

AGENDA
Sapulpa Public Schools
Special Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Wednesday, April 15, 2020 at 12:00 PM

This meeting will be conducted via teleconferencing, via videoconferencing, and at a physical location.

Public View and access via: <https://www.facebook.com/sapulpapunlicschools>

This meeting will be conducted entirely via videoconferencing. Those present at remote locations will be:

Mr. Larry Hoover, President
Mrs. Melinda Ryan, Vice President
Mr. Wayne Richards, 2nd Vice President
Mr. Steve McCormick, Member
Mrs. Sarah Havenstrite, Member
Mrs. Misty Jones, Clerk of the Board
Mr. Rob Armstrong, Superintendent
Mr. Johnny Bilby, Assistant Superintendent
Ms. Donia Doudican, Director of Instructional Design
Mrs. Kenda Terrones, Chief Financial Officer
Mrs. Katherine Stufflebeam, Special Education Director
Mrs. Kim Castaldi, Director of Accountability and Accreditation
Mr. Michael Rose, Director of Athletics
Mr. Aaron McCulloch, Director of Communications
Mr. Troy Witzansky, Director of Facilities

I. Call the meeting to order. (Except for items I and II, any agenda item may be considered and acted on in any order)

II. President's Statement:

In the event the audio signal from this meeting is interrupted, a maximum of thirty (30) minutes will be used to attempt to restore the audio, and if that time elapses, the meeting will be reconvened and a timely public notice as to the date, time, place, and

manner of the reconvened meeting will be given in accordance with the provisions of the Open Meeting Act.

III. Formal Adoption of the Agenda.

A. Motion, discussion, and vote on Motion to formally adopt Agenda.

IV. Consent Agenda

A. Approval of the 03.09.2020 Regular Meeting Minutes.

B. Approval of 2019-20 General Fund Purchase Order Encumbrance numbers 1034 through 1058.

C. Approval of 2019-20 Building Fund Purchase Order Encumbrance number 146 through 151.

D. Approval of 2019-20 Child Nutrition Fund Purchase Order Encumbrance number 84.

E. Approval 2019-20 Bond Fund 33 Purchase Order Encumbrance numbers 74 through 76.

F. Approval of 2019-20 Insurance Reimbursement Fund (86) Purchase Order Encumbrance number 24.

G. Approval of the monthly financial reports of the School Activity Funds Account.

H. Approval of the Treasurer's Report on the status of Funds and Investments.

I. Approval of the following 2020 Summer Programs

1. Summer Academic Programs 9 - 12
2. Summer School Programs
3. Driver's Education
4. Summer Splash/Reading Academy
5. Camp Invention
6. Extended School Year
7. Summer Child Nutrition
8. Arts Explore
9. Band Camp
10. Rookie Camp 8th grade
11. SPARK
12. School Zone
13. Summer Athletic Camps
14. EL

J. Approval of 2020 Neosho Basketball Contract.

K. Approval of 2020 Bixby Invitational BB Tournament Contract.

L. Approval of the 2020-21 School Work Study Agreement between Sapulpa Public Schools and the State of OK Dept of Rehabilitation Services.

M. Approval of generous donation of \$250 from Waste Management to be deposited into the general fund.

N. Approval of Out of State Activity Trip as per attachment.

O. Approval of Fundraisers as per attachment.

V. Hearing from the public

VI. Information and Discussion

A. Superintendent Comments

VII. Action Items

- A. Discussion, motion, and vote on a motion to adopt Policy BE-E (New), Board of Education Meetings Teleconferencing or Videoconference Regulations Sample Notice and Agenda.
- B. Discussion, motion, and vote on a motion to adopt Policy BE-R2 (New), Board of Education Meetings Teleconferencing or Videoconference Regulations.
- C. Discussion, motion, and vote on a motion to adopt Policy BED Board of Education Meeting Public Participation.
- D. Discussion, motion, and vote on a motion to adopt Resolution to Change School Calendar and Ensure Employee Pay.
- E. Discussion, motion, and vote on a motion to adopt Basic Components of Pandemic Planning.
- F. Discussion, motion, and vote on a motion to approve/disapprove the application for temporary appropriations for the 2020-21 fiscal year as per attachment.
- G. The Proposed Executive Session will be conducted entirely by videoconferencing in a separate virtual meeting. Those present at the remote locations will be: Larry Hoover-President, Melinda Ryan-Vice President, Wayne Richards-2nd Vice President, Steve McCormick-Member, Sarah Havenstrite-Member, and Rob Armstrong-Superintendent.
 - 1. Proposed Executive Session to discuss personnel as listed as authorized by 25 O.S. Section 307(B)(1) and (7) of the Oklahoma Open Meeting Act.
 - a. Statement of Executive Session Minutes
 - b. To acknowledge the Board has returned to Open Session
 - c. Vote to convene in Executive Session
- H. Personnel
 - 1. Vote to approve/disapprove employing Personnel as per attachment.
 - 2. Vote to approve/disapprove FMLA for Madison Noble, effective April 20, 2020, through June 2, 2020.
 - 3. Vote to approve/disapprove FMLA for Angela Lindsay, effective May 1, 2020, through July 23, 2020.
 - 4. Vote to accept Resignations received since the last board meeting.

VIII. Adjournment

Regular Meeting of The Board of Education Independent School District Number 33, Creek County
Monday, March 9, 2020 6:00 PM
Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call the meeting to order and Pledge of Allegiance to the American Flag

President Larry Hoover called the meeting to order at 6 pm. Assistant Superintendent Johnny Bliby lead the Pledge of Allegiance. The Sapulpa Pings, again National Champs, were recognized for their hard work and dedication. The Plngs brought back three trophies to add to their collection. These young ladies put in hours of practice and also maintain A+ work in the classroom.

II. Formal Adoption of the Agenda.

II.A. Motion, discussion, and vote on Motion to formally adopt Agenda.

To formally adopt Agenda passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

III. Consent Agenda

III.A. Approval of the Meeting Minutes for 2.10.20 Regular Meeting.

III.B. Approval of 2019-20 General Fund Purchase Order Encumbrance numbers 972 through 1033.

III.C. Approval of 2019-20 Building Fund Purchase Order Encumbrance numbers 137 through 145.

III.D. Approval of 2019-20 Child Nutrition Fund Purchase Order Encumbrance numbers 80 through 83.

III.E. Approval of 2019-20 Bond Fund 33 Purchase Order encumbrance numbers 71 through 73.

III.F. Approval of the monthly financial reports of the School Activity Funds account.

III.G. Approval of the Treasurer's Report on the status of Funds and Investments.

III.H. Approval of the 20-21 Yearbook Contracts for Sapulpa Public Schools:

III.H.1. Sapulpa High School--Herff Jones

III.H.2. Sapulpa Jr. High--Herff Jones

III.H.3. Sapulpa Middle School--Ruth Kelly Studio

III.H.4. Freedom Elementary--Herff Jones

III.H.5. Holmes Park Elementary--Jostens

III.H.6. Jefferson Heights Elementary-Ruth Kelly Studio

III.H.7. Liberty Elementary Stem Academy-Ruth Kelly Studio

III.I. Approval of OK Secondary Schools Activities Assoc Contract for Athletic Contests-Skiatook, Lady Chieftains.

III.J. Approval of Tournament of Champions Contract with Tulsa Public Schools.

III.K. Approval of Municipal Accounting System (MAS) Software Sevice Agreement for the 2020-21 school year.

III.L. Approval of 2020 E-Rate Bid for Sapulpa Public Schools.

III.M. Approval of Sparks Reed Architecture & interiors Agreement.

III.N. Approval of 2020 Flavours by Sodexo at ORU for Junior/Senior Prom.

III.O. Approval of Out of State Activity Trips.

III.P. Approval of Fundraisers.

To approve Consent Agenda items A-P passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

IV. Hearing from the Public
None

V. Information and Discussion Items

V.A. Superintendent Comments

After taking a picture with the Sapulpa Pings, Superintendent Armstrong was proud to share that the Lady Chieftains will be starting their State Play-off games Thursday at 3:30 pm at the ORU Mabee Center. As this will wrap up Winter sports, Spring sports have started with just about everyone in play somewhere today. This past weekend, our District put on the play Freaky Friday. It was a great performance with great attendance.

Upcoming events: 20+ students will take a STEM trip to San Diego, leaving on Wednesday. The District is watching events unfold around the country and taking precautions as needed. Prom is right around the corner and Graduation about 9 weeks away.

VI. Action Items

VI.A. New Business - items not known or foreseen when agenda was posted.
None

VI.B. Discussion, motion, and vote on a motion to approve/disapprove the updated 544.1.3 Student Activity Drug Testing Policy, as a third read.

