

**Bixby Public Schools**  
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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	99	04/10/2024	59279	HARNES ROOFING INC	DISTRICT NEEDS	9,155.70
21	200	07/01/2023	55952	SCHOOL FIX	DISTRICT NEEDS	1,553.22
21	201	07/01/2023	4835	GRAINGER	Traffic Zone Marking Paint	1,006.81
21	202	07/01/2023	59689	SPARTAN SIGNS & GRAPHICS LLC	MAINTENANCE SIGNS FOR DISTRICT	4,186.00
21	206	07/12/2023	4748	ROBINSON GLASS	window replacements	7,627.00
21	207	07/20/2023	2922	EWING IRRIGATION PRODUCTS, INC.	pine mulch for playgrounds	6,672.96
21	208	08/01/2023	60327	FORD AUDIO-VIDEO SYSTEM, LLC	HS AUDITORIUM INTEGRATED SOUND SYSTEM	2,648.75
21	209	08/14/2023	59923	GLOBE PROMOTIONS LLC	GLOVES FOR MAINTENANCE	4,850.00
21	210	08/24/2023	60347	JASON GROVE	PURCHASED EMERGENCY PART FOR LEAK AT EAST	28.17
21	211	09/20/2023	59781	AAAC WILDLIFE REMOVAL	BAT REMOVAL AT NE	1,888.00
21	212	10/09/2023	7013	AMSCO SUPPLY	MAINTENANCE SUPPLIES	2,625.50
21	213	10/25/2023	3776	WHEELER METALS, INC	METAL FOR HVAC UNIT AT PRACTICE GYM/MAINT BUILDING	1,335.00
21	214	10/25/2023	58106	THE HOME DEPOT PRO	vinyl ceiling tiles - locker rooms at Old Whitey	516.30
21	215	11/15/2023	58106	THE HOME DEPOT PRO	RYOBI POWER SCRUBBERS	357.00
21	216	11/27/2023	60530	TONY HALE	R22 REFRIGERATION TANKS	1,800.00
21	217	12/08/2023	60515	KARCHER NORTH AMERICA INC	REPAIR FLOOR MACHINE - MS/CE	3,283.45
21	218	12/15/2023	55810	UNITED RENTALS	EQUIPMENT RENTAL 050	483.00
21	220	01/05/2024	60574	BRET BARNHART EXCAVATING	MS HYDRANT REPAIR	790.00
21	221	02/06/2024	58032	HERC RENTALS INC	BATTERIES & WHEELS - GENIE 26/32 SCISSOR LIFT	1,630.59
21	222	02/06/2024	56241	OWASSO FENCE	REPLACING DAMAGED POST/PICKETS STUDENT DAMAGE	1,500.00
21	224	02/08/2024	58603	CROWN LIFT TRUCKS	REPAIR ELECTRIC HAND TRUCK	1,865.52
21	225	02/08/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL DISCONNECT SWITCHES - MAINT 318	1,831.92
21	226	02/08/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL PANEL BOARDS NEW MAINT 318	6,962.25
21	227	02/08/2024	3071	GRAYBAR ELECTRIC	LIGHT FIXTURES FOR NEW MAINTENANCE 318	21,960.80
21	228	03/05/2024	60663	SEMPER FI HYDROSEED & EROSION CNTRL	HYDROSEEDING	9,880.00
21	229	03/15/2024	60671	EXECUTIVE TITLE	EARNEST MONEY 000	25,000.00
21	230	03/18/2024	5362	NATIVE AUDIO VISUAL	WEST MOTORIZED BLINDS	330.00
21	231	04/17/2024	60011	MOREHEAD CONSTRUCTION, LLC	NEW MAINTENANCE BUILDING	4,863.00
21	232	05/16/2024	60766	INTERIOR CONCEPTS INC	black rubber reducers - CE GYM	358.00
21	233	05/24/2024	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE FIBER TO ADMIN	7,162.00
21	234	05/24/2024	57038	LIGHTHOUSE ELECTRIC LLC	TRACK FIBER TO MAINTENANCE	6,871.00
21	235	05/24/2024	59171	KENDRICK EXCAVATING LLC	FIBER LINE EXCAVATION 9TH-ADMIN	39,475.00

**Bixby Public Schools**  
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<b>Fund</b>	<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>\$4,176,660.87</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$0.00</b>
					<b>Report Total:</b>	<b>\$4,176,660.87</b>

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2023	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	323,388.90
22	2	07/01/2023	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	11,785.60
22	3	07/01/2023	389	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,138.90
22	4	07/01/2023	2245	JAMES KEVIN EAKLE	REPAIR EQUIPMENT	16,907.23
22	5	07/01/2023	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	46,193.24
22	7	07/01/2023	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	8,982.68
22	8	07/01/2023	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	1,822.60
22	9	07/01/2023	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	9,389.00
22	10	07/01/2023	58486	PEPSI	DRINKS FOR THE CAFETERIA	30,664.68
22	11	07/01/2023	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	750.00
22	13	07/01/2023	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	7,463.00
22	14	07/01/2023	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,406.00
22	15	07/01/2023	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2023	57842	BUDDY'S PRODUCE INC	SUPPLIES FOR THE DISTRICT	198,818.10
22	17	07/01/2023	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,432,101.75
22	18	07/01/2023	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	50,626.45
22	19	07/01/2023	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2023	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2023	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	102,432.00
22	22	07/01/2023	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	1,300.00
22	23	07/01/2023	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	3,111.50
22	24	07/01/2023	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	313.01
22	25	07/01/2023	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	2,213.26
22	26	07/01/2023	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,537,310.89
22	27	07/01/2023	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	603.00
22	28	07/01/2023	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	9,361.80
22	29	07/01/2023	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	22,943.33
22	30	07/01/2023	58106	THE HOME DEPOT PRO	TRASHBAGS AND SUPPLIES	5,052.24
22	33	07/01/2023	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,507.40
22	34	07/01/2023	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2023	59952	UMB BANK	AMAZON PURCHASES	1,708.52
22	36	07/01/2023	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2023	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94
22	38	07/01/2023	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	27,452.30
22	39	07/01/2023	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	800.00
22	40	07/01/2023	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	12,659.02
22	43	07/01/2023	58521	GENERAL PARTS	OVEN REPAIR	1,463.89

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	44	07/01/2023	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	45	07/01/2023	60517	BETTER DAY FARMS, LLC	FARM TO SCHOOL PRODUCE	18,936.00
22	46	07/01/2023	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,125.00
22	47	07/01/2023	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	27,918.08
22	48	07/01/2023	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2023	51624	ALPHA AWARDS	Name Tags for employees	151.50
22	50	07/01/2023	3839	AMAZON.COM, LLC	MISC PURCHASES	523.05
22	51	09/01/2023	56586	ECOLAB INC	filters for Kitchens	2,059.73
22	52	10/05/2023	59923	GLOBE PROMOTIONS LLC	Disposable Gloves for Employees	2,800.00
22	54	01/25/2024	60592	RODRIGUEZ FOODS, LTD	Food for the Cafeterias	10,060.00
22	55	04/08/2024	60689	JOBLETICS PRO INC	Subs for the Kitchens	23,885.89
22	100	07/01/2023	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	70,405.66
22	101	07/12/2023	60116	CENTRAL RESTAURANT PRODUCTS	HEATED CABINET WE/WI	5,825.78
22	102	07/12/2023	927	LOCK-DOC, INC.	mortise lock at NE kitchen	926.67
22	103	08/17/2023	695	HEATWAVE SUPPLY	TRITON HEATER	9,589.34
22	104	08/18/2023	56765	CARRIER ENTERPRISE, LLC	2 condenser fan motors hs	872.74
22	105	08/29/2023	60339	FREEZING POINT LLC	Juice Concentrate for machine for A la Cart	1,874.41
22	106	08/30/2023	55856	FIELDHOUSE GEAR, INC	Uniforms for Employees	1,531.00
22	107	09/01/2023	1856	WALMART COMMUNITY	Gluten free item	299.69
22	108	09/01/2023	60417	RYADD LLC	Dippin Dots	22,464.00
22	109	09/07/2023	60116	CENTRAL RESTAURANT PRODUCTS	CAFETERIA SUPPLIES	13,328.87
22	110	09/19/2023	58457	EKON-O-PAC	11oz Nature Seal for Fruit 285	549.00
22	111	09/22/2023	60403	AMERICA'S MEAL	Speaker for CN Employee Professional Development	4,500.00
22	112	10/31/2023	56227	CDW-G 2	Planar Dual Monitor Stand	245.43
22	113	12/05/2023	56637	HEARTLAND SCHOOL SOLUTIONS	TOUCH DYNAMIC PULSE ULTRA, TERMINAL, SCANNER	9,608.00
22	114	12/07/2023	59031	ALPHA MECHANICAL SERVICES LLC	HS KITCHEN HVAC REPLACEMENT	15,211.00
22	116	01/11/2024	60122	INTEGRITY FIRE LLC	INSPECTIONS	2,410.00
22	200	07/01/2023	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	573.39
22	201	07/01/2023	59490	ALLISON MAYNARD	REIMBURSE PERMIT/MILEAGE	36.85
22	205	07/01/2023	54364	RACHEL HAMILTON	REIMB MILEAGE/PERMIT	20.00
22	207	07/01/2023	55878	BARBARA EVANS	REIMB MILEAGE/PERMIT	269.17
22	208	07/01/2023	60278	SABA CHOUDHARY	REIMB MILEAGE/PERMIT	57.71
22	210	07/01/2023	58869	DEBBIE OWENS	REIMB MILEAGE/PERMIT	282.63
22	211	07/01/2023	57155	PAM MCLAUGHLIN	REIMB MILEAGE/PERMIT	21.20
22	214	07/01/2023	60279	ALICIA PORTER	REIMB MILEAGE/PERMIT	60.85
22	215	07/01/2023	58868	YESENIA LOZANO	REIMB MILEAGE/PERMIT	356.58
22	217	07/01/2023	58962	THERESIA MORGAN	REIMB MILEAGE/PERMIT	10.10
22	218	07/01/2023	57222	GAYLE FORD	REIMBURSE PERMIT	411.24
22	219	07/01/2023	56558	HELEN HURST	REIMB MILEAGE/PERMIT	2,050.70
22	220	07/01/2023	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	517.82
22	224	07/01/2023	54417	GEORGIA CORNETT	REIMB MILEAGE/PERMIT	215.47

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	226	07/01/2023	58963	BOBBIE PACULA	REIMBURSE PERMIT/MILEAGE 285	14.41
22	228	07/01/2023	58000	AUDREY HIATT	REIMBURSE MILEAGE	54.24
22	229	07/01/2023	58502	JENNY REED	MILEAGE REIMBURSEMENT	435.54
22	230	07/01/2023	59083	RYAN SPALDING	REIMBURSE MILEAGE/PERMIT	194.06
22	232	07/01/2023	60565	RACHEL HOLLINGSHAD	REIMB MILEAGE/PERMIT	299.47
22	234	07/01/2023	59069	CHRISTI GRAY	Food Handler's Permit Reimbursement	591.92
22	235	07/01/2023	57684	MARGARET CARLSON	REIMBURSE PERMIT/MILEAGE	26.73
22	237	07/01/2023	60284	ASHLEY MUSTIN	REIMB MILEAGE/PERMIT	200.13
22	239	07/01/2023	59847	JENNIFER HERNANDEZ	Mileage Reimbursement	98.77
22	240	07/01/2023	60285	CAMMIE BUNKMAN	REIMB MILEAGE/PERMIT	20.00
22	242	07/01/2023	60566	HANNAH HINCKLEY	food handlers permit reimbursement	11.86
22	243	08/01/2023	60330	RONNA HEGINBOTHAM	Food handler's reimbursement	20.00
22	244	09/25/2023	60449	JOAQUINA LOPEZ CASELLANOS	REIMBURSE PERMIT/MILEAGE	20.00
22	246	12/01/2023	60545	HOLLY HAYES	Mileage reimbursement	43.89
22	247	12/01/2023	3839	AMAZON.COM, LLC	Supplies	68.57
22	300	08/04/2023	60302	HONG ALLEN	LUNCH ACCOUNT REFUND	106.20
22	301	08/04/2023	58274	AUTUMN MCCLURE	LUNCH ACCOUNT REFUND	44.95
22	302	08/10/2023	60328	KRYSTAL ANDERSON	LUNCH ACCOUNT REFUND	21.00
22	303	08/18/2023	60335	TEARA FIROR	LUNCH ACCOUNT REFUND	29.30
22	304	08/18/2023	60336	LAUREN BAUER	LUNCH ACCOUNT REFUND	24.90
22	305	08/18/2023	60337	CANDACE KIRK	LUNCH ACCOUNT REFUND	15.95
22	306	08/30/2023	54390	LUNDY MORRISON	LUNCH ACCOUNT REFUND	21.10
22	307	08/30/2023	60361	BRIAN HEIMBACH	LUNCH ACCOUNT REFUND	50.30
22	308	08/30/2023	60362	KRYSTAL HUTCHINSON	LUNCH ACCOUNT REFUND	39.30
22	309	09/08/2023	60377	JACQUELINE BRESEE	LUNCH ACCOUNT REFUND	33.40
22	310	09/11/2023	60383	PATRICIA MARTIN	LUNCH ACCOUNT REFUND	21.45
22	311	09/13/2023	56856	KIM KIRK	LUNCH ACCOUNT REFUND	55.35
22	312	09/15/2023	57640	RAUL GONZALEZ	LUNCH ACCOUNT REFUND	18.00
22	313	09/15/2023	60392	JENNIFER KERR	LUNCH ACCOUNT REFUND	18.25
22	314	09/20/2023	60401	WENDY JONES	LUNCH ACCOUNT REFUND	16.55
22	315	09/25/2023	60408	TANYA GULLEY	LUNCH ACCOUNT REFUND	26.50
22	316	09/29/2023	60421	AIDEE ALVARDO	LUNCH ACCOUNT REFUND	14.10
22	317	10/05/2023	60434	JULIE KARALIS	LUNCH ACCOUNT REFUND	16.50
22	318	10/12/2023	60450	SHAWNA MERCATORIS	LUNCH ACCOUNT REFUND	276.00
22	319	10/12/2023	60451	ANTOINETTE FLYNN	LUNCH ACCOUNT REFUND	12.35
22	320	10/16/2023	60456	JIM ELLEDGE	LUNCH ACCOUNT REFUND	62.50
22	321	10/17/2023	60460	HANNA BAE	LUNCH ACCOUNT REFUND	196.50
22	322	10/25/2023	60470	VICTORIA SCHERMERHORN	LUNCH ACCOUNT REFUND	18.50
22	323	10/30/2023	59733	ANDREA DUKE	LUNCH ACCOUNT REFUND	75.00
22	324	11/06/2023	60488	DARCY FUEHRER	LUNCH ACCOUNT REFUND	38.30
22	325	11/07/2023	60491	CHRISTINE MCCORMICK	LUNCH ACCOUNT REFUND	20.15
22	326	12/06/2023	60542	AMANDA WILLIAMS	LUNCH ACCOUNT REFUND	29.20
22	327	12/18/2023	60561	ERICA HUGHES	LUNCH ACCOUNT REFUND	21.85

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	328	01/12/2024	60588	BRITNI ALLEN	LUNCH ACCOUNT REFUND	25.00
22	329	01/24/2024	59021	CHRIS PAGE	LUNCH ACCOUNT REFUND	166.30
22	330	01/25/2024	60595	NICOLE WILLIAMS	LUNCH ACCOUNT REFUND	25.20
22	331	01/30/2024	60595	NICOLE WILLIAMS	LUNCH ACCOUNT REFUND	31.35
22	332	02/13/2024	60622	CAROLYN RALEIGH	LUNCH ACCOUNT REFUND	59.80
22	333	03/04/2024	60651	AMANDA EVERS	LUNCH ACCOUNT REFUND	55.00
22	334	03/04/2024	57473	KRISTA WRIGHT	LUNCH ACCOUNT REFUND	38.45
22	335	03/06/2024	60659	THRESA WHITE	LUNCH ACCOUNT REFUND	327.50
22	336	03/25/2024	60674	KAYLA LESTER	LUNCH ACCOUNT REFUND	400.00
22	337	03/27/2024	60683	COLTON HEATH	LUNCH ACCOUNT REFUND	27.60
22	338	04/10/2024	59083	RYAN SPALDING	LUNCH ACCOUNT REFUND	20.00
22	339	04/11/2024	57238	BECKY ROGALSKI	LUNCH ACCOUNT REFUND	51.80
22	340	05/03/2024	60742	AMBER SMALL	LUNCH ACCOUNT REFUND	20.90
22	341	05/03/2024	60743	CURTIS BERGERON	LUNCH ACCOUNT REFUND	98.80
22	342	05/10/2024	60758	BRITTANY HERMAN	LUNCH ACCOUNT REFUND	76.40
22	343	05/14/2024	60761	DORIS NJANG	LUNCH ACCOUNT REFUND	34.70
22	344	05/15/2024	60764	JAMES O'DONNELL	LUNCH ACCOUNT REFUND	47.80
22	345	05/15/2024	58256	KRISTIN FISKE	LUNCH ACCOUNT REFUND	27.90
22	346	05/15/2024	4352	ROWLAND VERNON	LUNCH ACCOUNT REFUND	35.40
22	347	05/15/2024	58253	JESSICA DYER	LUNCH ACCOUNT REFUND	73.95
22	348	05/15/2024	60763	TARA HIGDON	LUNCH ACCOUNT REFUND	11.05
22	349	05/15/2024	60762	SANDRA MCNEIL	LUNCH ACCOUNT REFUND	15.65
22	350	05/20/2024	60770	KATHY AUSTIN	LUNCH ACCOUNT REFUND	12.10
22	351	05/20/2024	60771	SKYLAR MCCORMICK	LUNCH ACCOUNT REFUND	76.00
22	352	05/20/2024	60772	TODD MCKIMMEY	LUNCH ACCOUNT REFUND	18.15
22	353	05/20/2024	58747	JENNIFER HORVATH	LUNCH ACCOUNT REFUND	34.05
22	354	05/20/2024	60773	KATIE WITCHER	LUNCH ACCOUNT REFUND	27.45
22	355	05/20/2024	59206	SANDRA EPPERLY	LUNCH ACCOUNT REFUND	21.55
22	356	05/20/2024	60774	KERRY LAMBERT	LUNCH ACCOUNT REFUND	69.20
22	357	05/20/2024	60775	AMY CIUCCI	LUNCH ACCOUNT REFUND	24.55
22	358	05/20/2024	59628	KENDALL HATLEY	LUNCH ACCOUNT REFUND	33.75
22	359	05/20/2024	60776	CURT CORLEY	LUNCH ACCOUNT REFUND	18.35
22	360	05/20/2024	60316	SHARON BIGGS	LUNCH ACCOUNT REFUND	23.40
22	361	05/20/2024	60777	NATHAN ROZMAN	LUNCH ACCOUNT REFUND	14.70
22	362	05/20/2024	57818	CARLA VANDRA	LUNCH ACCOUNT REFUND	37.10
22	363	05/20/2024	60778	JENNIFER SCOGINS	LUNCH ACCOUNT REFUND	18.70
22	364	05/20/2024	60779	ANGIE SCHOOLFIELD	LUNCH ACCOUNT REFUND	34.60
22	365	05/20/2024	60780	MARK KROEGER	LUNCH ACCOUNT REFUND	31.55
22	366	05/22/2024	52022	TAMARA CRULL	LUNCH ACCOUNT REFUND	20.00
22	367	05/22/2024	60786	MINDY BURKHARDT	LUNCH ACCOUNT REFUND	4.00
22	368	05/22/2024	60787	LAURA SCOTT	LUNCH ACCOUNT REFUND	14.70
22	369	05/22/2024	56973	KANDIS DICKINSON	LUNCH ACCOUNT REFUND	30.85
22	370	05/22/2024	83004	CAROLINE KELLEY	LUNCH ACCOUNT REFUND	1.15
22	371	05/22/2024	60788	SUSAN SAMS	LUNCH ACCOUNT REFUND	146.35
22	372	05/22/2024	58270	SHEILA LOWE	LUNCH ACCOUNT REFUND	41.15

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	373	05/22/2024	58701	MELODY CAMPBELL	LUNCH ACCOUNT REFUND	19.20
22	374	05/22/2024	56393	MELANIE CRADDOCK	LUNCH ACCOUNT REFUND	23.25
22	375	05/22/2024	60789	STEPHANIE SANDRIDGE	LUNCH ACCOUNT REFUND	24.80
22	376	05/22/2024	60790	MIN OLIVIERI	LUNCH ACCOUNT REFUND	19.20
22	377	05/22/2024	60791	MARK THOMPSON	LUNCH ACCOUNT REFUND	17.35
22	378	05/22/2024	60792	JENNIFER WISEMAN	LUNCH ACCOUNT REFUND	9.25
22	379	05/22/2024	60793	EMILY MCKENZIE	LUNCH ACCOUNT REFUND	119.45
22	380	05/22/2024	58255	JENNIFER FINTON	LUNCH ACCOUNT REFUND	17.80
22	381	05/22/2024	60794	ANGELICA ALEXANDER	LUNCH ACCOUNT REFUND	24.50
22	382	05/22/2024	60795	PATRICIA BERRY	LUNCH ACCOUNT REFUND	77.75
22	383	05/23/2024	60799	KEISHA MOTES	LUNCH ACCOUNT REFUND	15.20
22	384	05/23/2024	60800	JACQUELINE GUTIERREZ	LUNCH ACCOUNT REFUND	12.25
22	385	05/23/2024	60801	KAYLA FIKE	LUNCH ACCOUNT REFUND	22.35
22	386	05/23/2024	60802	BRIAN O'HARA	LUNCH ACCOUNT REFUND	5.30
22	387	05/23/2024	59877	DAN PETERS	LUNCH ACCOUNT REFUND	5.55
22	388	05/23/2024	60803	DELANA BABER	LUNCH ACCOUNT REFUND	22.45
22	389	05/23/2024	60804	LISA CARDENAS	LUNCH ACCOUNT REFUND	35.00
22	390	05/23/2024	60805	EDGAR MARTINEZ	LUNCH ACCOUNT REFUND	37.10
22	391	05/23/2024	58238	SHERRY BEEN	LUNCH ACCOUNT REFUND	74.05
22	392	05/23/2024	59092	JUNE JACOWAY	LUNCH ACCOUNT REFUND	234.85
22	393	05/23/2024	59480	MACEY TURLEY	LUNCH ACCOUNT REFUND	37.80
22	394	05/23/2024	60806	MICHELLE MARTIN	LUNCH ACCOUNT REFUND	77.70
22	395	05/23/2024	60807	MELANIE RENTERIA	LUNCH ACCOUNT REFUND	44.70
22	396	05/23/2024	60808	ERICA HAWKINS	LUNCH ACCOUNT REFUND	25.40
22	397	05/23/2024	60809	RUBI NEWELL	LUNCH ACCOUNT REFUND	2.65
22	398	05/23/2024	60810	LAARNI BATALUNA	LUNCH ACCOUNT REFUND	48.25
22	399	05/23/2024	60811	KIMBERLY GIBBENS	LUNCH ACCOUNT REFUND	30.50
22	400	05/23/2024	60812	HOLLY SOHO	LUNCH ACCOUNT REFUND	63.85
22	401	05/24/2024	60816	MATTHEW BLASE	LUNCH ACCOUNT REFUND	157.60
22	405	05/24/2024	60819	ADAM STISSER	LUNCH ACCOUNT REFUND	19.30
22	406	05/24/2024	60820	KARA BIEDERMAN	LUNCH ACCOUNT REFUND	2.55
22	407	05/24/2024	60821	TAMBRA YBARRA	LUNCH ACCOUNT REFUND	21.10
22	408	05/24/2024	60822	ANDY JOBE	LUNCH ACCOUNT REFUND	8.20
22	409	05/24/2024	60823	JEFF REID	LUNCH ACCOUNT REFUND	11.60
22	410	05/24/2024	60824	DANIEL HALL	LUNCH ACCOUNT REFUND	35.00
22	411	05/24/2024	60825	JENNIFER TILLY	LUNCH ACCOUNT REFUND	3.45
22	412	05/24/2024	56999	AMY MOORE	LUNCH ACCOUNT REFUND	25.50
22	413	05/24/2024	60826	AMANDA ANDERSON	LUNCH ACCOUNT REFUND	16.90
22	414	05/24/2024	60827	JEREMY BECKETT	LUNCH ACCOUNT REFUND	7.25
22	415	05/24/2024	60828	CHRISTY ANDREWS	LUNCH ACCOUNT REFUND	24.05
22	416	05/24/2024	60829	MARK FRANKS	LUNCH ACCOUNT REFUND	21.54
22	417	05/24/2024	60830	MELISSA SMITH	LUNCH ACCOUNT REFUND	20.00
22	418	05/24/2024	60831	ANTHONY SRAJER	LUNCH ACCOUNT REFUND	18.10
22	419	05/24/2024	58418	GLENNA THORSTENBERG	LUNCH ACCOUNT REFUND	11.35
22	420	05/24/2024	60832	CALEB BUCK	LUNCH ACCOUNT REFUND	4.40



**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 22

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	421	05/24/2024	59203	TARA SUDLER	LUNCH ACCOUNT REFUND	42.20
22	422	05/24/2024	60833	SARA MITCHELL	LUNCH ACCOUNT REFUND	2.70
22	423	05/24/2024	60834	AMBER NAYLOR	LUNCH ACCOUNT REFUND	5.35
22	424	05/24/2024	58403	CARI DAVIS	LUNCH ACCOUNT REFUND	20.00
22	425	05/24/2024	59209	REBECCA OWENS	LUNCH ACCOUNT REFUND	23.05
22	426	05/24/2024	60835	WONDA CLARK	LUNCH ACCOUNT REFUND	25.20
22	427	05/24/2024	60836	JENNIFER JONES	LUNCH ACCOUNT REFUND	18.00
22	428	05/24/2024	59245	KERRY MOSE	LUNCH ACCOUNT REFUND	47.55
22	429	05/24/2024	58289	GENEVA ROBB	LUNCH ACCOUNT REFUND	22.70
22	430	05/24/2024	60837	RINKALBEN CHHITA	LUNCH ACCOUNT REFUND	34.05
22	431	05/24/2024	60838	PRAKASH SUBRAMANIAM	LUNCH ACCOUNT REFUND	35.35
22	432	05/28/2024	60818	JENNY BERG	LUNCH ACCOUNT REFUND	31.50
22	433	05/28/2024	60817	BRANDEE PIERSON	LUNCH ACCOUNT REFUND	36.05
22	434	05/28/2024	60815	HARRY ASHBAUGH	LUNCH ACCOUNT REFUND	9.35

<b>Non-Payroll Total:</b>	<b>\$4,162,469.72</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$4,162,469.72</b>

**Bixby Public Schools**  
**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/01/2023	57666	MARTIN FISCHER PAINTING	EXTERIOR PAINT	10,250.00
31	2	07/01/2023	57489	ENGINEERED EQUIPMENT INC	Seresco Motorized Axial Fan - POOL	6,287.00
31	3	07/28/2023	58106	THE HOME DEPOT PRO	Partitions in girl's locker room at Old Whitey	2,196.81
31	4	08/20/2023	57928	SB CUSTOM PAINTING, LLC	PAINTING FOR SOCCER TICKET BOOTH	1,400.00
31	5	12/21/2023	56241	OWASSO FENCE	move west playground fences	4,119.00
31	6	12/23/2023	2272	LOWE'S	20.2-cu ft Top-Freezer Refrigerator - CE	664.05
31	7	12/23/2023	60572	WINDOR SUPPLY AND MANUFACTURING INC	Windor for 2 doors at East	1,489.18
31	8	01/24/2024	59031	ALPHA MECHANICAL SERVICES LLC	18,000 BTU Goodman mini HS TENNIS	3,451.00
31	10	02/15/2024	60625	BLUE SKY PRODUCTIONS LLC	HS TRACK-SOCCER SCOREBOARD	3,841.20
<b>Non-Payroll Total:</b>						<b>\$33,698.24</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$33,698.24</b>

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	06/14/2024	60671	EXECUTIVE TITLE	16115 S MINGO RD PROPERTY	1,079,299.33
<b>Non-Payroll Total:</b>						<b>\$1,079,299.33</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,079,299.33</b>

**Bixby Public Schools**  
**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 33

<b>Fund</b>	<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>\$0.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
<b>Non-Payroll Total:</b>						<b>\$0.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2023	60246	SALSBURY INDUSTRIES INC	LOCKERS FOR WRESTLING	16,415.94
35	2	07/01/2023	59279	HARNES ROOFING INC	ROOF REPAIRS & INSPECTIONS	1,857.44
35	3	07/01/2023	58086	SCOTT RICE	FURNITURE FOR EI	12,553.91
35	4	07/01/2023	59171	KENDRICK EXCAVATING LLC	NE CONCRETE DEMO AND REPLACEMENT	13,700.00
35	5	07/01/2023	57992	WALLACE DESIGN COLLECTIVE, PC	ADMIN BUILDING SURVEY	8,000.00
35	6	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINTENANCE VIDEO SURVEILLANCE	26,444.00
35	7	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINTENANCE INTRUSION DETECTION	11,559.00
35	8	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	MAINTENANCE ACCESS CONTROL	15,401.00
35	9	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	HS TEMP ATTEND ENTRY ACCESS	2,315.00
35	10	07/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	GAS FURNACE CE	49,472.00
35	12	07/01/2023	60011	MOREHEAD CONSTRUCTION, LLC	CONCRETE MAINT BUILDING	258,221.00
35	13	07/01/2023	695	HEATWAVE SUPPLY	HEATER GIRLS WRESTLING	8,371.68
35	14	07/01/2023	60267	GARAGE INNOVATIONS INC	FLOORING TRAINING ROOM, MS, BIG WHITEY	27,854.20
35	15	07/01/2023	55952	SCHOOL FIX	Bulletin/White boards	9,562.20
35	16	07/10/2023	57038	LIGHTHOUSE ELECTRIC LLC	SOUTH DOOR SCIENCE ACCESS CONTROL	3,563.87
35	17	07/10/2023	53787	BANK OF AMERICA VISA	TV FOR WI ENTRYWAY AND ADMIN	3,379.94
35	18	07/10/2023	4777	FRED J. MILLER, INC.	BAND UNIFORMS	162,750.00
35	19	07/12/2023	59608	NABHOLZ CONSTRUCTION SERVICE	MAINTENANCE BUILDING	505,454.00
35	20	07/20/2023	4748	ROBINSON GLASS	Girls wrestling locker room remodel in old whitey	840.00
35	21	07/27/2023	57038	LIGHTHOUSE ELECTRIC LLC	IP SPEAKERS AND CABLES - HS	4,348.37
35	22	08/01/2023	59031	ALPHA MECHANICAL SERVICES LLC	HVAC POOL PARTS	4,402.16
35	23	08/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	HS BAND VALCOM REPAIR	3,560.39
35	24	08/02/2023	56625	BILL KNIGHT FORD	2023 FORD TRANSIT T250 CARGO VAN	46,971.00
35	25	08/02/2023	60030	MISSCO INTERIOR CONCEPTS, LLC	REPAIR TABLE - SCIENCE LAB 9TH GRADE	5,887.00
35	26	08/25/2023	695	HEATWAVE SUPPLY	EE water heater	3,129.07
35	28	09/20/2023	57038	LIGHTHOUSE ELECTRIC LLC	EAST ELEM SW ACCESS DR	2,170.00
35	29	09/27/2023	59279	HARNES ROOFING INC	ROOF INSPECTIONS ALL SCHOOLS	4,000.00
35	30	11/29/2023	816	JOHNSTONE SUPPLY OF TULSA	control board for the girls wrestling unit	726.05
35	31	12/13/2023	1794	WENGER CORP.	WORKSTATION CARD/LIFTGATE - ATHLETICS	12,871.17
35	32	12/13/2023	60563	SOUTHWEST SOLUTIONS GROUP INC	V AND JV EQUIPMENT ROOM STORAGE - ATHLETICS	197,858.79
35	33	12/20/2023	56227	CDW-G 2	PROJECTOR SCREEN EE GYM	1,282.29
35	34	01/10/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE BUILDING VE OPTIONS	841,500.00
35	35	02/01/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS GYM BASKETBALL LADIES LOCKER ROOM	17,211.00

**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 35

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
35	36	02/05/2024	56227	CDW-G 2	desk set up for the HOTS remodel demo	336.90
35	37	02/15/2024	60625	BLUE SKY PRODUCTIONS LLC	HS TRACK-SOCCER SCOREBOARD	160,008.80
35	38	02/28/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIAL - VIDEO BOARD TRACK AND FIELD	2,976.66
35	39	02/28/2024	3071	GRAYBAR ELECTRIC	ELECTRICAL BREAKER PANEL - VIDEO SCOREBOARD AT T&F	906.05
35	40	02/28/2024	58106	THE HOME DEPOT PRO	MICROSCRUBBER PAD DRIVER ASSEMBLY WHITEY FORD GYM	3,714.20
35	41	03/05/2024	56057	ES2	BAS SERVICES - ADMIN BUILDING	76,767.00
35	43	03/26/2024	58106	THE HOME DEPOT PRO	COMMERCIAL UPRIGHT VACUUMS	1,525.50
35	44	03/29/2024	6208	APPLE EDUCATIONAL SALES	MINI MAC FOR SOCCER SCOREBOARD	597.00
35	45	04/10/2024	59031	ALPHA MECHANICAL SERVICES LLC	NEW 12.5 TON UNIT POWERHOUSE	32,972.00
35	47	05/01/2024	60744	CONCRETE POLISH COATING SOLUTIONS	HS CARPET REMOVAL AND CONCRETE POLISH	4,687.20
35	48	05/09/2024	60679	VOX AUDIO VISUAL	HS WOW WALL	124,033.00
35	49	05/10/2024	60759	AERO IT SOLUTIONS LLC	NETWORK REFRESH / HS CONSTUCTION (ERATE)	292,347.26
35	50	05/16/2024	57023	L & M OFFICE FURNITURE	FLOORING DEMO NE OFFICE	15,329.00
35	51	05/16/2024	58067	MAGNUM CONSTRUCTION, INC	SOCCER - EAST PARKING HS	46,260.00
35	52	05/21/2024	60679	VOX AUDIO VISUAL	ADMIN PD ROOM	77,208.16
35	53	05/21/2024	57038	LIGHTHOUSE ELECTRIC LLC	ATHLETIC BUILDING CAMERA SYSTEM	60,470.00
35	54	05/21/2024	57038	LIGHTHOUSE ELECTRIC LLC	ATHLETIC BUILDING ACCESS CONTROL	30,306.00
35	55	05/21/2024	5208	MIDWEST TEAM SPORTS	CUSTOM LOCKER ROOM CHAIRS	23,280.00
35	56	05/21/2024	60011	MOREHEAD CONSTRUCTION, LLC	MAINTENANCE BUILDING EXTERIOR CONCRETE	78,319.00
35	57	05/21/2024	56227	CDW-G 2	PLUGABLE USB-C DOCKING STATION	13,500.00
35	58	05/21/2024	56227	CDW-G 2	ADAPTERS - HIGH SCHOOL	2,288.00
35	60	06/05/2024	53787	BANK OF AMERICA VISA	ADI - TV DISPLAYS WITH MOUNT	78,077.00

<b>Non-Payroll Total:</b>	<b>\$3,409,541.20</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$3,409,541.20</b>

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
36	1	07/01/2023	1729	UNITED ENGINES, INC.	TRANSMISSION REPAIR	8,645.65
36	2	07/01/2023	385	CUMMINS SOUTHERN PLAINS, LLC	ENGINE REPAIR	31,466.46
36	3	07/31/2023	56227	CDW-G 2	TOUGHBOOKS FOR TRANSPORTATION	2,333.95
36	4	08/02/2023	493	EMPIRE TRUCK REBUILDERS, INC.	ACTIVITY BUS REPAIR - DEER DAMAGE	5,185.00
36	5	08/30/2023	52385	WIRELESS TECHNOLOGIES, INC	REPAIR TRANSPORTATION RADIOS	11,950.00
36	6	11/02/2023	58751	TYLER TECHNOLOGIES, INC	THIRD PARTY HARDWARE ONE TIME FEE	2,826.00
36	7	02/27/2024	53787	BANK OF AMERICA VISA	END LIFTS FOR TRANSPORTATION	10,370.34
36	8	03/01/2024	58211	JIM NORTON CHEVROLET	DIFFERENCE IN PRICE FOR SUBURBANS	6,994.00
36	11	03/27/2024	1418	ROSS TRANSPORTATION	BLUE BIRD SCHOOL BUS	18,515.57
<b>Non-Payroll Total:</b>						<b>\$98,286.97</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$98,286.97</b>



**Bixby Public Schools**  
**Encumbrance Register**

**Options:** Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 37

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
37	1	11/09/2023	1418	ROSS TRANSPORTATION	2024 ACTIVITY BUS	447,838.00
37	2	03/27/2024	1418	ROSS TRANSPORTATION	BLUE BIRD SCHOOL BUS	79,212.43
<b>Non-Payroll Total:</b>						<b>\$527,050.43</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$527,050.43</b>

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2023	56625	BILL KNIGHT FORD	2023 FORD f250 CREW CAB 4WD	51,319.00
38	2	07/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	CE-EE STOCK CAMERAS	16,190.12
38	5	07/06/2023	58448	WINDOWS XPRESS	WINDOW CLEANING	21,825.00
38	6	07/06/2023	59649	PCC CLEANING & RESTORATION	WATER LEAKS FOR NI, MS, EAST	124,737.47
38	7	07/06/2023	53787	BANK OF AMERICA VISA	ADI- RACKMOUNT/TOWER	3,170.08
38	8	07/10/2023	58719	TRAFERA LLC	CHROMEBOOKS ALT ED	10,470.00
38	9	07/10/2023	56227	CDW-G 2	DESKTOP AND MONITORS NEW HIRES	48,850.00
38	10	07/10/2023	59031	ALPHA MECHANICAL SERVICES LLC	GAS ELECTRIC 20T 460V system - baseball/softball	28,624.00
38	11	07/10/2023	59031	ALPHA MECHANICAL SERVICES LLC	Tech Mini split install	5,989.00
38	13	07/11/2023	59542	ENVIRONMENTAL LOOP SERVICE	Geothermal Pump Replacement	13,319.00
38	14	07/11/2023	60301	AIR SYSTEMS AND PUMP SOLUTIONS INC	REPAIRS AT AG BUILDING	11,659.60
38	15	07/12/2023	54889	OKLAHOMA TULSA PARTS (TRANE)	new compressor for the soccer field	1,175.65
38	16	07/17/2023	59279	HARNES ROOFING INC	Central Int. Coping Cap Replacement	5,010.00
38	17	07/17/2023	59279	HARNES ROOFING INC	MS PANEL	650.00
38	18	07/17/2023	59279	HARNES ROOFING INC	EI ART ROOM LEAK	1,711.00
38	19	07/17/2023	59279	HARNES ROOFING INC	NI ENTRYWAY LEAKS	2,157.00
38	20	07/17/2023	59279	HARNES ROOFING INC	WHITEY FORD GYM LEAKS	8,564.00
38	21	07/17/2023	59279	HARNES ROOFING INC	NE WALL LEAK	1,953.58
38	24	07/20/2023	60346	Z FLOOR CO LTD	2 SETS VOOLEYBALL NETS PLUS	15,000.00
38	25	07/20/2023	60389	LEDFORD SPORTSFLOORS, LLC	SCREEN AND RECOAT HARDWOOD FLOOR	4,424.20
38	26	07/22/2023	1445	SAIED MUSIC	KEYBOARDS AND ACCESSORIES FOR PIANO INSTRUCTION	3,592.65
38	27	08/01/2023	59279	HARNES ROOFING INC	SOFTBALL OFFICE LEAK	1,927.00
38	28	08/01/2023	59279	HARNES ROOFING INC	SPORTS MED BUILDING LEAK REPAIR & WALL WATER TEST	2,058.00
38	29	08/01/2023	60331	AMERICAN LEAK DETECTION	LEAK DETECTION	1,140.00
38	30	08/02/2023	56625	BILL KNIGHT FORD	2023 F150 CREW CAB 4WD TRUCK	45,675.00
38	31	08/02/2023	111	BANK OF OKLAHOMA	LEASE PAYMENT NEW HS BUILDING	8,605,605.12
38	32	08/02/2023	55155	UMB BANK, N.A.	LEASE PURCHASE PAYMENT FOR WEST	9,454,073.03
38	33	09/06/2023	54003	FULL COMPASS SYSTEMS, LTD	FINE ARTS EQUIPMENT	4,624.35
38	34	09/06/2023	59031	ALPHA MECHANICAL SERVICES LLC	PRACTICE GYM new 25 ton Daikin	38,945.70
38	35	09/06/2023	58743	SUNBELT POOLS, LLC	POOL MECHANICAL ROOM REPAIRS	61,917.00
38	36	09/13/2023	56227	CDW-G 2	Lenovo ThinkBook	2,408.04
38	37	09/13/2023	56227	CDW-G 2	Lenovo ThinkBook - LOREN MONTGOMERY	1,204.02
38	38	09/13/2023	56227	CDW-G 2	Acer Nitro EI491CR Sbmlliphx - LINDA RICKS	743.10