To approve the updated 544.1.3 Student Activity Drug Testing Policy with the following modifications: 1) where it reads game, ADD /event 2) pg. 3 CHANGE mass screening to initial yearly screening 3) pg. 3 the sentence The head coach or sponsor shall be responsible..ADD "and to ensure that all students must demonstrate an understanding of the policy before engaging in an activity" 4) pg. 7 the sentence designee(s) shall then determine whether the original finding(s) were justified...ADD "modified can include participation in practice, team meetings, and/or team event" 5) pg. 8 the sentence This policy will go into effect..ADD "and all students will start with zero offenses" passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.C. Board to consider and take action on a resolution determining the maturities of, and setting a date, time and place for the sale of the \$9,910,000 General Obligation Building Bonds of the School District.

To approve April 21, 2020, @ 12 pm, at the Washington Administration Center, for the sale of the \$9,910,000 General Obligation Building Bonds of the School District passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.D. Consider and approve an Agreement for Bond Counsel Services with Hilborne and Weidman.

To approve an Agreement for Bond Counsel Services with Hilborne and Weidman passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent
Larry Hoover: Yea

Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.E. Proposed Executive Session to discuss Personnel listed and to conduct an ongoing evaluation of the Superintendent as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act.

VI.E.1. Vote to convene in Executive Session

To convene in Executive Session @ 6:42 pm passed with a motion by Melinda Ryan and a second by Wayne Richards.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.E.2. To acknowledge the Board has returned to Open Session
President Hoover acknowledged the Board's return to Open Session 7:07 pm.

VI.E.3. Statement of Executive Session Minutes

The Board of Education went into Executive Session at 6:42 pm to discuss Personnel as listed and to conduct ongoing evaluation of the Superintendent, as authorized by 25 O.S. Section 307(B)(1) of the Oklahoma Open Meeting Act. During the Executive Session, the Board discussed these items and no other items. The Board returned to Open Session at 7:07 pm. Present in Executive Session were Steve McCormick, Wayne Richards, Melinda Ryan, Larry Hoover, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VI.F. Personnel

VI.F.1. Vote to approve/disapprove employing Personnel as per attachment.

To approve employing Personnel as per attachment passed with a motion by Wayne Richards and a second by Larry Hoover.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VI.F.2. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Wayne Richards and a second by Melinda Ryan.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

VII. Adjournment

To adjourn at 7:09 pm passed with a motion by Steve McCormick and a second by Wayne Richards.

Sarah Havenstrite: Absent
Larry Hoover: Yea
Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

Encumbrance Register

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1034 - 1999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1034	03/04/2020	2223	ROBERTS TRUCK CENTER	Fuel Canister Drain Valve	50.62
11	1035	03/04/2020	2223	ROBERTS TRUCK CENTER	Filters for Buses	2,412.30
11	1036	03/04/2020	2223	ROBERTS TRUCK CENTER	Engine Block Heater Harness	164.68
11	1037	03/05/2020	2223	ROBERTS TRUCK CENTER	Fuel Filters for Bus L05	69.14
11	1038	03/05/2020	2223	ROBERTS TRUCK CENTER	Rear Brake Shoes and Drums Bus 39	507.76
11	1039	03/05/2020	30670	WELDON TRUCK PARTS	Rear Brake Parts for Bus 26	329.59
11	1045	03/06/2020	9881	FLEETCOR TECHNOLOGIES OPERATING CO	DIESEL-DISTRICT	20,000.00
11	1046	03/09/2020	3826	SECURITY BANK CARD CENTER INC	Meds/Supplement Cimmaron Animal	125.00
11	1047	03/09/2020	3826	SECURITY BANK CARD CENTER INC	Supplies for show and shop	200.00
11	1048	03/09/2020	80831	MADISON NOBLE	011-Sped-Certification Fees-- Noble	125.00
11	1049	03/12/2020	32	CINTAS CORPORATION	Uniforms and shop towels for mechanic	200.00
11	1050	03/12/2020	781	O'REILLY AUTOMOTIVE STORES, INC.	Parts for Truck 201	778.92
11	1051	03/12/2020	940	LAWRENCE COUNTY NEWSPAPERS, INC.	ADMIN POSTINGS IN PAPER	1,000.00
11	1052	03/12/2020	2223	ROBERTS TRUCK CENTER	Gasket Valve Cover Bus 34	422.43
11	1053	03/12/2020	3186	COUNTRYSIDE DIESEL REPAIR LLC	Replacing injector and Valve Cover Bus 34	680.00
11	1054	03/23/2020	2223	ROBERTS TRUCK CENTER	Injector Assembly	618.83
11	1055	03/23/2020	877	PREFERRED BUSINESS SYSTEMS	COPIER MACHINES - DISTRICT	10,000.00
11	1056	03/25/2020	2129	CECIL COX ENTERPRISES	Tires for truck 201	800.00
11	1057	04/03/2020	3826	SECURITY BANK CARD CENTER INC	PCard for Postage for student COVID-19 Packages	250.00
11	1058	04/03/2020	3826	SECURITY BANK CARD CENTER INC	POSTAGE-DISTRICT FOR DISTANCE LEARNING	2,000.00

Non-Payroll Total:	\$40,734.27
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$40,734.27

Encumbrance Register

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 146 - 199, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	146	03/04/2020	3826	SECURITY BANK CARD CENTER INC	Dollar Tree/Disinfectant Spray District	120.00
21	147	03/09/2020	32	CINTAS CORPORATION	Building cleaning supplies/District	2,000.00
21	148	03/12/2020	1651	SPARKS REED, LLC	ARCHITECTURE SERVICES FOR FUTURE BOND PLAN	8,000.00
21	149	03/30/2020	4240	MIKE J NAIFEH	CLOSED SIGNS FOR DISTRICT FACILITIES	240.00
21	150	04/02/2020	9554	ENVIRONMENTAL LOOP SVC	HVAC Service and Supplies	800.00
21	151	04/02/2020	3202	Maintenance Supply Company, Inc.	Custodial Cleaning Supplies	1,800.00
Non-Payroll Total:						\$12,960.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$12,960.00

Sapulpa Public Schools
Encumbrance Register**Options:** Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 84 - 100, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	84	03/09/2020	30991	PLATINUM VENTURES, INC	50 dozen Metal teaspoons	56.00
Non-Payroll Total:						\$56.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$56.00

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 74 - 100, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	74	03/04/2020	3158	WILLIAM A. HARRISON, INC.	SINGLE SOURCE NEW HVAC CONTROLLER SMS	19,133.00
33	75	03/10/2020	546	TEMPLE ENTERPRISES OF TULSA, INC.	EMERGENCY AC FOR SERVER ROOM SHS	2,375.10
33	76	03/12/2020	99	DISCOUNT FENCE SUPPLY, INC.	PORTABLE FENCING	2,120.31
Non-Payroll Total:						\$23,628.41
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$23,628.41

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2019-2020, Date Range: 7/1/2019 - 6/30/2020, PO Range: 24 - 100, Fund Codes: 86

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
86	24	04/02/2020	3168	CHRIS KING	GUTTER REPAIR ON BAILEY BUILDING	2,150.00
Non-Payroll Total:						\$2,150.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$2,150.00