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	39	09/13/2023	56227	CDW-G 2	exterior Access Point for wifi at CI	1,457.70
38	41	09/18/2023	59952	UMB BANK	FINE ARTS PURCHASES	1,071.30
38	42	09/18/2023	59952	UMB BANK	FINE ARTS	3,335.57
38	43	09/18/2023	53540	POWER LIFT	POWER LIFT, TEXAS POWER BAR, LOCK JAW COLLARS	89,791.20
38	44	09/19/2023	59166	LONE WOLF AUDIO, LLC	FINE ARTS EQUIPEMENT	12,315.00
38	46	09/22/2023	59279	HARNES ROOFING INC	WHITEY FOR LEAK/SOFTBALL	9,828.00
38	47	09/27/2023	56227	CDW-G 2	MR MILLERS REPLACEMENT LAPTOP	1,204.02
38	48	10/01/2023	57038	LIGHTHOUSE ELECTRIC LLC	ACTI RACKMOUNT CMS	4,805.75
38	49	10/13/2023	59279	HARNES ROOFING INC	MS DOWNSPOUT	937.00
38	50	10/12/2023	59279	HARNES ROOFING INC	BASEBALL GUTTER SCREENS	2,583.02
38	51	10/16/2023	56241	OWASSO FENCE	CHAIN LINK GATE/FENCE EI	1,949.00
38	52	10/16/2023	1077	MURRAY WOMBLE, INC.	9GC ADA doors	7,294.00
38	54	10/23/2023	55952	SCHOOL FIX	BENCHES AND CORK BOARDS/STRIPS	17,580.69
38	55	10/25/2023	3228	DICK BLICK ART MATERIALS	BAND SUPPLIES	3,988.68
38	56	10/25/2023	2663	WEST MUSIC COMPANY	BAND SUPPLIES	1,381.11
38	57	10/25/2023	59952	UMB BANK	WHITE BOARD - BAND	350.73
38	58	10/25/2023	57023	L & M OFFICE FURNITURE	CE- BOOKSHELVES	1,634.52
38	59	11/03/2023	59279	HARNES ROOFING INC	WATER PROOFING DANCE FLOOR HS	32,160.00
38	60	11/03/2023	60490	GRIGSBY'S CARPET SHOWROOM, INC	DANCE FLOOR DEMO AND INSTALL HS	34,430.14
38	61	11/03/2023	59171	KENDRICK EXCAVATING LLC	CONCRETE BY TRACK, BASEBALL AND DRAINAGE	18,486.95
38	62	11/09/2023	695	HEATWAVE SUPPLY	REPLACE HEATER PRACTICE GYM	9,182.57
38	65	11/14/2023	58067	MAGNUM CONSTRUCTION, INC	WHITEY FORD DOOR REPLACEMENT	68,428.00
38	66	11/20/2023	1232	O'CONNOR COMPANY INC.	COMPRESSOR MS	1,402.00
38	67	11/20/2023	4748	ROBINSON GLASS	locker room mirror ms girls wrestling	712.00
38	69	11/27/2023	961	MAGIC REFRIGERATION	replace the ice machine in the CI teachers lounge	4,825.00
38	70	12/01/2023	3071	GRAYBAR ELECTRIC	replacement flag pole light fixtures at EI	2,695.04
38	71	12/01/2023	59952	UMB BANK	NI MUSIC SUPPLIES	354.48
38	72	12/05/2023	60540	BAKER'S MECHANICAL SERVICE	Install new 2 ton (24,000 btu) Samsung mini split.	3,691.00
38	73	12/05/2023	6208	APPLE EDUCATIONAL SALES	IPADS, MACBOOK PLUS SUPPLIES	367,272.00
38	74	12/07/2023	56430	BARNETT MUSIC EXCHANGE	BAND INSTRUMENTS	5,000.00
38	75	12/07/2023	21416	TULSA BAND & GUITARS, LLC	BAND INSTRUMENTS	4,053.00
38	76	12/07/2023	58971	KONE INC	ELEVATOR REPAIR - ADMIN	14,989.00
38	77	12/07/2023	59031	ALPHA MECHANICAL SERVICES LLC	HS ROTC HVAC	10,101.00
38	78	12/08/2023	60540	BAKER'S MECHANICAL SERVICE	new unit in girls wrestling	4,576.00
38	79	12/08/2023	59031	ALPHA MECHANICAL SERVICES LLC	unit in the broadcasting room	8,976.00
38	80	12/09/2023	57676	DELL MARKETING LP	replacement drives	617.40

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	81	12/11/2023	60267	GARAGE INNOVATIONS INC	LOCKER ROOM ADDITIONS	17,841.00
38	82	12/13/2023	57666	MARTIN FISCHER PAINTING	PAINT AND PATCH - WE	4,550.00
38	83	12/28/2023	59279	HARNES ROOFING INC	Big Whitey repair	1,799.77
38	85	01/04/2024	59279	HARNES ROOFING INC	DISTRICT WIDE ROOF REPAIRS ONLY NO PARTS	30,000.00
38	86	01/10/2024	2663	WEST MUSIC COMPANY	AFRICAN DRUM FOR BAND	672.95
38	87	01/29/2024	60604	COMMON CENTS EMS SUPPLY LLC	LOCKED ALL WEATHER AED ENCLOSUER	2,151.00
38	89	02/01/2024	1445	SAIED MUSIC	PERCUSSION EQUIPMENT	5,352.00
38	90	02/01/2024	3086	THE MUSIC STORE	PERCUSSION EQUIPMENT	2,118.22
38	91	02/02/2024	60615	ENTEGRITY ENERGY PARTNERS LLC	HEAT PUMP AIR HANDLING UNIT REPLACEMENT HS	19,950.00
38	92	02/05/2024	3839	AMAZON.COM, LLC	TABLE TOTES - FINE ARTS	499.90
38	93	02/05/2024	59171	KENDRICK EXCAVATING LLC	GRAVEL PARKING - TRANSPORTATION	7,990.85
38	94	02/05/2024	59171	KENDRICK EXCAVATING LLC	CONCRETE CURB - WE	18,740.95
38	95	02/16/2024	59031	ALPHA MECHANICAL SERVICES LLC	Bixby PS High School Tennis	5,584.00
38	96	02/16/2024	59031	ALPHA MECHANICAL SERVICES LLC	New unit - baseball locker rooms - coaches office	8,476.00
38	97	02/20/2024	1445	SAIED MUSIC	JUPITER TESTING KIT FOR WIND INSTRUMENTS	1,427.50
38	98	02/21/2024	57038	LIGHTHOUSE ELECTRIC LLC	TRACK FIBER REPAIR	7,784.00
38	99	02/21/2024	3228	DICK BLICK ART MATERIALS	FLAT FILE BASE, TOP OAK AND FLAT FILE OAK	2,203.74
38	100	02/27/2024	21416	TULSA BAND & GUITARS, LLC	INSTRUMENTS FOR BAND	3,545.00
38	101	03/05/2024	1794	WENGER CORP.	flipFORM riser, red	1,341.66
38	102	03/05/2024	1794	WENGER CORP.	safety railings to existing Tourmaster - CE	1,212.88
38	103	03/05/2024	1794	WENGER CORP.	Music Stand Move & Store Cart Large HS VOCAL	632.48
38	104	03/05/2024	816	JOHNSTONE SUPPLY OF TULSA	NEW ADMIN BUILDING ELECTRICAL	49,485.27
38	105	03/05/2024	57038	LIGHTHOUSE ELECTRIC LLC	TECH BUILDING	874.39
38	106	03/05/2024	60624	ACS PLAYGROUND ADVENTURES INC	HS campus trash cans	5,777.24
38	107	03/05/2024	58106	THE HOME DEPOT PRO	VACUUM - BIG WHITEY	508.50
38	109	03/05/2024	57038	LIGHTHOUSE ELECTRIC LLC	GYM VESTIBULE	1,521.30
38	110	03/11/2024	53787	BANK OF AMERICA VISA	ADI PURCHASE	2,269.94
38	111	03/11/2024	961	MAGIC REFRIGERATION	ice machine NI	4,825.00
38	112	03/13/2024	60688	SCRATCH ENTERPRISES, LLC	SCRATCH GOLF GOLFING SIMULATOR	12,000.00
38	113	03/13/2024	1772	WAGNON CONSTRUCTION	TRACK AND FIELD SIDEWALK	1,600.00
38	114	03/13/2024	58646	YORK PLUMBING	EMERGENCY REPAIR	2,457.50
38	115	03/26/2024	60604	COMMON CENTS EMS SUPPLY LLC	ALL WEATHER AED ENCLOSURE LOCKING	2,390.00
38	116	03/26/2024	59962	DISPLAYS2GO	ART DISPLAY GRIDS FEET	360.06
38	117	04/01/2024	59494	VALBRIDGE PROPERTY ADVISORS	PROPERTY ASSESSMENT - NEW CE	1,400.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	118	04/09/2024	57291	HEARTLAND AED, INC	AEDs FOR BASEBALL/SOFTBALL AND TRACK	4,080.00
38	119	04/21/2024	59171	KENDRICK EXCAVATING LLC	CONCRETE ENTRY REPAIR CI	7,759.95
38	120	04/23/2024	6208	APPLE EDUCATIONAL SALES	REPLACING MISPLACED IPAD - SPED	437.95
38	121	04/30/2024	56430	BARNETT MUSIC EXCHANGE	CONCERT TUBAS	11,800.00
38	122	04/30/2024	59171	KENDRICK EXCAVATING LLC	CONCRETE CURB - WEST	14,755.71
38	123	04/30/2024	59171	KENDRICK EXCAVATING LLC	OVERFLOW GRAVEL PARKING NORTH OF TENNIS COURTS	9,960.65
38	124	04/30/2024	59171	KENDRICK EXCAVATING LLC	GRAVEL PARKING AREA - BASEBALL-SOFTBALL	9,290.85
38	125	05/10/2024	60759	AERO IT SOLUTIONS LLC	ARUBA INSTALL, CONFIGURE, TEST (ERATE)	44,038.79
38	127	05/10/2024	60267	GARAGE INNOVATIONS INC	SOFTBALL	17,836.23
38	128	05/13/2024	55155	UMB BANK, N.A.	LEASE PAYMENT	3,036.17
38	130	05/24/2024	57928	SB CUSTOM PAINTING, LLC	9TH GRADE SOUTH INTERIOR	54,000.00
38	131	05/24/2024	58067	MAGNUM CONSTRUCTION, INC	REMOVE GRID FROM OLD WHITEY	36,431.00
38	132	05/24/2024	56227	CDW-G 2	MONITORS FOR ADMIN/MAINTENANCE	13,989.20
38	133	05/24/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN BUILDING ACCESS CONTROL	31,098.56
38	134	05/24/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN CCTV VIDEO SURVEILLANCE	34,964.28
38	135	05/24/2024	59279	HARNES ROOFING INC	9TH GRADE EXTERIOR WATERPROOFING	33,874.00
38	136	05/24/2024	57498	ACURA NEON INC	SPARTAN HEADS	19,669.00
38	137	05/31/2024	60843	HD SUPPLY INC	RYOBI BATTERIES / SCRUBBERS	2,079.00
38	138	05/31/2024	60843	HD SUPPLY INC	PROGEN UPRIGHT VAC 15	2,034.00
38	139	06/10/2024	57666	MARTIN FISCHER PAINTING	CE, SOFTBALL, BASEBALL AND TENNIS	14,830.00
38	140	06/10/2024	58067	MAGNUM CONSTRUCTION, INC	OLD WHITEY CEILING AND PAINT	36,431.00
38	141	06/10/2024	60267	GARAGE INNOVATIONS INC	SOCCER/ROTC ROOMS	10,364.25
38	142	06/10/2024	56241	OWASSO FENCE	Underneath the soccer bleachers	5,990.00
38	143	06/18/2024	1772	WAGNON CONSTRUCTION	SOCCER BUILDING	5,600.00

<b>Non-Payroll Total:</b>	<b>\$20,007,864.27</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$20,007,864.27</b>

**Bixby Public Schools**  
**Encumbrance Register**

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	10/01/2023	55155	UMB BANK, N.A.	INTEREST PAYMENT 2022 BONDS	262,500.00
41	2	05/21/2024	55155	UMB BANK, N.A.	INTEREST/BOND PAYOFF	21,262,500.00
41	3	05/21/2024	55155	UMB BANK, N.A.	INTEREST PAYMENT	840,000.00
<b>Non-Payroll Total:</b>						<b>\$22,365,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$22,365,000.00</b>

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,000.00
11	2	07/01/2024	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	77,871.83
11	3	07/01/2024	1718	TULSA WORLD	CLASSIFIED ADS 000	2,268.35
11	4	07/01/2024	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	15,770.68
11	5	07/01/2024	101	B ETHRIDGE, INC.	UNLEADED/DIESEL FUELS 051	275,398.73
11	6	07/01/2024	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	23,986.40
11	7	07/01/2024	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	32,054.40
11	8	07/01/2024	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	31,058.28
11	9	07/01/2024	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	82,551.12
11	10	07/01/2024	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	3,280.69
11	11	07/01/2024	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	220.00
11	12	07/01/2024	2387	STAPLES CREDIT PLAN	SUPPLIES 000/050/051	149.99
11	13	07/01/2024	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	6,950.00
11	14	07/01/2024	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	70,961.82
11	15	07/01/2024	2025	WELDON PARTS, INC.	PARTS TRANSP 051	7,878.90
11	16	07/01/2024	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2024	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	55,000.00
11	18	07/01/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	1,629.77
11	19	07/01/2024	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	1,853.60
11	20	07/01/2024	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	5,000.00
11	21	07/01/2024	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	8,926.18
11	22	07/01/2024	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	5,903.29
11	23	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	15,128.00
11	24	07/01/2024	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	18,969.60
11	25	07/01/2024	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	14,214.68
11	26	07/01/2024	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	4,347.73
11	27	07/01/2024	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	58,551.63
11	28	07/01/2024	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051	1,865.24
11	29	07/01/2024	1678	TIRE BARN, INC.	TIRE REPAIRS - 051	18,446.07
11	30	07/01/2024	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	14,299.64
11	31	07/01/2024	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	381,669.80
11	32	07/01/2024	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	9,080.00
11	33	07/01/2024	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	51,136.40
11	34	07/01/2024	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	9,865.00
11	35	07/01/2024	58766	VECTOR SOLUTIONS	EDUCATION SOFTWARE 051	655.50



**Bixby Public Schools**  
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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	36	07/01/2024	1152	OMECORP, LLC	POSTAGE MACHINE/SUPP 000	222.00
11	37	07/01/2024	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	2,400.00
11	38	07/01/2024	774	VER HOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	9,764.00
11	39	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	906,474.86
11	40	07/01/2024	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	155,058.64
11	42	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	1,041.50
11	43	07/01/2024	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2024	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	400.00
11	45	07/01/2024	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2024	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	4,741.11
11	47	07/01/2024	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	4,945.50
11	48	07/01/2024	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	150,926.51
11	49	07/01/2024	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	51	07/01/2024	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	3,000.00
11	52	07/01/2024	3617	TALK RADIO LLC	SUPPLIES-SERVICE FOR THE DISTRICT 050	24,000.00
11	53	07/01/2024	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	700.00
11	54	07/01/2024	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,723.29
11	55	07/01/2024	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	1,777.80
11	56	07/01/2024	4366	JOSTENS INC	BHS GRAD MT'LS 000	6,176.87
11	57	07/01/2024	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	15,609.48
11	58	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,136.00
11	59	07/01/2024	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2024	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	2,933.19
11	61	07/01/2024	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	572.00
11	62	07/01/2024	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2024	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	500.00
11	64	07/01/2024	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	19,459.00
11	65	07/01/2024	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2024	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,249.29
11	67	07/01/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,282.92
11	68	07/01/2024	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,750.00
11	69	07/01/2024	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,500.00
11	70	07/01/2024	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	132,304.16

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	71	07/01/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	6,750.00
11	72	07/01/2024	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,226.00
11	73	07/01/2024	1171	OKASBO	MEMBERSHIP DUES 000	225.00
11	74	07/01/2024	2748	OSAG	WORKERS COMP INS 000	174,639.00
11	75	07/01/2024	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,307.80
11	76	07/01/2024	59812	KORI NEELY	Group Counseling/ Collaboration 621	10,800.00
11	77	07/01/2024	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	5,975.00
11	78	07/01/2024	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	3,220.77
11	79	07/01/2024	2290	OSSBA	OSSBA CONFERENCE REGIS 000	4,270.00
11	80	07/01/2024	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,200,000.00
11	81	07/01/2024	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	5,489.00
11	82	07/01/2024	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	5,874.96
11	83	07/01/2024	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	13,000.00
11	84	07/01/2024	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	625.00
11	85	07/01/2024	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	249.50
11	86	07/01/2024	56136	TULSA EMERGENCY MEDICAL CENTER INC	PHYSICALS - 050/051/285/000	264.00
11	87	07/01/2024	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	662.50
11	88	07/01/2024	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	2,717.73
11	89	07/01/2024	52270	PEARSON	LICENSE RENEWAL 698	1,585.00
11	90	07/01/2024	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	92	07/01/2024	60458	MONIQUE MORGAN	Behavioral Services 621	12,374.00
11	94	07/01/2024	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	27,525.00
11	95	07/01/2024	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	1,616.88
11	96	07/01/2024	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	13,266.00
11	97	07/01/2024	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	3,517.41
11	98	07/01/2024	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	1,511.93
11	99	07/01/2024	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	1,500.00
11	100	07/01/2024	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	12,450.00
11	101	07/01/2024	1445	SAIED MUSIC	MUSIC FOR THE HS CHOIR 005	325.25
11	102	07/01/2024	59581	HOLT TRUCK CENTERS	REPAIRS 051	439.00
11	103	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES 000/050/051	293.64
11	104	07/01/2024	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	700.00
11	105	07/01/2024	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	3,939.51

**Bixby Public Schools**  
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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	106	07/01/2024	6208	APPLE EDUCATIONAL SALES	NEEDS NEW DESCRIPTION AND AMOUNT 030	10,296.00
11	107	07/01/2024	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	1,000.00
11	108	07/01/2024	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2024	57112	APPTEGY	APP DEVELOPMENT 000	13,755.00
11	110	07/01/2024	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,450.00
11	111	07/01/2024	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	62,100.00
11	112	07/01/2024	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	609.75
11	113	07/01/2024	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,600.00
11	114	07/01/2024	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	84.14
11	115	07/01/2024	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	116	07/01/2024	55149	HOOTEN OIL COMPANY, INC.	OIL FOR TRANSPORTATION 051	5,874.96
11	117	07/01/2024	8035	IXL LEARNING INC	IXL RENEWAL 000	80,745.00
11	119	07/01/2024	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	4,811.97
11	120	07/01/2024	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2024	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	57,908.00
11	122	07/01/2024	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	3,340.06
11	123	07/01/2024	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	4,885.86
11	124	07/01/2024	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	8,740.00
11	125	07/01/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	18,500.00
11	126	07/01/2024	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS 051	560.00
11	127	07/01/2024	60840	ROCKET ALUMNI SOUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2024	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	5,970.00
11	129	07/01/2024	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	130	07/01/2024	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	28,367.12
11	131	07/01/2024	60843	HD SUPPLY INC	MISC SUPPLIES 050	184,397.32
11	132	07/01/2024	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2024	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	200.00
11	134	07/01/2024	58492	DIMENSIONS FAMILY PRACTICE	ANNUAL EMPLOYEE PHYSICALS 000	8,000.00
11	135	07/01/2024	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	136	07/01/2024	58631	CHALKS TRUCK PARTS	SUPPLIES FOR TRANSPORTATION 051	1,370.90

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11	137	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	1,500.50
11	138	07/01/2024	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	140	07/01/2024	1856	WALMART COMMUNITY	Open PO for odd items 618	147.75
11	143	07/01/2024	7773	MABEE CENTER	BHS GRADUATION 000	25,185.00
11	144	07/01/2024	60676	CTR FOR INDIV WITH PHYS CHALLENGES	INTERPRETING SERVICE FOR DEAF PARENTS/TEACHERS 000	7,955.84
11	145	07/01/2024	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	146	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563	5,000.00
11	147	07/01/2024	1856	WALMART COMMUNITY	Supplies 099	662.40
11	148	07/01/2024	56507	W&B SERVICE CO	AIR CONDITIONER REPAIR - 051	2,386.22
11	149	07/01/2024	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	1,334.23
11	150	07/01/2024	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	25,000.00
11	151	07/01/2024	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2024	60841	LARRY L MULLINS	THERAPY BH -621	2,537.50
11	153	07/01/2024	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00
11	154	07/01/2024	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	178.00
11	155	07/01/2024	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	1,771.50
11	156	07/01/2024	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	6,000.00
11	157	07/01/2024	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	159	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	OPEN OPT SSA RENEWAL 030	5,908.00
11	160	07/01/2024	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	30,852.90
11	161	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	573.08
11	162	07/01/2024	57351	A NEW LEAF	VOCATIONAL TRAINING 621	1,135.13
11	164	07/01/2024	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	239.88
11	165	07/01/2024	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	20,000.00
11	166	07/01/2024	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	36,548.53
11	167	07/01/2024	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	2,000.00
11	168	07/01/2024	60243	HERMES PRODUCTIONS LLC	TRANSPORTATION SUPPLIES 051	527.50
11	170	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	3,760.00
11	171	07/01/2024	5463	LEARNING A-Z	ANNUAL SUBSCRIPTION EL 572	4,611.60
11	172	07/01/2024	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	100.00
11	173	07/01/2024	59292	COMMON GOAL SYSTEMS INC	TEACHERASE, REPORT CARD AND GRADE EXPORT 000	26,302.10
11	174	07/01/2024	60222	MIDWEST MOTOR SUPPLY CO IN	TRANSPORTATION SUPPLIES 051	3,000.00
11	175	07/01/2024	60767	OCAS, LLC	TRAINING 000	600.00
11	176	07/01/2024	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	70,000.00

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11	177	07/01/2024	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	178	07/01/2024	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	21,601.00
11	179	07/01/2024	59967	BRAVED	BRAVED 000	35,500.00
11	180	07/01/2024	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	181	07/01/2024	59734	ATTF	TUITION APPRENTICESHIP TRAINING 000	2,220.00
11	183	07/01/2024	60128	TEACHTOWN	enCore K-12 Student Software 621	43,925.00
11	184	07/01/2024	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	185	07/02/2024	58734	BEARCOM	REPAIRS ON EQUIPMENT 051	4,000.00
11	186	07/08/2024	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	5,000.00
11	500	07/01/2024	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	3,293.90
11	501	07/01/2024	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	8,390.03
11	502	07/01/2024	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	10,000.00
11	503	07/01/2024	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	369.05
11	504	07/01/2024	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,000.00
11	505	07/01/2024	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	5,000.00
11	506	07/01/2024	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	7,678.99
11	507	07/01/2024	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,080.89
11	508	07/01/2024	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	1,000.00
11	509	07/01/2024	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	1,441.46
11	510	07/01/2024	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	1,140.76
11	511	07/01/2024	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,156.80
11	512	07/01/2024	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	108.10
11	513	07/01/2024	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	8,370.32
11	514	07/01/2024	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,993.44
11	515	07/01/2024	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	100.00
11	516	07/01/2024	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	530	07/01/2024	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	354.97
11	531	07/01/2024	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	826.58
11	532	07/01/2024	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	68.49
11	533	07/01/2024	59573	MICKEY REPLOGLE	REIMBURSE TRAVEL - 005	224.00
11	535	07/01/2024	60876	KENDALL STILL	PERDIEM 000	500.00
11	536	07/01/2024	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	1,100.00
11	537	07/01/2024	55248	LINDA RICKS	TRAVEL REIMB 000	200.00
11	538	07/01/2024	1677	TINA FRANCIS	PERDIEM 561	100.00
11	539	07/01/2024	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00
11	540	07/01/2024	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	541	07/01/2024	57854	CASEY MACHADO	PERDIEM 722	256.00
11	542	07/01/2024	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	76.00
11	543	07/01/2024	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	1,633.01
11	544	07/01/2024	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	76.00

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11	545	07/01/2024	57106	MEGAN DELAY	reimbursement 412-314	546.00
11	546	07/01/2024	53741	DANIEL DEITZ	PER DIEM 000	500.00
11	547	07/01/2024	59405	NATALI D DAVIDSON	REIMBURSE TRAVEL 000	500.00
11	549	07/01/2024	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	224.00
11	550	07/01/2024	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	1,107.66
11	551	07/01/2024	60224	CURTIS WHITELEY	REIMB TRAVEL/PURCHASES - 011	622.66
11	554	07/01/2024	53597	TERRI SLOAN	Per Diem FY2025 BTC for T. Sloan 7/1-7/3 011	105.00
11	555	07/01/2024	60839	ANDREA COFFEY	Per Diem BTC Conf FY2025 for A.Coffey 7/1-7/3 011	105.00
11	556	07/01/2024	59829	KARA MINTON	PER DIEM JOSTENS CONFERENCE 511	207.00
11	557	07/01/2024	4352	ROWLAND VERNON	REIMBURSEMENTS/PERDIEM 004	1,000.00
11	700	07/01/2024	60873	CARA ROGERS	JV ASSISTANT CHEER COACH (MONTHLY) 000	3,000.00
11	701	07/01/2024	60874	ALAINA WRIGHT	MS CHEER (MONTLY) 000	13,000.00
11	702	07/01/2024	60879	JAMIE HARMON-HUFF MEHAS	MS HEAD CHEER & ASSISTANT CHEER COACH 000 5/22/25	4,000.00
11	703	07/01/2024	60885	RAYLEE BUSSEY	MS HEAD DANCE COACH 000 5/22/25 (PAY MONTHLY)	2,500.00
11	704	07/01/2024	60900	DARRELL E BEELER	VARISTY ASST BASEBALL COACH 000 12/20/24 & 5/23/25	3,900.00
11	705	07/01/2024	60431	MICHAEL DANIEL	HEAD GIRLS SOCCER COACH (MONTHLY) 000	5,500.00
11	706	07/01/2024	60286	KATHERINE LEE WILEY	MS HEAD VOLLEYBALL COACH 5/22/25 000	3,000.00
11	707	07/01/2024	60374	TREY ODAM	JR HIGH ASSISTANT WRESTLING COACH (MONTHLY) 000	2,500.00
11	708	07/01/2024	60265	MACEY DIONNE TURLEY	ASSISTANT SOFTBALL COACH (MONTHLY) 000	5,000.00
11	709	07/01/2024	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 12/20/24 000	6,000.00
11	710	07/01/2024	59666	ERIN FLANNERY RODEN	VARSITY ASSISTANT VOLLEYBALL COACH 5/22/25 000	3,000.00
11	711	07/01/2024	59614	KARI RIANE ANDERSON	VARSITY ASSISTANT VOLLEYBALL COACH 000 (MONTHLY)	3,000.00
11	712	07/01/2024	59744	BRANDON KYLE COGAN	ASSISTANT BASEBALL COACH 5/22/25 000	3,900.00
11	713	07/01/2024	60292	ROBIN TAYLOR	ASSISTANT GIRLS SOCCER COACH 7/1/24 - 12/20/24 000	2,750.00
11	714	07/01/2024	60918	RACHEL ZIMMERMAN	ASSISTANT MS SWIM COACH 000 10/20/24, 5/22/25	500.00
11	715	07/01/2024	60910	DAVID ZIMMERMAN	boys and girls varsity and ms swim (MONTHLY) 000	12,000.00
11	716	07/01/2024	60911	DRAKE CARTER	9TH GRADE BOYS HEAD BASKETBALL 000 (MONTHLY)	3,250.00
11	717	07/01/2024	56523	SARAH KLING	MS ASSISTANT VOLLEYBALL COACH 000 5/22/25	2,250.00

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11	718	07/01/2024	60240	MIKE INCREMONA	9TH GRADE ASSISTANT FB COACH (MONTHLY)	3,500.00
11	719	07/01/2024	60848	PHIL HOLLAND	ASSISTANT GIRLS TENNIS COACH 000 (MONTHLY)	2,500.00
11	720	07/01/2024	60927	BRETT HERBSTER KOLMAN	VARSITY ASSISTANT SOCCER COACH 000 5/22/25	2,750.00
11	721	07/01/2024	60860	LUKE BRUMMETT	9TH GRADE ASST FB COACH 000 12/20/24, 5/22/25	3,500.00
11	723	07/01/2024	60365	JENNIFER JILL RUSSELL	MS ASSISTANT BOYS AND GIRLS TENNIS COACH 000	3,500.00
11	724	07/01/2024	60937	SPENCER JAMES MANTOS	PERCUSSION TECH 013	7,800.00
11	725	07/01/2024	60938	MADELINE NAUGLE	FIELD TECH 013	300.00
11	726	07/01/2024	60858	TRAVEYON ARMSTRONG	9TH GRADE ASST FB COACH 000 (MONTHLY)	3,500.00
11	727	07/01/2024	60314	JACK JOHNSON	PERCUSSION TECH 013	2,100.00
11	728	07/01/2024	59107	JEANNA HOLCOMB	MS HEAD TENNIS COACH 000	4,400.00
11	1000	07/01/2024	6208	APPLE EDUCATIONAL SALES	APPLE IPADS FOR STUDENTS (FROM PO 1610) 511	12,792.00
11	1001	07/01/2024	58210	JOURNEYED.COM INC	License 412-316	2,625.00
11	1002	07/01/2024	6208	APPLE EDUCATIONAL SALES	CRAYONS/CASES FOR IPADS 561	959.40
11	1003	07/01/2024	59432	TIFFANY DESAULNIERS	Per Diem 7/1-7/3 BTC Confrence 011	105.00
11	1004	07/01/2024	60877	DANIAL KARNES	PERDIEM 412-317	147.00
11	1005	07/01/2024	7139	PEARSON CLINICAL ASSESSMENT	GIFTED TESTING MATERIALS 020	9,986.45
11	1006	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	17,537.60
11	1007	07/01/2024	58702	HEGGERTY PHONEMIC AWARENESS	LICENSES FOR CE 511	1,513.00
11	1008	07/01/2024	57264	ESGI, LLC	12 MONTH LICENSES FOR CE 511	7,270.00
11	1009	07/01/2024	70080	STUDIES WEEKLY, INC	WEBINAR SESSION AND FTF PD TRAINING 541	750.00
11	1010	07/01/2024	53291	STEPHANIE PARKER	Travel Per Diem 003	280.00
11	1011	07/01/2024	60522	KAYLA CARDWELL	Travel Per Diem 003	224.00
11	1012	07/01/2024	60878	CRYSTAL BARTON	Travel Per Diem 003	224.00
11	1013	07/01/2024	60493	MEGAN TUSIA	Travel Per Diem 003	250.00
11	1014	07/01/2024	60259	ELIZABETH FRISILLO	Travel Per Diem 003	250.00
11	1015	07/01/2024	59595	RACHEL CHINSETHAGID	Travel Per Diem 003	734.09
11	1016	07/01/2024	5463	LEARNING A-Z	RENEWAL LICENSES FY25 572	2,000.00
11	1018	07/01/2024	59893	CONNECT AND RESTORE, LLC	PD TRAINING FOR ALL ELEMENTARY SITES 541	600.00
11	1019	07/01/2024	57634	CONNECTED KIDS INC	PD TRAINING WITH BARBARA SORRELS FOR CI 511	1,500.00
11	1020	07/01/2024	59787	BLANE BURGE	Per Diem, Vegas Conference 7/16 -7/18	1,000.00
11	1021	07/01/2024	60640	CHARACTERSTRONG LLC	CHARACTER DEVELOPMENT ORDER 722	16,924.80
11	1023	07/01/2024	52310	CAPSTONE	CAPSTONE PEBBLE GO SUBSCRIPTION 367	1,399.00
11	1024	07/01/2024	58955	SECURE DOCS INC	Readysign/Securedocs 621	4,800.00

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11	1025	07/01/2024	58782	DENIA FOTENOPULOS	PER DIEM ASCA CONFERENCE 580	331.00
11	1026	07/01/2024	60636	MEGAN BARNES	PER DIEM ASCA CONFERENCE 722	256.00
11	1027	07/01/2024	60199	COURTNEY SMITH	PER DIEM ASCA CONFERENCE 722	256.00
11	1029	07/01/2024	60093	KELLEY RAMPEY	PER DIEM ASCA CONFERENCE 722	242.00
11	1030	07/01/2024	2398	SANDY THOMPSON	PER DIEM ASCA CONFERENCE 722	281.00
11	1031	07/01/2024	57479	STEPHANIE BUTLER	PER DIEM ASCA 722	300.00
11	1032	07/01/2024	60889	PATRICIA WRIGHT	PER DIEM ASCA CONFERENCE 722	256.00
11	1033	07/01/2024	60890	MELANIE ANKERSHEIL	PER DIEM ASCA CONFERENCE 722	331.00
11	1034	07/01/2024	57135	DENVER BOREN	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1035	07/01/2024	56480	JAMIE GUTHRIE	PER DIEM JOSTENS CONFERENCE 511	333.67
11	1036	07/01/2024	57265	LESLEY GOODNIGHT	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1037	07/01/2024	60891	LAUREN WATERHOUSE	PER DIEM JOSTENS CONFERENCE 511	400.00
11	1038	07/01/2024	60892	KATELIN BLEDSOE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1039	07/01/2024	56856	KIM KIRK	PER DIEM JOSTENS CONFERENCE 511	254.81
11	1040	07/01/2024	60808	ERICA HAWKINS	PER DIEM JOSTENS CONFERENCE 511	191.00
11	1041	07/01/2024	694	HAYNES, LESLIE D	PER DIEM JOSTENS CONFERENCE 511	248.73
11	1042	07/01/2024	59979	CARA PENICK	PER DIEM JOSTENS CONFERENCE 511	213.04
11	1043	07/01/2024	60893	ALISON BEACH	PER DIEM JOSTENS CONFERENCE 511	400.00
11	1044	07/01/2024	60894	LISA A LINAM	PER DIEM JOSTENS CONFERENCE 511	273.00
11	1045	07/01/2024	60895	AMANDA RUTHERFORD	PER DIEM JOSTENS CONFERENCE 511	400.00
11	1046	07/01/2024	58358	CINDY MAGUIRE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1047	07/01/2024	60896	AMBER FLOWERS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1048	07/01/2024	58052	AMY HALL	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1051	07/01/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Autism Behavioral Assessments- State of Oklahom 621	1,200.00
11	1052	07/01/2024	60898	CODE TO THE FUTURE	SCHOOL ONE: TRAIN-THE- TRAINER 511	24,000.00
11	1053	07/01/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION 412-316/317 HS	930.00



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11	1054	07/01/2024	53545	LORI HEARD	PER DIEM 412-316	100.00
11	1055	07/01/2024	59742	ALLISON MORRIS	PER DIEM ASCA 722	300.00
11	1056	07/01/2024	60619	MARY DELYN MCBRIDE	PER DIEM ASCA 722	300.00
11	1057	07/01/2024	58957	SHRED-IT	SpEd Shredding 621	2,000.00
11	1058	07/01/2024	1856	WALMART COMMUNITY	School & Office Supplies 005	1.00
11	1059	07/01/2024	55185	LEXIA LEARNING SYSTEMS, INC.	Lexia Annual Subscription 621	4,180.00
11	1061	07/01/2024	57323	CHELSEA COX	PERDIEM FOR JOSTENS 011	243.00
11	1062	07/01/2024	58097	SPENCER VANDOLAH	PERDIEM FOR JOSTENS 011	243.00
11	1063	07/01/2024	56609	CATHY PETERS	PERDIEM FOR JOSTENS 011	243.00
11	1064	07/01/2024	57575	OATECA	Subscription Renewal 621	450.00
11	1065	07/01/2024	60782	STUDENT CONDUCTOR INC	Student and Parent Attendance System 005	3,361.50
11	1067	07/02/2024	60759	AERO IT SOLUTIONS LLC	AP MOUNT BRACKETS MULTIPLE LOCATIONS 030	142.80
11	1068	07/02/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH ORDERS FOR ELEMENTARY & INTERMEDIATE 333	500,000.00
11	1069	07/02/2024	102	B SEW INN, LLC	ORDER FOR SEWING MACHINES - HS 421	4,497.00
11	1070	07/02/2024	59921	ESPECIAL NEEDS, LLC	12 Commercial Swivels 621	2,969.45
11	1071	07/02/2024	1856	WALMART COMMUNITY	Misc 009	2,000.00
11	1072	07/02/2024	6208	APPLE EDUCATIONAL SALES	Apple computers for all the School Pysch's 198	8,039.40
11	1073	07/02/2024	60252	REALLY GREAT READING COMPANY, LLC	Subscriptions 621	6,420.00
11	1074	07/02/2024	60350	JOSEPH M SANFELIPPO LLC	PROFESSIONAL DEVELOPMENT 541	12,500.00
11	1075	07/02/2024	1016	MCMILLAN, SHERRIL M	CONTRACTED SERVICES 000	2,000.00
11	1076	07/02/2024	5913	CENGAGE LEARNING	Curriculum for Technology 412-316	4,634.18
11	1077	07/02/2024	59409	HEATHER L WITHEM	Travel Reimbursement 412-316	100.00
11	1078	07/02/2024	1856	WALMART COMMUNITY	Educational Items 003	1,000.00
11	1080	07/02/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 003	4,000.00
11	1081	07/02/2024	55104	KARI SMITH	PER DIEM BTC CONFERENCE 552	300.00
11	1082	07/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	ORDER FOR BIXBY HIGH SCHOOL 421	18,717.92
11	1083	07/02/2024	51624	ALPHA AWARDS	Name Badges 009	100.00
11	1084	07/02/2024	51624	ALPHA AWARDS	staff badges 001	40.00
11	1085	07/02/2024	59543	IGNITE2UNITE, LLC	8/19/24 staff professional development 003	2,800.00
11	1087	07/02/2024	60957	MEREDITH JAMES	Per Diem Jostens Renaissance Global Conference 004	265.39
11	1088	07/02/2024	2272	LOWE'S	Yearly PO 001	100.00
11	1089	07/02/2024	54406	MARENEM INC	2 Classroom Kits 007	226.60
11	1090	07/02/2024	1245	THE PAPERWORK COMPANY	vinyl signs 001	180.00
11	1091	07/02/2024	54406	MARENEM INC	class sets 001	732.60
11	1092	07/02/2024	59543	IGNITE2UNITE, LLC	Professional Development Speaker 012	2,800.00

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1093	07/02/2024	57401	OSU EXTENSION - TULSA COUNTY	3rd Grade Field Trip 001	50.00
11	1096	07/02/2024	5188	ULINE	CAGE LOCKER SHIPPING DIFFERENCE 011	30.00
11	1097	07/02/2024	2017	LAKESHORE LEARNING MATERIALS	Classroom Furniture 003	1,000.00
11	1099	07/03/2024	5463	LEARNING A-Z	License for Raz-Plus 621	5,302.00
11	1101	07/03/2024	60929	EVAC + CHAIR NORTH AMERICA LLC	EVAC+Chair Power 900 Ethan Howser (EH) 198	3,594.00
11	1102	07/03/2024	60669	MEREDITH FULLER	Per Diem 004	386.84
11	1104	07/03/2024	58176	SCHOOLSAFEID LLC	CAR TAGS 002	2,500.00
11	1105	07/03/2024	52916	SCHOLASTIC MAGAZINES	Scholastic News 4th, 5th & 6th 008	2,700.00
11	1106	07/03/2024	60934	KATIE WATKINS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1107	07/03/2024	60933	KELSEY LANE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1108	07/03/2024	57163	WESTCO LAMINATING SERVICES	lamination 001	704.00
11	1109	07/03/2024	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316	4,000.00
11	1110	07/03/2024	57100	LESSONPIX CUSTOM LEARNING MATERIALS	Group User License 621	356.40
11	1111	07/08/2024	59042	TARA GOODRICH	JOSTENS PERDIEM 004	224.00
11	1112	07/08/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	VISTA BRIDGES ORDER - MS, HS 572	8,907.00
11	1113	07/08/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	VISTA GET READY ORDER - MS, HS 572	3,463.80
11	1114	07/08/2024	1856	WALMART COMMUNITY	Misc year purchases 010	300.00
11	1115	07/08/2024	1245	THE PAPERWORK COMPANY	Commons vinyl 001	1,250.00
11	1116	07/08/2024	633	GREAT EXPECTATIONS NSU	Training 001	100.00
11	1117	07/08/2024	60579	NACNY INK LLC	Training 001	750.00
11	1118	07/12/2024	51624	ALPHA AWARDS	Name tags 010	630.00
11	1119	07/12/2024	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	CI ORDER 511	200.00
11	1120	07/12/2024	60955	MIRANDA FELTON	Per Diem 004	350.84
11	1121	07/12/2024	60950	SHERRILL MAXWELL	PER DIEM NURSE CONFERENCE 027	210.00
11	1122	07/12/2024	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	76.00
11	1123	07/12/2024	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	240.00
11	1124	07/12/2024	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	76.00
11	1125	07/12/2024	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	240.00
11	1126	07/12/2024	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	240.00
11	1127	07/12/2024	56738	LAURA WILEY	PER DIEM 027	240.00
11	1128	07/15/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Oklahoma Autism Center 613	500.00
11	1129	07/15/2024	60951	KERRY GOODE	REIMBURSE WORKER'S COMP MILEAGE 000	458.77

**Bixby Public Schools**  
Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 11

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	1130	07/19/2024	58942	DISCOVER LAB	NE Family STEAM Night 003	3,600.00
11	1132	07/19/2024	2766	MARDEL'S	Mardel's 009	200.00
11	1133	07/19/2024	2272	LOWE'S	Misc. supplies 001	100.00
11	1134	07/19/2024	4845	SOLUTION TREE	LICENSES FOR CI 511	2,086.00
11	1135	07/19/2024	633	GREAT EXPECTATIONS NSU	GE Coaching Extra Day 012	1,500.00
<b>Non-Payroll Total:</b>						<b>\$6,552,089.63</b>
<b>Payroll Total:</b>						<b>\$783,341.44</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$7,335,431.07</b>

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Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	1168	OG&E	ELECTRIC	1,500,000.00
21	2	07/01/2024	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	400,000.00
21	3	07/01/2024	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	107,000.00
21	4	07/01/2024	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	35,000.00
21	5	07/01/2024	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2024	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	70,000.00
21	7	07/01/2024	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	100,000.00
21	8	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	41,376.22
21	9	07/01/2024	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	7,884.48
21	10	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,937.14
21	12	07/01/2024	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	15,400.00
21	13	07/01/2024	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	13,071.38
21	14	07/01/2024	5188	ULINE	SUPPLIES FOR DISTRICT	2,269.08
21	15	07/01/2024	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	6,822.04
21	16	07/01/2024	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	35,081.40
21	17	07/01/2024	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	1,150.58
21	18	07/01/2024	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	44,137.78
21	19	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	5,817.38
21	20	07/01/2024	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	19,500.00
21	21	07/01/2024	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	23,034.19
21	22	07/01/2024	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	1,874.00
21	23	07/01/2024	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	645.75
21	24	07/01/2024	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	17,041.00
21	25	07/01/2024	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	161.79
21	27	07/01/2024	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	30,000.00
21	28	07/01/2024	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	2,802.34
21	29	07/01/2024	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	3,500.00
21	30	07/01/2024	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	3,000.00
21	31	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	35,539.00
21	32	07/01/2024	59041	OKLAHOMA ENERGY SOURCE LLC	NATURAL GAS	2,525.82
21	34	07/01/2024	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	232,238.96
21	35	07/01/2024	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	200.00
21	36	07/01/2024	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	55.24
21	37	07/01/2024	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	856.80
21	38	07/01/2024	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS	8,833.69

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	39	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	324,680.00
21	40	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	32,831.00
21	41	07/01/2024	59279	HARNES ROOFING INC	DISTRICT NEEDS	15,000.00
21	42	07/01/2024	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES	10,398.32
21	43	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	3,000.00
21	44	07/01/2024	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	150.00
21	45	07/01/2024	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	14,145.97
21	46	07/01/2024	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	10,840.00
21	47	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	7,404.04
21	48	07/01/2024	55300	KUBOTA CONSTRUCTION EQUIPMENT	TRACTOR SUPPLIES	82.96
21	49	07/01/2024	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	176,000.00
21	50	07/01/2024	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	2,747.13
21	52	07/01/2024	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	5,900.00
21	53	07/01/2024	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,990.31
21	54	07/01/2024	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	1,100.00
21	55	07/01/2024	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	5,000.00
21	56	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2024	2618	TRU GREEN	LAWN CARE	15,486.14
21	58	07/01/2024	53382	ATKINSON SUPPLY	PART &/OR JANITORIAL SUPPLIES	1,336.85
21	60	07/01/2024	58032	HERC RENTALS INC	SUPPLIES FOR THE DISTRICT	522.61
21	61	07/01/2024	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	7,000.00
21	62	07/01/2024	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	7,650.00
21	63	07/01/2024	58651	TULSA SOD AND MULCH INC	PLAYGROUND MULCH	1,150.00
21	64	07/01/2024	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	2,643.22
21	65	07/01/2024	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	4,819.18
21	66	07/01/2024	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	1,011.99
21	67	07/01/2024	55355	SITE ONE LANDSCAPE SUPPLY, LLC	GRASS CHEMICALS FOR DISTRICT	283.67
21	68	07/01/2024	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,039,588.00
21	69	07/01/2024	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	12,945.42
21	70	07/01/2024	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	7,275.00
21	71	07/01/2024	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	411.96
21	72	07/01/2024	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	113.25
21	73	07/01/2024	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	1,760.00
21	74	07/01/2024	3839	AMAZON.COM, LLC	AMAZON PURCHASES	8,916.16
21	76	07/01/2024	59235	WHITE SEPTIC CLEANING	Plumbing for district	950.00
21	77	07/01/2024	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	42,000.00

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 21

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	78	07/01/2024	58126	KOMPAN INC	MAINTENANCE SUPPLIES	86.25
21	79	07/01/2024	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	22,625.02
21	80	07/01/2024	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	1,106.44
21	81	07/01/2024	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	10,000.00
21	200	07/01/2024	60884	ASSET PANDA LLC	FACILITY SOFTWARE	3,768.21
21	201	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING FINISHES	74,658.00
21	202	07/01/2024	7387	WATKINS SAND	central and west elementary sand boxes	100.00
21	203	07/01/2024	60953	CROUCH RECREATION INC	REPLACEMENT SWING FOR WEST	1,320.00
21	204	07/08/2024	2922	EWING IRRIGATION PRODUCTS, INC.	PINE BARK MULCH	5,768.40
21	206	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	9,575.00
21	207	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP NI	6,800.00
<b>Non-Payroll Total:</b>						<b>\$4,875,846.56</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$4,875,846.56</b>

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2024	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	289,746.30
22	2	07/01/2024	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	8,839.20
22	3	07/01/2024	389	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,138.90
22	4	07/01/2024	2245	JAMES KEVIN EAKLE	REPAIR EQUIPMENT	16,907.23
22	5	07/01/2024	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	45,546.65
22	6	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	4,000.00
22	7	07/01/2024	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	8,982.68
22	8	07/01/2024	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPPLIES	1,822.60
22	9	07/01/2024	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	11,788.00
22	10	07/01/2024	58486	PEPSI	DRINKS FOR THE CAFETERIA	30,664.68
22	11	07/01/2024	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	600.00
22	13	07/01/2024	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	3,659.00
22	14	07/01/2024	59164	ASIAN FOOD SOLUTIONS / COMIDA	Commodity Food For Students	1,406.00
22	15	07/01/2024	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2024	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	183,783.05
22	17	07/01/2024	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,422,564.34
22	18	07/01/2024	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	35,421.30
22	19	07/01/2024	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2024	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2024	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	97,433.50
22	22	07/01/2024	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	1,300.00
22	23	07/01/2024	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	3,111.50
22	24	07/01/2024	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	313.01
22	25	07/01/2024	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	2,213.26
22	26	07/01/2024	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,500,000.00
22	27	07/01/2024	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	763.00
22	28	07/01/2024	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	9,361.80
22	29	07/01/2024	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	3,131.90
22	30	07/01/2024	60843	HD SUPPLY INC	TRASHBAGS AND SUPPLIES	5,052.24
22	31	07/01/2024	2657	TULSA COMMUNITY COLLEGE	FOOD SERVICE MANAGER CERTIFICATION COURSE	168.00
22	32	07/01/2024	444	DOC'S FOOD STORES, INC	SUPPLIES	31.11
22	33	07/01/2024	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,507.40
22	34	07/01/2024	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2024	3839	AMAZON.COM, LLC	AMAZON PURCHASES	1,708.52
22	36	07/01/2024	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94

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<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
22	38	07/01/2024	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	27,452.30
22	39	07/01/2024	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	800.00
22	40	07/01/2024	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	12,659.02
22	41	07/01/2024	60689	JOBLETICS PRO INC	Subs for the Kitchens	29,966.74
22	43	07/01/2024	58521	GENERAL PARTS	OVEN REPAIR	1,463.89
22	44	07/01/2024	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	45	07/01/2024	60517	BETTER DAY FARMS, LLC	FARM TO SCHOOL PRODUCE	18,936.00
22	46	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,125.00
22	47	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	27,000.08
22	48	07/01/2024	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2024	51624	ALPHA AWARDS	Name Tags for employees	151.50
22	50	07/01/2024	3839	AMAZON.COM, LLC	MISC PURCHASES	397.03
22	51	07/01/2024	56586	ECOLAB INC	filters for Kitchens	2,059.73
22	52	07/01/2024	59923	GLOBE PROMOTIONS LLC	Disposable Gloves for Employees	2,800.00
22	54	07/01/2024	60592	RODRIGUEZ FOODS, LTD	Food for the Cafeterias	10,060.00
22	55	07/01/2024	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	8,000.00

<b>Non-Payroll Total:</b>	<b>\$3,866,895.91</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$3,866,895.91</b>



# Bixby Public Schools

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 31

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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Non-Payroll Total:	\$0.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 32

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	63,718.22
32	2	07/01/2024	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS	541,609.17
32	4	07/01/2024	59594	AIMRIGHT TESTING & ENGINEERING	GEOTECHNICAL ENGINEERING SERVICES 9TH GRADE	4,650.00
32	5	07/01/2024	60247	DEWBERRY ARCHITECTS INC	9TH GRADE GYM ARCHITECT	167,915.25
32	6	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH FOR ELEMENTARY & INTERMEDIATE	105,121.30
32	7	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOK ORDER MIDDLE SCHOOL	119,628.60
32	8	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	AGA MATH - MS, 9GC, HS	161,107.80
32	9	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	ADV MATH ORDER - HS	69,398.44
32	10	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE ORDER - MS	3,806.78
32	11	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER - CE, NE, WE	1,263.04
32	12	07/01/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	HEGGERTY K-3 ORDER - CE, NE, EE, WE	4,377.96
32	13	07/01/2024	58686	SCHOOL SPECIALTY	FOSS ORDER - NI	4,272.18
32	15	07/02/2024	58702	HEGGERTY PHONEMIC AWARENESS	ELEMENTARY ORDER	1,851.12
32	16	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	ON-LEVEL STATISTICS ORDER - HS	7,298.68
32	17	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	AP STATISTICS ORDER - HS	5,291.41

<b>Non-Payroll Total:</b>	<b>\$1,261,309.95</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,261,309.95</b>

**Bixby Public Schools**  
**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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Non-Payroll Total:	\$0.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 34

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
<b>Non-Payroll Total:</b>						<b>\$0.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						

**Bixby Public Schools**  
**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 35

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
35	1	07/01/2024	60744	CONCRETE POLISH COATING SOLUTIONS	WI CAMPUS	4,068.00
35	2	07/01/2024	58125	KI FURNITURE	WE CLASSROOM 233 FURNITURE	5,811.50
35	3	07/01/2024	57023	L & M OFFICE FURNITURE	WE ROOM 233 STOOLS	619.00
35	4	07/01/2024	1449	SAM'S CLUB DIRECT	FOLDING TABLES HS SCIENCE ROOMS 207-208	1,529.64
35	5	07/01/2024	57023	L & M OFFICE FURNITURE	WE 3 TEACHERS DESKS	2,587.00
35	6	07/01/2024	2017	LAKESHORE LEARNING MATERIALS	WE ROOM 233	2,009.25
35	8	07/01/2024	60679	VOX AUDIO VISUAL	INTERACTIVE ALUMNI BOARDS	12,392.00
35	9	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	COUNSELOR DOORS WE-WI	7,809.00
35	11	07/01/2024	6208	APPLE EDUCATIONAL SALES	ATHLETIC APPLE PRODUCTS	29,786.75
35	12	07/01/2024	56227	CDW-G 2	MONITORS-PROJECTORS	33,160.00
35	13	07/02/2024	56227	CDW-G 2	DA-LITE ADVANTAGE 133" SCREEN	13,800.00
35	14	07/02/2024	60679	VOX AUDIO VISUAL	HS LOBBY VIDEO WALL	34,969.84
35	15	07/08/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIBER FOR HS TO TECHNOLOGY	13,199.00
35	16	07/02/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE BUILDING RELATED TO BOND FY 24 35-34	35,547.00
35	17	07/02/2024	57748	KKT ARCHITECTS, INC.	ACADEMIC BUILDING ENVIRONMENTAL GRAPHICS	5,500.00
<b>Non-Payroll Total:</b>						<b>\$202,787.98</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$202,787.98</b>

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 36

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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Non-Payroll Total:	\$0.00
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	

**Bixby Public Schools**  
Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 37

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 38

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2024	60267	GARAGE INNOVATIONS INC	BASEBALL	10,215.40
38	2	07/01/2024	58713	MERRIFIELD OFFICE & SCHOOL SUPPLY	CAFETERIA TABLES WE / EE	33,851.82
38	3	07/01/2024	60389	LEDFORD SPORTSFLOORS, LLC	SAND, SEAL, PAINT HARDWOOD FLOOR	22,887.00
38	4	07/01/2024	57666	MARTIN FISCHER PAINTING	WI INTERIOR PAINT	40,850.00
38	5	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ADMIN DATA CABLING	38,625.00
38	6	07/01/2024	57023	L & M OFFICE FURNITURE	NI CONF CHAIR	3,110.00
38	7	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	WE ROOM SPLIT	18,300.00
38	8	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	EE MOTOR LAB & OT/PT ROOM RENO	41,700.00
38	10	07/01/2024	59279	HARNES ROOFING INC	ROOF REPAIR CE / CI	52,990.00
38	11	07/02/2024	1445	SAIED MUSIC	BAND - TUNING DEVICES AND METRONOMES	7,898.00
38	12	07/02/2024	3839	AMAZON.COM, LLC	BAND TOOLS	4,361.10
38	13	07/02/2024	53787	BANK OF AMERICA VISA	BLACK LEGAL FILING CABINET - BAND	1,936.44
38	14	07/02/2024	60267	GARAGE INNOVATIONS INC	BASEBALL LOCKER ROOM / STORAGE CLOSET	10,807.89
38	15	07/02/2024	60267	GARAGE INNOVATIONS INC	SOCCER CRACKS AND NEW FLOOR	13,547.00
38	16	07/02/2024	60766	INTERIOR CONCEPTS INC	NI FLOORS BAND ROOM	2,750.00
38	17	07/03/2024	1794	WENGER CORP.	STUDENT CHAIRS	4,543.00
38	18	07/08/2024	60952	OLD RULE SERVICES, LLC	SAND AND FINISH GYM FLOOR	38,500.00
38	19	07/08/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING	15,900.00
38	21	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS CE/CI/EI	3,531.00
38	22	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS NI/CE/EI/EE	2,826.00
38	23	07/24/2024	58086	SCOTT RICE	CE FURNITURE	3,810.82
<b>Non-Payroll Total:</b>						<b>\$372,940.47</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$372,940.47</b>



**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 39

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	3	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	68,659.07
39	4	07/02/2024	7527	TULSA CLEANING SYSTEMS	high pressure system for the wash bay	12,185.00
39	5	07/02/2024	57928	SB CUSTOM PAINTING, LLC	CI / BASEBALL PAINTING	65,850.00
39	6	07/02/2024	59563	BLUUM OF TEXAS, LLC	Newline TVs for Elem/Int sites	25,480.00
39	7	07/02/2024	60903	LONG PAINTING COMPANY	NI - PAINTING	83,302.00
39	8	07/02/2024	57666	MARTIN FISCHER PAINTING	EI EXTERIOR PAINT	29,900.00
39	9	07/02/2024	57666	MARTIN FISCHER PAINTING	HS GIRLS SOCCER INTERIOR	3,200.00
39	10	07/02/2024	57666	MARTIN FISCHER PAINTING	HS BOYS SOCCER INTERIOR	4,500.00
39	11	07/02/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS CHOIR HVAC	18,211.00
39	12	07/02/2024	60744	CONCRETE POLISH COATING SOLUTIONS	HS W26 CARPET REMOVAL	2,613.40
39	14	07/03/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS DANCE ROOM UNIT	47,145.70
39	15	07/03/2024	58086	SCOTT RICE	WE FURNITURE	4,630.31
39	16	07/03/2024	59279	HARNES ROOFING INC	NE OFFICES	24,386.00
39	17	07/24/2024	59542	ENVIRONMENTAL LOOP SERVICE	NE AND 9TH PUMP MOTOR & VFD REPLACEMENT	31,972.00

<b>Non-Payroll Total:</b>	<b>\$422,034.48</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$422,034.48</b>
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**Bixby Public Schools**  
**Encumbrance Register**

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
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<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	

# AmericanChecked, LLC SERVICE AGREEMENT



**AmericanChecked**  
Background Screening Solutions®

THIS AGREEMENT is between AMERICANCHECKED, LLC and Bixby Public Schools ("Customer") and is entered into on \_\_\_\_\_

## 1. Services Rendered by AmericanChecked, Inc

1.1 Upon request and relying upon Customer's representations that it is an established business and has a legitimate purpose for information, AMERICANCHECKED, LLC will provide consumer reports ("Reports") to Customer. AMERICANCHECKED, LLC will only furnish Reports for a permissible purpose under the Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq. ("FCRA") and no other purpose.

1.2 Periodically and upon request, AMERICANCHECKED, LLC has provided to Customer copies of certifications, customer consents, notices to User and summary of rights under the FCRA as well as other forms, which AMERICANCHECKED, LLC finds helpful in meeting its obligations under the FCRA and other applicable laws. However it is the responsibility of Customer to be knowledgeable about and to comply with the FCRA, the Driver Privacy Protection Act, 18 U.S.C. § 2721 et seq. ("DPPA") and other applicable federal, state and local laws regulating the release and use of such consumer reports.

1.3 If Customer retains an independent agent to process employee applications, AMERICANCHECKED, LLC will provide a Report to such agent only after AMERICANCHECKED, LLC receives a written authorization from Customer to release such information to its agent. Customer maintains the responsibility to advise AMERICANCHECKED, LLC in writing of any change in the authority of the agent. AMERICANCHECKED, LLC has the right to rely upon the last written notification from Customer in regard to such agency.

## 2. Customer Responsibilities when Ordering Reports

2.1 Customer represents that it is an existing business with the legitimate need for Reports offered by AmericanChecked, LLC. Customer specifically represents and warrants that all Reports, whether electronically transmitted, printed, written or oral, submitted to Customer by AmericanChecked, LLC, are and shall be for the exclusive use of Customer. Customer further represents that it is end user of the Reports. Customer will request Reports for one of the following purposes only: employment by hire or contract, establishing eligibility for licensing, or in connection with a legitimate business transaction initiated by the individual who is the subject of the Report.

2.2 Customer represents that after taking adverse action based in whole or in part upon information contained in a Report furnished by AmericanChecked, LLC, Customer shall:

- (i) provide notice of such action to the individual;
- (ii) provide the name, address and telephone number of AmericanChecked, LLC; and
- (iii) inform the individual that he/she is entitled to a free copy of the Report and has a right to dispute the record through AMERICANCHECKED, LLC and that AMERICANCHECKED, LLC is unable to provide the individual the specific reasons why the adverse action was taken by you.

2.3 Customer represents that, in addition to complying with the FCRA and similar state laws in regard to all Reports, it will follow the requirements of the DPPA and the various state laws implementing the DPPA in regard to motor vehicle reports.

2.4 If Customer orders an investigative consumer report as defined by the FCRA, it will:

- (i) provide notice to the subject of the Report that an investigative consumer report has been requested;
- (ii) provide to the individual a summary of the individual's rights under the FCRA; and
- (iii) provide all required disclosures to the subject upon request by the consumer.

2.5 Customer acknowledges that information obtained from AMERICANCHECKED, LLC, is governed by federal and state law and if Customer violates such law e.g.: misuses information obtained, obtains information for an improper purpose or obtaining information without proper documentation such as violation(s) can have extreme negative consequences to AMERICANCHECKED, LLC, as well as to customer.

## 3. Customer Representations and Responsibilities when Ordering a Report for Employment Purposes

3.1 Customer represents that prior to requesting a Report for employment purposes, Customer will:

- (i) disclose to the individual who is the subject of the Report that a consumer report may be obtained;
- (ii) obtain, except as otherwise permitted by law, the written consent of the individual allowing the obtaining of the consumer report; or in the case of an individual, over whom the Secretary of Transportation has the power to establish qualifications and maximum hours of service and who applies for employment by mail, telephone, computer or other similar means, but not in person, Customer shall obtain a consent from such individual by oral, written or electronic means; and
- (iii) not utilize any information in violation of any federal or state equal employment opportunity law or regulation.

3.2 Customer represents that prior to taking adverse employment action against the individual who is the subject of the Report, when such action will be based in whole or in part upon the information contained in the Report furnished by AmericanChecked, LLC, Customer will, except as otherwise provided by law, provide a copy of the Report to the individual and a description, in writing, of the individual's rights under the FCRA. If subsequent adverse action is taken, Customer will also follow ~2.2 of this Agreement.

## 4. Compliance with Applicable Law

4.1 The laws relating to the furnishing and use of information are subject to change. It is the responsibility of Customer to become knowledgeable in such laws and to comply with them. The failure to comply with the then current applicable law may result in a breach of this agreement, termination of service, and civil and criminal liability. AMERICANCHECKED, LLC does not undertake any obligation to advise Customer of its legal obligations. However, AMERICANCHECKED, LLC will not offer a product that it may not lawfully provide. Further, AMERICANCHECKED, LLC may from time to time provide advisories regarding such Reports to its Customers, but such advisories are not to be considered legal advice by AMERICANCHECKED, LLC to Customer and Customer should consult its own legal counsel for advice regarding its use of information.

4.2 Customer agrees to promptly execute and return to AMERICANCHECKED, LLC all documentation required, now or in the future, by any government agency or AMERICANCHECKED, LLC to permit release of information or to ensure compliance with applicable laws or regulations. This includes the right to audit any request made by Customer. The failure to return such documentation will result in

Customer being blocked from receiving the information related to the documentation, and, in some circumstances, all service may be terminated without additional notice.

## 5. Charges for Services

5.1 AMERICANCHECKED, LLC will charge a fee for each request made by Customer, in accordance with AmericanChecked, LLC price schedule. Governmental pass-through fees are subject to change without notice. AMERICANCHECKED, LLC reserves the right to change the fees charged upon thirty (30) days notice to Customer. Applicable sales or other taxes will be added to all fees.

5.2 AMERICANCHECKED, LLC will bill Customer monthly for any charges not prepaid. Payment on all invoices will be due fifteen (15) days after billing. For any invoice not paid within fifteen (15) days, AMERICANCHECKED, LLC will add and collect a SERVICE CHARGE of 1 % per month (or the maximum permitted by applicable law, if lower). Customer agrees to pay AmericanChecked, LLC reasonable attorney's fees and costs incurred in the collection of amounts due under this Agreement.

## 6. Workers' Compensation Claim Histories

Upon request, AMERICANCHECKED, LLC shall provide Customer with the claim history of an applicant from all jurisdiction(s) to which AMERICANCHECKED, LLC has access. Customer understands that such information is not available in all jurisdictions due to statutory or administrative restrictions. Such Reports may be used by Customer solely for the purpose of verifying information furnished by the job applicant and evaluating physical qualifications of the applicant or for other legitimate purposes permitted by Customer's jurisdiction, the Americans with Disabilities Act, 42 U.S.C. § 12101 et seq., the FCRA and similar statutes. Many states restrict the use of this information, and Customer assumes responsibility of complying with those restrictions. AMERICANCHECKED, LLC makes no representations as to the permitted use of the information requested.

## 7. Confidentiality of Information

7.1 Reports provided by AMERICANCHECKED, LLC to its Customers are considered confidential by law. Upon receipt, Customer shall treat all Reports and any other documentation in strict confidence and shall not reveal or make such information accessible in any manner whatsoever to any third party except as otherwise required by law. Such information shall be maintained in confidential files to which access is restricted. Only those employees who need such information to perform their job duties shall have access to the same. Customer shall supply to AMERICANCHECKED, LLC the name and phone number of the contact person or persons with whom AMERICANCHECKED, LLC may discuss the contents of Reports furnished to Customer or to verify information furnished by Customer.

7.2 All information stored or Reports furnished by AMERICANCHECKED, LLC are confidential and will not be disclosed to any party, except as stated in this Agreement. Information, other than the Employment Credit Report, may be disclosed to:

- (i) the employees or agents of Customer who will use the information for the purposes for which it was ordered;
- (ii) AmericanChecked, LLC, its employees, agents and attorneys;
- (iii) the individual who is the subject of the Report;
- (iv) governmental agencies exercising a right to review Customer's files for compliance with any applicable law or regulation;
- (v) insurance companies authorized by a Customer to access information on Customer's current drivers for insurance underwriting purposes;
- (vi) Customer's attorneys in connection with a matter in which such Report is relevant;
- (vii) other parties who have a permissible purpose under the FCRA; and
- (viii) otherwise as from time to time may be authorized by law.

## 8. Responsibility for Information

8.1 Customer acknowledges that AMERICANCHECKED, LLC relies totally on the information furnished by its Customers to be stored by AMERICANCHECKED, LLC to prepare any proprietary database reports and substance test results. AMERICANCHECKED, LLC also relies on the information contained in the records of various governmental agencies for other reports. AMERICANCHECKED, LLC shall utilize commercially reasonable efforts to ensure complete and accurate Reports; however, AMERICANCHECKED, LLC cannot and does not guarantee the accuracy of any Report. Customer agrees to indemnify, defend and hold AMERICANCHECKED, LLC and its officers, directors, employees, agents and contractors harmless from and against any and all costs, losses, judgments and liabilities (including, without limitation, claims of libel, slander, defamation and wrongful discharge) which may be asserted against AMERICANCHECKED, LLC or any of its officers, directors, employees and contractors arising, directly or indirectly, from the collection, possession, furnishing, transmittal or use of the Reports or any other documentation furnished from Customer to AMERICANCHECKED, LLC or by AMERICANCHECKED, LLC to Customer, except for any direct losses by customer arising from AMERICANCHECKED, LLC violation of the FCRA or similar state laws. Customer agrees to assert no claim and waives liability against AMERICANCHECKED, LLC for any inaccurate or false information included in any Report unless AMERICANCHECKED, LLC had actual knowledge of the error and failed to correct it.

8.2 Customer will pay for and agree to hold AMERICANCHECKED, LLC harmless and will indemnify AMERICANCHECKED, LLC from all claims, liabilities, losses and expenses resulting from Customer's breach of this Agreement or violation of applicable law. AMERICANCHECKED, LLC agrees to hold Customer harmless from all claims and losses arising from AmericanChecked, LLC violation of any applicable law.

## 9. Use of AMERICANCHECKED, LLC Website

9.1 AMERICANCHECKED, LLC will maintain a website from which Customer may order Reports for permissible purposes under applicable federal and state laws.

9.2 In regard to the availability of Reports, some states restrict the ordering and/or receipt of Reports over the Internet. The availability of Reports over the Internet is subject to change due to the changes in federal or state laws or interpretation of such laws or the implementation or amendment of regulations in regard thereto. AMERICANCHECKED, LLC will advise Customer if a Report cannot be provided. AMERICANCHECKED, LLC makes no warranty regarding the availability of any type of Report at any given time.

9.3 Customer is responsible to ensure that only authorized persons have access to user names and passwords and that all requests for Reports are authorized and for a permissible purpose. Customer shall maintain all user names and passwords with strict security. Passwords will change periodically to enhance security. In addition, if an employee who had access to a user name and password leaves the employment of Customer, Customer shall immediately contact AMERICANCHECKED, LLC to delete the previous user name and password. Customer is responsible to monitor the usage of its service to detect any unauthorized usage and access to its database that might compromise the confidentiality of the information supplied by AmericanChecked, LLC. Customer shall monitor its systems for unauthorized access on a regular basis. Customer shall review its monthly statements as one method to detect unauthorized usage. Customer shall allow AMERICANCHECKED, LLC access to any information needed by AMERICANCHECKED, LLC to conduct its own audit of Customer's use of the Reports ordered in order to detect unauthorized usage. The failure to comply with any provision of this paragraph may result in immediate termination of service without notice.

9.4 Customer agrees not to use any automatic method to avoid inactivity, disconnect or otherwise maintain a connection unless actually using it.

9.5 Neither Customer nor its authorized representatives, employees, etc., shall post on or transmit to the AMERICANCHECKED, LLC website any unlawful, threatening, libelous, defamatory, obscene, scandalous, inflammatory, pornographic, or profane material, or any other content that could give rise to any civil or criminal liability under the law.

9.6 Website content is provided by AMERICANCHECKED, LLC "AS-IS" without warranties of any kind, either expressed or implied. TO THE EXTENT ANY ACCESS OR USE OF THE AMERICANCHECKED, LLC WEBSITE CONSTITUTES A SALE OR EXCHANGE OF GOODS, ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. AMERICANCHECKED, LLC does not warrant that its website is free from interruptions, errors, computer viruses or other harmful components. AMERICANCHECKED, LLC may withdraw, improve or otherwise modify its website content at any time without any notice to you. Customer agrees that under no circumstances, including, but not limited to, negligence, shall AMERICANCHECKED, LLC be liable for any direct or indirect, special, incidental or consequential damages related to Customer's use of AmericanChecked, LLC website. This includes, but is not limited to the loss of data or profit arising out of the use or the inability to use the AMERICANCHECKED, LLC website even if an AMERICANCHECKED, LLC representative has been advised of the possibility of your damages.

9.7 Excluding the Employment Credit Report, AMERICANCHECKED, LLC makes no representations that the content or materials in the AMERICANCHECKED, LLC website are appropriate or available for use outside of the USA, the territories of the USA or Canada. Customer agrees to refrain from accessing and requesting Reports on the AMERICANCHECKED, LLC website from a jurisdiction where Customer knows that its access is illegal or prohibited. In accessing and using information, Customer does so at its own initiative and Customer is responsible for compliance with applicable laws and regulations.

9.8 AMERICANCHECKED, LLC claims a copyright interest in the compilation of all of the AMERICANCHECKED, LLC website content, including without limitation, any AMERICANCHECKED, LLC websites. The laws of the United States of America and all other signatories to the Berne Convention protect the copyright owner from infringement and Customer agrees not to violate them in the access and use of any AMERICANCHECKED, LLC website. AMERICANCHECKED, LLC agrees to hold Customer harmless from any claims of copyright infringement or the like arising out of Customer's use of AmericanChecked, LLC website.

## 10. Termination of Agreement

10.1 This Agreement shall be for a term of one year from the date hereof, and shall be automatically renewed for successive one-year terms unless terminated by either party as provided below: (i) with sixty-day written notice by either party, (ii) immediately with written notice if party is in material breach of this Agreement or any law or regulation regarding the performance of this Agreement. Notice in either case shall be sent to the representative signing this Agreement. The address for Customer is that shown in the files of AMERICANCHECKED, LLC unless a different individual or address is later designated in writing by such party.

10.2 Customer will remain liable for all charges made to its account prior to the effective date of the termination.

## II. Ownership of Computer Programs

This Agreement does not include the sale or license of any computer program used in AmericanChecked, LLC providing services under this Agreement. Further, it is understood that such programs are not to be sold, transferred, assigned, given, downloaded or lent to any other person or entity.

## 12. Change in Customer's Business

Customer shall immediately notify AMERICANCHECKED, LLC of any of the following events: change in ownership of Customer (over 50%); a merger; change in name; or change in the nature of Customer's business that in any way affects Customer's right to request and receive consumer reports.

## 13. Miscellaneous Provisions

13.1 This agreement is between AMERICANCHECKED, LLC and customer only and no term herein shall be constructed to be for the benefit of any third party

13.2 This Agreement supersedes any and all prior negotiations or agreements, oral or written, between AMERICANCHECKED, LLC and Customer, and represents the entire Agreement between the parties. Any alteration, modification or amendment of this Agreement must be in writing containing the signature of an authorized representative of each party; however, subsequent representations by Customer to show compliance with existing or future laws are effective when signed by Customer. The parties agree that there are no third party beneficiaries to this Agreement. In the event a purchase order is issued, and any term or condition of the purchase order conflicts with this Agreement, then the terms and conditions of this Agreement will prevail.

13.3 All communications and notices to be given under this Agreement will be made to the addresses and telephone numbers set forth herein. Each party will notify the other promptly of any change of address or telephone number.

(i) As needed, and with customer approval, AMERICANCHECKED agrees to contact individual subject of report directly via phone or email to obtain additional information necessary .

13.4 This Agreement is intended to be subject to, and in compliance with, all applicable state and federal statutes and regulations. Insofar as this Agreement or any provision may subsequently be determined to be at variance or not in compliance with a such statute or regulation, it will be considered to be amended or modified to the extent necessary to make it comply, and AMERICANCHECKED, LLC and Customer hereby consent and agree to any such amendment or modification. Further, the invalidity of any one provision shall not affect the validity of the other provisions.

13.5 This contract is assignable by AMERICANCHECKED, LLC at any time to its successor in interest. However, due to obligations of AMERICANCHECKED, LLC to obtain specific certifications from its users prior to providing Reports, Customer cannot assign in whole or in part this Agreement to any party, even a successor organization.

13.6 This Agreement is deemed to have become effective and to have been entered into upon its acceptance in the State of Oklahoma by AmericanChecked, LLC. Therefore, this Agreement will be interpreted and enforced in accordance with the laws of the State of Oklahoma without reference to its conflict of laws. AMERICANCHECKED, LLC and Customer hereby consent to the exclusive jurisdiction of any state or federal court located within the County of Tulsa, State of Oklahoma, and irrevocably agree that all actions or proceedings arising out of or relating to this Agreement shall be litigated in such courts. The parties hereto each accepts for and itself generally and unconditionally, the jurisdiction of the aforesaid courts and waives any defense of forum *non conveniens*, and irrevocably agrees to be bound by any judgment rendered.

**CUSTOMER**

Name of Company

Address, City, State, Zip

Name of Contact

Title

Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


AmericanChecked, LLC.  
601 S. Boulder Ave., Suite 1600

Tulsa, OK 74119  
918-742-6737

Bryan Snow

Company Representative

VP of Sales  
Title

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Required Information- Please Check the Appropriate Box Below**

Our company has offices located in California where California residents may be employed.  Yes  No  
If the answer is "Yes", a California Addendum to Service Agreement must be completed and returned with this agreement.