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2020 - 3/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$2,171.30	\$0.00	\$0.00	\$0.00	\$2,171.30	\$1,805.96	\$365.34
802 HS OFFICE	\$5,610.61	\$0.00	\$0.00	\$403.01	\$5,207.60	\$3,863.47	\$1,344.13
803 CREDIT RECOVERY	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
804 ID BADGE	\$3,907.53	\$225.00	\$0.00	\$0.00	\$4,132.53	\$667.05	\$3,465.48
805 HS ART	\$10,850.31	\$0.00	(\$60.00)	\$279.00	\$10,511.31	\$2,157.05	\$8,354.26
806 HS BAND	\$5,070.47	\$459.00	\$0.00	\$1,052.00	\$4,477.47	\$2,753.47	\$1,724.00
807 HS BAND BOOSTER CONCESSION	\$4,499.10	\$0.00	\$0.00	\$2,228.50	\$2,270.60	\$1,928.12	\$342.48
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$236.00	\$0.00	\$0.00	\$0.00	\$236.00	\$200.00	\$36.00
810 HS STAY(STUD TCH AIDS YOUTH)	\$445.06	\$0.00	\$0.00	\$0.00	\$445.06	\$0.00	\$445.06
811 HS COUNSELING OFFICE	\$5,282.91	\$0.00	\$0.00	\$595.00	\$4,687.91	\$0.00	\$4,687.91
812 HS BUSINESS PROF ASSOC (BPA)	\$1,171.66	\$0.00	\$0.00	\$0.00	\$1,171.66	\$390.00	\$781.66
814 HS AP EXAMS	\$6,641.00	\$130.00	\$0.00	\$0.00	\$6,771.00	\$6,641.00	\$130.00
815 HS FCCLA	\$2,331.99	\$640.00	\$0.00	\$131.04	\$2,840.95	\$1,362.80	\$1,478.15
816 HS INDIAN ED PANTRY	\$199.18	\$0.00	\$0.00	\$0.00	\$199.18	\$170.00	\$29.18
817 HS LIBRARY	\$1,646.90	\$0.00	\$0.00	\$0.00	\$1,646.90	\$45.63	\$1,601.27
818 HS NATIONAL HONOR SOCIETY	\$6,373.17	\$0.00	\$0.00	\$0.00	\$6,373.17	\$2,762.01	\$3,611.16
819 GREEN-THUMB CHIEFTAINS	\$1,016.69	\$415.00	\$0.00	\$141.98	\$1,289.71	\$92.68	\$1,197.03
820 HS NAACP	\$158.88	\$0.00	\$0.00	\$0.00	\$158.88	\$93.16	\$65.72
821 HS SENIORS 2021	\$3,587.15	\$0.00	\$0.00	\$0.00	\$3,587.15	\$100.00	\$3,487.15
822 HS SENIORS 2020	\$7,355.15	\$218.00	\$0.00	\$665.48	\$6,907.67	\$893.11	\$6,014.56
823 HS SENIORS 2022	\$3,029.58	\$0.00	\$0.00	\$38.42	\$2,991.16	\$0.00	\$2,991.16
824 HS SCIENCE & ENGINEERING	\$10,655.22	\$0.00	\$0.00	\$0.00	\$10,655.22	\$4,689.00	\$5,966.22
825 HS SPANISH HONOR SOCIETY	\$987.28	\$0.00	\$0.00	\$0.00	\$987.28	\$170.00	\$817.28
826 HS SPECIAL ED/OLYMPICS	\$16,967.55	\$275.75	\$0.00	\$41.79	\$17,201.51	\$16,488.21	\$713.30
827 HS STUDENT COUNCIL	\$4,853.95	\$5,988.54	\$2,788.73	(\$41.59)	\$13,672.81	\$756.67	\$12,916.14
828 HS VOCAL MUSIC	\$23,265.80	\$3,848.00	\$0.00	\$5,068.18	\$22,045.62	\$11,421.07	\$10,624.55
829 HS AG ED & FFA	\$39,730.51	\$989.00	\$0.00	\$507.75	\$40,211.76	\$7,240.62	\$32,971.14
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$0.00	\$1,704.98
831 HS YEARBOOK	\$6,610.22	\$0.00	\$0.00	\$0.00	\$6,610.22	\$176.79	\$6,433.43
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$70.50	\$0.00	\$0.00	\$0.00	\$70.50	\$0.00	\$70.50
834 HIDER TRUST- FFA SCHOLARSHIPS	\$20,650.95	\$0.00	\$0.00	\$0.00	\$20,650.95	\$0.00	\$20,650.95
835 HS BAND AUXILIARIES	\$5,183.72	\$0.00	\$0.00	\$2,151.78	\$3,031.94	\$0.00	\$3,031.94
836 HS BAND TRIPS	\$50,208.48	\$13,454.22	\$0.00	\$48,630.40	\$15,032.30	\$3,977.92	\$11,054.38
837 HS BAND GRANTS	\$46,263.05	\$0.00	\$0.00	\$931.97	\$45,331.08	\$5,223.86	\$40,107.22
838 HS PING PINGS	\$4,794.27	\$0.00	\$0.00	\$494.00	\$4,300.27	\$0.00	\$4,300.27
839 HS FCA	\$1,602.05	\$0.00	\$0.00	\$0.00	\$1,602.05	\$0.00	\$1,602.05
840 HS INDIAN PARENT COMMITTEE	\$433.57	\$559.32	\$0.00	\$0.00	\$992.89	\$0.00	\$992.89
841 HS SAPULPA INDIAN CLUB	\$1,834.63	\$1,138.50	\$0.00	\$500.00	\$2,473.13	\$1,200.00	\$1,273.13
842 HS KEY CLUB	\$468.58	\$0.00	\$0.00	\$0.00	\$468.58	\$0.00	\$468.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$16,467.96	\$1,910.00	\$0.00	\$1,127.75	\$17,250.21	\$6,390.00	\$10,860.21
845 HS CULINARY ARTS	\$778.07	\$1,013.25	\$0.00	\$45.22	\$1,746.10	\$371.40	\$1,374.70
846 HS JROTC	\$42,780.68	\$602.00	(\$30.00)	\$2,595.14	\$40,757.54	\$5,264.96	\$35,492.58
847 HIDER TRUST- JROTC SCHOLARSHIPS	\$16,126.47	\$0.00	\$0.00	\$0.00	\$16,126.47	\$0.00	\$16,126.47
848 HS SCHOOL NURSE	\$2,134.74	\$0.00	\$0.00	\$0.00	\$2,134.74	\$0.00	\$2,134.74
850 CANNON SCHOLARSHIP- FFA	\$270.00	\$0.00	\$0.00	\$0.00	\$270.00	\$0.00	\$270.00
851 HS SENIOR GIRL EVENTS	\$3,703.43	\$850.00	\$0.00	\$0.00	\$4,553.43	\$1,800.00	\$2,753.43
852 HS FIRST ROBOTICS	\$39,531.45	\$0.00	\$0.00	\$6,276.94	\$33,254.51	\$3,993.06	\$29,261.45
853 MIRANDA BROOKE MEM SCHOLARSHIP	\$3,175.00	\$0.00	\$0.00	\$0.00	\$3,175.00	\$0.00	\$3,175.00
854 HS INDIAN ED STAFF DEV	\$3,431.88	\$145.00	\$0.00	\$0.00	\$3,576.88	\$1,478.22	\$2,098.66
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$1.91	\$0.00	\$0.00	\$0.00	\$1.91	\$0.00	\$1.91
857 JH OFFICE	\$3,779.36	\$105.00	\$0.00	\$52.99	\$3,831.37	\$2,078.20	\$1,753.17
860 JH LIBRARY	\$1,695.10	\$0.00	\$0.00	\$0.00	\$1,695.10	\$579.57	\$1,115.53
863 JH STUDENT COUNCIL	\$4,890.44	\$2,638.73	(\$2,638.73)	\$1,822.70	\$3,067.74	\$742.10	\$2,325.64