**BIXBY SCHOOL DISTRICT**  
**Mara "Allie" Michael (Physical Therapist) Contract 2024-2025**

This contract is made by and between Independent School District No. 4 of Tulsa County, Oklahoma, Bixby (School District) and **Mara "Allie" Michael (Physical Therapist)**

**RECITALS:**

- A. School District desires to employ **Mara "Allie" Michael (Physical Therapist)** to provide Physical Therapy services in School District's schools for the current fiscal year only, in the position of Physical Therapy.
- B. **Mara "Allie" Michael (Physical Therapist)** desires to accept employment by School District as a Physical Therapist under the terms of this contract.
- C. **Mara "Allie" Michael (Physical Therapist)** is subject to passing a criminal record background search and drug test and that the results of such tests must be in compliance with District policy on employee employment for any and all employment positions within the School District.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Mara "Allie" Michael (Physical Therapist) agree as follows:

- 1. **Employment of Mara "Allie" Michael (Physical Therapist).** School District employs **Mara "Allie" Michael (Physical Therapist)** to perform Physical Therapy services in School District's school system.
- 2. **Duties.** **Mara "Allie" Michael (Physical Therapist)** agrees that they are familiar with the duties they are to assume as a Physical Therapist in School District's school system and agrees to perform those duties as assigned from time to time to **Mara "Allie" Michael (Physical Therapist)**.
- 3. **Compensation.** For all Physical Therapy services performed under this contract, the salary for the term of this contract August 20, 2024 to June 31, 2025, is \$85 per hour for no more than 30 hours per week and only when school is in session. Compensation will be paid monthly upon submission of an invoice signed by Special Education Director. Invoices must be submitted to the Special Education Director by the 3<sup>rd</sup> day of the month.
- 4. **Term.** If not terminated earlier, the term of this contract will automatically expire at the end of School District's fiscal year (July 1/June 30) in which this contract is made. The parties specifically agree that this contract is NOT subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew Mara "Allie" Michael (Physical Therapist) or terminate this contract. Mara "Allie" Michael (Physical Therapist) acknowledges and understands that he/she would not have been hired by the School District without Mara "Allie" Michael (Physical Therapist)'s agreement as to automatic expiration of this contract. Mara "Allie" Michael (Physical Therapist) further acknowledges that the limitation on the term of this contract to this fiscal year was a material inducement to the School District's entering into this agreement. **BY SIGNING THIS READING SUFFICIENCY ACT PHYSICAL THERAPYING CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING: A) THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME; B) THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME; C) THIS CONTRACT AND THE CORRESPONDING COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL; AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, READING SUFFICIENCY ACT PHYSICAL THERAPY'S COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.**
- 5. **Rules and Regulations.** All rules and regulations of School District pertaining to its Physical Therapy are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
- 6. **Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, Mara "Allie" Michael (Physical Therapist) may not assign this contract or the compensation to be received by Mara "Allie" Michael (Physical Therapist) under this contract. School District has not made any promises or representations to Mara "Allie" Michael (Physical Therapist) beyond the items specifically stated in this contract. Without limiting the foregoing School District has not made any promise or commitment to Mara "Allie" Michael (Physical Therapist) for a permanent Physical Therapy position or any preferred status for a permanent Physical Therapy position.

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, and of the State of Oklahoma."

Independent School District No. 4 of Tulsa County, Oklahoma

*Kim Schein*  
\_\_\_\_\_  
Employee (Physical Therapist)

\_\_\_\_\_  
Superintendent or Designee

*Allie Michael*  
\_\_\_\_\_  
Director of Special Education

**BIXBY SCHOOL DISTRICT**  
**Counseling Contract**

This contract is made by and between Independent School District No. 4 of Tulsa County, Oklahoma, Bixby (School District) and Connect and Restore.

**RECITALS:**

- A. School District desires to employ Connect and Restore to provide counseling and consultation services in School District's schools during the 24-25 school year in the position of Counseling Provider.
- B. Connect and Restore desires to accept employment by Bixby Independent School District as Connect and Restore under the terms of this contract.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Connect and Restore agree as follows:

1. **Employment of Connect and Restore** School District employs Connect and Restore to perform counseling and consultation services in School District's school system.
2. **Compensation.** For all counseling services performed under this contract, the compensation for the term of this contract, 24-25 school year is \$150 per hour not to exceed 4 hours per week for 20 total weeks for the school year, when school is in session not to exceed \$13,000 for the year.
3. **Term.** If not terminated earlier, the term of this contract will automatically expire at the end of School District's school year (May 23, 2025) or when money is no longer available.
4. **The parties specifically agree that this contract is NOT subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew Connect and Restore or terminate this contract. Connect and Restore acknowledges and understands that she would not have been hired by the School District without Connect and Restore's agreement as to automatic expiration of this contract. Connect and Restore further acknowledges that the limitation on the term of this contract to the current school year was a material inducement to the School District's entering into this agreement.**
5. **BY SIGNING THIS CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**  
A) **THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME;** B) **THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME;** C) **THIS CONTRACT AND THE CORRESPONDING COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL; AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, CLASS TULSA'S COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.**
6. **Rules and Regulations.** All rules and regulations of School District pertaining to its Connect and Restore are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
7. **Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, Connect and Restore may not assign this contract or the compensation to be received by Connect and Restore under this contract. School District has not made any promises or representations to Connect and Restore beyond the items specifically stated in this contract. Without limiting the foregoing, the School District has not made any promise or commitment to Connect and Restore for a permanent service position or any preferred status for a permanent service position.

*Kristen Hale*

3C525165A1BB660C5D687A5FEFE0AAD ready sign

Connect and Restore

*Kim Schein*

F7C8801E26CCF29BE4EFC227441C9 ready sign

\_\_\_\_\_  
Rob Miller, Superintendent

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



**BIXBY SCHOOL DISTRICT**  
**Counseling Contract**

This contract is made by and between Independent School District No. 4 of Tulsa County, Oklahoma, Bixby (School District) and Kori Neely, MA, LMFT

**RECITALS:**

- A. School District desires to employ Kori Neely, MA, LMFT to provide counseling and consultation services in School District's schools during the 24-25 school year in the position of Counseling Provider.
- B. Kori Neely, MA, LMFT desires to accept employment by Bixby Independent School District as Kori Neely, MA, LMFT under the terms of this contract.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the School District and Kori Neely, MA, LMFT agree as follows:

- 1. **Employment of Kori Neely, MA, LMFT** School District employs Kori Neely, MA, LMFT to perform counseling and consultation services in School District's school system.
- 2. **Compensation.** For all counseling services performed under this contract, the compensation for the term of this contract, 24-25 school year is \$85 per hour not to exceed 4 hours per week for 20 total weeks for the school year, when school is in session not to exceed \$10,000 for the year.
- 3. **Term.** If not terminated earlier, the term of this contract will automatically expire at the end of School District's school year (May 23, 2025) or when money is no longer available.
- 4. **The parties specifically agree that this contract is NOT subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew Kori Neely, MA, LMFT or terminate this contract. Kori Neely, MA, LMFT acknowledges and understands that she would not have been hired by the School District without Kori Neely, MA, LMFT's agreement as to automatic expiration of this contract. Kori Neely, MA, LMFT further acknowledges that the limitation on the term of this contract to the current school year was a material inducement to the School District's entering into this agreement. BY SIGNING THIS CONTRACT, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**
  - A) THIS CONTRACT DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME;
  - B) THIS CONTRACT DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME;
  - C) THIS CONTRACT AND THE CORRESPONDING COMPENSATION UNDER THIS CONTRACT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS CONTRACT IS A CONTRACT AT WILL;
  - AND D) IN THE EVENT THIS CONTRACT IS TERMINATED, CLASS TULSA'S COMPENSATION FOR THE CONTRACT SHALL ALSO IMMEDIATELY TERMINATE.
- 5. **Rules and Regulations.** All rules and regulations of School District pertaining to its Kori Neely, MA, LMFT are incorporated herein by reference, except that if the provisions of this contract are contrary to any of the rules and regulations, the provisions of this contract shall control and be prevailing.
- 6. **Miscellaneous.** This contract represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This being a contract for personal services, Kori Neely, MA, LMFT may not assign this contract or the compensation to be received by Kori Neely, MA, LMFT under this contract. School District has not made any promises or representations to Kori Neely, MA, LMFT beyond the items specifically stated in this contract. Without limiting the foregoing, the School District has not made any promise or commitment to Kori Neely, MA, LMFT for a permanent service position or any preferred status for a permanent service position.

*Kori Neely*

C4550C04CC4091AF89B6E40E534F4710 ready2sign  
Kori Neely, MA, LMFT

*Kim Schein*

F7F08691E0B06CF28B6450F007441C9 ready2sign

\_\_\_\_\_  
Rob Miller, Superintendent

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

## SUPPLEMENTAL STAFFING AGREEMENT

**THIS SUPPLEMENTAL STAFFING AGREEMENT** (the “**Agreement**”) is entered into this 22nd day of July 2024, between Bixby Public Schools, with its physical location at 109 N. Armstrong, Bixby, OK 74008 (“**Client**”) and AB Staffing Solutions, LLC an Arizona limited liability company, with its principal office located at 3451 S. Mercy Road, Suite 102, Gilbert, Arizona 85297 (“**ABSS**”) (each a “**Party**” and collectively the “**Parties**”).

### RECITALS

- A. Client operates an acute care hospital, nursing home, clinic, school district and/or other patient care facility(ies).
- B. ABSS is a temporary staffing company in the business of recruiting qualified personnel and providing supplemental clinical and non-clinical healthcare staffing services to commercial and governmental healthcare clients.
- C. Client desires ABSS to provide, when requested and on a non-exclusive basis, competent and qualified supplemental staffing.

**THEREFORE**, the Parties agree as follows:

### AGREEMENT

**1 Requests for Staff; Qualifications.** Upon request by Client, ABSS will use its best efforts to recruit, interview, screen and assign competent and qualified temporary supplemental personnel, whether employees or independent contractors of ABSS (individually and collectively “**Staff**”) to Client to meet Client’s supplemental staffing needs. All Staff supplied by ABSS shall be appropriately screened by ABSS in accordance with policies and procedures consistent with the then current published standards of The Joint Commission. Such screening will include, without limitation, obtaining pertinent information concerning the past employment, licensure, certification, education and professional skills of Staff. ABSS shall make available all screening information of Staff to Client upon request. Each Staff is subject to approval by Client. The average time required for Staff to report to a facility is 7 days from hire and completion of the appropriate background and credentialing activities.

**2 Training; Policies and Procedures; Discipline of Staff.**

**2.1** At the outset of any assignment, Client shall orient each Staff to its facility and rules and regulations and shall provide Staff with information about the facility’s policies and procedures, including dress code, physical layout, emergency procedures and equipment. Client shall also confirm Staff’s competency and ability in the proper use of any equipment to be used by such Staff in connection with the assignment.

**2.2** Staff shall perform the Services described herein for the benefit of the Client and under the direction of a Client Clinical Manager or other written designee. Staff initially requested for a particular area may be reassigned to other areas by Client after arriving at Client’s facility or at any time while working for Client, subject to Staff’s demonstrated competency, appropriate certifications, credentials, and professional qualifications. Staff should be reassigned only to areas of comparable clinical diagnoses and acuties.

**2.3** Client agrees to notify ABSS in writing within 24 hours of any event, competency issue, unexpected incident, including errors, unanticipated deaths and other events related to the care and services provided by any Staff. Client agrees to notify ABSS in writing whenever an incident/injury report related to Staff is completed. ABSS will document and track all incidents, injuries and unexpected events. Staff assigned by ABSS to Client under this Agreement are employees of ABSS or, in some cases, independent contractors, and are not employees, contractors or agents of Client.

**2.4** If Client concludes that any Staff assigned to Client by ABSS is not performing such Staff’s duties in a satisfactory manner or that such Staff is otherwise failing to satisfy the criteria for qualified Staff, such Staff shall not be permitted to continue working for Client. Under such circumstances, Client may immediately terminate Staff’s assignment and ask such Staff to immediately leave Client’s property. The client shall immediately inform ABSS in

writing of any such action. ABSS will be paid for the actual hours worked by such Staff prior to dismissal. Client shall cooperate in an evaluation of Staff relative to such Staff's ability to perform specific job functions and responsibilities upon completion of any assignment.

### **3 Fees; Invoicing; Payment Terms.**

**3.1** All-inclusive hourly rates, representing the entire rate to be charged to Client for Staff provided by ABSS, are set forth on the attached **Schedule A – Rate Schedule**. Notwithstanding the foregoing, any sales tax, gross receipt tax, business and organization tax, excise tax, or other similar tax imposed by any governmental jurisdiction will be charged to the Client in addition to the hourly rate set forth on Schedule A. The Rate Schedule is not subject to adjustment unless agreed upon by both Parties in writing. Pricing is subject to renegotiation when either Party initiates negotiations; however, during such negotiations, the most recent Rate Schedule shall remain in effect until a new structure is agreed upon in writing.

**3.2** ABSS will invoice Client on a weekly basis for the Services provided under this Agreement. Invoices shall be remitted to Client by email to [REDACTED] which mode of transmission and/or address may be changed by Client upon written notice pursuant to Section 9.

**3.3** Invoices will be supported by the pertinent time sheets documenting time worked by the assigned Staff. Client's signature or other agreed method of approval of the time sheets submitted for assigned Staff certifies that the documented hours are correct and authorizes ABSS to bill Client for those hours.

**3.4** All invoices shall be serially numbered and shall contain the following information: (i) Staff's name, (ii) Date worked, (iii) Total hours worked, (iv) Hourly rate, (v) Total charge, (vi) Overtime identified, (vii) Additional charges identified, and (viii) any applicable sales tax, gross receipt tax, business and organization tax, excise tax, or other similar tax imposed by any governmental jurisdiction on the services provided under this Agreement.

**3.5** Payment is due upon receipt of the invoice. All payments shall be in U.S. Dollars. Invoices that are not paid within thirty (30) days of the date of such invoice will be considered Past Due and will be subject to interest from the date of such invoice at a rate equal to the lesser of 10% per annum or the maximum amount allowed by law. Client agrees that it is responsible to ABSS for all costs of collection, including, but not limited to, attorney's fees and taxable and non-taxable costs and expenses. Client also agrees that ABSS may discontinue an assignment at any time, in its sole discretion, should Client not timely remit payment based on the terms of payment set forth in this Agreement.

**3.6** Client agrees that in the event any Staff assigned by ABSS to Client becomes employed, in the broadest sense, directly or indirectly, by Client or any affiliate or related party of Client, or provides services of any kind through any third party at the facility such Staff was assigned to by ABSS, other than pursuant to the terms of this Agreement, (collectively "**Direct Client Employment**"), then Client will pay ABSS a conversion fee ("**Conversion Fee**") based on the Conversion Fee tables set forth on the attached **Schedule A – Rate Schedule**. Should Staff that Client must pay a Conversion Fee to ABSS pursuant to this Section 3.6 leave voluntarily or be terminated for just cause within the first 90 days of Direct Client Employment, the Conversion Fee(s) shall be refunded on a pro-rata basis. Otherwise, there will be no adjustment in any Conversion Fee.

### **4 ABSS Insurance.** ABSS shall purchase and maintain during the duration of this Agreement the following insurance coverages:

**4.1** Workers' compensation and employer's liability insurance covering ABSS's legal and statutory obligations for damages due to bodily injury either by accident or disease, occurring to any ABSS employee in connection with their employment.

**4.2** Unemployment insurance as required by law for all employees.

**4.3** General liability insurance covering ABSS Staff, employees, contractors and agents for bodily injury, personal injury or property damage claims arising out of or relating to the activities of ABSS. The minimum limits of

liability for the above coverage shall be \$1,000,000 per occurrence and \$3,000,000 annual aggregate for bodily injury and property damage.

**4.4** Professional liability insurance covering ABSS Staff, employees, contractors, and agents. Minimum limits of liability shall be \$1,000,000 per incident and \$3,000,000 annual aggregate.

**4.5** Upon Client's request, ABSS will provide Client with certificates of insurance as evidence that all coverage required under this Agreement have been obtained and are in full force and effect.

**5 Cooperation.** The Parties agree to cooperate fully and to provide assistance to the other Party in the investigation and resolution of any complaints, claims, actions or proceedings that may be brought by or that may involve any ABSS Staff.

**6 Representations.**

**6.1** ABSS represent that it does not unlawfully discriminate against its Staff, employees, contractors, or agents and that it fully complies with all applicable local, state and federal anti-discrimination and employment related regulations and laws.

**6.2** ABSS represents and warrants that ABSS has not been excluded from any Federal healthcare program. ABSS verifies that is has not been nor is it presently excluded or subject to sanctions by any regulatory or governmental agencies. ABSS also represents and warrants that all Staff (a) are not Excluded Individuals or Entities, and (b) have been screened for exclusion status under the OIG List and the GSA List.

**7 Termination.** This Agreement may be terminated by either Party, for any reason, upon providing written notice to the other Party as set forth in Section 9, with such termination to be deemed effective the earlier of (a) thirty (30) days following such written notice or (b) the end of the last assignment of Staff placed with Client by ABSS. In the event Client terminates this Agreement upon less than thirty (30) days prior written notice to ABSS, Client shall pay to ABSS, as agreed upon liquidated damages, an amount equal to \$20/hour for nursing and allied health positions, and \$40/hour for physician positions, for each hour that such Staff would have otherwise worked under the assignment with Client through the thirty (30) day required notice period, together with any out of pocket expenses incurred, but not yet recovered, by ABSS in the placement of such Staff with Client.

**8 Survival of Certain Obligations.** Termination of this Agreement shall not affect any obligation of either Party which has occurred prior to such termination. Provisions of this Agreement, which by their terms extend beyond the termination or non-renewal of this Agreement will remain effective after termination or non-renewal of this Agreement.

**9 Notices.** All notices required or permitted to be given under this Agreement must be (a) in writing and (b) sent to the Parties at their addresses set forth below, and will be effective (i) on delivery, if delivered personally (including by messenger, telephone facsimile or overnight courier), or (ii) three (3) calendar days after mailing, by registered or certified mail, return receipt requested, postage prepaid, if given by mail:

If to ABSS: AB Staffing Solutions, LLC  
Attn: Sam Shelton, CSO  
3451 S. Mercy Rd, Suite 102  
Gilbert, AZ 85297

With copies to: John White  
jwhite@abstaffing.com  
(888) 515-3900 Ext 883

If to Client: Bixby Public Schools  
Attn: Kim Schein, Director of Special Education  
109 N. Armstrong  
Bixby, OK 74008  
kschein@bixbyps.org  
918-366-2278

Any Party may change its address by notice given under this Section 9.

**10 Indemnification.** It is understood and agreed that ABSS shall not become a Business Associate of Client for purposes of HIPAA compliance in recognition of the fact that ABSS has no control over or direct access to any Protected Health Information. ABSS is performing the Services hereunder per the terms of this Agreement and is not a partner or joint venturer of the Client. Nothing contained in this Agreement is intended, nor shall it be construed, to create any responsibility on the part of ABSS for any liability, including, but not limited to claims for damages, losses, costs, expenses or damages arising from or relating to: (a) any negligent or intentional acts or omissions of Client, its employees, contractors or agents, or (b) any negligent or intentional acts or omissions of Staff, employees, contractors or agents of ABSS in circumstances where the act or omission giving rise to a potential claim occurred at the explicit or implicit direction of Client or its employees, contractors, or agents. Client agrees to indemnify, defend, and hold ABSS and its Staff, employees, contractors, agents and/or other representatives harmless for, from and against any and all claims, demands, causes of action, losses, damages, costs, and expenses, including reasonable attorney's fees, arising from or relating in any manner, directly or indirectly, to any of the foregoing circumstances.

**11 Miscellaneous.**

**11.1 Binding Effect.** Except as otherwise agreed, this Agreement is personal to the Parties. No Party will have the right or power to assign any of its rights or obligations, and any attempted assignment, at the option of the non-assigning Party, will be void. Subject to the foregoing, this Agreement and all of its terms will be binding upon and inure to the benefit of the Parties, their respective heirs, personal representatives, successors, and assigns.

**11.2 Entire Agreement.** This Agreement sets forth the entire agreement between the Parties as to its subject matter, and is subject to no promise, warranty or representation not expressly set forth.

**11.3 No Third-Party Beneficiaries.** Except as specifically set forth in this Agreement, no person or entity other than the Parties is an intended beneficiary of this Agreement.

**11.4 No Oral Modifications.** This Agreement may not be modified except by a writing signed by both Parties.

**11.5 Governing Law; Venue; Waiver of Jury.** This Agreement shall be construed, interpreted, governed, and enforced in accordance with the laws of the State of Arizona. Any suit to enforce this Agreement or to assert any right or remedy under this Agreement shall be brought only in the Superior Court of the State of Arizona, for Maricopa County, which shall be the exclusive venue for, and which Courts shall have exclusive jurisdiction with respect to, any such suit. The Parties hereto intentionally and knowingly waive their right to have any dispute or cause of action arising from or in any manner relating to this Agreement tried before a jury.

**11.6 Attorneys' Fees.** If any Party commences an action or other proceeding against the other Party arising out of or in any manner relating to this Agreement, the substantially prevailing Party shall be entitled to recover from the non-substantially prevailing Party all of its reasonable attorneys' fees and taxable and non-taxable costs and expenses incurred with respect to such action or proceeding, including, without limitation, any such fees and costs incurred on appeal. In the event a judgment is entered in such action or proceeding, the judgment creditor shall be entitled to recover from the judgment debtor all of its reasonable attorneys' fees and taxable and non-taxable costs and expenses incurred in the enforcement and/or collection of the judgment upon application to the Court, which Court shall expressly reserve jurisdiction in the judgment to award such fees, costs and expenses and amend, modify, and supplement the judgment accordingly.

**11.7 Captions.** Captions and paragraph headings used in this Agreement are for convenience only, are not a part of this Agreement, and do not limit or alter any of its provisions.

**11.8 Execution; Counterparts.** This Agreement will not be binding on any Party until it is executed by all Parties. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument, and any Party may execute this Agreement by signing any such counterpart. The signature of a Party on a faxed or electronically transmitted document shall be considered, for all purposes, an original signature.

**Client: Bixby Public Schools,**

**AB Staffing Solutions, LLC,** an Arizona limited liability company

By: \_\_\_\_\_  
Name of Client Rep, Position

By: \_\_\_\_\_  
Sam Shelton, CSO

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

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

# Schedule A – Rate Schedule

Effective as of July 2024

Specialty	All-inclusive Regular Hourly Rate
Special Education Teacher	\$70-\$90

**Overtime** is equal to one and one-half (1.5) times the regular hourly rate for applicable shift (based on a 40-hour week worked at Client facility).

**Holidays:** Work performed on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day will be invoiced at a premium Holiday rate of one and one-half (1.5) times the regular hourly rate. Holidays begin 7:00 PM the night before the holiday, and end at 7:00 AM the day after the holiday.

The following Conversion Fees apply to Direct Client Employment, as defined in Section 3.6 of the Agreement:

All Positions

Conversion Rate - % of First Year Earnings pursuant to Direct Client Employment	Straight Time Hours Worked and Billed to Client by ABSS Prior to Direct Client Employment
25%	Introduction – 1500 hours
0%	1501 hours +

**Pre-Employment Transition Services Coordination  
Pre-ETS COLLABORATIVE AGREEMENT  
FY2025**

**SECTION I - PURPOSE**

This Collaborative Agreement ("Agreement"), effective as of the latest date of signature of all Parties or the 1st day of July, 2024 whichever is later, is entered into by and between the following Parties, also referred to herein as "Team Members" to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre- ETS) for participants with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

- Bixby HS (also referred to herein as "Host School");
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education's National Center for Disability Education and Training (also referred to herein as "NCDET" or "University").

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to participants with a documented and to ultimately transition participants with documented disability to competitive integrated employment or post-secondary education.

**The OBJECTIVE of this Agreement seeks to:**

- Increase coordination between the Parties to identify and prepare participants with a documented way to move to post-secondary education and/or competitive integrated employment; based on participant need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for participants with disabilities to facilitate the development and implementation of that individual's education program.
- Strengthen relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for participants a documented disability.
- Engage, involve and educate families to increase participant success in post-school activities.
- Increase the number of participants reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.



## **TERM**

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or **July 1, 2024, whichever is the latter, through June 30, 2025.**

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University.

## **SECTION 2 – DEFINITIONS (for the purpose of this agreement):**

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a participant with a disability designed to meet the participant's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the participant and to describe the specialized instruction and services the school district will provide for the participant.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the participant and the Vocational Rehabilitation counselor to help the participant with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all participants with a documented disability have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A participant with a disability: is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: participants with a documented disability, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help participants, and potentially eligible participants, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required Pre-ETS categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – research and knowledge of work site tours, job shadowing, mentoring, internships, apprenticeships, short-term employment, volunteering, and on-the-job trainings;
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual participant success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation options, job-seeking skills, understanding employer expectations, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

## **SECTION 3 – RESPONSIBILITIES:**

### **The Host School:**

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for participants with a documented

disability. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to participants with a documented disability through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre- ETS program.

### **The Host School will:**

- Upon receipt of proof from NCDDET that all NCDDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDDET Pre-ETS staff access to DRS potentially eligible participants with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their participant to participate in Pre-ETS activities;
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the participants;
- communicate to the NCDDET Pre-ETS staff and DRS (if applicable) any concerns brought forth by a participant;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of participants obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

### **NCDDET:**

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. Established in 1965, the National Center for Disability Education and Training seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

### **NCDDET will:**

- work in collaboration with DRS counselors, school transition personnel, and other persons supporting DRS potentially eligible participants with a documented disability

and/or DRS clients to provide Pre-ETS instructional activities in groups and/or individually;

- ensure its staff are trained and experienced in working with participants with a documented disability as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities,
- support the host school staff in planning for the transition of participants with a documented disability from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary participant success;
- work with local school districts to create greater access for participants with a documented disability and remove barriers into transition programs and activities;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for participants with a documented disability to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and school staff;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- communicate to Host School staff and DRS (if applicable) any concerns brought forth by a participant;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

## **Section 4 Special Terms and Assurances**

### **A. Insurance**

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

### **B. Equal Opportunity/Non-Discrimination**

Each Party shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; the Age Discrimination in Employment Act, 42 U.S.C. §6101 et seq.; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal

opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

Each Party is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive orders 11246 and 11375. The Host School represents compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

### **C. Drug-Free Workplace**

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 et seq.

### **D. Modification**

The Agreement may only be modified by mutual consent of the Parties in writing.

### **E. Cancellation**

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

1. Without Cause: It is further agreed that the Agreement may be canceled by either Party by providing thirty (30) days prior written notice.

### **F. Access to and Retention of Records**

The Host School shall maintain adequate records regarding the Pre-ETS program and participant participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

### **G. Compliance with State and Federal Laws**

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

#### **H. FERPA**

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

#### **I. Clean Air Act**

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **J. Employment Relationship**

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

#### **K. Contract Jurisdiction**

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

## **L. Severability**

If any provision under the Agreement, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Agreement or its application that can be given effect without the invalid provision or application.

## **M. Ownership and Copyrights**

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

## **N. Accessibility**

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at [www.ok.gov/DCS/Central\\_Purchasing](http://www.ok.gov/DCS/Central_Purchasing) Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

## **O. Entire Agreement**

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

## **Section 5: Signatures**

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT.

University of Oklahoma Pre-ETS 2024-2025

BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

## Host School

Signed by:  
  
AF2E304D371148F...

Signature

07/24/2024 | 4:28 PM EDT

Date

Kim Schein

Director of Special Education

Print Name and Signatory Title





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# Bixby Public Schools and Empower Academy

School Year 2024-2025

Bixby Public Schools (BPS) and Empower Academy (EA), a group home for female students in Middle School and High School, in Bixby, Oklahoma, endeavor to collaborate in order to provide support for the students living at the home.

### Enrollment/Transfer

- BPS will assist the guardian in enrolling the student(s), request educational records for the student(s), and develop a schedule for the student
- BPS will maintain and update student records and IEPs for the student, including taking a photo of the student and issuance of student id, as appropriate
- EA will notify the Director of **Special Education** (Kim Schein) of impending student enrollments in order to schedule a meeting to implement a transition plan into the school setting for the student. The student's enrollment may be completed after the planning meeting has taken place.
- EA will assist with the transition of the student to the school district by enrolling the student, providing educational records, IEPs, medication information, and any other information to support the safety and well-being of the student
- EA will make an appointment with the school nurse to review the student's medical needs
- EA will make an appointment with the school counselor to finalize the student's schedule
- EA will, upon the student's first day of in-person school, accompany the student to the school office
- EA will notify BPS and the Coordinator/Liaison of a student who is withdrawing or transferring
- EA will complete the withdrawal procedures for the student at the school site: returning textbooks, electronic devices (Chromebooks, power cord, case), etc. to the school site within five days of the student's exit from the facility

### Supplemental Educational Services

- BPS will provide, through Title I Neglected funds, out-of-school tutoring
- BPS will provide, through Title I Neglected funds, supplemental materials as needed for tutoring

**109 N. ARMSTRONG BIXBY, OK 74008**

- BPS will provide, as Title I Neglected funds are available, a Neglected Liaison
  - Neglected Liaison will complete grade checks, maintain communication with Empower Academy, counselors, and the students' teachers, provide supplemental support for the students
- On-site Tutoring
  - Empower Academy will provide a room for the tutoring program. The room should have an adequate number of tables/chairs for the students and tutors. The area should have school supplies as needed for the tutoring sessions.
  - Empower Academy staff will remain with the students at all times and provide guidance and discipline as needed during the tutorial sessions.
  - BPS will provide, as Title I Neglected funds are available, out of school tutoring
    - BPS will provide certified teachers as tutors for tutoring sessions
  - BPS will provide, through Title I Neglected funds, supplemental materials as needed for the tutoring sessions
- EA will ensure that all devices and materials (chrome books, textbooks, etc.) provided to the student(s) are maintained in a secure location.
- Bixby Public Schools and Empower Academy will coordinate and cooperate on behavior plans for students, as needed

**Communication**

- BPS will communicate with Empower Academy any changes in contact information
- EA will communicate with Bixby Public Schools any changes in contact information
- EA will communicate student absences to the appropriate school
- EA and the BPS Liaison will collaborate and meet together on a regular basis, as needed
- BPS will provide, through Title I neglected funds, a Liaison, as available, to facilitate communication and coordination between the District and Empower Academy
- Empower Academy will submit a monthly child count indicating students present, withdrawing, or entering EA

By signing this agreement, Bixby Public Schools and Empower Academy agree to the above provisions.

Rob Miller  
 Superintendent  
 Bixby Public Schools

Program Director  
 Empower Academy

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Signature/date

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Signature/date

## Field Placement Affiliation Agreement Between GCU and Bixby Public Schools

1. **PARTIES:** This Agreement (the “Agreement”) is entered into on this 6/03/2024 day by and between Grand Canyon University (“GCU”) and Bixby Public Schools located at 109 N. Armstrong Bixby, OK 74008 hereafter referred to as the (the “District”).
2. **PURPOSE:** The purpose of this non-exclusive Agreement is to establish the terms and conditions under which candidates of GCU may participate in College of Education (“COE”) Practicum/Field Experience, Student Teaching, Educational Administration Internships, or College of Humanities and Social Sciences (“CHSS”) School Counseling (SC) Practicum/Internships at the schools located in the District.
3. **TERM:** The term of this Agreement begins 6/03/2024 and ends 6/03/2027.
4. **Roles & Definitions:**
  - **Candidate:** The Candidate is defined as the student who is actively enrolled in a COE or CHSS program of study who works to fulfill all Practicum/Field experience, Student Teaching, Educational Administration Internships, or SC Practicum/Internships.
  - **Mentor:** The Mentor is defined as the teacher/educator hosting the COE or CHSS candidate in practicum/field experiences or educational administration internships.
  - **Cooperating Teacher:** The COE Cooperating Teacher (the “CT”) is defined as the teacher in whose classroom the candidate is placed in to complete the student teaching experience. The CT must be certified, endorsed, and/or licensed as a teacher.
  - **School Counseling (“SC”) Site Supervisor:** The SC Site Supervisor is defined as the clinical site supervisor in whose supervision the Candidate is placed to complete the practicum/internship field experience expectations for school counselors in training (“SCITs”). The SC Site Supervisor must meet the requirements as outlined in the Graduate Field Experience Manual.
  - **GCU Faculty Supervisor:** The GCU Faculty Supervisor is defined as the GCU approved supervisor who has oversight responsibility for the evaluation of the candidate during Student Teaching or SC Practicum/Internships.
  - **Practicum/Field Experience:** Practicum/field experiences are field-based learning opportunities that focus on observation, application, and reflection. Practicum/field experiences require the candidate to observe and interact in diverse, real-life educational settings, and to apply the theories and concepts learned in program coursework.
  - **Student Teaching:** Student teaching is the capstone experience at the end of the initial teacher licensure program that provides candidates with the opportunity to demonstrate mastery of knowledge and skills in a classroom setting. During the 15/16-week experience, dependent on program of study.
  - **Educational Administration Internships:** Educational Administration Internships are field-based learning opportunities for candidates enrolled in an Educational Administration program leading to principal licensure under the direct supervision of a certified school administrator.
  - **School Counseling (“SC”) Practicum/Internships:** SC Practicum/Internships are field-based learning opportunities for candidates enrolled in school counseling programs leading to initial licensure under the direct supervision of a certified school counselor.
5. **RESPONSIBILITIES OF THE DISTRICT:**
  - 5a. The District shall provide participating candidates with field placement experiences in a school of the District under direct supervision of a host teacher (“Cooperating Teacher”), host mentor

("Mentor"), or SC Site Supervisor that meets the minimum GCU qualification requirements as outlined in the applicable program manual (See Appendices).

**5b.** The District shall ensure that the Cooperating Teacher/Mentor/SC Site Supervisor provides oversight, feedback and mentoring to GCU's participating candidates. Cooperating Teacher/Mentor/SC Site Supervisor expectations are outlined in the applicable program manual. (See Appendices.)

**5c.** The District shall provide the participating candidate prior to the start of the field placement with any District policies and procedures to which the candidate is expected to adhere to during the candidate's field placement while on District premises.

**5d.** The District shall allow a GCU faculty supervisor (the "GCU Faculty Supervisor") virtual and/or in-person access to the host school and classroom for the specific purpose of observing the participating candidate or consulting with the SC Site Supervisor.

**5e.** The District shall through the involvement of the Cooperating Teacher/Mentor/SC Site Supervisor, communicate with the GCU Faculty Supervisor and candidate to provide feedback on the candidate's performance which will be used by the GCU Faculty Supervisor for completion of the candidate's formal evaluation.

**5f.** The District shall have the right to refuse a candidate for field placement or may terminate the field placement of any candidate based upon its good faith determination that the candidate is not meeting performance standards or is otherwise deemed unacceptable to the District. Notices of such decisions shall be provided to GCU in writing and shall state reasons for such decisions.

**5g.** The District shall provide participating candidates with immediate first aid for work-related injuries or illnesses, such as blood or body fluid exposure.

**5h.** The District shall promptly and thoroughly investigate any complaint by any participating candidate or GCU regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify GCU of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

**5i.** The District shall support the candidate in compliance with all policies of GCU that pertain to this Agreement as outlined in the University Policy Handbook and applicable program manuals. Please refer to the program manuals regarding recording, virtual services, and informed consent requirements(see Appendices).

**5j.** The District shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

**6. RESPONSIBILITIES OF GCU:**

**6a.** GCU shall not provide compensation to Mentors or SC Site Supervisors hosting candidates for Practicum/Field Experiences, Educational Administration Internships, SC Practicum/Internships, or Student Teaching in the instance where the candidate is employed as a full-time teacher of record.

**6b.** GCU shall pay a \$500 stipend to Cooperating Teachers hosting student teaching candidates per each 15/16-week session of full-time service. Longer or shorter sessions will be paid on a pro-rated basis.

**6c.** GCU shall pay the stipend upon the completion of the student teaching semester provided all paperwork has been submitted.

**6d.** GCU shall provide a GCU Faculty Supervisor for candidates completing the student teaching, SC practicum/internships or educational administration internships to evaluate a candidate's performance

through virtual and/or in-person observations. The GCU Faculty Supervisor will meet requirements and expectations as outlined in the applicable program's handbook.

**6e.** GCU shall require that all candidates who must enter a field placement site provide GCU with a current and clear copy of a background check. GCU will prohibit candidates from moving forward in the field placement process until this document is received.

**6f.** GCU shall promptly and thoroughly investigate any complaint by any participating candidate or the District regarding unlawful discrimination or harassment at the field placement site or involving employees or agents of the field placement site and take prompt and effective remedial action when discrimination or harassment is found to have occurred and to promptly notify the District of the existence and outcome of any complaint of harassment by, against or involving any participating candidate.

**6g.** GCU shall support the candidate in compliance with all policies of District that pertain to this Agreement as outlined in policy handbook and applicable program manuals.

**6h.** GCU shall comply with all federal, state, and local statutes and regulations applicable to the performance of the Agreement.

**7. CANDIDATE COMPLIANCE WITH GCU AND DISTRICT POLICIES and PROGRAMMATIC HANDBOOKS:**

Candidates accepted to the District for field placement shall be subject to all applicable policies and regulations of the District and GCU. Prior to assignment of candidates to the District, GCU will advise candidates of any specific requirements that must be met to participate in the applicable field placement. These specific requirements are outlined in the applicable program manual. (See Appendices.) Failure to complete the requirements will result in non-placement of candidates.

- 8. PAID POSITIONS/EMPLOYMENT:** GCU does not solicit, source, or guarantee paid opportunities or employment for candidates. GCU may allow a candidate to maintain a paid position during Student Teaching or SC Practicum/Internship if deemed appropriate by the District and the role is in alignment to the candidate's university program of study, setting and coursework requirements and desired certification. The candidate must have an appropriately certified mentor/Cooperating Teacher/SC Site Supervisor available at the school site. Candidates requesting to hold a paid position must complete additional documentation that requires written approval from the District. Requests to student teach or SC practicum/internship in a paid position are reviewed by the applicable College on a case-by-case basis and are not guaranteed.

**9. INSURANCE AND LIABILITY**

**9a. College of Education (Practicum/Field Experience, Student Teaching, Educational Administration Internships):** GCU will maintain in full force and effect, at its sole expense and written by carriers acceptable to District:

- Commercial General Liability (Minimum Requirements):

Limits of Liability:

\$1,000,000 Each Occurrence

\$2,000,000 General Aggregate

\$2,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal Injury/Advertising Injury

\$5,000 Medical Payments

Coverage:

Premises/Operation Liability

Medical Payments Liability

Contractual Liability

Personal Injury Liability

Independent Contractors

- Professional Liability, as related to Educational Services:

Limits of Liability:

- \$1,000,000 Each wrongful act
- \$1,000,000 Aggregate
- Automobile Liability:
  - Limits of Liability:
  - \$1,000,000 Combined Single Limit
- Sexual Abuse or Molestation Liability:
  - Limits of Liability:
  - \$1,000,000 Each
  - \$1,000,000 Aggregate

**9b. College of Humanities and Social Sciences (CHSS) School Counseling:** Each candidate will be required to provide proof of his/her own professional liability insurance in the amounts of \$1,000,000 per claim/\$3,000,000 aggregate to the GCU field experience office.

- Commercial General Liability (Minimum Requirements):
  - Limits of Liability:
  - \$1,000,000 Combined Single Limit
  - \$2,000,000 General Aggregate
  - \$1,000,000 Products Aggregate
  - \$1,000,000 Personal Injury
  - \$5,000 Medical Payments
  - Coverage:
  - Premises/Operation Liability
  - Medical Payments Liability
  - Contractual Liability
  - Personal Injury Liability

**10. FERPA:** GCU and the District agree to protect the candidate's and/or student's educational records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g ("FERPA") and any applicable policy of GCU and the District. To the extent permitted by law, GCU and the District may share information from a candidate's and/or student's educational records with each other so that each can perform its respective responsibilities under this Agreement but shall not disclose or share educational records with any third party without the candidate's and/or student's prior written consent.