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2020 - 3/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
864 JH VOCAL MUSIC	\$8,564.33	\$0.00	\$0.00	\$250.00	\$8,314.33	\$100.00	\$8,214.33
866 JH YEARBOOK	\$4,386.97	\$0.00	\$0.00	\$0.00	\$4,386.97	\$0.00	\$4,386.97
870 JH ART	\$806.22	\$0.00	(\$60.00)	(\$180.38)	\$926.60	\$630.00	\$296.60
871 JH TAPS	\$2,669.85	\$0.00	\$0.00	\$0.00	\$2,669.85	\$450.00	\$2,219.85
872 STEM JH MATH & SCIENCE	\$4,239.76	\$0.00	\$0.00	\$0.00	\$4,239.76	\$0.00	\$4,239.76
874 JR HIGH GRANTS	\$4,520.07	\$0.00	\$0.00	\$974.49	\$3,545.58	\$92.07	\$3,453.51
877 MS OFFICE	\$7,278.80	\$319.10	\$0.00	\$105.00	\$7,492.90	\$978.75	\$6,514.15
878 MS LIBRARY	\$106.32	\$0.00	\$0.00	\$0.00	\$106.32	\$0.00	\$106.32
879 MS STUDENT OF THE MONTH	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
880 MS STUDENT COUNCIL	\$18.90	\$0.00	\$0.00	\$0.00	\$18.90	\$0.00	\$18.90
881 MS YEARBOOK	\$1,350.75	\$245.00	\$0.00	\$0.00	\$1,595.75	\$0.00	\$1,595.75
883 MS CHOIR	\$7,862.24	\$60.00	\$0.00	\$0.00	\$7,922.24	\$0.00	\$7,922.24
885 MS NASA	\$369.63	\$0.00	\$0.00	\$0.00	\$369.63	\$230.70	\$138.93
886 MS NJHS	\$873.95	\$0.00	\$0.00	\$27.82	\$846.13	\$72.18	\$773.95
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$1,047.36	\$0.00	\$0.00	\$0.00	\$1,047.36	\$1,039.69	\$7.67
892 SPED DIRECTOR	\$728.68	\$0.00	\$0.00	\$86.93	\$641.75	\$63.56	\$578.19
893 LIBERTY LIBRARY	\$919.84	\$1,468.97	\$0.00	\$0.00	\$2,388.81	\$110.00	\$2,278.81
894 LIBERTY MISC	\$1,032.54	\$0.00	\$0.00	\$187.65	\$844.89	\$603.79	\$241.10
895 LIBERTY FUNDRAISING	\$4,928.38	\$132.28	\$0.00	\$1,619.29	\$3,441.37	\$2,891.18	\$550.19
896 LIBERTY STEM CLUB	\$40,618.11	\$2,207.00	\$0.00	\$2,611.08	\$40,214.03	\$23,787.45	\$16,426.58
897 LIBERTY GRANTS	\$459.08	\$1,483.00	\$0.00	\$0.00	\$1,942.08	\$271.71	\$1,670.37
900 FREEDOM MISC	\$4,893.27	\$0.00	\$0.00	\$632.66	\$4,260.61	\$1,539.26	\$2,721.35
901 FREEDOM FUNDRAISING	\$4,140.29	\$1,617.00	\$0.00	\$2,105.50	\$3,651.79	\$0.00	\$3,651.79
902 FREEDOM LIBRARY	\$1,081.79	\$0.00	\$0.00	\$0.00	\$1,081.79	\$400.00	\$681.79
903 FREEDOM GRANTS	\$212.22	\$0.00	\$0.00	\$0.00	\$212.22	\$0.00	\$212.22
907 JEFFERSON HTS MISC	\$1,779.42	\$0.00	\$0.00	\$30.48	\$1,748.94	\$1,400.60	\$348.34
908 JEFFERSON HTS FUNDRAISING	\$19,134.97	\$10,466.73	\$0.00	\$23.97	\$29,577.73	\$9,490.25	\$20,087.48
910 JEFFERSON HTS GRANTS	\$8,572.39	\$0.00	\$0.00	\$0.00	\$8,572.39	\$2,338.74	\$6,233.65
911 JEFFERSON HTS LIBRARY	\$2,055.81	\$0.00	\$0.00	\$80.78	\$1,975.03	\$257.27	\$1,717.76
919 HOLMES PARK MISC	\$7,425.69	\$0.00	\$0.00	\$161.21	\$7,264.48	\$2,509.02	\$4,755.46
920 HOLMES PARK FUNDRAISING	\$41,905.15	\$3,819.00	\$0.00	\$3,137.67	\$42,586.48	\$20,701.13	\$21,885.35
921 HOLMES PARK LIBRARY	\$714.07	\$0.00	\$0.00	\$0.00	\$714.07	\$10.00	\$704.07
922 HOLMES PARK GRANTS	\$2,648.06	\$0.00	\$0.00	\$1,058.20	\$1,589.86	\$1,296.15	\$293.71
929 DISTRICT STEM	\$7,700.00	\$10,965.50	\$0.00	\$1,063.98	\$17,601.52	\$2,717.54	\$14,883.98
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
932 GT GRANTS	\$11,820.21	\$0.00	\$0.00	\$0.00	\$11,820.21	\$300.00	\$11,520.21
933 NOW (INTEREST INCOME)	\$22,900.13	\$1,556.71	\$0.00	\$0.00	\$24,456.84	\$100.00	\$24,356.84
934 DRIVERS EDUCATION	\$6,125.00	\$0.00	\$0.00	\$0.00	\$6,125.00	\$0.00	\$6,125.00
936 STEM-CAMP INVENTION	\$31,582.90	\$0.00	\$0.00	\$0.00	\$31,582.90	\$0.00	\$31,582.90
937 LATCHKEY	\$82,256.60	\$16,176.41	\$0.00	\$0.00	\$98,433.01	\$1,600.61	\$96,832.40
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
941 LOCAL SCH CHILD WELFARE	\$45,799.54	\$0.00	\$0.00	\$10,105.96	\$35,693.58	\$17,693.58	\$18,000.00
943 ALTERNATIVE SCHOOL GRANTS	\$899.92	\$1,500.00	\$0.00	\$1,536.56	\$863.36	\$0.00	\$863.36
945 SPS FOOD SERV ASSOC	\$8,030.64	\$124.00	\$0.00	\$0.00	\$8,154.64	\$100.00	\$8,054.64
946 SOFT DRINK MONEY	\$46,130.18	\$1,260.42	\$0.00	\$3,006.81	\$44,383.79	\$7,093.07	\$37,290.72
947 ALTERNATIVE SCHOOL	\$4,367.59	\$0.00	\$0.00	\$172.61	\$4,194.98	\$2,559.60	\$1,635.38
948 JACKSON SCHOLARSHIP	\$1,054.00	\$0.00	\$0.00	\$0.00	\$1,054.00	\$0.00	\$1,054.00
949 CLEARING ACCOUNT	\$1,837.00	\$5,622.00	\$0.00	\$0.00	\$7,459.00	\$0.00	\$7,459.00
950 SERVICE CENTER	\$280.43	\$0.00	\$0.00	\$0.00	\$280.43	\$57.40	\$223.03
952 CHROMEBOOK INS/REPAIR	\$10,363.51	\$217.50	\$0.00	\$5,213.90	\$5,367.11	\$3,322.79	\$2,044.32
954 5TH GRADE ELEM BASKETBALL	\$3,001.66	\$0.00	\$0.00	\$0.00	\$3,001.66	\$0.00	\$3,001.66
956 CENTENNIAL PLAZA PROJECT	\$1,973.34	\$0.00	\$0.00	\$0.00	\$1,973.34	\$0.00	\$1,973.34
957 HOMELESS	\$564.99	\$0.00	\$0.00	\$0.00	\$564.99	\$0.00	\$564.99
958 STUDENT ACTIVITY DRUG TEST FEE	\$9,738.60	\$0.00	\$0.00	\$66.50	\$9,672.10	\$2,596.50	\$7,075.60
960 ATHLETIC SPORTS OVERALL	\$4,768.48	\$222.00	\$5,000.00	\$994.41	\$8,996.07	\$6,236.84	\$2,759.23
961 FOOTBALL BUDGET	\$13,540.64	\$0.00	\$0.00	\$821.10	\$12,719.54	\$12,429.93	\$289.61

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2020 - 3/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
962 BOYS BASKETBALL BUDGET	\$2,437.46	\$0.00	\$0.00	\$0.00	\$2,437.46	\$1,668.20	\$769.26
963 GIRLS BASKETBALL BUDGET	\$50.60	\$0.00	\$0.00	\$0.00	\$50.60	\$0.00	\$50.60
964 BASEBALL BUDGET	\$3,965.48	\$0.00	\$0.00	\$320.00	\$3,645.48	\$3,632.50	\$12.98
965 SOFTBALL BUDGET	\$790.78	\$0.00	\$0.00	\$0.00	\$790.78	\$50.00	\$740.78
966 WRESTLING BUDGET	\$6,416.09	\$0.00	\$0.00	\$1,519.45	\$4,896.64	\$1,420.09	\$3,476.55
967 TENNIS BUDGET	\$1,679.52	\$0.00	\$0.00	\$822.75	\$856.77	\$0.00	\$856.77
968 TRACK BUDGET	\$3,367.08	\$0.00	\$0.00	\$0.00	\$3,367.08	\$1,500.00	\$1,867.08
969 GOLF BUDGET	\$2,164.26	\$0.00	\$0.00	\$281.20	\$1,883.06	\$0.00	\$1,883.06
971 ATHLETIC - BOOSTER CLUB	\$49,069.31	\$6,785.00	\$0.00	\$5,294.28	\$50,560.03	\$7,048.39	\$43,511.64
972 CROSS COUNTRY BUDGET	\$8,313.32	\$0.00	\$0.00	\$0.00	\$8,313.32	\$50.00	\$8,263.32
973 BOYS SOCCER BUDGET	\$2,027.44	\$30.00	\$0.00	\$216.00	\$1,841.44	\$800.90	\$1,040.54
974 ATHLETICS - TRAINER	\$6.46	\$0.00	\$0.00	\$0.00	\$6.46	\$0.00	\$6.46
975 GIRLS SOCCER BUDGET	\$2,641.83	\$180.00	\$0.00	\$0.00	\$2,821.83	\$738.90	\$2,082.93
976 GIRLS VOLLEYBALL BUDGET	\$3,130.89	\$0.00	\$0.00	\$0.00	\$3,130.89	\$0.00	\$3,130.89
977 CHEER BUDGET	\$833.09	\$0.00	\$0.00	\$0.00	\$833.09	\$300.00	\$533.09
978 ALL EVENTS GATE	\$11,457.06	\$13,996.79	\$0.00	\$8,493.97	\$16,959.88	\$2,087.49	\$14,872.39
979 JR HIGH CHEER	\$302.99	\$0.00	\$0.00	\$51.40	\$251.59	\$1.00	\$250.59
983 DRUG TEST-PHYSICALS	\$772.62	\$0.00	\$0.00	\$0.00	\$772.62	\$0.00	\$772.62
986 CHIEFTAIN CENTER CONCESSION	\$13,323.39	\$2,903.63	(\$5,000.00)	\$2,690.90	\$8,536.12	\$647.68	\$7,888.44
Total	\$1,064,664.73	\$118,962.35	\$0.00	\$131,323.58	\$1,052,303.50	\$247,983.67	\$804,319.83