**11. CONFIDENTIALITY:** GCU shall inform each participating candidate of Federal law governing the confidentiality of District student information, including FERPA. The District shall inform each participating candidate of any applicable State law governing the confidentiality of student information. The District shall also inform each participating Cooperating Teacher, Mentor, or SC Site Supervisor that they are bound to maintain in confidence, any documents or other confidential information about the participating candidate and GCU to which they might have access. Any breach of confidentiality by a participating candidate, Cooperating Teacher, Mentor, or SC Site Supervisor shall be grounds for immediate termination of the field placement.

**12. INDEMNIFICATION AND HOLD HARMLESS:** Neither party shall be responsible for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

**13. USE OF MARKS AND LOGOS; RIGHT OF PUBLICITY:** The District hereby grants GCU the right and license to publish and/or use District's logos or trademarks for all purposes connected with the promotion of the Agreement. Notwithstanding the foregoing license, District shall retain all right, title, and interest in and to

District's logos and trademarks. District shall allow GCU to publicize District, the Agreement and the related programs in all advertising, publicity, and promotion, including GCU websites, and social media. GCU's right to utilize District's logos and trademarks and right of publicity will survive the termination or expiration of this Agreement for a reasonable period of time until GCU is able to revise and update such materials, websites, and social media.

**14. ASSIGNMENT:** The provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this Agreement nor any of the rights or obligations here under may be transferred or assigned without prior written consent of the other party.

**15. NOTICES:** Notices under this Agreement shall be in writing and mailed electronically, or delivered to the parties as follows:

**Grand Canyon University**

COE/CHSS Affiliations

[COEAffiliations@gcu.edu](mailto:COEAffiliations@gcu.edu)

Subject: Bixby Public Schools Affiliation Agreement Notification

**School/District Information**

Bixby Public Schools

109 N. Armstrong

Bixby, OK 74008

**16. MODIFICATION OF AGREEMENT:** This Agreement may be modified only by written amendment executed by both parties.

**17. TERMINATION:** Either party, upon thirty (30) days written notice to the other party, may terminate this Agreement.

**18. PARTNERSHIP/JOINT VENTURE/EMPLOYEMENT:** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. Candidates are not employees, independent contractors, or agents of GCU. The relationship between candidates and the District shall be determined by the District according to its policies and agreements with the candidates.

**19. INDEPENDENT CONTRACTOR:** The relationship between Cooperating Teachers (hosting College of Education student teachers) and GCU shall be that of an independent contractor and shall not be deemed to be that of an employer-employee relationship, joint venture, or partnership. Cooperating Teachers shall be solely responsible for the payment of their own state and federal income tax and self-employment tax as applicable.

**20. NONDISCRIMINATION:** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or candidates because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

**21. GOVERNING LAW:** This Agreement shall be governed in all respects, whether as to validity, construction, capacity, performance, or otherwise, by the laws of the State of Arizona, without giving effect to its conflict of laws rules. Any dispute, controversy, or claim arising out of or in connection with this Agreement shall be settled by confidential arbitration under the Rules for Commercial Arbitration of the American Arbitration Association, by one arbitrator reasonably familiar with the business pertaining to the services covered by the Agreement, appointed in accordance with such Rules. The arbitrator shall apply the laws of the State of Arizona to the merits of any dispute or claim. Judgment on the award entered by the arbitrator may be entered in any court having jurisdiction thereof.

In witness whereof, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

**Grand Canyon University**

By:   
Signature

Name: Dr. Meredith Critchfield

Title: Dean, College of Education

Date: 6/3/2024

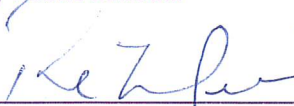
By:   
Signature

Name: Dr. Anna Edgeston

Title: Assistant Dean of College of Humanities and Social Sciences

Date: 6/3/2024

**Bixby Public Schools**

By:   
Signature

Name: Rob Miller

Title: Superintendent

Date: 7/25/2024





## Appendices

### GCU University Policy Handbook (UPH)

[University Policy Handbook](#)

### College of Education (COE) Appendix

[clinical-field-experience-handbook-all-programs.pdf \(gcu.edu\)](#)

[student-teaching-manual-all-programs.pdf \(gcu.edu\)](#)

[master-education-admin-internship-manual \(1\).pdf \(gcu.edu\)](#)

### College of Humanities and Social Sciences (CHSS) Appendix

[College-of-Humanities-and-Social-Sciences-Graduate-Field-Experience-Manual 9.1.2023.pdf \(gcu.edu\)](#)

**2024-2025  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2024-2025**

JENNA BROWN	PSYCHOLOGIST	DISTRICT	08/07/2024
NICOLE HANSELMAN	TEACHER	HIGH SCHOOL	08/14/2024
PATRICK MCGREW	TEACHER	MIDDLE SCHOOL	08/14/2024
JENNIFER OHRYNOWICZ	TEACHER	HIGH SCHOOL	08/14/2024
CAROLINE SUSMILCH	TEACHER	EAST INTERMEDIATE	08/14/2024
KIRBY THURLOW	TEACHER	MIDDLE SCHOOL	08/14/2024
HEATHER WILLHITE	TEACHER	CENTRAL INTERMEDIATE	08/14/2024
SARAH YATES	TEACHER	MIDDLE SCHOOL	08/14/2024

**RESIGNATION AGREEMENTS**

DEBBIE BAKER	TEACHER	MIDDLE SCHOOL	05/23/2024
MONICA BOLER	TEACHER	CENTRAL ELEMENTARY	07/12/2024

Submitted to Board of Education AUGUST 9th, 2024

**2024-2025  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

PAM MCLAUGHLIN	SUMMER SUPPORT	ADMINISTRATION	07/22/2024
YESENIA LOZANO	SUMMER SUPPORT	ADMINISTRATION	07/22/2024

**ADJUNCT EMPLOYMENT**

SPENCER MANTOS	PERCUSSION TECH	HIGH SCHOOL	08/01/2024
MADLINE NAUGLE	FIELD TECH	HIGH SCHOOL	08/01/2024
JEANNA HOLCOMB	HEAD BOY/GIRLS TENNIS	MIDDLE SCHOOL	07/01/2024
TRAE ARMSTRONG	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
JENNIFER RUSSELL	ASST BOYS/GIRLS TENNIS	MIDDLE SCHOOL	07/01/2024
PHIL HOLLAND	ASST GIRLS TENNIS	HIGH SCHOOL	07/01/2024
BRANDON COGAN	ASSISTANT BASEBALL	HIGH SCHOOL	07/01/2024
MIKE INCREMONA	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
ONIS PANKEY	GAME MANAGER/ATHLETIC SUPPORT	ATHLETICS	07/01/2024
LUKE BRUMMETT	9TH ASSISTANT FOOTBALL	HIGH SCHOOL	07/01/2024
RAYLEE BUSSEY	HEAD DANCE	MIDDLE SCHOOL	07/01/2024
ROBIN TAYLOR	ASSISTANT GIRLS SOCCER	HIGH SCHOOL	07/01/2024
MICHAEL DANIEL	HEAD GIRLS SOCCER	HIGH SCHOOL	07/01/2024
KATIE WILEY	HEAD VOLLEYBALL	MIDDLE SCHOOL	07/01/2024
TREY ODAM	ASSISTANT WRESTLING	JUNIOR HIGH	07/01/2024
MACEY TURLEY	HEAD SOFTBALL	MIDDLE SCHOOL	07/01/2024
MACEY TURLEY	ASSISTANT SOFTBALL	HIGH SCHOOL	07/01/2024
ERIN RODEN	ASST VARSITY VOLLEYBALL	HIGH SCHOOL	07/01/2024
DEREK SEROWSKI	HEAD VOLLEYBALL	HIGH SCHOOL	07/01/2024
DAVID ZIMMERMAN	HEAD BOYS/GIRLS SWIM	HIGH SCHOOL	07/01/2024
DAVID ZIMMERMAN	HEAD SWIM	MIDDLE SCHOOL	07/01/2024
RACHEL ZIMMERMAN	ASSISTANT SWIM	MIDDLE SCHOOL	07/01/2024
SARAH KLING	ASSISTANT VOLLEYBALL	MIDDLE SCHOOL	07/01/2024
DRAKE CARTER	9TH HEAD BOYS BASKETBALL	HIGH SCHOOL	07/01/2024
KARI ANDERSON	ASSISTANT VARSITY VOLLEYBALL	HIGH SCHOOL	07/01/2024
DARRELL BEELER	ASSISTANT VARSITY BASEBALL	HIGH SCHOOL	07/01/2024
JAMIE MEHAS	HEAD CHEER	MIDDLE SCHOOL	07/01/2024
JAMIE MEHAS	ASSISTANT CHEER	MIDDLE SCHOOL	07/01/2024

**EMPLOYMENT 2024-2025**

DEBORA ALVIDREZ	PARAPROFESSIONAL	EAST INTERMEDIATE	08/15/2024
MANDI BALDTRIP	CN COORDINATOR	CHILD NUTRITION	07/23/2024
ATRESSA BRISCOE	PARAPROFESSIONAL	NORTH ELEMENTARY	08/15/2024
CONNIE BROWN	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
SAIDA CASTRO	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
MELISSA COLEMAN	RECESS AIDE	CENTRAL ELEMENTARY	08/15/2024
MARANDA COOPER	PARAPROFESSIONAL	EAST ELEMENTARY	08/15/2024
SHARON HINKSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/15/2024

Submitted to the Board of Education: AUGUST 9th, 2024

KELLI JACKSON	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
SIDNEY PAOLI	BEHAVIOR TECH	NORTH INTERMEDIATE	08/15/2024
TOMYA PETERS	PARAPROFESSIONAL	NORTH ELEMENTARY	08/15/2024
DAMARIS RANDOLPH	BEHAVIOR COACH	MIDDLE SCHOOL	08/15/2024
YENIFER SALAS	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
JENNIFER SANDERS	PARAPROFESSIONAL	EAST ELEMENTARY	08/15/2024
CRYSTAL SCARBOROUGH	BEHAVIOR COACH	MIDDLE SCHOOL	08/15/2024
MARY SCARPA	CHILD NUTRITION	CHILD NUTRITION	08/08/2024
DONNA SMITH	CHILD NUTRITION	CHILD NUTRITION	08/15/2024
RAOUL TRUDELL	BUS DRIVER	TRANSPORTATION	08/15/2024

**RESIGNATION AGREEMENTS**

BRANDON FRANKLIN	SHIPPING/RECEIVING	MAINTENANCE	07/29/2024
SONSHEENA BEAMS	PARAPROFESSIONAL	HIGH SCHOOL	07/31/2024
HANNAH HINCKLEY	CHILD NUTRITION	CHILD NUTRITION	08/05/2024
JOLEEN HANSEN	PARAPROFESSIONAL	CENTRAL INTERMEDIATE	07/11/2024
ETAKERINA HENDERSON	PARAPROFESSIONAL	EAST ELEMENTARY	06/30/2024
ELISA HERON	PARAPROFESSIONAL	EAST ELEMENTARY	07/05/2024

**REASSIGNMENTS**

**TERMINATIONS**

DENISE PECKHAM	BUS DRIVER	TRANSPORTATION	05/28/2024
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# STEPHEN L. SMITH CORP.

Registered Investment Advisor

August 8, 2024

Bixby Board of Education  
Independent School District No. 4  
Tulsa County, Oklahoma

Members:

1. **Scope of Services.** In connection with your proposed issuance of General Obligation Bonds (the "Issue" or the "Bonds") for the purpose of financing improvements and/or additions to the facilities of your School District, we hereby agree to perform the following Financial Advisory services:

A. We shall prepare a Financial Analysis of the School District which shall include a survey of the financial resources of the School District and contain a determination of the borrowing capacity of the School District. This shall encompass an analysis of the existing debt and tax structure of all levels of government involved and compare this analysis to the projected debt and tax structure of all levels of government involved. On the basis of the information thus developed, we shall devise a financing program to fund the proposed improvements which shall be complete as to the proposed maturities, the estimated interest rate and cost on the proposed bonds, the resulting overall amount of projected annual debt service and tax requirements, and the relationship of these items to existing corresponding projected items of the School District and other related levels of government.

B. In instances where publicly available information material is desired, we shall assist the School District in the preparation and furnishing of informational material in the form of news media articles, brochures, and any other such material desired by the School District for the purpose of outlining the various phases of the program in order that the general public will be well versed on all aspects of the project, including the needs of the School District, the proposed program of improvements, and the cost of providing such improvements. If desired, we shall also attend public meetings to explain the financing program to interested individuals.

C. We shall assist in the creation, gathering, organization and presentation of all services and legal documents (in conjunction with legal counsel), including notices and agendas, resolutions, proclamations, and election board canvasses, necessary for the proper calling and holding of the election and sale of the Issue.

D. Upon approval of the Issue by the voters of the School District, we shall undertake the following tasks:

i. We shall advise the Board of Education of current bond market conditions, forthcoming bond issues, and other general information and economic data that might normally be

expected to influence interest rates or bidding conditions so that the date for the sale of the bonds may be set at a time which, in our opinion, would be favorable to the School District.

ii. We shall advise the Board of Education respecting the Official Notice of Sale that establishes the specifications for bidding; i.e. bond maturity and interest payment arrangement, interest rate limitations, and other pertinent details.

iii. We shall advise the client respecting a Preliminary or Final Official Statement (the "OS") that describes the Issue, including material information as to the security of the Issue, the School District, the community and other pertinent details. You shall provide us with true, accurate and complete information for use in and the preparation of the OS.

iv. We shall advise the client respecting a uniform bid form to prevent deviation by any bidders when such deviation would be costly to the issuing body.

v. If it is advantageous to do so, we shall assemble for presentation to national and state rating agencies, the financial and economic data necessary to attempt to obtain a rating on the bonds.

vi. We shall have a representative of our firm present at the sale of the bonds to aid the Board of Education in the tabulation and comparison of bids. We shall advise the Board of Education as to the bond market conditions at the time of sale and the advisability of accepting or rejecting the bids submitted.

vii. Assuming that a favorable interest rate is received and accepted by the Board of Education, we shall then proceed to take all steps necessary to expedite the preparation of the final Transcript of Proceedings, to receive approval of the Transcript of Proceedings by the Attorney General of the State of Oklahoma, and to achieve delivery of the Bonds to the purchaser.

viii. We shall supervise the printing and delivery of the actual bond certificates to the commercial bank acting as Registrar of the bond issue for the purposes of registration.

ix. We shall supervise and co-ordinate final delivery of the bond certificates to the purchaser and delivery of the bond proceeds to the School District by the most expeditious means available, whether by wire transfer, direct deposit or mail.

2. **Limitations on Scope of Services.** The services provided hereunder are limited solely to those described herein and do not include tax, legal, accounting or engineering services.

3. **Regulatory Duties When Servicing Client.** MSRB Rule G-42 requires that we make a reasonable inquiry as to the facts that are relevant to the client's determination whether to proceed with a course of action or that form the basis for and advice provided to the client. The rule also requires that we undertake a reasonable investigation to determine that we are not basing any recommendation on materially inaccurate or incomplete information. We are also required under the rule to use reasonable diligence to know the essential facts about the client and the authority of each person acting on the client's behalf.

Accordingly, you agree to cooperate, and to cause your agents to cooperate, with us in carrying out these regulatory duties, including providing to us accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, you agree that, to the extent you seek to have us provide advice with regard to any recommendation made by a third party, you will provide to us written directions as well as any information you have received from such third party relating to its recommendation.

4. **Term of this Engagement.** The term of this engagement begins on the Effective Date, which shall be the date you sign this Agreement, and ends, unless earlier terminated as provided below, at the close of business on the settlement date for the Issue. This Agreement may be terminated with or without cause by either party upon the giving of at least thirty (30) days' prior notice to the other party of its intention to terminate, specifying in such notice the effective date of such termination. The hold harmless provisions in section 6 continue in force after the termination.

5. **Compensation.**

A. Fees. For the above services, you agree to pay us for an Issue a fee of:

- 1.75% of the first \$100,000 issued; plus
- 1.50% of the second \$100,000 issued; plus
- 1.25% of the third \$100,000 issued; plus
- 1.00% of all over \$300,000 issued;

With a maximum fee of \$35,000.00.

In the event the Bonds are sold in more than one series, the above fee schedule shall apply to each separate series of bonds. [cumulative]

If the School District is located in multiple counties, there is a \$100.00 charge for each additional county.

B. Expenses. In addition to the above mentioned fee, you agree to reimburse us for the following expenses:

i. All expenses associated with the conduct of the bond election not borne directly by the School District.

ii. All expenses associated with the production, distribution and dissemination of informational materials relating to the bond issue.

iii. All expenses associated with the production, printing and distribution of the OS.

iv. All expenses associated with the printing and delivery of actual bond certificates to the purchaser.

C. Certain expenses will be billed directly to you including the expenses of the County Election Board associated with the printing of ballots and the conduct of the election.

D. The above specified fee and reimbursable expenses shall be billed upon approval of the Issue by the Attorney General of the State of Oklahoma, and shall be payable upon delivery of the Bonds to the specified purchaser, and receipt of bond proceeds by the School District. In the event the bond election fails, the School District shall not be obligated to us for our services rendered to that time, but shall be obligated to reimburse us for direct, out of pocket expenses incurred by us on behalf of the School District with respect to the calling, holding and conduct of the bond election. Furthermore, if the election is held and fails, and the Board of Education calls another election within one year from that date, this Agreement shall remain in full force and effect for the fiscal year 2024-2025.

6. **Hold Harmless.** Financial Adviser and any of its associated persons shall not be subject to liability for any act or omission in the course of, or connected with, Financial Adviser's performance of this Agreement in the absence of willful misfeasance, bad faith or gross negligence or reckless disregard by Financial Adviser of its obligations under this Agreement. In the event of a dispute under this Agreement, Financial Adviser shall not be liable for special or consequential damages. No recourse shall be had against the Financial Adviser for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with the Issue or otherwise relating to the tax treatment of any issue, or in connection with any opinion or certificate rendered by counsel or any other party.

7. **Required Disclosures.** MSRB Rule G-42 requires that the Financial Adviser, as a Municipal Advisor under the Federal Securities Laws, provide you with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in the Disclosure Statement delivered to Client together with this Agreement.

8. **Assignment.** This Agreement shall not be assigned (as the term is defined in the Investment Adviser's Act of 1940) by either party without the consent of the non-assigning party which consent shall not be unreasonably withheld. For purposes of determining Client consent in the event of an assignment, Financial Adviser shall send written notice of the assignment. If Client does not object in writing within thirty (30) days of sending of such notice, Client shall be deemed to have consented to the assignment.

9. **Dispute Resolution.** Any dispute between the parties to this agreement regarding the terms of this agreement, the financing, the performance of a party under this agreement or in any way related to or arising from this agreement or the relationship created by this agreement shall be resolved by arbitration under the rules of the American Arbitration Association ("AAA"). Any dispute concerning the question of whether a dispute is subject to arbitration shall be resolved by arbitration. The arbitration shall be conducted by a single arbitrator selected from the AAA panel of arbitrators and shall be held in Tulsa County, Oklahoma. The decision by the arbitrator may be



confirmed by any court in Oklahoma with jurisdiction over the parties. The parties shall bear their own expenses and fees in connection with any arbitration.

10. **Form ADV.** The School District hereby acknowledges receipt of the Financial Advisor's Form ADV, Part 2A & 2B as required under State and Federal laws.

11. **Applicable Law; Severability.** This Agreement shall be construed and given effect in accordance with the laws of OKLAHOMA. If any provision in this Agreement is invalid or unenforceable by appropriate authority under the laws of any jurisdiction applicable to this Agreement, this Agreement shall continue in full force and effect as if such provision were omitted, unless such omission would substantially impair the rights or benefits of either party, and, to that extent, the provision of this Agreement shall be deemed to be severable.

12. **Entire Agreement.** This instrument, including all appendices hereto, contains the entire agreement between the parties relating to the right herein granted and obligations is herein assumed. this Agreement may not be amended, supplemented or modified except by the by means of a written instrument executed by both parties.


13. **No Third Party Beneficiaries.** This agreement is made solely for benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigned, any rights, remedies, obligations, or liabilities under or by reason of this Agreement.

14. **Authority.** Each of the parties represent and warrant that they have the respective power and authority to enter into this Agreement on behalf of the parties hereto by action of the Board of Education on the 8<sup>th</sup> day of August, 2024.

15. **Counterparts.** This Agreement may be executed in multiple counterparts each of which will constitute a complete agreement.

Respectfully submitted,

STEPHEN L. SMITH CORPORATION

By:   
Andrew B. Davis

ACCEPTED AND AGREED 8<sup>th</sup> day of August, 2024.

✓  
\_\_\_\_\_  
President, Board of Education

✓ (SEAL)

✓  
\_\_\_\_\_  
Clerk, Board of Education

**DISCLOSURE STATEMENT  
OF  
MUNICIPAL ADVISOR**

This Disclosure Statement is provided by **Stephen L. Smith Corporation** (referred to herein as "Municipal Advisor" and, at times, "Financial Advisor") to **Bixby Public Schools** (the "Client") in connection with the Engagement Letter dated: August 8, 2024 (the "Agreement") and is dated as of the same date as the Agreement. This Disclosure Statement provides information regarding conflicts of interest and legal or disciplinary events of Municipal Advisor required to be disclosed to Client pursuant to MSRB Rule G-42(b) and (c)(ii).

**PART A – Disclosures of Conflicts of Interest**

MSRB Rule G-42 requires that Municipal Advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the Municipal Advisor, Municipal Advisors are required to provide a written statement to that effect.

**General Mitigations** – As general mitigations of Municipal Advisor's conflicts, with respect to compensation-based conflict disclosed below, Municipal Advisor mitigates such conflict through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates Municipal Advisor to deal honestly and with the utmost good faith with Client and to act in Client's best interests without regard to Municipal Advisor's financial or other interests. Municipal Advisor's municipal advisory supervisory structure, supervisory processes and practices, provides strong safeguards against individual representatives of Municipal Advisor potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

***Material Conflicts of Interest: Compensation-Based Conflict***

The fees due under this Agreement will be based on the size of the Issue and the payment of such fees shall be contingent upon the delivery of the Issue. While this form of compensation is customary in the municipal securities market, this may present a conflict because it could create an incentive for Municipal Advisor to recommend unnecessary financings or financings that are disadvantageous to Client, or to advise Client to increase the size of the issue. This conflict of interest is mitigated by the general mitigations described above.

**PART B – Disclosures of Information Regarding Legal Events and Disciplinary History**

MSRB Rule G-42 requires that Municipal Advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the Municipal Advisor or the integrity of the Municipal advisor's management or advisory personnel.

Accordingly, Municipal Advisor sets out below required disclosures and related information in connection with such disclosures.

**Material Legal or Disciplinary Event.** There are no legal or disciplinary events that are material to Client's evaluation of Municipal Advisor or the integrity of Municipal Advisor's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.

**PART C – Future Supplemental Disclosures**

As required by MSRB Rule G-42, this Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Municipal Advisor. Municipal Advisor will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

**Dated: June 5, 2018**

# Stephen L. Smith Corp.

## Firm Brochure - Form ADV Part 2A

*This brochure provides information about the qualifications and business practices of Stephen L. Smith Corp.. If you have any questions about the contents of this brochure, please contact us at (918) 296-9980 or by email at: [jordan@stephenlsmith.com](mailto:jordan@stephenlsmith.com). The information in this brochure has not been approved or verified by the United States Securities and Exchange Commission or by any state securities authority.*

*Additional information about Stephen L. Smith Corp. is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov). Stephen L. Smith Corp.'s CRD number is: 116459*

531 East "A" Street, Suite 301  
Jenks, Oklahoma, 74037  
(918) 296-9980  
[jordan@stephenlsmith.com](mailto:jordan@stephenlsmith.com)

*Registration does not imply a certain level of skill or training.*

Version Date: 03/05/2024

## **Item 2: Material Changes**

There are no material changes in this brochure from the last annual updating amendment of Stephen L. Smith Corp. on 03/17/2023. Material changes relate to Stephen L. Smith Corp. policies, practices or conflicts of interests only.

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## **Item 4: Advisory Business**

### **A. Description of the Advisory Firm**

Stephen L. Smith Corp. is a Corporation organized in the state of Oklahoma. The firm was formed in June of 1989. As of August, 2010, the principal owners are Jordan G. Smith and Andrew B. Davis.

### **B. Types of Advisory Services**

Stephen L. Smith Corp. (hereinafter "SLSC") offers the following services to advisory clients:

#### ***Financial Consulting Services***

SLSC provides financial consulting services based on a percentage of debt issued. The financial consulting services include designing and structuring the repayment schedules for public debt obligations, managing paperwork, timing and funding. SLSC provides services to the following types of clients; to political subdivisions of the state of Oklahoma; to public trusts whose beneficiaries are political subdivisions of the state of Oklahoma; and to public trusts whose beneficiaries are political subdivisions of the state of Oklahoma with respect to the issuance of debt instruments by such entities.

SLSC provides the following services to assist their clients in achieving cost effective methods of financing that fit with the client's overall goals and resources:

- Financial review and analysis of existing resources, obligations and limitations including the proposed financing
- Assist the Issuer in communicating the various details and information relating to the proposed financing, to the Issuer's respective board, patrons and staff.
- Assist in the creation, gathering and presentation of all documentation and financial information relating to the proposed financing.
- Assist the Issuer in finding prospective funding sources including the dissemination of all appropriate paperwork, Official Statements and bid forms.
- Advise the Issuer of either accepting or rejecting any funding proposals received including information relating to current market conditions, estimated projections.

#### ***Services Limited to Specific Types of Investments***

SLSC limits its consulting services to government securities and public trust.

**C. Client Tailored Services and Client Imposed Restrictions**

SLSC offers the same suite of services to all of its clients. Clients may impose restrictions in investing in certain securities or types of securities in accordance with their values or beliefs. However, if the restrictions prevent SLSC from properly servicing the client account, or if the restrictions would require SLSC to deviate from its standard suite of services, SLSC reserves the right to end the relationship.

**D. Wrap Fee Programs**

A wrap fee program is an investment program where the investor pays one stated fee that includes management fees, transaction costs, fund expenses, and any other administrative fees. SLSC does not participate in any wrap fee programs.

**E. Amounts Under Management**

SLSC does not manage assets under management as of December 2023.

**Item 5: Fees and Compensation**

**A. Fee Schedule**

*Financial Consulting Services Fees*

Total Debt Issues	Annual Fee
First \$100,000	1.75%
Second \$100,000	1.50%
Third \$100,000	1.25%
Above \$300,000	1.00%
Minimum fee of \$7,500	

These fees are negotiable depending upon the needs and complexity of the situation. Fees are collected arrears for the services. Because fees are charged in arrears, no refund policy is necessary. Clients may terminate their accounts without penalty within 5 business days of signing the contract with SLSC.

## **B. Payment of Fees**

### *Payment of Financial Consulting Fees*

Consulting fees are paid only upon the clients' receipt of funding. Fees are paid via check, wire transfer or ACH in arrears. Because fees are charged in arrears, no refund is necessary.

## **C. Clients Are Responsible For Third Party Fees**

Clients are responsible for the payment of all third party fees (i.e. registrar and paying agent fees, election cost, printing and dissemination of the Prospectus, legal opinions of the Attorney General and/or Bond Counsel, etc.). Those fees are separate and distinct from the fees and expenses charged by SLSC.

## **D. Prepayment of Fees**

SLSC collects its fees in arrears only upon the clients' receipt of funding. It does not collect fees in advance.

## **E. Outside Compensation For the Sale of Securities to Clients**

Neither SLSC nor its supervised persons accept any outside compensation for the sale of securities or other investment products.

## **Item 6: Performance-Based Fees and Side-By-Side Management**

SLSC does not accept performance-based fees or other fees based on a share of capital gains on or capital appreciation of the assets of a client.

## **Item 7: Types of Clients**

SLSC provides consulting services to the following types of clients:

- ❖ State or Municipal Government Entities and Public Trust

### *Minimum Account Size*

There is no account minimum.

## **Item 8: Methods of Analysis, Investment Strategies, and Risk of Investment Loss**

### **A. Methods of Analysis and Investment Strategies**

#### *Methods of Analysis*

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Our methods of analysis include using state and local public records including records from Treasurers, Assessors, Issuer's audits and budgets. SLSC will use information relating to other municipal projects as well.

#### *Investment Strategies*

SLSC uses long term and short term strategies to accomplish client projects.

### **B. Material Risks Involved**

#### *Methods of Analysis*

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

#### *Investment Strategies*

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

### **C. Risks of Specific Securities Utilized**

SLSC and/or its supervised person do not provide investment advice or direction regarding client investments. Therefore SLSC does not have any information to provide regarding this item.

## **Item 9: Disciplinary Information**

### **A. Criminal or Civil Actions**

There are no criminal or civil actions to report.

### **B. Administrative Proceedings**

There are no administrative proceedings to report.

### **C. Self-regulatory Organization (SRO) Proceedings**

There are no self-regulatory organization proceedings to report.

## **Item 10: Other Financial Industry Activities and Affiliations**

### **A. Registration as a Broker/Dealer or Broker/Dealer Representative**

Neither SLSC nor its representatives are registered as or have pending applications to become a broker/dealer or as representatives of a broker/dealer.

### **B. Registration as a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor**

Neither SLSC nor its representatives are registered as or have pending applications to become a Futures Commission Merchant, Commodity Pool Operator, or a Commodity Trading Advisor.

### **C. Registration Relationships Material to this Advisory Business and Possible Conflicts of Interests**

SLSC is a registered municipal advisor. Standard Capital Finance, LLC ("SCF") is under common ownership with SLSC. SCF provides lease processing services and management of commercial rental properties owned by SCF. Work relating to SCF accounts for less than 5% of time spent during business hours. Under no circumstances are clients charged a fee by both SLSC and SCF for the same transaction.

### **D. Selection of Other Advisers or Managers and How This Adviser is Compensated for Those Selections**

SLSC does not utilize nor select other advisers or third party managers. All client accounts are managed by SLSC management.

## **Item 11: Code of Ethics, Participation or Interest in Client Transactions and Personal Trading**

### **A. Code of Ethics**

SLSC has a written Code of Ethics that covers the following areas: Prohibited Purchases and Sales, Insider Trading, Personal Securities Transactions, Exempted Transactions, Prohibited Activities, Conflicts of Interest, Gifts and Entertainment, Confidentiality, Service on a Board of Directors, Compliance Procedures, Compliance with Laws and Regulations, Procedures and Reporting, Certification of Compliance, Reporting Violations, Compliance Officer Duties, Training and Education, Recordkeeping, Annual Review, and Sanctions. Our Code of Ethics is available free upon request to any client or prospective client.

### **B. Recommendations Involving Material Financial Interests**

SLSC does not recommend that clients buy or sell any security in which a related person to SLSC or SLSC has a material financial interest.

### **C. Investing Personal Money in the Same Securities as Clients**

Neither SLSC nor its representatives are allowed to purchase securities issued by its clients

### **D. Trading Securities At/Around the Same Time as Clients' Securities**

Neither SLSC nor its representatives are allowed to trade securities issued by its clients.

## **Item 12: Brokerage Practices**

### **A. Factors Used to Select Custodians and/or Broker/Dealers**

SLSC does not provide investment supervisory services to clients and consequently does not recommend custodian or broker/dealers to clients.

#### **1. *Research and Other Soft-Dollar Benefits***

SLSC receives no research, product, or services in connection with client securities transactions ("soft dollar benefits").

## **2. Brokerage for Client Referrals**

SLSC receives no referrals from a broker-dealer or third party in exchange for using that broker-dealer or third party.

## **3. Clients Directing Which Broker/Dealer/Custodian to Use**

SLSC allows clients to direct brokerage. SLSC may be unable to achieve most favorable execution of client transactions if clients choose to direct brokerage.

### **B. Aggregating (Block) Trading for Multiple Client Accounts**

SLSC has no information regarding Aggregate (Block) Trading. SLSC does not conduct trades or provide advice or direction regarding client investments

## **Item 13: Reviews of Accounts**

### **A. Frequency and Nature of Periodic Reviews and Who Makes Those Reviews**

Client accounts are reviewed at least annually by Jordan G. Smith and/or Andrew B. Davis. All accounts at SLSC are assigned to these reviewers.

### **B. Factors That Will Trigger a Non-Periodic Review of Client Accounts**

Reviews may be triggered by material market, economic or political events, or by changes in client's financial situations (such as retirement, termination of employment, physical move, or inheritance).

### **C. Content and Frequency of Regular Reports Provided to Clients**

Each client will receive at least annually from the Registrar/Paying Agent, a written report that details the client's account including assets held and asset value which will come from the Registrar/Paying Agent.

## **Item 14: Client Referrals and Other Compensation**

### **A. Economic Benefits Provided by Third Parties for Advice Rendered to Clients (Includes Sales Awards or Other Prizes)**

SLSC does not receive any economic benefit, directly or indirectly from any third party for advice rendered to SLSC clients.

### **B. Compensation to Non - Advisory Personnel for Client Referrals**

SLSC does not directly or indirectly compensate any person who is not advisory personnel for client referrals.

## **Item 15: Custody**

SLSC does not take custody of client accounts at any time. Therefore SLSC does not have any information to provide regarding this item.

## **Item 16: Investment Discretion**

SLSC does not have discretion over client accounts at any time.

## **Item 17: Voting Client Securities (Proxy Voting)**

SLSC will not ask for, nor accept voting authority for client securities.

## **Item 18: Financial Information**

### **A. Balance Sheet**

SLSC does not require nor solicit prepayment of more than \$500 in fees per client, six months or more in advance and therefore does not need to include a balance sheet with this brochure.



**B. Financial Conditions Reasonably Likely to Impair Ability to Meet Contractual Commitments to Clients**

Neither SLSC nor its management have any financial conditions that are likely to reasonably impair our ability to meet contractual commitments to clients.

**C. Bankruptcy Petitions in Previous Ten Years**

SLSC has not been the subject of a bankruptcy petition in the last ten years.

**Item 19: Requirements For State Registered Advisers**

**A. Principal Executive Officers and Management Persons; Their Formal Education and Business Background**

SLSC currently has only two management persons/executive officers; Jordan G. Smith and Andrew B. Davis. Their education and business background can be found on the Supplemental ADV Part 2B forms.

**B. Other Businesses in Which This Advisory Firm or its Personnel are Engaged and Time Spent on Those (If Any)**

Jordan G. Smith and Andrew B. Davis's other business activities can be found on the Supplemental ADV Part 2B form.

**C. How Performance-based Fees are Calculated and Degree of Risk to Clients**

SLSC does not accept performance-based fees or other fees based on a share of capital gains on or capital appreciation of the assets of a client.

**D. Material Disciplinary Disclosures for Management Persons of this Firm**

No management person at SLSC or SLSC has been involved in an arbitration claim or been found liable in a civil, self-regulatory organization, or administrative proceeding that is material to the client's evaluation of the firm or its management.

**E. Material Relationships That Management Persons Have With Issuers of Securities (If Any)**

SLSC and/or its supervised persons represent the Issuer of Securities. SLSC and/or its supervised persons do not provide investment advice or direction regarding client investments.

*This brochure supplement provides information about Andrew Brian Davis that supplements the Stephen L. Smith Corp. brochure. You should have received a copy of that brochure. Please contact Andrew Brian Davis, Managing Member if you did not receive Stephen L. Smith Corp.'s brochure or if you have any questions about the contents of this supplement.*

*Additional information about Andrew Brian Davis is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).*

## **Stephen L. Smith Corp.**

**Form ADV Part 2B – Individual Disclosure Brochure**

*for*

### **Andrew Brian Davis**

Personal CRD Number: 4634378

Investment Adviser Representative

Stephen L. Smith Corp.  
531 East "A" Street, Suite 301  
Jenks, Oklahoma, 74037  
(918) 296-9980  
[andy@stephenlsmith.com](mailto:andy@stephenlsmith.com)

UPDATED: 02/27/2019

## **Item 2: Educational Background and Business Experience**

**Name:** Andrew Brian Davis      **Born:** 1980

### **Education Background and Professional Designations:**

#### **Education:**

BS Mathematics, Oklahoma Wesleyan University - 2002

#### **Business Background:**

2010 - Present	Managing Member Stephen L. Smith Corp.
2008 - 2010	Vice President Stephen L. Smith Corp.
2002 - 2008	Assistant Vice President Stephen L. Smith Corp.

## **Item 3: Disciplinary Information**

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of this advisory business.

## **Item 4: Other Business Activities**

Andrew Brian Davis is a managing member of Standard Capital Finance, LLC ("SCF"). SCF provides lease processing services and management of commercial rental properties owned by SCF.

### Item 5: Additional Compensation

Other than salary, annual bonuses, or regular bonuses, Andrew Brian Davis does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through Stephen L. Smith Corp.

### Item 6: Supervision

As Managing Member of Stephen L. Smith Corp., Andrew Brian Davis works closely with Jordan G. Smith, who supervises all duties and activities of the firm. Jordan Smith's phone number is (918) 296-9980.

### Item 7: Requirements For State Registered Advisers

*This disclosure is required by Oklahoma securities authorities and is provided for your use in evaluating this investment advisor representative's suitability.*

- A. Andrew Brian Davis has **NOT** been involved in any of the events listed below.
1. An award or otherwise being found liable in an arbitration claim alleging damages in excess of \$2,500, involving any of the following:
    - a) an investment or an investment-related business or activity;
    - b) fraud, false statement(s), or omissions;
    - c) theft, embezzlement, or other wrongful taking of property;
    - d) bribery, forgery, counterfeiting, or extortion; or
    - e) dishonest, unfair, or unethical practices.
  2. An award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceeding involving any of the following:
    - a) an investment or an investment-related business or activity;
    - b) fraud, false statement(s), or omissions;
    - c) theft, embezzlement, or other wrongful taking of property;
    - d) bribery, forgery, counterfeiting, or extortion; or
    - e) dishonest, unfair, or unethical practices.
- B. Andrew Brian Davis has **NOT** been the subject of a bankruptcy petition in the past ten years.

*This brochure supplement provides information about Jordan G. Smith that supplements the Stephen L. Smith Corp. brochure. You should have received a copy of that brochure. Please contact Jordan G. Smith, Managing Member/CCO if you did not receive Stephen L. Smith Corp.'s brochure or if you have any questions about the contents of this supplement.*

*Additional information about Jordan G. Smith is also available on the SEC's website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).*

## **Stephen L. Smith Corp.**

Form ADV Part 2B – Individual Disclosure Brochure

*for*

**Jordan G. Smith**

Personal CRD Number: 4634226

Investment Adviser Representative

Stephen L. Smith Corp.  
531 East "A" Street, Suite 301  
Jenks, Oklahoma, 74037  
(918) 296-9980  
[jordan@stephenlsmith.com](mailto:jordan@stephenlsmith.com)

UPDATED: 3/22/2014

## Item 2: Educational Background and Business Experience

**Name:** Jordan G. Smith      **Born:** 1979

### Education Background and Professional Designations:

#### Education:

BA Business Administration, Harding University - 2002

#### Business Background:

2010 - Present	Managing Member & CCO Stephen L. Smith Corp.
2008 - 2010	Vice President & CCO Stephen L. Smith Corp.
2003 - 2008	Assistant Vice President Stephen L. Smith Corp.

## Item 3: Disciplinary Information

There are no legal or disciplinary events that are material to a client's or prospective client's evaluation of this advisory business.

## Item 4: Other Business Activities

Jordan G. Smith is a managing member of Standard Capital Finance, LLC ("SCF"). SCF provides lease processing services and management of commercial rental properties owned by SCF.

### **Item 5: Additional Compensation**

Other than salary, annual bonuses, or regular bonuses, Jordan G. Smith does not receive any economic benefit from any person, company, or organization, in exchange for providing clients advisory services through Stephen L. Smith Corp.

### **Item 6: Supervision**

As the Managing Member and CCO of Stephen L. Smith Corp., Jordan G. Smith supervises all duties and activities of the firm. Jordan G. Smith's phone number is (918) 296-9980.

### **Item 7: Requirements For State Registered Advisers**

*This disclosure is required by Oklahoma securities authorities and is provided for your use in evaluating this investment advisor representative's suitability.*

- A. Jordan G. Smith has NOT been involved in any of the events listed below.
1. An award or otherwise being found liable in an arbitration claim alleging damages in excess of \$2,500, involving any of the following:
    - a) an investment or an investment-related business or activity;
    - b) fraud, false statement(s), or omissions;
    - c) theft, embezzlement, or other wrongful taking of property;
    - d) bribery, forgery, counterfeiting, or extortion; or
    - e) dishonest, unfair, or unethical practices.
  2. An award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceeding involving any of the following:
    - a) an investment or an investment-related business or activity;
    - b) fraud, false statement(s), or omissions;
    - c) theft, embezzlement, or other wrongful taking of property;
    - d) bribery, forgery, counterfeiting, or extortion; or
    - e) dishonest, unfair, or unethical practices.
- B. Jordan G. Smith has NOT been the subject of a bankruptcy petition in the past ten years.



# Instructions

Fundraisers will be open for updates in the spring semester. A timeline will be assigned, and final BOE approval will occur in the summer months. After final approval, the spreadsheet will be locked from edits. Any changes or additional fundraisers to be considered outside of the approval timeline MUST be processed through the administrator.

Sponsors must review their activity account fundraisers when the spreadsheet is shared.

Sponsors will click on their activity account fundraisers to review: modify, add new, or delete information.

Once each activity account fundraisers are completed, the sponsor will change the status tab from "Not Yet Reviewed" to 'Reviewed: No Changes' or 'Reviewed: Changes Made'

Sponsor types name in column labeled "Sponsor Name"

Once sponsors are finished with their activity account fundraisers, principals will review and ask any questions.

Principal will review all fundraisers regarding: appropriate content, alignment with strategic plan, adherence with BOE policy, and timing

Principals should coordinate with their 'campus partner' (feeder schools) to assure timing or type of fundraiser isn't in conflict

Once all fundraisers have been completed and reviewed by the principal/director, they will change "Not Yet Reviewed" to "Approved"

# Bixby Public Schools

## LOAN AND REIMBURSEMENT AGREEMENT FOR THE CHILD NUTRITION ACCOUNT

This contract and agreement, made and entered into the **8th day of August, 2024**, by the General Fund, hereinafter referred to as First Party, and the Child Nutrition Account, hereinafter referred to as Second Party, of Bixby School District, Independent School District I-004 of Tulsa County, witnessed:

The First Party contracts and agrees to furnish the Second Party the cost of **an amount not to exceed \$1,800,000.00** as a contingent liability subject to repayment as funds become available from the party of the Second Party. This loan agreement must ensure that the Second Party will use these funds only for the operation and improvement of the nonprofit Child Nutrition Department. This loan agreement includes items such as indirect costs, overhead, and the coverage of end-of-year shortfalls (i.e., salaries, inventory, etc.).

The cost of the property and liability insurance and utilities shall be furnished and assessed to the Child Nutrition Department over and above the amount of the contingent liability provided in the previous paragraph. The Second Party shall reimburse the First Party for the costs up to the amounts identified below as funds become available. The following base rates shall apply to the space of used by the Child Nutrition Department. The district shall reserve the right to make an additional cost adjustment based on unexpected market conditions or weather conditions that add additional costs to utilities.

1. Electricity: 2.25 cents per square foot.
2. Natural Gas: 50 cents per square foot.
3. Water: 25 cents per square foot.
4. Property and Liability Insurance: 1.50 cents per square foot.

The Child Nutrition Department utilizes the following spaces for its daily operation:

1. Central Elementary Kitchen and Dining Room: 5,616 sf
2. Central Intermediate Kitchen and Dining Room: 8,214 sf
3. North Elementary Kitchen and Dining Room/Commons: 7,604 sf
4. North Intermediate Kitchen and Dining Room: 9,380 sf
5. Northeast Elementary Kitchen and Dining Room: 5,488 sf
6. Northeast Intermediate Kitchen and Dining Room: 5,344 sf
7. Middle School Kitchen and Dining Room: 7,111 sf
8. 9<sup>th</sup> Grade Center: 7,580 sf
9. High School Kitchen, Dining Room, and Commons: 9,441 sf
10. Central Warehouse/Receiving Freezer: 418 sf
11. West Elementary and Intermediate: 14,593 sf

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before **June 30, 2025**.

It is further mutually agreed between the parties hereto, as follows:

1. Any change in services or cost of services shall be made only by mutual agreement of each of the parties' hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
2. Rights and obligations of the parties hereto shall be binding upon the successors and assigns under the laws of the State of Oklahoma.
3. This contract and all of the provisions hereto shall be binding upon the successors and assigns under the laws of the State of Oklahoma.

Witness our hands the day and year first above written:

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Clerk of the Board of Education

---

Child Nutrition Director

---

Superintendent



Sherry McIntyre <smcintyre@bixbyps.org>

**media furniture surplus**

1 message

Leslie Haynes <lhaynes@bixbyps.org>

Tue, Aug 6, 2024 at 10:40 AM

To: Sherry McIntyre <smcintyre@bixbyps.org>, Adrienne Malone <amalone@bixbyps.org>, Amber Flowers <aflowers@bixbyps.org>

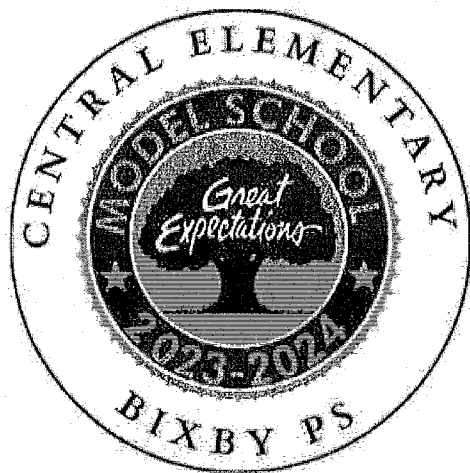
Hello!

We have the following items that need to be surplused and approved by the school board.

- 2 standing book shelves (see picture)
- 1- 6 foot long bookshelf (broken)

All items in the media center. Items are in room N124.

Thank you,  
Leslie Haynes



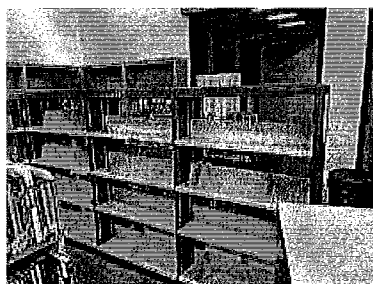
*Leslie Haynes*  
Central Elementary Principal

918-366-2272

918-366-2284 (main office)

lhaynes@bixbyps.org

#heartofbixby



744650304.jpg  
616K



Sherry McIntyre <smcintyre@bixbyps.org>

---

## East Elementary Cafeteria Tables

1 message

---

**Adrienne Malone** <amalone@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>  
Cc: Summer Treece <streece@bixbyps.org>

Thu, Aug 8, 2024 at 7:31 AM

We have 12 cafeteria tables from EE that need surplussed. We're receiving the new ones today.





**Agreement for Services**  
**Bixby Public Schools Quote**  
**School Year 2024/2025**

Operation Aware of Oklahoma, Inc. agrees to provide the Operation Aware program during the 2024/25 school year at Bixby Public School District. Per your request, classes will be provided as follows:

Grade	Number of Classes	Total Cost
5	28	\$8,400
6	28	\$8,400
10	25	\$7,500
	<b>Grand Total</b>	<b>\$24,300</b>

The program will meet for six weeks. Operation Aware allows a Make-Up solution for one class cancelation or re-schedule if needed. We cannot accommodate rescheduling past the one Make-Up per section. Class size is limited to 30 students. The classes will last no more than 40 minutes. Classes are to be held in a classroom setting with access to a chalkboard, whiteboard or Smart-board, and a DVD player.

The Operation Aware program shall be conducted by Prevention Educators employed by Operation Aware of Oklahoma, Inc. The Prevention Educators will be subject to all reasonable rules of the school.

Thank you for this opportunity to work with your district.

Mackenzie M. Staples

Director of Programs, Operation Aware of Oklahoma, Inc.

4/12/2024

Date

Bixby Public School District hereby agrees to hire the services of Operation Aware as specified above.

School Official

8/1/2024

Date

**Southwestern Oklahoma State University**  
**Psychology Department**  
**School Psychometry Program**  
100 Campus Drive  
Weatherford, OK 73096  
(580) 774-3154

**LETTER OF UNDERSTANDING**

It is agreed that this affiliation will consist of a School Psychometry Practicum that is designed to be educational for the student and of service to the school. The student will observe and participate in activities appropriate to and within the limits set by the school.

The SWOSU School Psychometry Program agrees to provide:

1. Program coordination with school personnel.
2. Regular classroom instruction related to the practicum experience.
3. Termination of the practicum assignment should the student fail to comply with the school's requirements.

The school agrees to make available:

1. Facilities and such learning experiences as are appropriate to the course of study. For example, the school should provide the student with the opportunity to observe the psychometrist conducting a variety of assessments, as well as, observing IEP meetings. Toward the end of the semester, the psychometrist should observe the student conducting assessments.
2. Supervision of student activities.
3. Provision for an evaluation of student performance that will be shared with:
  - a. the student for his/her benefit, and
  - b. the course instructor for grading purposes.

The student agrees to:

1. Participate in the practicum program for a minimum of 150 hours during the semester in which he/she is enrolled.
2. Abide by all school policies and regulations, with special emphasis on confidentiality of information.
3. Supervision by the school psychometrist/administration.

Practicum Director: Amy Barnett, Ph.D., LPC

Address: 100 Campus Drive  
Weatherford, OK 73096

E-mail: amy.barnett@swosu.edu

Phone: (580) 774-3154

Fax: (580) 774-7100

Site Supervisor: \_\_\_\_\_

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_  
SWOSU Practicum Director

\_\_\_\_\_  
Practicum Site Supervisor

\_\_\_\_\_  
SWOSU Practicum Student

\_\_\_\_\_  
Date



## Preferred Lease and Management Program

Dear Customer, We've written this Cost Per Copy Lease Agreement (this "Agreement") in simple and easy-to-read language because we want you to understand its terms. Please read your Agreement carefully and feel free to ask us any questions you may have about it. We use the words you and your to mean the Customer. The words we, us and our refer to the Owner indicated below. Agreement #

Customer Name <b>Bixby Public Schools</b>		Address 109 N. Armstrong		
City Bixby	County Tulsa	State OK	Zip 74008	state of incorp Organization
Supplier Name <b>Preferred Business Systems</b>		Address 7633 E. 63rd Place, STE 110		
City Tulsa	County Tulsa	State OK	Zip 74133	
Owner/Lessor Name <b>Dotcom Leasing LLC</b>		Address 7633 E. 63rd Place, STE 110		
City Tulsa	State OK	Zip 74133	Attention Darlene Wolfinbarger	

**Provision of Equipment.** We agree to provide to you the equipment listed below (the "Equipment"). You promise to pay us the Minimum Monthly Usage Payment and Lease Overages according to the payment schedule shown below.

Quantity	Manufacturer & Model	Quantity	Manufacturer & Model	Serial #
1	See Equipment Addendum			

Equipment to be new unless otherwise noted as:  used  reconditioned

Equipment location, if other than customer's address above.

Address	City	County	State	Zip
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### 2. Term, payment schedule and per copy charges.

Term [Months]	Base Cost [Per Copy Charge]	Number of Copies/Prints [Minimum Monthly]		Minimum Monthly Usage Payment	Overage Copy/Print Charge		Overage Payment Frequency	
		B/W	0		B/W	\$0.0045	<input checked="" type="checkbox"/> Monthly	<input type="checkbox"/> Annually
60		Color	0	\$6,712.00	Color	\$0.0390	<input type="checkbox"/> Quarterly	

**Initial Payment Amount:** When you sign this agreement you agree to pay us: (a) Documentation Fee of **\$100.00** plus (b) **\$0.00**

as a Security Deposit (1 month payment as security and 1 month payment **\$0.00** in advance) for a total Advance Payment of

**\$0.00** plus applicable taxes. plus applicable taxes.

Minimum Monthly Lease Usage Payments are due monthly in advance beginning on the date we accept this Agreement and continuing on the same day of each month thereafter throughout the Term of this Agreement. Payments will be applied first to past due balances, taxes, and late charges, and then to the current amount due. You agree the Minimum Monthly Lease Usage Payment and Lease Overage Copy Charge do not include any taxes that may apply, and that you shall be responsible for paying such taxes as more fully set forth in this Agreement. You agree to pay the Minimum Monthly Usage Payment each month even if you use less than the Minimum Monthly Number of Copies. In addition, you are responsible for each copy made in excess of the Minimum Monthly Number of Copies at the Lease Overage Copy Charge set forth above. You agree to all the terms and conditions shown above and on the reverse side of this Agreement, that those terms and conditions are a complete and exclusive statement of our agreement, and that they may be modified only by written agreement signed by both parties, and not by course of dealing or course of performance. You agree that this Agreement cannot be terminated except as provided for in this Agreement. You agree, represent and warrant that the Equipment will not be used for personal, family or household purposes, and, if applicable, that you are incorporated or organized in the state set forth above. You acknowledge receipt of a copy of this Agreement. We have no obligation to you until we accept this Agreement by signing below.

Accepted on date: \_\_\_\_\_

**Preferred Business Systems**

Owner/Lessor

by

**This Agreement is non-cancelable.**

Dated: 7/29/2024

Bixby Public Schools

(Customer/Lessee - Legal name of corporation, partnership, LLC or business)

by: (Agreement must be signed by an authorized corporate officer, partner, managing member, or proprietor)

Print Name

Print Title



*Rob Miller*  
 Rob Miller  
 Superintendent

1. **Payment:** You agree to make payment either in person or by mail. Endorsements on checks you send to us will not reduce your obligations to us. Whenever any payment is not made when due, you agree to pay as, within one month, a late charge of the greater of ten percent (10%) of the payment or \$35.00 for each delayed payment to cover our internal operating expenses arising as a result of each delayed payment, but only to the extent permitted by law. You agree to pay a charge of \$35 for each check returned for non-sufficient funds or other reasons.
2. **Automatic Renewal:** The renewal period will be on a 12 month basis. 30 day written notice is required, informing us that you do not want the contract renewed. If you elect to return the Equipment at the expiration of the Term or any renewal term as described above, you agree to return the Equipment in accordance with Section 9 of this Agreement. Upon your election to return the Equipment as described above, we may charge you an Equipment return fee of up to \$75.00.
3. **Ownership of Equipment:** Article 2A Finance Lease; Security interest: We are the owner of the Equipment and have title to the Equipment. YOU agree this Agreement constitutes a Finance Lease under Article 2A of the Uniform Commercial Code and, to the extent permitted by applicable law, you hereby waive any and all rights and remedies conferred upon you under Sections 2A-303 and 2A-508 through 522 of the Uniform Commercial Code. In the event it is determined that this Agreement creates a security interest, you hereby grant to us a security interest in the Equipment.
4. **Maintenance and Supplies:** The charges established by this Agreement include payment for the use of the designed equipment and accessories, supplies, copies and maintenance per the terms of this Agreement. You will not withhold payment of any amounts due or otherwise default under this Agreement by reason of any claim that we or the supplier have failed to honor the obligations hereunder.
5. **Warranties:** We transfer to you for the Term and any renewal terms of this Agreement all warranties, if any, made by the supplier and/or manufacturer of the Equipment to us. We are not liable to you for any modification or rescission of any supplier or manufacturer warranties. You agree to continue making payments to us under this Agreement regardless of any claims you may have against the supplier or manufacturer of the Equipment. **WE MAKE NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE EQUIPMENT, AND HEREBY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.**
6. **Location of Equipment:** You will keep and use the Equipment only at your address shown above. You agree that the Equipment will not be removed from that address unless you get our written permission in advance to move it.
7. **Return of Equipment:** If you are required to return the Equipment to us under the terms of this Agreement or otherwise, you shall, at your expense, immediately return the Equipment to any location(s) and aboard any carrier(s) we may designate, properly packed for shipment, freight prepaid and insured, F.O.B. Destination Point as good condition as when delivered to you, ordinary wear and tear excepted.
8. **Loss; Damage; Insurance:** You are responsible for and accept the risk of loss or damage to the Equipment. You agree to keep the Equipment insured against all risks of loss in an amount at least equal to the replacement cost throughout the Term and any renewal terms of this Agreement. You will also carry public liability insurance with respect to the Equipment and the use thereof. You will list us as an additional insured and as loss payee, and give us written proof of this Insurance prior to the commencement of the Term. **IF YOU DO NOT GIVE US PROOF OF PHYSICAL DAMAGE INSURANCE AS SET FORTH ABOVE, WE MAY (BUT WILL NOT BE OBLIGATED TO) OBTAIN OTHER PHYSICAL DAMAGE INSURANCE AND CHARGE YOU A FEE FOR IT, OR WE MAY CHARGE YOU A MONTHLY CHARGE EQUAL TO 0.25% OF THE ORIGINAL EQUIPMENT COST DUE TO THE INCREASED CREDIT RISK TO US AS WELL AS TO COVER OUR INCREASED INTERNAL OVERHEAD COSTS OF REQUESTING PROOF OF PHYSICAL DAMAGE INSURANCE FROM YOU.**
9. **Taxes and Fees:** You agree to pay when due all sales and use taxes, personal property taxes and all other taxes and charges, license and registration fees, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment as billed by us. You agree to pay us any estimated taxes when we request payment. You agree that if we pay any taxes or charges on your behalf in excess of the estimated taxes previously collected, you shall reimburse us for all such payments and shall pay us a late charge on such payments if applicable with the next payment. You agree, and we have the right to (a) bill monthly or annually the estimated applicable personal property taxes and (b) bill any remaining estimated amount due upon assessment of such taxes.
10. **Assignment:** YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASES THE EQUIPMENT OR THIS AGREEMENT. We may sell, assign, or transfer, in whole or in part, this Agreement and/or any of the Equipment. You agree that if we sell, assign, or transfer this Agreement and/or any of the Equipment, the new owner will have the same rights and benefits that we have now and will not have to perform any of our obligations. You agree that the rights of the new owner will not be subject to any claims, defenses, or set-offs that you may have against us.
11. **Default:** If you do not pay according to the terms of this Agreement, or if you break any promises in this Agreement, you will be in default. If you default, we may do one or more of the following; (a) Require that you pay the remaining and any past due Minimum Monthly Usage Payments plus the residual value we have placed on the Equipment, plus all taxes, fees and other charges you owe us, (b) Require that you return the Equipment in accordance with Section 9 of this Agreement, (c) Exercise any other rights and seek any other remedies available to us under the Uniform Commercial Code or any other law, and/or (d) Require that you pay our reasonable attorney fees, recovery fees and actual costs. **THIS AGREEMENT IS GOVERNED BY OKLAHOMA LAW. THE PARTIES AGREE THAT ANY LEGAL ACTIONS RELATING TO THIS AGREEMENT MUST BE INSTITUTED IN THE COURTS OF TULSA COUNTY, OKLAHOMA. YOU WAIVE TRIAL BY JURY IN ANY ACTION BETWEEN US.**
12. **Overage Copy Charges:** You will be responsible for all copies made in excess of the Minimum Monthly Number of Copies. The amount due will be equal to the Overage Copy Charge times the number of copies made in excess of the Minimum Monthly Number of Copies. You agree to comply with any billing procedures as outlined herein, including notifying us of the meter reading at the end of each billing period.
13. **Cost Adjustments:** At the end of the first year of this Agreement and once during each successive twelve month period, we may increase the Base Cost Per Copy Charge by no more than 5% of the then current Base Cost Per Copy Charge.
14. **Facsimile Signatures:** You agree that a facsimile copy of this Agreement bearing authorized signatures may be treated as an original.

Customer's Initials



Guarantor's Initials

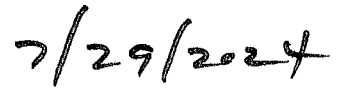
**Agreement Addendum**

1. Upon signature of the new agreement, Preferred Business Systems LLC & Dotcom Leasing LLC will waive the remaining lease payments (August, September, & October) on the old large lease that reflects the \$6,993/month.
2. Leases 2-4 will stop billing when installation of the new copiers are completed.



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Signature – Bixby Public Schools



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Date

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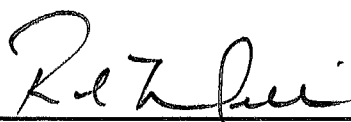
Signature – Preferred Business Systems LLC

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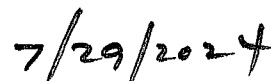
Date

### Equipment Addendum

<u>Quantity</u>	<u>MFG</u>	<u>Model</u>	<u>Accessories</u>
1	Sharp	MX.M1056	Booklet finisher, hole punch
1	Sharp	MX.8081	Booklet finisher, hole punch
33	Sharp	BP.70M75	Stapling finisher, 1 fax option
5	Sharp	BP.70M65	Stapling finisher, 3 fax options
3	Sharp	BP.70M45	1 will have a stapling finisher
6	Sharp	BP.70M36	4 stapling finishers, 4 fax options
11	Sharp	BP.70C55	Stapling finisher, 9 fax options
1	Sharp	BP.70C45	Stapling finisher, hole punch
1	Sharp	BP.70C31	Fax



Signature – Bixby Public Schools



Date

Signature – Preferred Business Systems LLC

Date

**FOREIGN EXCHANGE STUDENTS SPONSORED BY AN APPROVED ORGANIZATION OR PRIVATELY SPONSORED**

Foreign exchange student programs are recognized as a means of improvement of international understanding. The exchange of culture through a student exchange program is viewed as a desirable supplement to the educational program.

Students from other countries who obtain student visas and who are temporary residents of the school district by virtue of living with legal resident families for a period of one or two years for the purpose of attending school in the community may be enrolled as foreign exchange students.

Because of the large number of such programs, it is necessary to restrict the number of students who may be enrolled as foreign exchange students.

Authorization is given for the enrollment of three (3) students per school year through approved foreign exchange programs.

Organizations are subject to a \$2000 fee per semester. The fee must be paid to BPS prior to the start of the school year. This fee can be waived by the superintendent upon request with justification.

Students seeking admission to Bixby Public Schools through a student exchange program must file required application forms and related documents with the school district by June 1 each year. Applications are to be submitted by the sponsoring program to the high school principal or designee. Applications received earliest will be given first consideration. Exceptions to the June 1 application deadline may be considered by the high school principal or designee on a case-by-case basis.

To obtain approval for a particular foreign exchange student, an approved international exchange organization or private sponsor must submit to the building principal or designee a request for admission and the following supporting information for each foreign exchange student for whom it seeks admission:

- Official transcript and/or record of prior education from the student's home school and an English translation of the same documents. Courses will be interpreted to Oklahoma equivalency courses/credits and used to determine course sequencing. Transcripts from outside of the United States (except for accredited international schools or Department of Defense schools) will not receive a letter grade. A "P" for passing will be assigned to designate that credit was earned and GPA points are not awarded. Credit is awarded based on review by school staff. The records must reflect courses taken and grades/credits earned.
- Evidence of required immunizations.
- Evidence of health and accident insurance covering the duration of the student's visa.
- Proof of financial responsibility, such as an Affidavit of Support, a letter from the sponsor's bank, a letter from an employer, or a recent tax return, if self-employed (for privately-sponsored exchange students only).

For the District to approve admission of a foreign exchange student, the student must meet the following criteria:

- Must be eligible to attend the senior high school and be at least 16 years of age as of the first day of school nor older than 19.
- Must have an J-1 student visa
- Must live with host family in the Bixby School District  
Must demonstrate English speaking and reading skills
- Is preferred to stay with a host family that has a student attending Bixby High School
- Must not have graduated from a high school or its equivalent
- Must provide an official transcript from the student's home school that is translated into English
- Must provide evidence of required immunizations
- Must provide evidence of health insurance
- Host family must be suitable and may require an interview
- Cannot be selected as valedictorian or salutatorian
- Must understand that eligibility for participation in extracurricular activities are governed by the OSSAA Organizations operating a foreign exchange program within the Bixby School District must meet the following criteria:
  - The organization must be a J-1 member of the Council on Standards for International Education Travel (CSIET).
  - The organization must be recognized by the President's Council for International Youth Exchange.

Foreign exchange students will not receive a diploma from BPS. They will be permitted to participate in the graduation ceremonies and receive a certificate of attendance.

Foreign students (nonimmigrant alien status) who are not residents of the school district shall not be considered for enrollment if there is a requirement for processing of a U.S. Department of Justice, Immigration and Naturalization Service Form I-20, "Certificate of Eligibility for Nonimmigrant Students."

Any request for a special exception to the policy concerning enrollment of foreign students shall be submitted in writing to the Superintendent or his/her designee. The Superintendent or designee will review the request for special consideration and submit a decision in writing to the parent/guardian within ten (10) school days. Following receipt of the written decision of the Superintendent or designee, the parent/guardian may request further review by submitting a written request to the Board of Education within ten (10) school days of receiving the written decision of the Superintendent or designee.

~~The District will only accept foreign exchange students who are sponsored by District-approved international exchange organizations (under J-1 visas) or who are privately sponsored by adult legal residents of the District or civic organizations (high school students under F-1 visas). The District will regard a foreign exchange student on a F-1 visa to be sponsored by a private sponsor rather than an international exchange organization. Any foreign exchange student on an F-1 visa must, along with the~~

~~private sponsor, obtain District approval by complying with the first three bullet points identified below for international exchange organizations.~~

~~The District will only approve international exchange organizations designated by the United States Information Agency and listed in the current Council on Standards for International Education Travel publication. To obtain District approval, an international exchange organization or civic organization must:~~

- ~~• Have a local representative who resides within the District and meets with District personnel, each foreign exchange student and each host family on a regular basis. That representative must provide orientation to each host family prior to the arrival of the foreign exchange student(s).~~
- ~~• Annually submit by July 1 a District prescribed application for approval to the Superintendent and/or building principal for consideration for the following school year.~~
- ~~• Prior to attending school in the District, foreign exchange students who have an F-1 visa must pay the District the full, unsubsidized per capita cost of education in the District (approximately \$7,000). All fees for foreign exchange students on F-1 visas shall be paid in full to Bixby Public Schools prior to enrollment acceptance by Bixby Public Schools. Partial school-year enrollments are not permitted.~~
  
- ~~• The student must not have reached age 18 before the date of enrollment in a District school.~~
- ~~• The student must not have graduated from high school or its equivalent.~~
- ~~• The student must reside with an adult legal resident of the District. The District encourages international exchange organizations and private sponsors to place foreign exchange students with host families in which one or more children attend the same school the exchange student will attend.~~
- ~~• The student must have sufficient knowledge of the English language to enable effective oral and written communication, to use instructional materials and textbooks printed in English and to function in the regular educational program without special professional assistance. If district personnel determine that a non-immigrant foreign student's English proficiency is insufficient to function in the regular instructional program without special assistance, the international exchange organization or private sponsor must provide a tutor or make other arrangements for the student at their expense. If the international exchange organization or private sponsor fails to do so, the student may be subject to disenrollment and the INS may be notified.~~
- ~~• The student must have earned at least average grades in the student's home school and must not have required special professional assistance to function in the regular academic program.~~

~~Designated district personnel will review the information submitted and determine whether or not to approve admission of the foreign exchange student.~~

~~The building principal will consider applications for admission between February 1 and July 15 for the following school year. The District will accept non-immigrant foreign exchange students only at the beginning of a school year. A foreign exchange student may attend a school within the District for a period not to exceed one year.~~

~~The District will admit a maximum of one foreign exchange student from the same organization or private sponsor for attendance at a school in the District. The District will admit a maximum of four foreign exchange students per school year. The District encourages the admission of students from different countries.~~

~~The District will award a diploma of graduation only to foreign exchange students who meet the District's graduation requirements. Non-immigrant foreign exchange students are not eligible for District scholastic awards, but may receive extra-curricular awards for which they satisfy the necessary criteria.~~

~~The District will comply with the eligibility requirements of the Oklahoma Secondary School Activities Association as to foreign exchange students.~~

Foreign exchange students must pay for all lunches, athletic and student activity fees, yearbook costs and all other school-incurred expenses that are paid by other students in the District. District or group activity funds will not be used for these expenses, nor will the District apply fee waivers or reduced prices.

The District will not provide non-immigrant foreign exchange students with admission to special programs, including English as a Second Language, alternative education, special education and concurrent enrollment.

If the building principal determines that the grades, attendance or behavior of a foreign exchange student is unacceptable, the student may be withdrawn and INS may be advised.

*Adoption Date: February 13, 2007*

*Revised February 13, 2017, July 15, 2021, August 8, 2024*



## STUDENT ATTENDANCE

The Bixby Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of **95% 90% or 10 days per semester** in grades pre-kindergarten through twelve, each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the building principal on an individual, case-by-case basis.

Attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the co-curricular program of the school also has educational benefits. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in co-curricular activities.

## ABSENCES

An excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

The district may require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent

on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

### Unexcused Absence

This is any absence that does not fall within one of the above categories.

### Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

Any student who exceeds the 5-day limit for unexcused absences in a semester may appeal to the board of education for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

## Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma.

**REFERENCE: 70 O.S. §10-105, §10-106, § 3-145.8, 38 O.S. §37**

*Adoption Date: November 13, 2000*

*Revision Date: August 11, 2008*

*Revision Date: August 2, 2011*

*Revision Date: August 12, 2013*

*Revision Date: August 13, 2020*

*Revision Date: August 8, 2024*

**BIXBY PUBLIC SCHOOLS**  
**STUDENT with IEP TRANSFER POLICY**

**POLICY 2108-A**

**Transfers For Special Education Students**

If a transfer application is received for a child with disabilities to a school district other than the district of residence of the child pursuant to the Education Open Transfer Act, the following provisions shall apply:

1. The school district shall establish availability of the appropriate program, staff, and services prior to approval of the transfer;
2. Prior to the approval of the transfer of a student on an Individualized Education Program (IEP), a joint IEP conference shall be required between the district of residence and the receiving district; and
3. Upon approval of the transfer, the receiving district shall claim the student in the average daily membership for state and for federal funding purposes and shall assume all responsibility for education of the student. For state funding purposes, the State Department of Education shall include the appropriate grade level weight and all category weights to which the pupil is assigned pursuant to the provisions of Section 18-201.1 of this title when calculating State Aid pursuant to the provisions of Section 18-200.1 of this title, regardless of whether the receiving district provides education to the student using traditional in-class means or via online instruction. When applicable, the receiving district may apply to the Oklahoma Special Education Assistance Fund for assistance in meeting any extraordinary costs incurred.

Once a student transfer application is received, the superintendent or their designee shall review the application. The review process shall include:

1. A joint IEP conference between the previous district and the receiving district to review the services the student has received at their previous district;
2. A determination as to whether the district has the availability of the appropriate program, staff and services to provide appropriate services to the student who has applied for a transfer.

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

1. An explanation including but not limited to any citation of the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for transfers of students with disabilities;
3. A copy of the State Board of Education rule governing appeals (after adoption); and
4. The date upon which the appeal will be due.

The parent or legal guardian of a student with disabilities or an adult student with disabilities who is age 18 or older but under the age of 22 may appeal the denial within 10 days of notification of the denial to the board of education. The board shall consider the appeal at its next regularly scheduled board meeting. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within 10 days after the parent of the student received notice.

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

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

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

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

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of the rule adopted by the State Board of Education which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education denies the appeal, the parent or legal guardian of the student with disabilities or the adult student with disabilities who is age eighteen (18) or older but under the age of twenty-two (22) may appeal the denial within ten (10) days of notification of the appeal denial to the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting.

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

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

ADDITIONAL/ ORIGINAL REFERENCE: 70 O.S. §1-114; 70 O.S. §1-113; 70 O.S. §5-117.1; 70 O.S. §8-101, et seq.; 70 O.S. §24-101, et seq.; §24-102; 70 O.S. §8-103.2  
Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988

*Adoption Date: November 13, 2000*

*Revision Dates: May 14, 2001; July 8, 2002; September 13, 2004; August 14, 2006; May 10, 2010; February 14, 2011; January 13, 2014; August 8, 2018; August 13, 2020; December 9, 2021; January 13, 2022; May 9, 2022; August 11, 2022; February 8, 2024; June 26, 2024; August 8, 2024*

**BIXBY PUBLIC SCHOOLS**  
**INTRA-DISTRICT TRANSFER POLICY**

**POLICY 2108-B**

**Intra-District Transfers**

Under certain circumstances, Oklahoma law allows students who reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education. Once the district reaches the established capacity for Open Transfers, there is no additional capacity for Intra-District Transfers.

Intra-district transfers apply only to grades K - 6 due to the limitation of single school sites for all grades 7-12. Because Pre-K is a non-compulsory grade, it is exempt from the policy. Students attending sites for special programming purposes are also exempt from this policy.

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

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

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

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

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

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

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or
  - c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. The district will approve or deny the application and notify the student's parent of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.

There are select reasons for which the district can override capacity for intra-district transfers:

1. Any sibling of a student who transfers intra-district may attend the school site to which the student transferred if the school district policy gives preference to sibling transfers regardless of capacity and the sibling of the transferred student does not meet a basis for denial.
2. The child of a school district employee who resides in the school district but wishes to attend a different school site within the school district where the student resides may be granted an intra-district transfer if the school district policy gives preference to the transfer of children of school district employees and the student does not meet a basis for denial.
3. A student who changes residence within a school district and who wishes to attend the same school site may be granted an intra-district transfer if the school district policy gives preference to such transfers and the student does not meet a basis for denial.
4. Any child in the custody of the Department of Human Services and living in foster care who resides in the home of another student who transfers intra-district may attend the school site to which the student transferred.

If the parent/guardian is not in agreement with the decision of the district's required process, they may contact the district Residency Officer for a review of the process/decision. Residency Officer decisions are final.

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

~~ADDITIONAL/ ORIGINAL REFERENCE: 70 O.S. §1-114; 70 O.S. §1-113; 70 O.S. §5-117.1; 70 O.S. §8-101, et seq.; 70 O.S. §24-101, et seq.; §24-102; 70 O.S. §8-103.2~~

~~Family Education Rights and Privacy Act; Atty. Gen. Op. No. 87-134, April 1, 1988~~

*Adoption Date: ~~November 13, 2000~~ June 26, 2024*

*Revision Dates: ~~May 14, 2001; July 8, 2002; September 13, 2004; August 14, 2006; May 10, 2010; February 14, 2011; January 13, 2014; August 8, 2018; August 13, 2020; December 9, 2021; January 13, 2022; May 9, 2022; August 11, 2022; February 8, 2024; June 26, 2024; August 8, 2024~~*



**STUDENT TRANSFER POLICY****Open Transfers**

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues.

The school district shall not accept or deny a regular transfer application based on the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

Applications for open transfers will be accepted by the district at any time. Oklahoma law no longer allows emergency transfer of students. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. Transfer requests will be approved or denied within ten (10) school days from receipt of the application. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

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

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
  - a. violation of a school regulation,
  - b. possession of an intoxicating beverage, low-point beer, as defined by [Section 163.2](#) of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

- c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.
3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

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

For grades PK through grade 6, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based on that classroom size.

For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person instruction for at least one period a day. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at:

- Grades 7-8: 600 students /grade
- Grades 9-10: 600 students/grade
- Grades 11-12: 550 students/grade

Regardless of capacity limits, a student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as per 70 O.S. § 8-113. A student who enrolls pursuant to this policy may not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance unless the transfer is from a school district which does not offer the grade the student is entitled to pursue. Eligibility requirements are governed by the Oklahoma Secondary School Activities Association.

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications does not exceed the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of the capacity of the district. Students shall be eligible for military transfer if:

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

- In grades 9-12 within Spartan Connection Academy (virtual)

The capacity for SCA will be set at 100 students for full-time enrollment. Capacity may be adjusted based on internal caseload for resident part-time virtual students. Students may request no more than one in-person elective course with transfer acceptance into the virtual program. A student must complete an intra-district transfer application to be considered for placement into an in-person school site. Capacity, attendance, and discipline will be considered for such applications.

If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny the continued transfer of the student due to disciplinary reasons or a history of absences.

A student may be allowed to exceed capacity to transfer into Bixby Public Schools if a student's parent or legal guardian is employed in a certified position in the District as defined by *OKLA. STAT. tit. 70, §1-116*. If the student is on an IEP, he/she will be subject to the provisions below (Students on an IEP). In the event that an employee with a student on a transfer approved after January 1, 2022, is no longer employed within the District, the student may complete the current term but will not be allowed to exceed capacity to continue on a transfer the following term. The student may apply for a continued transfer subject to meeting the requirements for capacity, discipline, and attendance as outlined in this policy.

#### Students on an IEP

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

- ~~1. Determine whether the District currently has appropriate programs, staff, services, and placement needed to fulfill the current or anticipated IEP of the student; and~~
- ~~2. If a preliminary determination is made that the District has the appropriate programs, staff, services, and placement needed to fulfill the current IEP of the student if the transfer application is approved, the district will conduct the statutorily required joint IEP conference with the district of residence before a final determination of approval or denial is made. Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent or student initiated transfer applications governed by this policy.~~

#### Appeal Process

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

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

If the Board of Education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education.

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

### **Intra-District Transfers**

~~Under certain circumstances, Oklahoma law allows students who reside in a school district to transfer from their assigned site to any site within the district, also known as an intra-district transfer. By the first day of January, April, July, and October of each year, the board of education shall establish the number of intra-district transfer students the district has the capacity to accept in each grade level for each school site within the district. Once established, the intra-district capacity numbers will be posted in a prominent place on the school district website and shall be reported to the State Department of Education. Once the district reaches the established capacity for Open Transfers, there is no additional capacity for Intra-District Transfers.~~

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

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

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

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

~~It is the policy of the board of education that the district shall accept any legally transferring student under the following circumstances:~~

~~1. The district has the capacity to accept the student at the grade level at the school site;~~

~~2. The transferring student has not been disciplined for:~~

~~a. violation of a school regulation;~~

~~b. possession of an intoxicating beverage, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or~~

~~e. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.~~

~~3. The transferring student does not have a history of absences. "History of absences" means 10 or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness. The district will approve or deny the application and notify the student's parent of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students based on the preferences outlined above and then in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students based on the preferences outlined above and then in the order in which the district received the application.~~

~~If the parent/guardian is not in agreement with the decision of the district's required process, they may contact the district Residency Officer for a review of the process/decision. Residency Officer decisions are final.~~

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

ADDITIONAL/ ORIGINAL REFERENCE: 70 O.S. §1-114; 70 O.S. §1-113; 70 O.S. §5-117.1; 70 O.S. §8-101, et seq.; 70 O.S. §24-101, et seq.; §24-102; 70 O.S. §8-103.2

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## STUDENT CONDUCT: DRESS CODE

The Bixby Board of Education has established a student dress code to allow students to express themselves while establishing and maintaining a positive, safe, and inclusive learning environment for students to engage in education. Generally, dress and grooming standards as determined by the students and their parents will not be questioned. The only requirements the board of education insists upon are that students' dress and grooming shall not lead school officials to reasonably believe that such dress or grooming will materially and substantially disrupt or interfere with a student's education school activities, or create a health or other hazard to the student's safety or to the safety of others.