GENERAL FUND EXPENDITURE COMPARISON

<u>ACCOUNTS PAYABLE</u>						<u>CERTIFIED PAYROLL</u>						<u>SUPPORT PAYROLL</u>					
		Monthly		YTD				Monthly		YTD				Monthly		YTD	
AP 2018-19	AP 2019-20	Diff	Sub Total	% Change		Cert 18-19	Cert 19-20	Diff	Sub Total	% Change		Supp 18-19	Supp 19-20	Diff	Sub Total	% Change	
Jul	412,681	416,766	4,086	4,086	-0.99%	Jul	130,069	169,856	39,787	39,787	30.59%	Jul					
Aug	256,819	279,188	22,370	26,455	8.71%	Aug	279,489	1,130,772	851,284	891,070	318.82%	Aug	291,941	536,383	244,442	244,442	83.73%
Sep	374,640	222,002	-152,638	-126,182	-40.74%	Sep	1,699,779	1,805,623	105,843	996,914	6.23%	Sep	575,650	581,050	5,400	249,842	0.94%
Oct	167,110	313,194	146,084	19,902	87.42%	Oct	1,587,674	1,681,613	93,939	1,090,852	5.92%	Oct	545,164	547,499	2,335	252,177	0.43%
Nov	185,944	172,741	-13,203	6,699	-7.10%	Nov	1,585,508	1,705,829	120,321	1,211,173	7.59%	Nov	559,213	530,335	-28,877	223,300	-5.16%
Dec	142,962	134,807	-8,155	-1,456	-5.70%	Dec	1,737,394	1,694,660	-42,734	1,168,439	-2.46%	Dec	523,161	526,634	3,474	226,774	0.66%
Jan	159,325	115,246	-44,080	-45,536	-27.67%	Jan	1,590,393	1,668,349	77,956	1,246,394	4.90%	Jan	521,170	517,723	-3,446	223,327	-0.66%
Feb	113,479	150,922	37,443	-8,093	33.00%	Feb	1,704,811	1,741,198	36,386	1,282,780	2.13%	Feb	577,048	516,610	-60,439	162,888	-10.47%
Mar	134,403	134,084	-318	-8,411	-0.24%	Mar	1,719,826	1,706,919	-12,906	1,269,874	-0.75%	Mar	557,713	527,090	-30,624	132,264	-5.49%
Apr	175,621		-175,621	-184,032	-100.00%	Apr	1,576,414		-1,576,414	-306,541	-100.00%	Apr	531,272		-531,272	-399,007	-100.00%
May	127,760		-127,760	-311,791	-100.00%	May	1,576,399		-1,576,399	-1,882,940	-100.00%	May	553,785		-553,785	-952,793	-100.00%
Jun	190,841		-190,841	-502,633	-100.00%	Jun 12	1,565,984		-1,565,984	-3,448,924	-100.00%	Jun 5	545,229		-545,229	-1,498,022	-100.00%
Jun 30	31,048		-31,048	-533,680	-100.00%	Jun 30			0	-3,448,924		Jun 30			0	-1,498,022	
						(Jul)	1,428,866		-1,428,866	-4,877,790	-100.00%	(Jul)	586,594		-586,594	-2,084,616	-100.00%
						(Aug)	1,299,467		-1,299,467	-6,177,257	-100.00%	(Aug)	236,454		-236,454	-2,321,070	-100.00%
TOTAL	2,472,631	1,938,951	-533,680				19,482,076	13,304,818					6,604,394	4,283,324			

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

AP&PR 19-20	YTD TOTAL	AP&PR 18-19	YTD TOTAL	Mo Diff	Mo % Change	Total % Change
Jul	586,622	586,622	542,750	43,872	8.08%	8.08%
Aug	1,946,344	2,532,966	828,248	1,370,998	135.00%	84.75%
Sep	2,608,674	5,141,641	2,650,069	4,021,068	-1.56%	27.87%
Oct	2,542,306	7,683,947	2,299,948	6,321,016	10.54%	21.56%
Nov	2,408,905	10,092,852	2,330,665	8,651,681	3.36%	16.66%
Dec	2,356,101	12,448,954	2,260,555	10,912,235	4.23%	14.08%
Jan	2,301,318	14,750,271	2,266,771	13,179,007	1.52%	11.92%
Feb	2,408,729	17,159,000	2,281,860	15,460,866	5.56%	10.98%
Mar	2,368,093	19,527,093	2,277,539	17,738,405	3.98%	10.08%
Apr	0	19,527,093	2,283,307	20,021,713		
May	0	19,527,093	2,257,944	22,279,657		
Jun	0	19,527,093	5,884,484	28,164,141		
TOTAL	19,527,093.02		28,164,140.59	-8,637,048		

YTD TOTALS

AP YTD%	CP YTD%	SP YTD%	
0.99%	30.59%	0.00%	Jul
8.71%	318.82%	83.73%	Aug
-12.1%	47.26%	17.68%	Sep
1.6%	29.51%	15.01%	Oct
0.5%	22.93%	11.63%	Nov
-0.1%	16.64%	9.18%	Dec
-2.7%	14.48%	7.36%	Jan
-0.4%	12.44%	4.49%	Feb
-0.4%	10.55%	3.18%	Mar
			Apr
			May
			Jun

EXPENDITURE PERCENTAGES

	19-20	18-19	17-18	16-17	15-16	14-15	13-14	12-13	11-12	10-11	09-10	08-09	07-08	06-07	05-06
AP	9.93%	8.78%	9.81%	9.13%	9.18%	12.85%	13.66%	12.31%	11.42%	12.13%	13.59%	14.13%	13.89%	16.06%	16.74%
CERT	68.14%	67.79%	67.46%	68.01%	69.37%	66.32%	65.73%	69.14%	68.24%	68.44%	68.45%	67.09%	67.34%	64.94%	64.13%
SUPP	21.94%	23.45%	22.73%	22.86%	21.45%	20.82%	20.60%	18.55%	20.34%	19.42%	17.97%	18.78%	18.77%	19.00%	19.13%
ALL PR	90.07%	91.24%	90.19%	90.87%	90.82%	87.15%	86.34%	87.69%	88.58%	87.87%	86.41%	85.87%	86.11%	83.94%	83.26%
TOTAL	100.00%	100.01%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

**SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
MARCH 2020**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE FUND
BEG BALANCE	5,687,489.79	586,314.92	236,016.86	1,115,618.94	4,792,205.70	46,466.85
DEPOSITS	1,973,133.62	27,597.54	188,369.92	0.00	104,409.70	0.00
CHECKS ISSUED						
Current Year	2,368,093.01	61,604.81	149,977.44	41,164.40	0.00	40,000.00
Prior Year	0.00	0.00	0.00	0.00	0.00	0.00
END BALANCE	5,292,530.40	552,307.65	274,409.34	1,074,454.54	4,896,615.40	6,466.85
Last Yr Same Month	6,212,667.54	479,140.58	381,165.71	2,348,887.58	5,175,190.06	
Gain or (Loss)	\$ (920,137.14)	\$ 73,167.07	\$ (106,756.37)	\$ (1,274,433.04)	\$ (278,574.66)	\$ 6,466.85



I CERTIFY THAT THIS REPORT, SUMMARIZED ON PAGES 1, 2, AND 3
IS CORRECT AND IN ACCORDANCE WITH THE RECORDS.

Kenda Terrones

Kenda Terrones, Treasurer

GENERAL FUNDPREVIOUS
TOTALCURRENT
MONTHNEW
YR-TO-DATELocal Revenue

Current Ad Valorem	5,218,671.64	108,139.46	5,326,811.10
Prior Ad Valorem	147,286.91	12,802.14	160,089.05
Homestead & In Lieu Tax	52,111.82	99.07	52,210.89
Interest Earned	70,128.06	8,682.55	78,810.61
Rental of Facilities	2,100.00	0.00	2,100.00
Sale of Surplus Equipment	0.00	0.00	0.00
Insurance Recovery	57,193.07	0.00	57,193.07
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	53,830.37	18,940.94	72,771.31
Donations and Contributions	9,525.00	0.00	9,525.00
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>100,190.75</u>	<u>361.49</u>	<u>100,552.24</u>
Local TOTALS	5,711,037.62	149,025.65	5,860,063.27

County Revenue

Mill Levy	521,829.56	16,662.66	538,492.22
Mortgage Tax	<u>74,006.05</u>	<u>8,392.17</u>	<u>82,398.22</u>
County TOTALS	595,835.61	25,054.83	620,890.44

State Revenue

Gross Production	136,781.61	20,561.94	157,343.55
Auto Tags	1,061,623.12	111,988.72	1,173,611.84
School Land	319,603.02	52,340.65	371,943.67
Tax Stamps & Other Misc	3,791.90	280.13	4,072.03
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	8,163,953.00	1,166,279.00	9,330,232.00
Flexible Benefit	1,784,111.10	241,289.16	2,025,400.26
Alternative Ed/High Challenge	55,322.87	0.00	55,322.87
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	44,100.00	0.00	44,100.00
Reading Sufficiency	63,448.22	0.00	63,448.22
State Textbook Allocation	110,060.44	15,722.92	125,783.36
Driver's Education	12,710.00	0.00	12,710.00
Okla Parents as Teachers	0.00	0.00	0.00
State Land Reimbursement	0.82	0.00	0.82
State Misc/ACE Technology	0.00	0.00	0.00
State Misc/ACE Remediation	0.00	0.00	0.00
State Misc/Gear Up (022)	0.00	0.00	0.00
Robotics Grant (3690)	0.00	11,192.75	11,192.75
Vocational Salaries	3,660.00	3,660.00	7,320.00
Voc. Incentive Assistance	17,338.00	17,338.00	34,676.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	11,776,504.10	1,640,653.27	13,417,157.37