~~All students are expected to be neatly groomed. Because a relationship between one's appearance and behavior does exist, attire for students must be reasonable, modest, and in such a style as it will not cause distraction from the educational process or create an unsafe, threatening environment.~~

The responsibility of upholding and enforcing this code rests with those students, parents/guardians, teachers, and principals concerned. Where there is a judgment to be made, the principal will make the decision in accordance with the student/parent handbook policy, as approved annually by the School Board.

REFERENCE: Board Minutes dated August 11, 1988

*Adoption Date: November 13, 2000*

*Revision Date: February 11, 2002*

*Revision Date: September 13, 2004*

*Revision Date: August 11, 2008*

*Revision Date: July 17, 2017*

*Revision Date: August 13, 2020*

*Revision Date: August 8, 2024*

## DRUG FREE SCHOOLS: SCHOOL STUDENT PARKING AND EXTRACURRICULAR STUDENT ACTIVITIES POLICY ON TESTING FOR ILLEGAL OR PERFORMANCE ENHANCING DRUGS

In an effort to protect the health and safety of students parking on school property or participating in extracurricular activities, and to educate and direct these students away from drug and alcohol abuse, the Board of Education adopts the following policy for testing students for the use of illegal drugs, alcohol and performance enhancing drugs.

### **Statement of Purpose and Intent:**

It is the desire of the Board of Education, administration and staff that every student in the school district refrains from using or possessing alcohol and illegal or performance enhancing drugs. Notwithstanding this desire, the administration and Board of Education realize that their power to restrict the possession or use of alcohol and illegal or performance enhancing drugs is limited. Therefore, except as provided below, the sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to park on school property or participate in the extracurricular activities identified in this policy. **This policy is intended to supplement and complement all other policies, rules and regulations of the school district regarding possession or use of alcohol and illegal or performance enhancing drugs.**

Participation in the identified school-sponsored extracurricular activities at the school district is a privilege, not a right. Students who participate in these activities are respected by the student body and are expected to conduct themselves as good examples of behavior, sportsmanship, and integrity. Accordingly, students who participate in the identified extracurricular activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible example of conduct, which includes avoiding the use or possession of alcohol and illegal or performance enhancing drugs. Participation in many of the identified school-sponsored activities are sport activities and therefore physical in nature. The Board of Education believes in providing for a safe environment for activities. Students participating in physical and other identified activities while under the influence of alcohol and/or illegal or performance enhancing drugs present a danger to the student, all student participants and the activity.

Parking on school district property is a privilege, not a right. Students who park on school district property operate vehicles in close proximity to other students and faculty and may also have passengers in their vehicles. Because of this, the potential harm from misjudgment or impaired judgment due to alcohol or illegal drugs is great. Accordingly, students who park on school property carry a responsibility to themselves, their fellow students, and members of the public to operate their vehicles in a safe and reasonable manner. The use of alcohol and illegal drugs impairs a student's ability to meet this responsibility.

The purpose of this policy is to prevent alcohol and illegal or performance enhancing drug use, to educate students who participate in identified extracurricular activities and park on school property as to the serious physical, mental and emotional harm caused by alcohol and illegal or performance enhancing drug use, to alert students who have possible substance abuse problems to the potential harms of use, to prevent injury, illness, and harm as a result of alcohol and illegal or performance enhancing drug use, and to strive within the school district for an environment free of alcohol and illegal or performance enhancing drug possession and use. This Policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student who parks on school property or participates in identified extracurricular activities and who is found to be in violation of the policy to park at school or participate in identified extracurricular activities. There will be no academic sanction solely for a violation of this policy. **Notwithstanding the foregoing, a student may be disciplined, including suspended out of**

**school, if a violation of this policy also results in a violation of the school district's Student Behavior Policy and/or Policy 2149.**

**Definitions:**

1. "Extracurricular" means School District sponsored athletic and/or non-athletic team, club, organization or activity in which student participation is not required as part of the school district curriculum and in which the student represents the District in competitions.
2. "Student participant" means any student participating in any extracurricular activity as defined above or a student who parks on school property.
3. "Student Athlete" means a member of any school district sponsored interscholastic sports team.
4. "School parker" means any student who parks his/her and/or a vehicle on property owned or under control of the school district.
5. "Coach/Sponsor" means any person employed by the school district to coach athletic teams of the school district or to serve as a sponsor for any other extracurricular activity.
6. "Athletics" and "athletic activity" means participation by a student athlete on any athletic team sponsored by the school district.
7. "School District" means Independent School District No. 4 of Tulsa County, Oklahoma, also known as the Bixby School District.
8. "Alcohol" means ethyl alcohol or ethanol and any alcoholic beverage and includes "low-point beer" as defined by Oklahoma law.
9. "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. "Illegal drugs" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization and all prescribed and over-the-counter drugs being used for an abusive purpose, and paraphernalia to use such drugs. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, steroids, designer drugs, or any metabolite of any of these substances.
10. "Performance enhancing" drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals and proteins which can be lawfully purchased in over-the-counter transactions.
11. "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal or performance enhancing chemical substances or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath or hair.
12. "Random selection basis" means a mechanism for selecting student participants for drug and/or alcohol use testing that:
  - A. results in an equal probability that any student participant from a group of student participants subject to the selection mechanism will be selected, and



- B. does not give the school district discretion to waive the selection of any student participant selected under the mechanism.
13. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal or a performance enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug or alcohol use test.
  14. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of a student participant and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight or other athletic abilities.
  15. "Games/competitions" mean regular season, tournament, and playoff games/competitions/performances and do not include practice games or scrimmages.
  16. Meetings/Activities of Identified Non-Athletic Groups, Clubs, or School Organizations are events for student members that may occur before, during and/or after school.

#### **Participation and Procedures:**

Alcohol and illegal or performance enhancing drug possession or use is incompatible with parking on school property or participation in identified extracurricular activities on behalf of the school district. For the safety, health and well-being of the student participant, the school district has adopted this policy for use by all participating students at the 7th-12th grade level. Any student found to be in possession of, or having used alcohol or illegal or performance enhancing drugs, by observation, self-reporting, or alcohol or drug use test, will be considered to have violated this policy.

#### **Documentation Procedures:**

1. Each student participant shall be provided with a copy of this policy and ...
2. The "Student Participant Alcohol and Illegal or Performance Enhancing Drugs Contract" (the "Contract") and/or (as applicable) Parking Contract ...
3. Which shall be read, signed and dated by the student, parent or custodial guardian and a coach/sponsor/principal or designee ...
4. Before such student shall be eligible to practice or participate in any extracurricular activity or park on school property.

**No student shall be allowed to practice or participate in any extracurricular activity or park on school property unless the student has returned the properly signed contract.**

The Superintendent or designee shall be responsible for determining whether a violation of this policy has occurred. All reports of potential violations shall be reported to the Superintendent or designee. The Superintendent or designee will contact the student, the sponsor or head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the violation of the policy will be described and the restrictions explained. The Superintendent or designee shall contact the appropriate school principal to report the violation of Policy 2150 and for a determination of a violation or not of the Student Behavior Policy and/or Policy 2149.

The contract for alcohol and illegal or performance enhancing drug use testing shall be to provide a urine sample:

1. as part of the District's annual physical event for a student athlete and/or parking permit student, the District's annual Drug Testing event (during some years the annual physical event and the annual drug testing event are held on separate dates), within two weeks after the first day of classes at the beginning of the school year for other student participants, or within two weeks after a student not previously on a team or activity (such as a newly enrolled student);
2. as chosen by the random selection basis; and
3. at any time a student participant is requested by the Director of Athletics and Activities or designee based on reasonable suspicion, to be tested for alcohol or illegal or performance enhancing drugs.

All drug use testing shall be conducted by a laboratory designated by the school district.

Student participants who have physical examinations performed by their personal physicians must nonetheless sign the contract and comply with all policy requirements, including a drug test at a lab designated by the school.

### **Random Selection Basis**

Drug and/or alcohol use testing for student participants will also be chosen on a random selection basis ~~weekly~~ **monthly** from a list of all student participants. The school district will determine a weekly number of student names to be drawn at random to provide a urine sample for alcohol and/or drug use testing for alcohol and/or illegal or performance enhancing drugs.

The school district will set a fee charge to be collected from each student when the contract is signed and returned to the coach or sponsor.

### **Reasonable Suspicion Testing**

In addition to the drug or alcohol use test required by the above paragraphs, any student participant may be required to submit to a drug and/or alcohol use test for illegal or performance enhancing drugs or the metabolites thereof at any time upon reasonable suspicion.

### **Professional Drug Testing Laboratory**

Any drug or alcohol test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the alcohol or drug use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of student participants to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall. Superintendent or designee shall designate a coach, sponsor, or other adult person of the same sex as the student participant to accompany the student to a restroom or other private facility behind a closed stall. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the Superintendent or designee who will then determine if a new sample should be obtained. Upon notification of a positive test result, the student participant shall be given an opportunity to list any medications he/she has taken or any other legitimate reasons for having been in contact with illegal drugs or performance enhancing drugs in the preceding thirty

(30) days. The medication list may be submitted to the lab in a sealed and confidential envelope and must be supported by legal documentation via a doctor's order and/or prescription from a licensed pharmacist.

**If a student being tested or any other student is determined to have tampered with (or been in the chain of events leading to tampering) any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student may be deemed to have committed a second or subsequent offense under this policy and the sanctions for a second offense or subsequent offense will be imposed.**

If an initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectroscopy technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or performance enhancing drug or the metabolites thereof. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method. The unused portion, if any, of a specimen that tested positive for alcohol or illegal or performance enhancing drugs shall be preserved by the laboratory for a period of six (6) months. [The school district will rely on the opinion of the laboratory which performed or analyzed the additional alcohol or drug use test in determining whether a positive result in the additional alcohol or drug use test was produced by alcohol or illegal or performance enhancing drugs used by the student participant before the offense or by more recent use.]

If the alcohol or drug use test for any student participant has a positive result, the laboratory will contact the Superintendent, Director of Athletics and Activities, or designee with the results. The Superintendent, Director of Athletics and Activities, or designee will then contact the student, the sponsor or head coach, and the parent or custodial guardian of the student and schedule a conference. At the conference, the Superintendent, Director of Athletics and Activities, or designee will solicit any explanation for the positive result and ask for doctor prescriptions of any drugs that the student was taking that might have affected the outcome of the drug use test. If the student and his/her parent or custodial guardian desires another test of the remaining portion, if any, of the specimen, the Superintendent, Director of Athletics and Activities, or designee will arrange for another test at the same laboratory. Any such re-test shall be at the expense of the student and his/her parent or custodial guardian. The Superintendent, Director of Athletics and Activities, or designee shall contact the appropriate school principal to report the violation of Policy 2150 and for a determination of a violation or not of the Student Behavior Policy and/or Policy 2149.

If the student participant asserts that the positive test results are caused by other than consumption of alcohol or an illegal or performance enhancing drug by the student, then the student will be given an opportunity to present evidence of such to the Superintendent, Director of Athletics and Activities, or designee. The school district will rely on the opinion of the original laboratory that performed the test in determining whether the positive test result was produced by other than consumption of alcohol or an illegal or performance enhancing drug.

A student participant who has been determined by the Superintendent, Director of Athletics and Activities, or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such appeal must be lodged within five (5) business days of notice of the initial report of the offense, during which time the student participant will remain ineligible to participate in any extracurricular activities. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

All documents created pursuant to this policy with regard to any student participant will be kept in a confidential folder and will never be made a part of the student's cumulative folder nor be considered a "disciplinary" record.

### **Violation:**

Any student who is determined by observation or by alcohol or drug use tests to have violated this policy shall be subject to the loss of the privilege to park on school property or participate in identified extracurricular activities and offered educational and support assistance to stop using.

### **For the First Offense:**

Suspension from parking on school property or participation in all scheduled extracurricular performances, games, events or competitions for 30 school days, which may be reduced by 15 school days for successful participation in and completion of the school drug contract. The student will also be required to miss a minimum of two events, games/competitions/OSSAA sanctioned events. (If the student participant is not competing in any extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two events, games/competitions during the suspension period, then the student will be required to miss the next two events, games/competitions after he or she returns from the injury, becomes eligible or the events, games or competitions resume in the following school year or begin later in the same school year.) These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

### **For the Second Offense:**

Suspension from parking on school property or participation in all scheduled extracurricular performances, meetings, practices, games, events or competitions, and/or parking on school district property for 30 school days. The student shall not suit up or be part of any athletic event, including but not limited to playing field, court, sidelines, bench, etc. The student will also be required to miss a minimum of two events, games/competitions/OSSAA sanctioned events. (If the student participant is not competing in any extracurricular activity during any suspension period due to injury, academic ineligibility or the games or competitions for that sport or activity are finished or have not begun for that school year and, therefore, does not miss a minimum of two events, games/competitions during the suspension period, then the student will be required to miss the next two events, games/competitions after he or she returns from the injury, becomes eligible or the events, games or competitions resume in the following school year or begin later in the same school year.) These restrictions and requirements shall begin immediately following the determination of a violation of this policy. Such suspension will extend into a succeeding competition season if necessary to fulfill the suspension.

### **For the Subsequent Offense:**

Complete suspension from participation in all identified extracurricular activities including all meetings, practices, performances and competition and/or parking on school district property for eighteen (18) continuous and successive school weeks from the date of the determination of a violation or the reporting of the results of a positive alcohol or drug use test under this policy. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. The eighteen (18) week suspension from participation in all extracurricular activities or parking on school district property shall come into play with any subsequent offense beyond the second (2<sup>nd</sup>).

### **Self-Referral:**

As an option to the consequences for a first offense only, a student participant may self-refer to the Superintendent, Director of Athletics, designated staff, or a coach or a sponsor before being notified of a policy violation or prior to being asked or required to submit to an alcohol or drug use test. A student who self-refers must submit to an alcohol or drug use test on the same day as the self-referral. A student who self-refers will be allowed to remain active in all extracurricular activities after the following conditions have been fulfilled: (1) a conference has been held with the student, Director of Athletics and Activities (or designee), coach or sponsor, and the parent or custodial guardian of the student to discuss the policy violation; (2) the student participant will be placed in the random drug testing pool (3) and a participation commitment by the student and parent for substance abuse education/counseling provided and/or approved by the school district. Documentation of successful completion of this commitment must be provided to the Superintendent or designee. A student who self-refers, while not necessarily removed from the activity, will, however, be considered to have committed his/her first offense under this policy. A self-referral may be used only once in a student's time in the school district. A self-referral will not exempt a student from the consequences of the District's Student Behavior Policy and/or Policy 2149, if applicable.

### **Refusal to Submit to Drug Use Test:**

If, after signing the contract, a student participant refuses to submit to an alcohol or drug use test authorized under this policy, such student shall not be eligible to park on school property or participate in any extracurricular activities including all meetings, practice, performances and competition for eighteen (18) continuous and successive school weeks. Such suspension will extend into a succeeding school year if necessary to fulfill the suspension. In addition, the student participant and parent or custodial guardian shall successfully complete a program of substance abuse education/counseling for a minimum of 4 hours provided by the school district and/or recommended by the school district.

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**SUSPENSION OF STUDENTS**

The judicial extension of Fourteenth Amendment protection to students in the public school emphasizes the need for school administrators to protect the procedural due process rights of students in discipline cases. The District's policy must be consistent with the due process rights of students and must provide proper machinery for fair and consistent treatment of students. The term "out-of-school suspension" refers to removal out of school for a period not to exceed one (1) calendar year for offenses involving firearms and the remainder of a current semester and the succeeding semester for all other offenses. ALTERNATIVE IN-SCHOOL PLACEMENT, DETENTION AND SIMILAR DISCIPLINARY OPTIONS OR CORRECTIONAL MEASURES ARE NOT CONSIDERED BY LAW TO BE OUT-OF-SCHOOL SUSPENSION AND DO NOT REQUIRE OR INVOLVE THE DUE PROCESS PROCEDURES SET FORTH HEREIN.

The superintendent may delegate authority for suspensions of students to building principals.

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

**A. Behavior or Conduct that May Result in Suspension:**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. Violation of a school regulation, policy or provision of the discipline code;
2. Possession of an intoxicating beverage, low-point beer, as defined by Okl. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
3. Possession of a dangerous weapon or a controlled dangerous substance, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.
4. In the event of a suspension for any of the reasons listed above, an education plan as discussed in Out-of-School Suspension Requirements below shall be applicable for acts which fall within paragraphs 1 through 4 above. However, no education plan shall be necessary for acts that fall within paragraph 5, above.

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.

## **B. District's Obligation Applicable to All Out-of-School Suspensions Alternative In-School Placements**

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

### **Students with Disabilities**

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 WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.

## **C. Pre-Out-of-School Suspension Conferences**

1. When a student violates Board policy or a school rule or regulation or has been adjudicated as a delinquent for an offense that is not a violent offense (as set out in Okla. Stat. title 57, § 571), the principal shall conduct an informal conference with the student.
2. At the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. The written notice should state what alternative in-school

placement or other available options have been considered and why they were rejected. Students shall not be dismissed before the end of the school day without advance notice to the parent.

#### **D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference**

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

#### **E. Conferences with Parents**

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school 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.
2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Superintendent, the Board of Education or a Hearing Officer appointed by the Board, or the Out-of-School Suspension Committee as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

#### **F. Out-of-School Suspension Requirements**

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an



out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy. Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

## **G. Individualized Plans for Out-of-School Suspension**

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting **for grades Pre-K through 3rd grade**. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

~~Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting~~ **through virtual instruction coordinated with the Spartan Connection Academy principal for grades 4th through 12th**. ~~The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.~~

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.

**The SCA principal or the site administrator will notify parents of the plan.** ~~A copy of the Plan shall be provided to the student and parent or guardian.~~ The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for 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.

~~No Individual Plan for Out of School Suspension shall be required for a student suspended out of school for possession of a firearm (as defined by 18 U.S.C., Section 921) or for possession of a controlled dangerous substances with the intent of furnishing, selling, conspiring to sell, distributing, or being in the chain of sale or distribution of illegal or illicit drugs or other mood-altering substances as defined in the Uniform Control Dangerous Substances Act.~~

## **H. Records and Reports**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

## **I. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)**

### **1. Right of Appeal**

A parent or the student may appeal the out-of-school suspension decision of the principal to the suspension review committee, Superintendent or designee, and the Board of Education or a Hearing Officer appointed by the Board of Education.

### **2. Method of Appeal to a Committee**

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools or the Principal of the school. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity. If no appeal is received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent, the principal's out-of-school suspension decision will become final and non-appealable.
- b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized.

### **3. Hearing the Appeal**

- a. The principal of the school shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term
- b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that

decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.

- c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
  - d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase or decrease the severity of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent. In all cases the parent will be advised of his/her right to have the out-of-school suspension, exceeding ten consecutive school days, reviewed by the Superintendent or his/her designee. If the committee decreases the severity of the out-of-school suspension so that it is ten consecutive school days or less, then the parent or student may not appeal and the decision of the committee shall be final and non-appealable.
4. Method of Appeal to the Superintendent or Designee: An appeal of the Suspension Review Committee can be presented by letter to the Superintendent or his/her designee. A request for an appeal hearing must be in writing and must cite the specific part of the out-of-school suspension decision about which there is an alleged inequity.
- a. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the Suspension Review Committee's out-of-school suspension decision will be final.
  - b. The Superintendent or designee should schedule a suspension review conference. Notification of the date, time, place and names of the conference attendees shall be made by the Superintendent or his/her designee to the guardians and/or student. The hearing officer shall be the superintendent or his/her designee. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
  - c. The principal or his/her designee who assigned the suspension shall attend the conference. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student out-of-school. The parent should be asked by the Superintendent or designee if he/she understands the rule and

the charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.

- d. At the conclusion of the presentation of evidence, the superintendent or his/her designee will retire to render a decision as to the guilt or innocence of the student. The superintendent or his/her designee shall also determine the reasonableness of the term of the out-of-school suspension and may affirm, increase or decrease the severity of the out-of-school suspension. In all cases the parent shall be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education or a Board-appointed Hearing Officer. ~~If the parent is in agreement with the decision of the Superintendent or designee, he/she shall be requested to sign a waiver of review by the Board.~~

5. Method of Appeal to the Board of Education or the Board's Hearing Officer

- a. An appeal can be requested by letter to the Superintendent or to the Clerk of the Board of Education.
- b. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.
- c. Hearing the Appeal
  - i. The Board will hear the appeal as soon as possible or it may appoint a Hearing Officer to hear the appeal. The Board's decision, or the Hearing Officer's decision, is final and non-appealable.
  - ii. The parent and student will be notified in writing of the date, time and place of the hearing. This notification shall include the parent's right to have legal counsel at the hearing.
  - iii. The parent and student will have the right to an "open" or "closed" hearing, at their option.
  - iv. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing before the Board of Education or Hearing Officer

1. The Board President or the appointed Hearing Officer should:
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for the student, stating her/his name.
  - b. Ask whether the parents/child wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the

minutes of the meeting. If parents/child 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 parents/child:
  - 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 parents/child will be given an opportunity to call any relevant witnesses and present any relevant evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - 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 parents/child may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents should be presented subject to cross-examination.
4. Parents/child may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members or the Hearing Officer may ask the witness any questions.
6. Parents'/child'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 parents or student.)
9. Return to open session and vote. After adopting a motion making certain findings of fact the Board must make a motion to: (1) affirm the out-of-school suspension; (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension); or (3) revoke the out-of-school suspension. 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 the appeal hearing of an out-of-school suspension to the Board or Hearing Officer, 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:

1. The conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. The conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

## **J. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

### **1. Right of Appeal**

A student who has been suspended out of school for a period of ten (10) or fewer school days is entitled to all pre-appeal rights presently accorded by School District policy to students who have been suspended out of school for periods of greater than ten (10) school days. A student who has been given a short-term out-of-school suspension and that student's parent has a right to appeal an out-of-school suspension decision to a committee composed of administrators and/or teachers. A student with a short-term out-of-school suspension and his/her parent shall be informed by the principal of this right and the method of submitting an appeal.

### **2. Method of Appeal to a Committee**

- a. An appeal to a committee can be requested by letter to the Superintendent of Schools or his/her designee, or to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent. A request by the parent for an appeal hearing must be in writing and must cite the specific part of the suspension decision about which there is an alleged inequity. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted.
- b. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school

suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

### 3. Hearing the Appeal

- a. The principal shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
- b. The principal shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration shall be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified of the date, time and place of the hearing. The principal issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
- c. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation that the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student. The student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position. The testimony of student witnesses will be presented to the committee by written statement.
- d. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be confirmed in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent.
- e. The decision of the committee shall be final and non-appealable; however, if the committee increases the severity of the out-of-school suspension so that it exceeds ten consecutive school days, then the parent or student may appeal the decision to the superintendent of schools as provided for in the long-term out-of-school suspension appeal process.

## **K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

Any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No School Board member, administrator, or teacher may be held civilly liable for any action taken in good faith which is authorized by law under provisions of this policy.

NOTE: 70 O.S. §24-104.1 provides that a school district in which a student seeks to enroll may request student discipline records, and a school district must provide student discipline records upon request by another school district.

**REFERENCE:**

10 O.S. §7005-1.2

10 O.S. §7303-5.3

10 O.S. §7307-1.2

37 O.S. §163.2

70 O.S. §24-101.3, §24-102, §24-103, et seq.

**CROSS-REFERENCE:**

Policy 2134 Student Activities: Eligibility

Policy 2146 Reporting Students under the influence of or possessing Alcoholic Beverages or Controlled Dangerous Substances

Policy 2150 Weapons-Free Schools

Policy 2155 Wireless Communications Devices

*Adoption Date: November 13, 2000*

*Revision Date: June 11, 2001*

*Revision Date: September 13, 2004*

*Revision Date: November 14, 2005*

*Revision Date: October 10, 2011*

*Revision Date: August 13, 2020*

*Revision Date: August 8, 2024*



**TRAVEL AND EXPENSES**

Travel by school employees on school business and reimbursement for the travel requires the prior approval of the superintendent or designee. The Board of Education members traveling on school business will process travel plans and reimbursement requests in the same manner as employees. Requests and arrangements for employee travel will originate from the appropriate building administrator's office, Professional Development Committee, or supervisor. Board of Education members' travel requests shall be processed through the Board Deputy Clerk, School Treasurer, or Superintendent's Office. Travel requests will be made as early as possible and placed on the superintendent's (or designee) calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel. **The District will not pay for any board member or employee dependent-care expenses regardless of whether the funding source is federal, state, or local funding.**

The school district will reimburse ~~reasonable~~ costs, subject to availability of funds, for approved and documented travel **that is reasonable and necessary, and if using Federal funds, is related to the federal program tied to the award**, as follows:

Lodging - Lodging expense will be reimbursed at actual cost for a single occupancy room (double occupancy rate when shared by school officials). **When possible, lodging arrangements will be made using conference accommodations or GSA-rate lodging.**

Meals - The cost of meals and incidental expenses on a daily per diem basis. The amount shall not exceed the amount authorized by the I.R.S. for the travel destination (for example - \$71 for Dallas, Texas as of October 27, 2009, and for specific areas in other parts of the country refer to [www.gsa.gov](http://www.gsa.gov)). Employees will be required to submit itemized and documented meal costs to prevent this amount from being reported as taxable compensation to the IRS.

Mileage - School vehicles, when available, may be used for official business only. Private vehicles may be used for school business when authorized. Mileage expense will be reimbursed up to an amount as authorized by the U.S. General Services Administration (GSA) at [www.gsa.gov](http://www.gsa.gov). Mileage shall be calculated using the most direct route as indicated on a current map.

Mileage for Local Travel: Mileage expense for local travel is not generally authorized. Reimbursement for expenses related to local travel, including mileage, may be considered by the superintendent for unique or special circumstances. Expenses related to local travel shall not be paid without the approval of the superintendent or designee. Local travel shall include

travel to, from, and in the following Oklahoma cities: Bixby, Tulsa, Sapulpa, Sand Springs, Broken Arrow, Catoosa, Glenpool, and Jenks.

Miscellaneous - Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavit, subject to the approval of the superintendent or designee.

Claim forms for travel expenses are available in the business office at the Central Administration Office. The forms will be completed and approved in the respective building/ departments and sent to the business office for approval and payment.

*Adoption Date: November 13, 2000;*

*Revised: November 10, 2014*

*Revised: August 13, 2020*

*Revised: August 8, 2024*

# BIXBY PUBLIC SCHOOLS

# POLICY 3105

## MATERIAL SELECTION POLICY

The Bixby Board of Education and the media staff of the Bixby Public Schools subscribe in principle to the following objectives of selection influenced by the American Association of School Librarians:

### Objectives of Selection

The professional staff of school media centers is concerned with the development of informed and responsible citizens. Underlying materials selection for both classrooms and library media centers is the idea that a wide range of materials enhancing the curriculum should be provided on varied levels of difficulty, with a diversity of appeal, and with presentations of different points of view. The library media program and classroom libraries shall be reflective of the community standards for the population the library serves when acquiring an age appropriate collection of print materials, nonprint materials, multimedia resources, equipment and supplies adequate in quality and quantity to meet the needs of students in all areas of the school library media program.

To this end, the responsibility of the school media center is:

To provide materials that will enrich the student as an individual and support the curriculum, taking into consideration individual needs, and the varied interests, abilities, and maturity levels of the students served.

To provide materials that will stimulate growth in factual knowledge, literary, cultural, and aesthetic appreciations, and awareness of societal and ethical standards.

To provide materials so that young citizens may develop the habit of analysis thereby enabling them to draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge.

To provide a variety of materials which contribute to the understanding of our national heritage as well as knowledge and appreciation of the global community.

To provide high quality materials which will aid in the effort to create a comprehensive collection appropriate for the school community.

### Responsibility for Selection

The Board of Education, the governing body of the school district, is legally responsible for the selection of library/media materials. This authority is delegated to the professional personnel of the district for the selection of these materials.

A district Library Review Committee, under the direction of the Director of Curriculum and Resources, will provide guidance in the selection and review of materials as needed.

While the selection of materials may involve input from various school personnel, the responsibility for coordinating, evaluating, and recommending the selection and purchase of library/media materials rests with the certified library/media personnel and the district's site administrators.

### Selection Tools

- Standard review sources such as Booklist, Kirkus Reviews, Horn Book, School Library Journal, Publishers Weekly, and The Digest of Software Reviews: Education.
- Suggestions from patrons, including staff and students

- District Library Book Review Committee
- Professional and trade journals
- Lists of recommended titles

### Types of Material/Resources for Purchase

Library Media Materials/Resources and classroom library shall be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social development of the students for whom the materials are selected.

If a reasonable question exists from the site principal, media specialist, or Director of Curriculum and Resources regarding the suitability of a book in the media center for the population a library serves, the selected material will undergo an internal review by the district Library Review Committee.

If a reasonable question from a parent exists concerning a classroom library book's suitability for the classroom library's population, the selected material will undergo an internal review by the district Library Review Committee. The site principal can remove any classroom library book at his/her discretion based on suitability and community standards.

The following kinds of materials/resources may be selected for the media centers:

1. Materials/resources containing integral information to support both pleasure and instructional programs
2. Materials/resources presenting appropriate information for the reading level and understanding of students served by the media center
3. Materials/resources reflecting the interests and needs of the students and faculty served by the media center
4. Materials/resources presenting information designed to help students gain an awareness of our pluralistic society
5. Materials/resources warranting inclusion because of their literary and/or artistic value and merit
6. Materials/resources presenting information with the greatest degree of accuracy and clarity possible
7. Materials/resources presenting a fair and unbiased presentation of information
8. Materials/resources selected for maintaining a diverse collection of various points of view
9. Multiple items of outstanding quality and much in-demand media are purchased as needed.

### Criteria for Selection

Library Materials/Resources **and classroom libraries** shall support and be consistent with the district's written curriculum. In selecting materials for purchase, the media specialist evaluates the existing collection and consults reputable, unbiased, professionally prepared selection aids. Media Specialists shall use the following criteria as a guide for selecting and purchasing library materials/resources:

1. Educational significance
2. Contribution the material/resource makes to the written curriculum and to the interests of the students
3. Reviews found in standard selection sources
4. Literary and professional reputation and significance of the author, producer, and/or publisher
5. Validity, currency, and appropriateness of material. This includes a review for potential content involving sexually explicit content and extreme vulgarity. Moreover, all graphic novels will be subject to a page-by-page inspection prior to being placed in the collection.
6. Contribution the material/resources make to breadth of representative viewpoints
7. Degree of potential user appeal
8. Artistic quality and/or literary style

9. Quality of factual content and presentation
10. Value commensurate with cost and/or need
11. Timeliness or permanence

### Deaccessioning

In compliance with American Library Association guidelines, the collection of the library information center will be continually reevaluated in relation to evolving curriculum, new formats of materials, new instructional methods, and the current needs of its users. Materials no longer appropriate should be removed. Lost and worn materials of lasting value should be replaced. Deaccessioning or weeding is essential to maintaining a relevant, attractive collection. Materials considered for weeding should include items:

1. in poor physical condition
2. containing obsolete subject matter
3. no longer needed to support the curriculum or student/faculty interests
4. no longer aligned with BPS community standards
5. superseded by more current information
6. containing inaccurate information
7. with low circulation
8. offering stereotypical images and characterizations

Other options available for media specialists when reviewing materials include:

- a. Designating the material for a specified student group (e.g. AP, Mature)
- b. Reassigning of the material to a library serving older students

### Gift Books and Materials

1. Gift books and materials are accepted with the understanding that the materials must meet the same selection criteria as materials purchased with Board of Education funds. Donors are encouraged to contact the Media Specialist before making donations of monetary gifts or materials.
2. Gift books and other materials, once accepted by the Bixby Public Schools, become the property of the Bixby Public Schools and will be utilized at the school's discretion

### Procedures for Reconsideration of Materials

A parent has the right to request his/her child be exempted from the use of library media materials/resources which seem incompatible with the student's or parent's values or beliefs. It is recommended that classroom assignments involving library media materials/resources provide for alternative. Individual parents may not, however, determine the reading of, listening to, or viewing of materials for students other than their own children.

The following procedures establish a framework to resolve concerns at the lowest possible level while defending the principles of freedom of information, students' rights to the access of materials, and the professional responsibility and integrity of the school faculty. Therefore, no duly selected materials whose appropriateness is challenged shall be removed from the District except upon the formal recommendation of the Board of Education after the challenge procedures outlined below have been completed.

After the Review Committee has reevaluated challenged materials the same materials will not be reconsidered for a period of three (3) calendar years or the duration of the current adoption period, if the material is a district issued instructional materials.

The Board of Education for Bixby Public Schools adheres to the First Amendment to the United States Constitution “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.”

#### Level One (Building Level)

Objection to a selection regarding library media materials shall be reported to the appropriate principal. The following steps shall be used in efforts to resolve such objections at the building level. The material in question shall remain in public access pending a final decision.

1. The principal, and/or the appropriate designee, shall contact the patron to discuss the complaint and attempt to resolve it informally by explaining the vision, mission, and objectives of the school district and/or the library media center, the criteria for selection and qualifications of those persons selecting the material, and the intended use and educational benefits from the material. The principal will call upon the employee involved in the selection/use of the material in question for input. The principal or designee may also discuss the right of the parent to request an alternate assignment or resource from the media center.
2. If the objection is not resolved informally, the building principal or designee shall provide the patron with a copy of the Materials Selection Policy and ask the patron to complete a Request for Reconsideration form after he or she has read or viewed the material in its entirety.
3. If the completed Request for Reconsideration form has not been received by the principal within 10 calendar days after the patron’s receipt of the form, the objection shall be considered resolved.
4. Upon receipt of a completed Request for Reconsideration form, the principal shall establish and chair a building-level materials review committee. The committee will be comprised of the following from the site: the principal, a parent/guardian whose child attends the site, and three school representatives.
5. Committee members will be provided a copy of the Material Selection Policy, the completed Request for Reconsideration form, the First Amendment, Selection reviews, and committee responsibilities.
6. The committee will:
  - o Prior to the meeting, read and/or view, as appropriate, the questioned material in its entirety
  - o Discuss the selection reviews
  - o Review and judge the material as to conformity with selection criteria and instructional goals.
  - o Examine concerns referenced on the request form point by point and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages
  - o Include other activities deemed by the committee to be relevant
  - o Vote on the reconsideration request to determine a majority decision. Options available for the committee include:
    - No action
    - Removal of material
    - Designation of material for specified student group (e.g. AP, Mature)
    - Reassignment of material to a library serving older students
  - o Prepare a written report within a timely manner, usually within thirty school days after receiving the formal request for reconsideration, outlining the committee’s recommendations for disposition of the matter. Specific grade levels to be affected by the

committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.

7. The Building Principal is responsible for disseminating the report to all involved parties, including the Superintendents, Associate Superintendents, and Curriculum Directors. The Principal will send the report via certified mail to the complainant. A copy of the report will be kept on file in the Media Center and in the Building Principal's office.
8. If the committee recommends removal and/or grade-level restrictions for the material in question, the Principal shall forward all related materials to the Superintendent or his/her designee for further review at level two.
9. If the complainant is not satisfied with the disposition of his/her complaint at level one, he/she may file a written request for consideration at level two within ten calendar days of receipt of the level one recommendation with the Superintendent or Designee.

#### Level Two (District Level)

The following steps shall be used to address level two complaints. The material in question shall remain in public access pending a final decision. Level two recommendations supersede level one recommendations.

1. The Superintendent or designee will establish a review committee as needed. Committee members will be provided a copy of the Material Selection Policy, the completed Request for Reconsideration form, the First Amendment, Selection reviews, and committee responsibilities. The committee will be comprised of seven members from the categories below:
  - o Two teachers
  - o One administrator who will act as committee chair
  - o Two community representatives
  - o Two staff members
2. The committee will:
  - o Prior to the meeting, read and/or view, as appropriate, the questioned material in its entirety
  - o Discuss the selection reviews
  - o Review and judge the material as to conformity with selection criteria and instructional goals.
  - o Examine concerns referenced on the request form point by point and form opinions based on the material as a whole in the context in which it is to be used, and not on individual passages
  - o Include other activities deemed by the committee to be relevant
  - o Vote on the reconsideration request to determine a majority decision. Options available for the committee include:
    - No action
    - Removal of material
    - Designation of material for specified student group (e.g. AP, Mature)
    - Reassignment of material to a library serving older students
  - o Prepare a written report within a timely manner, usually within thirty school days after receiving the formal request for reconsideration, outlining the committee's recommendations for disposition of the matter. Specific grade levels to be affected by the committee's recommendations must be listed in the report if such report contains recommendations for the removal or additional grade-level restrictions for the material.

3. The committee chair is responsible for the dissemination of this report to all involved parties, including the Superintendent.

#### Level Three (Board Level)

In the event that the complainant does not accept the decision of the Level Two Committee, he/she may appeal to the Board of Education through the Superintendent.

A written request for a Board of Education review of the decision of the Level Two Committee must be made within 10 days of receipt of the Committee's decision.

The Board of Education will render a decision in a timely fashion, usually within 60 days. Final decision rests with the Board of Education.

After the Board of Education has made a decision regarding challenged materials/resources the materials will not be reconsidered for a period of three calendar years or the duration of the current adoption period, if the material is a district issued textbook.

Adoption Date: November 13, 2000

Revision Date: May 12, 2014

Revision Date: Jul 14, 2022

Revision Date: Sept 8, 2022

Revision Date: January 12, 2023

Revision Date: September 14, 2023

Revision Date: August 8, 2024



# BIXBY PUBLIC SCHOOLS

# POLICY 3118

## GRADING

In accordance with the policy of the board of education the following grading system will be used for all subjects, including those taught in a special education setting:

Grades shall be determined by daily assignments, homework, special assignments, labs, class participation, and comprehensive assessments. Assignments shall be listed in PowerTeacher/Canvas within two school days of the assignment being assigned. The PowerTeacher/Canvas entry should reflect the following general information: the date the assignment is due, the total points possible, and any pertinent or unique information students or parents may find helpful. Teachers shall record grades to consistently reflect the student's academic progress.

All work and tests affecting the student's grade shall be returned to the student within ten (10) school days for review, evaluation, and any remediation deemed necessary by the instructor. However, completed research papers and large scale projects shall be returned within (15) school days. All grades shall be listed in PowerTeacher/Canvas and returned to students before final exams at the conclusion of the semester grading period. Final exams are excluded from this time frame.

### ~~Pre-Kindergarten through Second Grade~~ Fifth Grade

A checklist evaluating progress in identified skills will be provided to parents. Assessment will be by the semester and based upon mastery of skills/standards as identified in the Oklahoma State Academic Standards.

The evaluation key is listed below:

- "4" Exceeds standards/skills
- "3" Meets standards/skills ~~or is on track to meet standards/skills~~
- "2" Progressing toward standards/skills
- "1" Area of concern

~~Shaded box~~ N/A: Not evaluated at this time

### First through Fifth Grade for Art, Music, and Physical Education

A general evaluation of student progress will be provided based upon the Essential Elements for these subjects.

The evaluation key is listed below:

- "4" Exceeds standards/skills
- "3" Meets standards/skills ~~or is on track to meet standards/skills~~
- "2" Progressing toward standards/skills
- "1" Area of concern

### ~~Third, Fourth, Fifth, and Sixth Grades~~

- A –90 to 100%
- B –80 to 89 %
- C –70 to 79 %
- D –60 to 69 %
- F –59% and below

Middle School -High School

100% -90% = A

89% -80% = B

79% -70% = C

69% -60% = D

59% -0% = F

Grades awarded to students will be based on these percentages or a student checklist for all grading periods. Nine weeks and the eighteen weeks semester grades reports will be provided to all students. Student percentages will be cumulative for the semester grading period. A grade mark of 'I' is an incomplete and will be changed when the course is completed within the time limit set by the teacher.

Assessment of student learning should be meaningful, relevant, and an authentic reflection of a student's progress toward mastery of learning standards. Grades are an ongoing evaluation of whether the students are successfully using skills that highlight attributes such as problem-solving, being a critical thinker, being creative, owning their own learning, pursuing learning with an insatiable curiosity, and utilizing skills that lead to being a global citizen.

*Adoption Date: November 13, 2000*

*Revision Date: July 8, 2002*

*Revision Date: September 12, 2005*

*Revision Date: June 14, 2010*

*Revision Date: June 10, 2012*

*Revision Date: July 15, 2021*

*Revision Date: August 12, 2021*

*Revision Date: July 14, 2022*

*Revision Date: August 8, 2024*

**PROFICIENCY BASED PROMOTION**

Proficiency based promotion provides the opportunity for students to move forward in their educational endeavors by subject, course, and/or grade level based upon mastery of the state standards, not upon time spent in classes, completion of assignments, or other prerequisites. The student who can successfully be moved ahead upon proficiency based promotion guidelines can demonstrate content knowledge, skills and the application of those skills and concepts. Parental involvement is integral in the proficiency based promotion as is consideration of the student's social, emotional, and intellectual needs.

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
  - a. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
  - b. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year. Once before the beginning of the school term and at the end of the school term as identified in 70 O.S. 11-103.6:
    - i. Social Studies
    - ii. Language Arts
    - iii. The Arts
    - iv. Languages
    - v. Mathematics
    - vi. Science
  - c. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  - d. Qualifying students are those who are legally enrolled in the local school district.
  - e. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
  - f. Students will be allowed to take proficiency assessments in multiple subject areas. If testing duration becomes a consideration, additional testing dates may be selected.
  - g. Students not demonstrating proficiency will be allowed to try again during the next assessment period. No student will be permitted to retest in the same subject area within a 90-day period.
  - h. Exceptions to standard assessment may be approved for those students with disabling conditions.
2. Students demonstrating proficiency (~~90% and above~~) in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
  - a. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
  - b. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
  - c. Failure to demonstrate proficiency will not be noted on the transcript.

- d. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
  - e. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma. Credit will be noted as "credit by exam" (CBE) with no grade assigned. If a student in grades K-8 successfully demonstrates proficiency, a team meeting will be held to discuss test results and grade skipping.
  - f. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
3. Proficiency assessment will measure mastery of the state standards in the same way that curriculum and instruction are focused on the state standards. In other words, assessment will be aligned with curriculum and instruction.
  4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:
    - a. Individualized instruction;
    - b. Correspondence courses;
    - c. Independent study;
    - d. Concurrent enrollment;
    - e. Cross-grade grouping;
    - f. Cluster grouping;
    - g. Grade/course advancement;
    - h. Individualized education programs.
  5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. State standards and type of assessment or evaluation for each core curriculum area will be made available upon request.
  6. Testing days each school year will be the first week in May and the second week in August. Parents and students must complete the application to demonstrate proficiency form in person at the proper building site. Applications must be completed no later than one week prior to the test date.

REFERENCE: Board Minutes dated December 13, 1993

CROSS-REFERENCE: Policy 3117 Promotion and Retention

Policy 3118 Grading

*Adoption Date: November 13, 2000*

*Revision Date: August 13, 2001*

*Revision Date: August 20, 2009*

*Revision Date: July 18, 2019*

*Revision Date: August 8, 2024*

**STRONG READERS READING SUFFICIENCY ACT TESTING AND PROCEDURES**

~~Each~~ Students enrolled in kindergarten, first, second, and third grades (~~exemptions listed below~~) shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, ~~phonological~~ phonemic-awareness, ~~decoding~~, reading fluency, vocabulary, and comprehension. Any student who is assessed and found not to be reading at the appropriate grade level shall be provided a ~~program of reading instruction~~ **reading intervention plan** designed to enable the student to acquire the appropriate grade level of reading skills. ~~Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.~~ Throughout the year progress monitoring shall continue, and ~~diagnostic assessment, if determined appropriate, shall be provided,~~ **and students will continue to receive appropriate instruction and interventions based on data.** Year-end reading skills shall be measured to determine reading success.

**Students Exempt from Screening Requirements-**

1. Students who participate in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods
2. Students whose primary expressive and receptive communication is sign language
3. Students whose primary form of written or read text is Braille
4. Students whose primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program

Any student enrolled in kindergarten, first, second, or third grade who is assessed through the **Strong Readers Reading Sufficiency Act** pursuant to Section 1210.508C of Title 70 of the Oklahoma Statutes and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia.

**Progress of Reading Instruction and Committee ~~The Reading Intervention Plan~~**

The ~~program of reading instruction~~ **intervention plan** for each student identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental **instructional services and supports**. ~~shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the School District.~~ The plan may include, but is not limited to:

1. ~~Sufficient additional in-school instructional time for the acquisition of phonemic awareness, phonics, reading fluency, vocabulary, and comprehension;~~
2. ~~If necessary, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180-day or 1080-hour school year, and~~
3. ~~Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction.~~

The ~~program of reading instruction~~ shall continue until the student is determined by the results of approved reading assessments to be reading on grade level. **After a student has demonstrated**

proficiency through a screening instrument, the district shall provide notification to the parent or legal guardian of the student that he or she has satisfied the requirements of the Strong Readers Act.

The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of the parent or guardian of the student, the teacher assigned to the student who had responsibility for reading instruction in that academic year, a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and a certified reading specialist, if one is available.

### Written Notification to Parents

The parent of any K-3<sup>rd</sup> Grade student found to have a reading deficiency, is not reading at the appropriate grade level and has been provided a ~~program of reading instruction~~ **intervention plan** shall be notified in writing of the following:

1. The student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed ~~supplemental instructional~~ **intensive intervention** services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
4. The student ~~will not be promoted to the fourth grade~~ **shall receive supplemental intensive intervention services**. ~~if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause;~~
5. Strategies for parents to use in helping their child succeed in reading proficiency;
6. The grade-level performance scores of the student;
7. ~~That while the results of the statewide criterion-referenced tests administered are the initial determinant, it is not the sole determiner of promotion and that portfolio reviews and assessments are available; and~~
8. ~~The specific criteria and policies of the school district for midyear promotion.~~

### **3<sup>rd</sup> Grade Promotion To The 4<sup>th</sup> Grade After Participation in Summer Academy Programs**

#### **Reading Assessment Plan and Retention**

~~If the reading deficiency of a student, as identified based on the assessments administered, is not remedied by the end of third grade, and who does not meet the criteria on the reading portion of the OSTP third-grade test, the student shall be retained in the third grade.~~

~~For any third grade student found not to be reading at grade level, as determined by reading assessments, a new program of reading instruction, including provisions of the READ initiative, shall be developed and implemented. If possible, a fourth-grade teacher shall be involved in the development of the program of reading instruction.~~

~~For 3<sup>rd</sup> Grade students who do not meet the academic requirements for promotion, the School District may promote the student according to a good cause exemption only. For details on the good cause exceptions and requests to exempt students from the academic requirements for promotion, see the School District's Promotion and Retention Policy.~~

## **Instruction and Interventions for Retained Students**

~~————~~ The School District shall conduct a review of the reading instruction program for all students who do not meet the performance criteria on the reading portion of the OSTP 3<sup>rd</sup>-Grade test. A review shall address additional supports and services needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student. Students who score proficient on an alternate exam or who are proficient on the portfolio may be exempt from the review.

~~Students retained due to a reading deficiency will be provided intensive interventions in reading, instructional services, and supports to remediate the identified areas of reading deficiency. Services and supports shall include a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the School District, which may include, but are not limited to:~~

- ~~a. small group instruction,~~
- ~~b. reduced teacher-student ratios,~~
- ~~c. more frequent progress monitoring,~~
- ~~d. tutoring or mentoring,~~
- ~~e. transition classes containing third and fourth grade students,~~
- ~~f. extended school day, week, or year, and~~
- ~~g. summer reading academies, if available.~~

~~Written notification will be provided to the parent or guardian of any student who is to be retained that the student has not met the performance criteria required for promotion and the reasons the student is not eligible for a good-cause exemption. The notification shall include a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.~~

~~Students who are retained will be provided a high performing teacher, who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals; and in addition to required reading enhancement and acceleration strategies, at least one of the following instructional options:~~

- ~~a. supplemental tutoring in scientific-research based reading programs in addition to the regular reading block, including tutoring before or after school,~~
- ~~b. a parent-guided "Read at Home" assistance plan, as developed by the State Department of Education, the purpose of which is to encourage regular parent-guided home reading,~~  
~~or~~
- ~~e. a mentor or tutor with specialized reading training.~~

~~The School District may, in accordance with rules of the State Board of Education, use subsequent assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the School District's Promotion and Retention Policy for details on mid-year promotion.~~

~~Copies of the results of all assessments administered shall be made a part of the student's permanent record.~~

## **Reading Enhancement and Acceleration Development (READ) Initiative**

~~The School District shall establish a Reading Enhancement and Acceleration Development (READ) Initiative. The focus of the School District's READ Initiative is to prevent the retention of third grade students by offering intensive and accelerated reading instruction to third grade students who have failed to meet standards for promotion to fourth grade and to kindergarten through third grade students who are exhibiting a reading deficiency.~~

~~The School District's READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered pursuant to the Reading Sufficiency Act. The assessment used shall measure phonemic awareness, phonics, fluency, vocabulary, and comprehension. The School District's READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a state approved reading curriculum that at a minimum, meets the following specifications:~~

- ~~a. assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level;~~
- ~~b. provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension;~~
- ~~c. provides scientifically based and reliable assessment;~~
- ~~d. provides initial and ongoing analysis of the reading progress of each student;~~
- ~~e. is implemented during regular school hours;~~

~~4. Establishes at each school, where applicable, an Intensive Acceleration Class for retained third grade students who subsequently do not meet the performance criteria on the reading portion of the statewide criterion referenced tests. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year.~~

~~The Intensive Acceleration Class shall:~~

- ~~a. be provided to any student in the third grade who does not meet the performance criteria on the reading portion of the statewide criterion referenced tests and who was retained in the third grade the prior year because of not meeting the performance criteria on the reading portion of the statewide criterion referenced tests;~~
- ~~b. have a reduced student teacher ratio;~~
- ~~c. provide uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth grade state standards in other core subject areas;~~
- ~~d. use a reading program that is scientific research based and has proven results in accelerating student reading achievement within the same school year;~~
- ~~e. provide intensive language and vocabulary instruction using a scientific research based program, including use of a speech language therapist;~~
- ~~f. include weekly progress monitoring measures to ensure progress is being made~~

## **School District Reporting Requirements**

The School District's Board of Education shall annually publish on the school website, and report in writing to the State **Department of Board of Education** by September 1 of each year the following information on the prior school year:

- a. The policies and procedures adopted by the school district board of education to implement the Strong Readers Act including expenditures related, the number of staff implementing, and the average daily classroom time devoted to implementation. -the progression of the District's students and the policies and procedures of the School District on student retention and promotion;**



- b. ~~by grade, the number and percentage of all students in kindergarten through third grade three who did not meet grade-level targets, that did not meet the performance criteria on the reading portion of the statewide assessments,~~
- c. ~~by grade, the number and percentage of all students retained in grades three through ten, in kindergarten through third grade who have been enrolled in the district for fewer than two (2) years,~~
- d. ~~by grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and~~
- e. ~~by grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered or an alternative assessment. any revisions to the policies of the School District on student retention and promotion from the prior year.~~

*Adoption Date: October 11, 2011;*  
*Revision Date: April 14, 2014;*  
*Revision Date September 12, 2016*  
*Revision Date: July 18, 2019*  
*Revision Date: October 13, 2022*  
*Revision Date: August 8, 2024*

**BEREAVEMENT LEAVE**

It is the policy of the Bixby Board of Education to provide certified and support staff with bereavement leave. A certified or support staff member may be absent without loss of pay for three (3) days for the death of a family member ~~within the first or second degree of relationship (spouse, child, guardian, parent, brother, sister, grandparent, and corresponding relatives by affinity).~~ Leave may be extended to five days when travel distance becomes a factor. Such leave must be approved by the principal or supervisor, and the Superintendent **or designee**.

One day of paid **absence may be charged to bereavement leave to attend a funeral, with documentation of funeral attendance.** ~~sick leave may be granted upon the death of a family member not within the first or second degree of relationship (aunt, uncle, niece, nephew).~~ In the event additional time is needed, up to a maximum of ten (10) days of accumulated sick leave may be taken.

~~Bereavement leave must be used in consecutive days, excluding weekends, and~~ is not cumulative.

**REFERENCE: Board Minutes dated August 2, 1982**  
**Negotiated Agreement**  
**Support Personnel Handbook**

**CROSS-REFERENCE: Policy 4122 Sick Leave: Certified Personnel**

*Adoption Date: November 13, 2000*

*Revision Date: September 13, 2004*

*Revision Date: August 8, 2024*

## CLASSIFICATION OF EMPLOYEES AND RIGHTS AND RESPONSIBILITIES INVOLVING NON-EXEMPT EMPLOYEES

It is the policy of Bixby School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or non-exempt employees and also addresses the rights and responsibilities of the District and non-exempt employees in areas related to the authorization necessary for overtime work, and related record-keeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that non-exempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

### District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or the District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

### I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

### II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

### III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel. An exemption is determined for the respective categories based on the application of either the long or short tests described below.

## **A. Executive Employees**

### **The Long Test for Executive Employees**

An executive employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily management of the agency, department or subdivision.
2. Supervision: Customarily and regularly directs two or more other employees.
3. Authority: Possesses the power to hire or fire employees, or makes suggestions that are given substantial weight in such decisions, including promotions.
4. Discretion: Customarily and regularly exercises discretionary power.
5. Work Responsibility: Does not devote more than 20 percent of his or her hours in a workweek to the performance of activities not closely related to items (1) through (4).
6. Compensation - Is not paid less than:

**\$844 per week exclusive of board, lodging or other facilities,  
effective July 1, 2024**

**\$43,888 per year, effective July 1, 2024**

**\$1,128 per week, effective January 1, 2025**

**\$58,656 per year, effective January 1, 2025**

~~\$155 per week exclusive of board, lodging or other facilities (On a yearly basis, \$155 per week equals about \$8,060 per year):~~

### **The Short Test for Executive Employees**

An executive employee must meet all of the following requirements to be exempt:

1. Compensation - Is paid not less than:

**\$844 per week exclusive of board, lodging or other facilities,  
effective July 1, 2024**

**\$43,888 per year, effective July 1, 2024**

**\$1,128 per week, effective January 1, 2025**

**\$58,656 per year, effective January 1, 2025**

~~\$250 per week exclusive of board, lodging or other facilities (On a yearly basis, \$250 per week equals about \$13,000 per year):~~

2. Duties: Primarily management of the agency, department, or subdivision.
3. Supervision: Customarily and regularly directs two or more other employees.

## **B. Administrative Employees**

### **The Long Test for Administrative Employees**

An administrative employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily consists of either:

- (a) non-manual or office work directly related to management policies or general business operations; or
- (b) performance of administrative functions in an educational establishment in work related to academic instruction and training.

2. Discretion: Customarily and regularly exercises discretion and independent judgment.

3. Supervision:

- (a) Regularly and directly assists a person employed in an executive or administrative capacity;
- (b) performs under only general supervision work requiring special training, experience or knowledge; or
- (c) executes special assignments and tasks under only general supervision.

4. Work responsibility: Does not devote more than 20 percent of work time to activities not directly or closely related to performance of administrative work.

5. Compensation - Is paid not less than: ~~\$155 per week exclusive of board, lodging, or other facilities (On a yearly basis, \$155 per week equals about \$8,060 per year).~~

**\$844 per week exclusive of board, lodging or other facilities,  
effective July 1, 2024**

**\$43,888 per year, effective July 1, 2024**

**\$1,128 per week, effective January 1, 2025**

**\$58,656 per year, effective January 1, 2025**

### **The Short Test for Administrative Employees**

An administrative employee must meet all of the following requirements to be exempt:

1. Compensation: Is paid at least \$250 per week exclusive of board, lodging or other facilities (On a yearly basis, \$250 per week equals about \$13,000 per year).
2. Duties: Primarily performance of office or non-manual work directly related to management policies or general business operations, or the performance of functions in the administration of an educational establishment, or a department or subdivision thereof, in work directly related to the academic instruction or training.
3. Responsibilities: Primary duty includes work requiring the exercise of discretion and independent judgment.

### **C. Professional Employees**

#### **The Long Test for Professional Employees**

A professional employee must meet all of the following requirements to be exempt from the FLSA minimum wage and overtime provisions:

1. Duties: Primarily work requiring -

Advanced learning acquired by a prolonged course of specialized intellectual instruction, as distinguished from general academic education, apprenticeships or routine training; or Original or creative work depending primarily on invention, imagination or talent; or Teaching, tutoring, instructing or lecturing for a school system or educational institution.

2. Discretion: Work requiring the consistent exercise of discretion and judgment.
3. Work product: Predominantly intellectual and varied in character and which cannot be standardized in relation to a given period of time.
4. Work responsibility: Must devote not more than 20 percent of his or her hours to activities not essential, part of or necessarily incident to the work.
5. Compensation - Is not paid less than: ~~\$170 per week exclusive of board, lodging or other facilities (On a yearly basis, \$170 per week equals about \$8,840 per year).~~

**\$844 per week exclusive of board, lodging or other facilities, effective July 1, 2024**

**\$43,888 per year, effective July 1, 2024**

**\$1,128 per week, effective January 1, 2025**

**\$58,656 per year, effective January 1, 2025**

### **The Short Test for Professional Employees**

A professional employee must meet all of the following requirements to be exempt:

1. Compensation - Is paid not less than: ~~\$250 per week exclusive of board, lodging or other facilities (On a yearly basis, \$250 per week equals about \$13,000 per year).~~

**\$844 per week exclusive of board, lodging or other facilities, effective July 1, 2024**

**\$43,888 per year, effective July 1, 2024**

**\$1,128 per week, effective January 1, 2025**

**\$58,656 per year, effective January 1, 2025**

2. Duties: Primarily consist of work requiring advanced learning or work as a teacher.
3. Discretion: Must include work requiring the consistent exercise of discretion and judgment or consist of work requiring invention, imagination or talent in a recognized field of artistic endeavor.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties and criteria; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

### **IV. Non-exempt Employees**

Non-exempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the non-exempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

### **V. Examples of Employee Classifications**

Non-exempt employees include:

Bus drivers

Cafeteria workers

- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Non-RN school nurse
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Principals and Assistant Principals
- Directors of Computer Programming
- Assistant Superintendents

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- School Board attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

#### VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

**Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime.** To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of those hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

#### VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for assistance.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked  $\frac{1}{4}$  hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited.**

#### VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and will be required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should immediately notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

*Adopted Date: December 8, 2003*

*Revision Date: August 8, 2024*



**CONFLICT OF INTEREST IN FEDERAL PROGRAMS**

Bixby Public Schools maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the bidding, quoting, contracting, and purchasing of goods and services for Bixby Public Schools via federal programs and grants. No employee, officer, or agent of Bixby Public Schools may participate in the selection, awarding of, or administration of goods, services, or contracts if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract (or for the District to purchase goods and/or services).

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors and/or suppliers of goods and services.

Any real and/or potential conflicts of interest found or suspected shall be reported to the superintendent and/or the President of the Board of Education. In cases where a conflict of interest is possible or found, the employee with the conflict of interest shall reduce the conflict to writing, recuse himself/herself from the issue, and make a report to the superintendent. All employees involved in the process and chain of action of purchasing goods and services via federal programs and/or grants, shall sign a statement acknowledging receipt of this policy.

Those in positions specifically required to sign a statement acknowledging receipt of this policy are as follows:

Bixby Public School Employees responsible for the requisitioning, bidding, quoting, encumbering, purchasing, receipting, and paying for goods and services at the District level: Superintendent, Associate Superintendent(s), Assistant Superintendent(s), Chief Financial Officer, Treasurer, Encumbrance Clerk(s), Deputy Encumbrance Clerk(s), Accounts Payable Clerk (s), Executive Director(s), Directors, and Coordinators.

The violation of the requirements in this policy may result in the employee's termination of employment with Bixby Public Schools.

**The District will make written disclosure of any potential conflict of interest to the federal awarding agency (Oklahoma State Department of Education).**

My signature below confirms my receipt of Bixby Public Schools Policy 6123.

---

Signature

Date

*Adopted: October 12, 2017; August 8, 2024*

**LEAST RESTRICTIVE ENVIRONMENT-~~INCLUSION~~**

~~*Inclusion* is a term currently used in discussing the placement of students with disabilities. This is not a legal term but can be replaced with the term *least restrictive environment*, found in the Individuals with Disabilities Education Act (IDEA). IDEA stipulates that children with disabilities must be provided a free appropriate public education in the least restrictive environment (LRE), meaning that “to the maximum extent appropriate, children with disabilities . . . are educated with nondisabled children.”~~

~~Inclusion is supporting students with and without disabilities in academic and social settings in their neighborhood schools. The amount of time to be spent in the regular education classroom will be determined by the IEP team for each individual student.~~

The Individuals with Disabilities Education Act (IDEA) 20 U.S.C. § 1412(a)(5)(A) states, to the maximum extent appropriate, all students with disabilities, 3 through 21 years of age, are to be educated with age-appropriate peers, both with and without disabilities. This process is known as the least restrictive environment (LRE). The LRE is the appropriate balance of settings and services to meet the student’s individual needs. The Local Education Agency (LEA) must have an array of services and a continuum of alternative placements/educational setting options available to meet the individual LRE needs of each student (34 C.F.R. §§ 300.114 and 300.115).

Special classes, separate day school, and other removals of a student with a disability from the general education environment may occur only when the nature or severity of the disability is such that education in the general education class, even with the use of supplementary aids and services, cannot be achieved satisfactorily.

It is important that the student is fully participating in the general education curriculum with the use of supplementary aids, accommodations/adaptations, and services to meet the student’s unique needs, yet not modified to the point the curriculum is no longer the same content.

Bixby Public Schools supports responsible placement of students in the least restrictive environment, which includes the following:

- Placing students with disabilities in regular education settings in the least restrictive environment in accordance with individual needs;
- Placing students with disabilities in regular education in numbers that do not reduce the natural proportions of regular classrooms;
- Providing educational, nonacademic and extracurricular opportunities for students with disabilities equal to those of their peers;
- Teaching students with and without disabilities how to appreciate similarities and differences among individuals;
- Providing supplementary aids and services in the regular educational environment;

- Sharing resources, skills, and time;
- Sharing educational responsibilities for students with disabilities;
- Providing a positive climate in which positive attitudes prevail;
- Realizing that the student with disabilities belongs within the regular environment to the maximum extent appropriate and should receive appropriate support services within school and community settings;
- Realizing that students with disabilities may be included in a classroom for either or both academic and social needs; and
- ~~supporting a district commitment to provide professional development in the areas of inclusion and collaboration~~
- **Supporting a district commitment to provide professional development** in research based instructional practices, interventions, and collaboration

~~Inclusion is not:~~ **Responsible placement in the Least Restrictive Environment is not:**

- Arbitrarily requiring all students with disabilities be served full-time in the regular classroom;
- Serving the students with disabilities in regular environments without a planned support system in place, ~~perhaps including a student-specific Inclusion Plan;~~
- Presenting content area instruction to students with disabilities without necessary accommodations/modifications ~~and~~
- Evaluating individual student progress without allowing for necessary modification of evaluation procedures.
- **Placement of students in general education with curriculum modified to the point it is no longer the same content as the general curriculum.**

This school district will comply with all applicable state and federal laws concerning the placement of students in the least restrictive environment.

Reference: Board Minutes dated December 9, 1996

*Adoption Date: November 13, 2000*

*Revised: August 8, 2024*

## GRADUATION REQUIREMENTS

- I. The Bixby Board of Education recognizes that a prescribed course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of **23** or more units of credits in the subject areas listed below shall be obtained by the student to be eligible for graduation.
- II. In order to graduate Bixby Public Schools with a standard diploma, students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. In lieu of the requirements of the college preparatory/work ready curriculum for high school graduation, a student may enroll in the core curriculum for high school graduation, upon written approval of the parent or legal guardian of the student.**Option 1: College Preparatory/Work Ready Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6)**
  - a. **4 Units English** to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
  - b. **3 Units Mathematics** limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements; **(Grades 9-12)**
  - c. **3 Units Laboratory Science** one unit must be a Life Science meeting the standards for Biology I, One unit must be a Physical Science meeting the standards for Physical Science, Chemistry or Physics and One unit must be from the domains of Physical Science, Life Science or Earth and Space Science with content and rigor above Biology I or Physical Science.
  - d. **3 Units History and Citizenship Skills** including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or non-Western culture and approved for college admission requirements;
  - e. **2 Units of the same Foreign or non-English language, or 2 Units Computer Technology** approved for college admission requirements, whether taught at a high school or a technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
  - f. **1 Additional Unit** selected from the courses listed above or career and technology education courses approved for college admission requirements; and
  - g. **1 Unit or Set of Competencies of Fine Arts such as music, art, or drama, or 1 Unit or Set of Competencies of Speech**
  - h. A **Total of 6 Units** of Electives are required.
  - i. In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, and

Cardiopulmonary Resuscitation (CPR) Training as set forth in the Dustin Rhodes and Lindsay Steed CPR training Act. (HB1378).

III. **Option 2: Core Curriculum for High School Graduation (Minimum Requirements) (Title 70 O.S. § 11-103.6 and State Board of Education Regulations)**

- a. **4 Units or Sets of Competencies Language Arts 1** Grammar and Composition, and **3** which may include, but are not limited to the following courses: American Literature, English Literature, World Literature, Advanced English courses, or other English courses with content and/or rigor equal to or above grammar and composition.
- b. **3 Units or Sets of Competencies Mathematics 1** Algebra I or Algebra I taught in a contextual methodology, and **2** which may include, but are not limited to the following courses: Algebra II, Geometry or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Precalculus, Calculus, Statistics and/or Probability, Computer Science I, Computer Science II, Mathematics of Finance\*, Intermediate Algebra\*; contextual mathematics courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the independent district board of education; mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the Bixby board of education; or other mathematics courses with content and/or rigor equal to or above Algebra I.
- c. **3 Units or Sets of Competencies Science 1** Biology I or Biology I taught in a contextual methodology, and **2** in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, Applied Biology/Chemistry, Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science); contextual science courses which enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the eleventh or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the Bixby board of education; science courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the eleventh or twelfth grade upon approval of the State Board of Education and the independent district board of education; or other science courses with content and/or rigor equal to or above Biology I.
- d. **3 Units or Sets of Competencies Social Studies 1** United States History, **1/2 to 1** United States Government, **1/2** Oklahoma History, and **1/2 to 1** which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.
- e. **2 Units or Sets of Competencies The Arts** which may include, but are not limited to courses in Visual Arts and General Music.
- f. **A Total of 8 Units of Electives** are required.

- g. In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act
- IV. Elective credit may consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six hours of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.
- V. To meet the graduation requirements, credits may include courses taken by concurrent enrollment, Advanced Placement, internet/web-based instruction, correspondence, or courses bearing different titles. Such options shall be controlled by local, state, and federal policies and procedures and may be subject to the prior approval of the high school principal. Bixby Public Schools encourages students to complete two units or sets of competencies of foreign languages while enrolled in high school.
- VI. Credit may be given for the above-referenced courses when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Courses completed in the seventh or eighth grade for high school credit shall NOT figure in a student's high school (grade 9 – 12) grade point average.
- VII. No student will be allowed to receive credit for high school graduation more than once for completion of the same course or sets of competencies to satisfy core curriculum requirements. All of the above-referenced courses may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student in the “College Preparatory/Work Ready Curriculum” and “Core Curriculum” areas of study.
- VIII. The following regulations shall also apply:
- a. Students who need more than one unit for graduation shall not be permitted to participate in the high school graduation/commencement exercises.
  - b. At least two units of the last three units completed for graduation shall be completed in attendance at Bixby High School in order to receive a graduation diploma from Bixby High School.
  - c. The Bixby Board of Education has the authority to set local requirements for graduation above those of the State Board of Education.
  - d. A unit of work earned by a student in any summer school accredited by the Oklahoma State Department of Education in Oklahoma may be accepted at the option of Bixby Public Schools as resident credit.
  - e. Units of work earned by a student in an approved area vocational/technical school in Oklahoma shall be certified by an area career-technical school to the high school in which the student is regularly enrolled. These units of work shall be counted toward meeting local and state requirements for graduation.
  - f. A student's GPA is a cumulative grade point average from grades 9-12.
- IX. **GLOSSARY OF TERMS**
- a. Sets of competencies are the skills and competencies specified in the State Standards, or other skills and competencies adopted by the State Board of Education.

- b. Contextual methodology means academic content and skills taught by utilizing real-world problems and projects in such a way that helps students understand the application of knowledge.

### **Transfer Grades-Transcripts from Outside of the United States**

Provide an official transcript and/or record of prior education from the student's home school and an English translation of the same documents. Courses will be interpreted to Oklahoma equivalency courses/credits and used to determine course sequencing. Transcripts from outside of the United States (except for accredited international schools or Department of Defense schools) will not receive a letter grade. A "P" for passing will be assigned to designate that credit was earned and GPA points are not awarded. Credit is awarded based on review by school staff. The records must reflect courses taken and grades/credits earned.

X. Students entering the eighth grade in the 2025- 2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

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

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

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

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

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

3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a

minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student.

REFERENCE: 70 O.S. 2011, § 1210.523; 70 O.S. 11-103.2c; 70 O.S. 11-103.6

*Revised August 13, 2020*

*Revised July 15, 2021*

*Revised July 14, 2022*

*Revised August 8, 2024*



**SEARCH OF STUDENTS**

The Bixby Board of Education believes that all students should be free from unreasonable search and seizure by school officials.

However, the superintendent, principal, teacher upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities.

The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

The extent of any search conducted pursuant to this policy shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shoes, hand and head covering (except religious head covering), shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of possible suspension.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. **Refusal of a search of person or property due to reasonable suspicion will result in consequences that align with the accused infraction.** School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

REFERENCE: 70 O.S. §24-102

*Adoption Date: November 13, 2000; August 13, 2020; August 10, 2023; August 8, 2024*



Sherry McIntyre &lt;smcintyre@bixbyps.org&gt;

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**Secure Your Spot in the 2024 Buy Bixby Shopping Program!** 📧

1 message

Christal Melton <ChristalM@bixbychamber.com>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

Wed, Jul 17, 2024 at 11:37 AM

Hello there!

I know it doesn't seem like it with this sweltering hot weather, but it's time to start thinking about Buy Bixby! Can you believe it? We couldn't wait to invite you back to be part of one of the most exciting holiday shopping programs in the state!

🌟 Last year, your company was an amazing participant in Buy Bixby, and we're hoping to have you join us again this year. Below, you'll find your sponsorship details from 2023. If you'd like to continue with the same sponsorship, just let me know. If you're considering a change or want to explore new opportunities, I've got all the details you need right here.

No need to hassle with online registration—simply reply to this email, and we'll take care of the rest!

**Your Buy Bixby Sponsorship 2023:****CANDY CANE - \$650**

- Logo on event PR/Marketing (excluding poster & billboard)
- Up to 40 rolls of tickets
- 12-month listing on Buybixby.com
- Mention on Buy Bixby Facebook page
- Company logo on the back of exclusive shirts

**ADDITIONAL BUY BIXBY INFO:**

Join us as we embark on another magical Buy Bixby season! This program shines a spotlight on the vibrant Bixby business community, showcasing an incredible array of merchants, products, and services. The increased sales tax collections enable the City of Bixby to enhance services for both residents and merchants.

🌟 Buy Bixby is not just a shopping program—it's an experience! It's designed to generate buzz and bring attention to the wonderful businesses in Bixby. The program keeps local shopping dollars within our community while attracting new shoppers from the surrounding areas. And the best part? Cash prizes and amazing rewards await during the most wonderful time of the year!

📦 We'll be giving away fantastic cash prizes!

🎄 New for 2024! Introducing the Jingle Bell Brigade—an exciting new sponsorship opportunity! Check out all our sponsorship levels below and reach out to me directly if you're interested.

**OTHER SPONSORSHIP OPPORTUNITIES:****Jingle Bell Brigade Sponsor - \$1,000 🌟 NEW THIS YEAR 🌟**

- Post on Facebook Page
- Join staff on Prize Patrol

**GUM DROP - \$2,250**

- Logo on event PR/Marketing including billboard/poster/press release
- Unlimited rolls of tickets

- Featured business on 12-month listing on Buybixby.com
- Promotion on Buy Bixby Facebook page
- 60-second promotional video on Facebook
- Company logo on the back of exclusive shirts
- Recognition on stage

### **SUGAR COOKIE - \$1,200**

- Logo on event PR/Marketing (excluding billboard)
- Unlimited rolls of tickets
- Featured business on 12-month listing on Buybixby.com
- Post on Buy Bixby Facebook page
- 60-second promotional video on Facebook
- Company logo on the back of exclusive shirts

### **CANDY CANE - \$650**

- Logo on event PR/Marketing (excluding poster & billboard)
- Up to 40 rolls of tickets
- 12-month listing on Buybixby.com
- Mention on Buy Bixby Facebook page
- Company logo on the back of exclusive shirts

### **GINGERBREAD - \$400**

- Name only on event PR/Marketing (excluding poster, billboard & t-shirt)
- 2 rolls of tickets
- 12-month listing on Buybixby.com
- Mention on Buy Bixby Facebook page

### **Ticket Sponsor - \$4,000**

- Logo on tickets
- 12-month listing on Buybixby.com
- Logo on event PR/Marketing including billboard/poster
- 60-second promotional video on Facebook
- Recognition on Stage
- Up to 40 Rolls of Tickets

### **Grand Finale Sponsor - \$2,250**

- Logo on tickets
- 12-month listing on Buybixby.com
- Logo on event PR/Marketing including billboard/poster
- 60-second promotional video on Facebook
- Recognition on Stage
- Up to 40 Rolls of Tickets


### **Poster Sponsor - \$500**

- 12-month listing on Buybixby.com
- Logo on Poster

### **Flyer Sponsor - \$500**

- 12-month listing on Buybixby.com
- Logo on Flyer

### **Extra Tickets - \$15 per roll**

Let's make the 2024 Buy Bixby season the best yet! We would love to have you on board again. 



Sherry McIntyre &lt;smcintyre@bixbyps.org&gt;

## Fwd: Merging of two activity accounts

2 messages

Mike Anthony &lt;manthony@bixbyps.org&gt;

Tue, May 14, 2024 at 4:08 PM

To: Sherry McIntyre &lt;smcintyre@bixbyps.org&gt;, Melinda Weig &lt;mweig@bixbyps.org&gt;, Debbie Hauser &lt;dhauser@bixbyps.org&gt;

Thoughts?

Mike Anthony  
CFO  
Bixby Public Schools  
918-366-2336  
[manthony@bixbyps.org](mailto:manthony@bixbyps.org)

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

From: **Jeremy Parker** <[jeremyparker@bixbyps.org](mailto:jeremyparker@bixbyps.org)>

Date: Tue, May 14, 2024 at 3:48 PM

Subject: Merging of two activity accounts

To: Mike Anthony <[manthony@bixbyps.org](mailto:manthony@bixbyps.org)>

Hey Mike,

I would like to discuss merging our two band student activity accounts 903 (MS) and 904 (HS) to help us streamline several things.

- Our accounting software "cuttime" charges us by the account or program. If we combine the accounts we would save several hundred dollars yearly.
- This would allow us to track student accounts more efficiently from 7th-12th grade.
- This would give students and parents more transparency of accounts as they raise money for large trips (Ireland/London) and for band fees.
- All fundraising for Drillers, concessions etc can be utilized by parents 7-12 for student accounts without the need for transferring money from one to the next.
- Our fine arts secretary and myself can better assist with the accounts oversight and budgeting for program growth and needs.
- We could divert some of the redundant steps of establishing POs and paying invoices so fewer people are involved with those functions while still maintaining checks and balances.

I think this same discussion could be had about the MS choir and HS choir accounts as they use the same software and have the same types of needs.



*Jeremy Parker*

BIXBY PUBLIC SCHOOLS  
Coordinator of Fine Arts  
Director of Band Programs  
Sponsor: Tri-M Music Honors Society

📞 918-366-2230

✉ [jeremyparker@bixbyps.org](mailto:jeremyparker@bixbyps.org)

Melinda Weig <[mweig@bixbyps.org](mailto:mweig@bixbyps.org)>

Wed, May 15, 2024 at 8:54 AM

To: Mike Anthony <[manthony@bixbyps.org](mailto:manthony@bixbyps.org)>Cc: Sherry McIntyre <[smcintyre@bixbyps.org](mailto:smcintyre@bixbyps.org)>, Debbie Hauser <[dhauser@bixbyps.org](mailto:dhauser@bixbyps.org)>

Katie at Fine Arts and I talked about this earlier. If the Band program is combined as they are indicating, and fees and credits are being included as One group, I don't know why this wouldn't work. The funds usually follow those students to the High School anyway so it would especially

7/17/24, 4:21 PM

Bixby Public Schools Mail - Fwd: Merging of two activity accounts

simplify that step. Thankfully Katie seems to be willing to work with this plan so that's the best reason I feel this will work and keep Fine Arts Band fluid between the MS and HS.

We didn't discuss the Vocal Music being combined but this probably would be a good time to do so since it looks like we are getting new instructors in both the HS and MS levels and it will ease that accounting aspect of the incoming teachers' classroom / program requirements.

Please keep me informed on what is decided.

Thanks!

Melinda Weig

Activity Accounts Coordinator

Bixby Public Schools

[mweig@bixbyps.org](mailto:mweig@bixbyps.org)

918-366-2227 OFFICE

918-366-4241 FAX



[Quoted text hidden]