Federal RevenueY-T-DCURY-T-D

FEMA	0.00	0.00	0.00
------	------	------	------

Title VII - Indian Ed (561)	123,859.73	0.00	123,859.73
JROTC	47,739.66	6,201.29	53,940.95
SIG Grants -Liberty	230,045.90	0.00	230,045.90
Title I (511)	730,984.34	75,695.61	806,679.95
Title II Part A (541)	109,154.50	9,696.19	118,850.69
IDEA-B Flow Thru (621)	558,957.11	59,625.74	618,582.85
IDEA-B Preschool 3-5 (641)	19,900.77	1,780.70	21,681.47
Title 10 (596)	28,097.09	5,400.34	33,497.43
JOM (563)	36,119.54		36,119.54
Carl Perkins (421)	<u>43,468.01</u>	<u>0.00</u>	<u>43,468.01</u>
Federal TOTALS	1,928,326.65	158,399.87	2,086,726.52

TOTAL GEN FUND

20,011,703.98 1,973,133.62 21,984,837.60

BUILDING FUND

Current Taxes	745,316.15	15,444.18	760,760.33
Prior Taxes	21,033.14	1,828.36	22,861.50
In Lieu of Taxes	7,431.35	0.00	7,431.35
Facility Rental	10,820.00	1,100.00	11,920.00
Insurance Recovery	0.00	9,225.00	9,225.00
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.12	0.00	0.12
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>
Building Fund TOTALS	786,100.76	27,597.54	813,698.30

CHILD NUTR FUND

Local (Meals, Interest, etc)	257,128.83	44,300.57	301,429.40
State Reimbursement	221,816.74	14,830.80	236,647.54
Federal Reimbursement	<u>566,677.59</u>	<u>129,238.55</u>	<u>695,916.14</u>
Child Nutrition Fund TOTALS	1,045,623.16	188,369.92	1,233,993.08

TOTAL GF/BF/CNF

21,843,427.90 2,189,101.08 24,032,528.98

BOND FUND

Interest	0.00	0.00	0.00
Sale of New Bonds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Bond Fund TOTALS	0.00	0.00	0.00

SINKING FUND

Current Taxes	4,489,654.39	92,997.52	4,582,651.91
Prior Taxes	128,077.69	11,412.18	139,489.87
In Lieu of Taxes	45,876.92	0.00	45,876.92
Interest/In Lieu Reimb	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
Farm Implement Tax Stamp	0.00	0.00	0.00
Premium on Bonds Sold	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Sinking Fund TOTALS	4,663,609.00	104,409.70	4,768,018.70

INSURANCE REIMBURSEMENT FUND

680,608.15 0.00 680,608.15

GRAND TOTAL

27,187,645.05 2,293,510.78 29,481,155.83

UTILITIES COMPARISON 2017-18 TO 2019-20

	410 <u>Water</u>	623 <u>Diesel</u>	624 <u>Electricity</u>	625 <u>Gasoline</u>	627 <u>Nat'l Gas</u>	MO <u>TOTAL</u>	<u>YTD</u> <u>TOTAL</u>	<u>INCR/DECR</u>	<u>INCR/DECR</u>	<u>%</u>
Jul 17	12,762	2,179	36,117	1,733	2,517	55,308	55,308	5,607	5,607	11.28%
Aug 17	13,918	275	50,675	952	2,247	68,066	123,375	5,836	11,444	10.22%
Sep 17	14,726	5,866	70,665	2,269	2,424	95,950	219,324	9,618	21,061	10.62%
Oct 17	15,064	8,738	68,873	2,582	2,882	98,140	317,464	25,512	46,573	17.19%
Nov 17	15,655	9,949	64,543	2,066	2,105	94,317	411,781	-237	46,336	12.68%
Dec 17	13,813	9,997	49,825	1,744	2,855	78,234	490,015	13,972	60,308	14.03%
Jan 18	12,627	6,980	39,510	1,219	14,222	74,557	564,573	-1,681	58,627	11.59%
Feb 18	13,263	11,118	38,694	2,253	15,861	81,190	645,762	12,434	71,061	12.36%
Mar 18	13,473	12,079	44,300	2,209	11,975	84,036	729,798	17,258	88,319	13.77%
Apr 18	13,547	10,035	42,401	2,061	10,309	78,353	808,151	15,046	103,365	14.67%
May 18	13,958	9,162	36,900	3,393	5,739	69,153	877,304	4,503	107,867	14.02%
Jun 18	13,987	13,287	36,002	3,962	3,551	70,789	948,093	13,362	121,230	14.66%
TOTAL										
Jul 18	13,493		51,728		2,348	67,569	67,569	12,261	12,261	
Aug 18	13,640	6,419	59,286	6,209	2,159	87,713	155,282	32,405	44,666	28.76%
Sep 18	14,198	8,594	56,217	3,168	2,416	84,594	239,877	-11,356	33,311	13.89%
Oct 18	15,164	12,551	61,639	3,309	2,649	95,311	335,188	-2,829	30,482	9.09%
Nov 18	15,896	16,415	59,224	0	4,018	95,554	430,741	1,237	31,718	7.36%
Dec 18	12,758	11,815	38,543		6,626	69,742	500,483	-8,493	23,226	4.64%
Jan 19	12,374	10,440	33,268	0	13,620	69,702	570,184	-4,856	18,370	3.22%
Feb 19	15,087	9,780	30,075		16,935	71,877	642,061	-9,313	9,057	1.41%
Mar 19	13,795	10,950	32,734		13,964	71,443	713,504	-12,593	-3,536	-0.50%
Apr 19	12,962	10,007	30,886		12,145	66,001	779,505	-12,352	-15,888	-2.04%
May 19	13,859	18,714	27,639		7,604	67,816	847,321	-1,337	-17,224	-2.03%
Jun 19	14,802	11,403	27,789		3,959	57,954	905,275	-12,835	-30,059	-3.32%
Jul 19	13,466		39,988		1,268	54,722	54,722	-12,847	-12,847	-23.48%
Aug 19	13,155	2,489	45,733	3,535	2,309	67,221	121,943	-20,492	-33,339	-27.34%
Sep 19	14,550	7,658	60,281	2,961	2,180	87,630	209,573	3,036	-30,304	-14.46%
Oct 19	16,451	12,725	71,410	3,270	2,326	106,181	315,754	10,870	-19,434	-6.15%
Nov 19	15,551	15,630	63,334	3,025	2,770	100,310	416,064	4,756	-14,677	-3.53%
Dec 19	13,565	11,586	40,967	3,044	6,698	75,861	491,925	6,119	-8,558	-1.74%
Jan 20	11,527	8,678	31,172	2,177	11,529	65,083	557,008	-4,619	-13,176	-2.37%
Feb 20	12,686	12,922	32,651	2,267	11,073	71,599	628,607	-278	-13,454	-2.14%
Mar 20	14,190	11,861	32,612	2,996	9,726	71,385	699,992	-58	-13,512	-1.93%

General Fund
2019-20 WORKING BUDGET - Initial

	Initial Budget	
	2019-20	
WADM	6,018	
State Allocation - Initial	\$ 13,474,428	
Allocation adjustment	\$ 52,405	
Textbook appropriations	\$ 180,674	
Projected Other Revenue (Local, State, Federal)	\$ 14,953,406	
Mid-Term Adjustment 12/20/19	\$ (568,178)	
CURRENT YEAR REVENUE (EON)	\$ 28,092,735	
2018-19 Carryover (audited)	\$ 2,801,709	
Total Revenue per EON	\$ 30,894,444	
Projected Expenses		
Salaries	\$ 20,599,842	***
Benefits	\$ 5,866,835	***
Purchased Professional & Technical Services	\$ 92,609	**
Contracted Property Services	\$ 260,000	*
Other Contracted Services	\$ 300,000	
Supplies & Materials	\$ 1,275,000	
Property Expenses	\$ 100,000	
Other Objects	\$ 350,000	
Total Expenses	\$ 28,844,286	
Projected Carryover	\$ 2,050,158	7.30%
Estimated add'l Ad Valorem	316,349.30	
	\$ 2,366,507.17	8.42%

Reduced for amount of copier leases (\$40,000)
 Reduced by amount of software leases moved to bond (\$132,391)
 Includes \$1220 raise plus \$120,000 for 4 new positions. Reduced by \$120,000
 of payroll moved to building fund

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION
Contract for Games

Sapulpa High School
Attention: Athletic Director
1201 E Lincoln AVE
Sapulpa OK 74066

Return To:
Brandi Arthur
Neosho High School
511 Neosho Blvd.
Neosho MO 64850

This contract dated 3/3/2020 is made and subscribed to by the authorities of Sapulpa High School and Neosho High School for the Neosho Holiday Tournament in JV/Varsity Boys Basketball to be held from 12/28/2020 to 12/30/2020.

CONTEST LEVEL	LOCATION	FIRST GAME TIME	GUARANTEE
Varsity	Neosho	TBA	\$500.00

A guarantee as indicated above is made that these contests will be played. In case either school fails to fulfill this contract, this guarantee shall be paid by the offending school to the offended school. A money guarantee is required under By-Law 1.3. If dissolved by mutual consent or because of reasons beyond the control of either party, this contract shall not be binding upon either party.

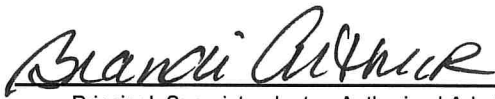
Other financial terms are: **No Fee**

Additional Conditions: **If 100 miles or more from Neosho, MO. Sponsor will pay for 6 rooms. This includes all rooms for players, coaches, managers AND bus drivers. Each school is responsible for any additional rooms.**

It is further agreed that the rules of the Missouri State High School Activities Association which are in force on the day of each contest shall be upheld by each school. Each party guarantees its membership and good standing in the MSHSAA. Suspension or termination of its membership in the MSHSAA by either party shall render this contract null and void. This contract must be returned by 4/1/2020 or it will become null and void.

The following schools are invited to this event:

Huntsville High School	Huntsville High School	Bentonville West High School	Craigmont High School
Neosho High School	Villa Angela-St Joseph	East Newton High School	McDonald County High School
Joplin High School	Morrilton High School	West Memphis High School	Bentonville High School
Sapulpa High School	Sapulpa High School	Mitchell High School	



Principal, Superintendent or Authorized Administrator

Neosho High School

Principal, Superintendent or Authorized Administrator

Sapulpa High School

Note: If 100 miles or more from Neosho, MO. Sponsor will pay for 6 rooms. This includes all rooms for players, coaches, managers AND bus drivers. Each school is responsible for any additional rooms.



Bixby Public Schools Athletic Department

109 N. Armstrong, Bixby, OK. 74008

Phone (918) 366-2218, Fax (918) 366-2267

Jay Bittle – Executive Director of Athletics & Activities

Stephanie Blackwell – Director of Athletic Programs



Contract for Athletic Contests

February 18, 2020

Bixby Athletic Department, party of the first part and _____, party of the second part, contracts as follows:

Participate in the Bixby Girls Basketball
"Invitational Tournament"
December 3, 4, 5 2020

The school cancelling this contract without the consent of the Bixby Athletic Department shall pay the sum of \$1500.00 to the offended school.

Both parties agree to the rules of the Oklahoma Secondary School Activities Association (OSSAA) as a part of this contract and the suspension or termination of membership in this association of either party shall render this contract null and void. Provided this contract shall not be binding on either party unless a properly signed copy is returned to the party of the first part by February 28, 2020. Fax: (918) 366-2267 or email; tthomas@bixbyps.org.

Bixby Athletic Department, Party of the First Part

Jay Bittle

Signed by: _____

Jay Bittle, Bixby High School
Executive Director of Athletics and Activities

Signed by: _____

Participating Schools Athletic Director

To: School Work Study Schools (The contact person for your school)

It is time for all of the school districts that have a Transition School-to-Work: Work Study contract to sign a new contract for fiscal year 2021 (July 1, 2020 – June 30, 2021).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the Vendor Information Form and “eSign” both, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire Vendor Information Form and eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

Services beginning July 1, 2020 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Jim Kettler at the Oklahoma Department of Rehabilitation. His email address is jkettler@okdrs.gov and his phone number is (405) 523-4812. For SWS contract content and service questions, contact Renee Sansom at rsansom@okdrs.gov or (405) 951-3488.

If there are planned personnel changes that affect this contract, please also provide the new information to Jim and Renee at the above email addresses.

Thank you for your help in this matter.



Empowering Oklahomans with Disabilities



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

The Workforce Innovation and Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skill Gains for Youth.

In order to document these Measurable Skill Gains, Vocational Rehabilitation / Services to the Blind and Visually Impaired (VR/SBVI) counselors need to obtain copies of students' secondary transcripts with parent consent (if student is under 18) or student consent (if student is over 18, unless parent has guardianship).

The Oklahoma State Department of Education Special Education Services (OSDE-SES) and DRS are requesting that the Local Education Authority (LEAs) collaborate with their local VR/SBVI counselors to establish procedures to assist VR/SBVI counselors with obtaining students' secondary transcripts and/or report cards in order for them to meet compliance under the WIOA.

Here are some examples of effective procedures that VR/SBVI counselors have shared:

1. The VR/SBVI counselor obtains DRS signed releases from parents (see example) and provides the school with copies of them. Then the VR/SBVI counselor gets the students' transcripts from the counselor's office or special education teacher.
2. The VR/SBVI counselor obtains DRS signed releases from parents and provides the school with copies of them. The special education teacher sends students' transcripts to the VR/SBVI counselor at the end of each semester with the School Work Study (SWS) time sheets.
3. The VR/SBVI counselor sends out the following letter to students each semester and encloses a self-addressed stamped envelope:

Dear [Client],

The first (second) semester of this school year is almost over and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation file the close of this semester. To do so, I need you to provide me with this semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or report card in the self-addressed stamped envelope that I have enclosed with this letter or email me at (insert counselor's email address). Please call me if you have any questions at all! Thank you so much!

Thanks for your support as we work to improve outcomes for students with disabilities.

Renee Sansom
Transition Coordinator
405-951-3488
rsansom@okdrs.gov

Lori Chesnut
Program Specialist
405-521-4802
lori.chesnut@sde.ok.gov

OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES
VENDOR INFORMATION FORM

Please complete all blanks below.

Vendor Name Sapulpa Public Schools FEI#
(Federal Employer Tax ID#) 73-6026796

Mailing Address 511 East Lee

City/State Sapulpa

9-Digit Zip Code 74066-4308 Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Payment Address (If different from mailing address) 511 East Lee

City/State Sapulpa

9-Digit Zip Code 74066 - Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Telephone: 918-274-3400 Fax: 918-216-1006 Email Address: kstufflebeam@sapulpaps.org
Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.

Name of Contact Person: Katherine Stufflebeam

Telephone: 918-274-3400 Email Address: kstufflebeam@sapulpaps.org
Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.

Katherine Stufflebeam
Katherine Stufflebeam (Apr 11, 2020)

Signature and Date

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of fourteen (14) pages (the “Contract”), is hereby made between the Oklahoma Department of Rehabilitation Services (“DRS”) and

Sapulpa Public Schools
511 E. Lee Avenue
Sapulpa OK 74066-4633

(“Contractor”), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child’s movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-244 – 249, and by the State Plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the IEP and some are provided by the Oklahoma Department of Rehabilitation Services under the IPE. Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2020, whichever is the latter, through June 30, 2021. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the school campus**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working on campus.

2. Work Site Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working off campus.

Participating students may work up to **15 hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students must be given school credit for their participation during the school day, and the school staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the school may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The school will provide staff to work with the DRS counselor in the area of transition. The school will have at least one person designated to serve as the "Teacher/Transition Coordinator". Paraprofessionals could serve as Transition Coordinator or could also be assigned to help with the process and documentation. The Contractor agrees to provide designated staff time for performing the needed duties related to transition. The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community** with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and the **DRS does not reimburse the employers for the wages/salary(ies)**.

If a student is utilizing the Employer Work Study, the two Work Study options through DRS should not be utilized.

Students eligible to participate include those DRS transition students:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who:
 - have been determined eligible for DRS services; or
 - are on a trial work plan as determined by the DRS counselor;
- with an approved case;
- with an individualized plan for employment (IPE) in place;
- with SWS as a line of service on the IPE;
- who are at least 16 years of age; and
- who are attending high school.

DRS clients preauthorized to participate in Work Study may do so for **up to 24 total months**, as approved on an individual basis by the DRS counselor. The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the client requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the total 24 months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 months.

Students wishing to continue working 15 hours per week through the summer as part of Transition School-To-Work: Work Study may do so if the school's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1st.

The school is required to continue supervising, monitoring, and reporting on students working in the school or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The Contractor must ensure that students have access to a wide variety of work/job types and must also ensure the Contractor has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the school include, but are not limited to, the following.

- *Custodial/bus barn:* learning simple maintenance of school vehicles, detailing school vehicles.
- *Manager of sports teams:* scheduling, scorekeeping, ordering, inventory maintenance, hauling, moving.
- *Teacher's Aid/Assistant:* reading to groups of or individual children, cleaning, organizing, grading, designing bulletin boards.

- *Office Assistant:* Making ID badges, taking photos for badges, using a camera, laminating, answering phones, taking phone messages, greeting visitors and directing to locations, data entry, filing.
- *Information Technology Assistant:* use compressed air to clean computers and keyboards, replace batteries, replace mice, clean monitors, conduct virus scans, clean out old hard drives, organizing, inventory maintenance, stocking, ordering.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

The final 9 months of their Work Study must be outside the school/district and **in the community** (unless approved by the DRS counselor in special circumstances).

Students may not work in their family owned business unless approved by the DRS Counselor. This includes farms and other businesses.

C. Contractor's Obligations

The designated Teacher/Transition Coordinator(s) will:

1. be knowledgeable about the contents and requirements of the Contract;
2. obtain written preauthorization from the DRS counselor before initiating services for students (i.e., not starting the student to work before DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to school personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core Pre-Employment Transition Services;
 - a. Job Exploration Counseling;
 - b. Work-based Learning Experiences
 - c. Counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. Workplace Readiness, including social and independent living skills;
 - e. Self-advocacy, including peer mentoring;
6. assist with job placement and regular follow-up on the students' progress;
7. complete the DRS Student Case Sheet for each client prior to participation in DRS services to ensure eligibility and other essential dates of the case;
8. maintain an updated copy of the DRS Student Case Sheet in each client's folder;
9. work with the DRS Counselor to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
11. document such transition services or Pre-Employment transition services provided and completed by participating students;

12. provide such documentation to DRS counselor at the end of each semester;
13. submit by the 15th of the following month (or whenever payroll is run by the school for their payment cycle), at the same time, monthly time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study or Work Site Learning; and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

If claiming mileage reimbursement for teacher coordinator travel to/from job sites of DRS clients, submit monthly itineraries and travel claims which are each signed and verified by the school district superintendent.

D. DRS's Obligations

The DRS Counselor will:

1. provide Teacher/Transition Coordinators written preauthorization prior to initiation of services for each student approved to work;
2. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. organize his or her work schedule in order to be available to confer with the school personnel, the students in the program, parents, employers and other partners in the process;
5. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
6. provide upon request Teacher/Transition Coordinators blank copies of the DRS Student Case Sheet;
7. provide Teacher/Transition Coordinators updated information (as available) as requested;
8. assist with job placement and regular follow-up on the students' progress;
9. work with the school staff/teachers to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. regularly monitor students at job sites;
11. ensure the school/district is submitting monthly time sheets, progress reports, proof of payment to students, and documentation of transition services or Pre-Employment Transition Services (as completed);
12. provide reimbursement for the wages of students participating in School Work Study and Work Site Learning; and
13. provide mileage reimbursement at the state rate for teacher coordinator travel to/from job sites of DRS clients participating in School Work Study and Work Site Learning.

E. Student Wage

1. The DRS and the Contractor agree that students who are employed by a school as part of a training program are not independent contractors, but employees of the school. **The Contractor agrees to deduct state and federal income tax from wages paid to the student.** The Contractor is responsible for costs incurred for workman's compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the Contractor further agree that **IRS regulations provide that services performed by a student, who is employed by the school in which the student is enrolled, are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax)** payroll deductions. 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(b). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the school. Section 31.3121(b)(10)-2(c). **The DRS and the Contractor agree that students who are employed by a school as part of a training program are not subject to FICA or FUTA.** The employee/student must be enrolled and regularly attending classes at the school at which the employee is employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than the school, as part of an internship program. *The student must be employed by the school in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the OESC. 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided with a W-2, Wage and Tax Statement, and not a 1099-Misc Form for Independent Contractors.**

3. For the school to be reimbursed for the student's wage, the student must have a trial work plan and/or an Individualized Plan of Employment (IPE) with the Oklahoma Department of Rehabilitation Services, and be participating in School Work Study or Work Site Learning. **Additionally, the school must have received in writing preauthorization for students to begin working before payments will be issued.**

4. The maximum number of hours of training per student reimbursable by the DRS cannot exceed 15 hours per week during the school year. The number of hours worked may exceed 15 for summer work only, when pre-approved by the DRS counselor; however, the DRS will reimburse 100% of the wages for up to 20 hours per week for wages paid by the school. Students may begin working up to 20 hours per week beginning with the first day of summer break; however, upon the first day back to school, the students must go back to working only up to 15 hours per week. If students intend on working more than the specified 15 hours per

week in the summer, any hours over the 15 and up to 20 per week must be preapproved by the DRS Counselor. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

5. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease work upon their last day of school/graduation. They may not continue to work through School Work Study or Work Site Learning beyond their last day of high school.

III. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- School Months – \$7.25 an hour, which is the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of students check.
- Summer Months – \$7.25 an hour, which is the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment will be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract. The DRS will cancel the Contract if procedures are not followed (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the contract). If a settlement agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CAN NOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142 school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the school district up to \$45.00 per client who:

- * Is going to participate in School Work Study or Work Site Learning;
- * Is at least 18 years of age; and
- * Who has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check (\$58.00) from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the \$45.00.

B. Payment

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for work study hours that are not preapproved in writing by the DRS counselor.**

The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

All students who are placed in the Transition Work Study program must be active VR/VS clients and have a trial work plan and/or an IPE in place in order for the school/district to be reimbursed for wages paid through School Work Study or Work Site Learning, or for the student to participate in Employer Work Study.

C. Lapse Of Invoices/Claims

Proper invoices documenting the provision of services, and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services, and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services, and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

IV. Standard Terms

A. Equal Opportunity/Non-Discrimination

The Contractor 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.

B. Lobbying Activities

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs.

D. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

E. Modification

The Contract may only be modified by mutual consent of the parties in writing.

F. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS 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. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

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

G. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education, or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts, and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

H. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

I. Compliance With State And Federal Laws

The Contractor 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 Contractor, without reliance on or direction by the DRS.

J. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

K. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

L. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

M. Audit

1. **Federal Funds**
Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.
2. **State Funds**
Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.
3. **Auditor Approval and Audit Distribution**
The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the

Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58th Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

N. Clean Air Act

The Contractor agrees 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 Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

O. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

P. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

Q. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

R. Prior DRS Employment

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

S. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

T. Contract Jurisdiction

The Contract 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 DRS or the Contractor to enforce or to interpret provisions of the Contract.

U. Severability

If any provision under the Contract, 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 Contract or its application that can be given effect without the invalid provision or application.

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Sapulpa Public Schools

VENDOR

Contract Number

Igancio Murillo Aguilera has been appointed program monitor for the above stated contract and assumes responsibility for actual monitoring of all programmatic aspects of the contract including the periodic and ongoing review of reports or other valid indications of performance. The program monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. Act as liaison for the contract.
2. Monitoring to insure that services are pre-authorized.
3. Monitoring the services provided through this contract.
4. Insuring the field staff are receiving, reviewing, and approving claims, and when required, submitting to DRS State Office for payment.
5. Periodically reviewing interim reports, or other indications of past performance through contact with field staff and/or vendors.
6. Monitoring vendor compliance with the requirements and specifications of the contract.
7. Complete a Professional Services Evaluation.
8. Receive and review vendor complaints, and forward them to the Contracts Unit.

All information pertinent to this contract, ie, original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews, and staff comments regarding service provision, except for client evaluations and reports, will be maintained in the Central Repository located in the Contracts Section of the Department of Rehabilitation Services. All evaluations and reports related directly to a client will be filed in the client's case file. Documentation will be made available for review upon request by the Department of Central Services. Copies of claims will be maintained in the Finance Unit of the DRS, and confidential client information will be maintained in the client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services, in a timely manner leading to employment of eligible disabled individuals.

Signature:

Email:

SAPULPA HIGH SCHOOL

SUPERINTENDENT'S REQUEST FOR
OUT OF STATE ACTIVITY TRIP

REQUESTING GROUP: Football DATE OF REQUEST: 3/12/20

SPONSOR: Robert Borgstadt

DESTINATION: Pitt State Team Camp

DATE LEAVING (DAY AND DATE) 6/1/20 Monday

DATE RETURNING (DAY AND DATE) 6/3/20 Wednesday

NUMBER OF SCHOOL DAYS MISSED 0

THIS TRIP IS SPONSORED THROUGH EXISTING MONIES IN MY ACTIVITY ACCOUNT
AND THE FUNDS WERE RAISED BY BOARD APPROVED FUNDRAISERS.

PLEASE LIST BRIEFLY HOW THESE FUNDS WERE RAISED: Funds will be
raised through the board approved April fundraiser.

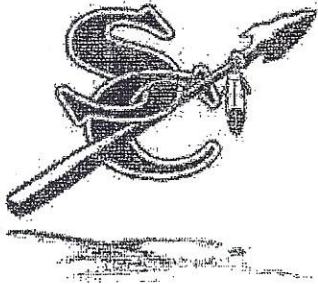
NUMBER OF STUDENTS ATTENDING: 72 NUMBER OF SPONSORS: 12

PURPOSE OF
TRIP: Team bonding and to prepare ~~ourselves~~
ourselves for the season.

MODE OF
TRANSPORTATION: Bus


PRINCIPAL'S APPROVAL

SUPERINTENDENT'S APPROVAL



Sapulpa Jr. High/High School Advance Request for Participation/Activity Absence

Ph# 918-224-0770 Fax# 918-224-0174

**Form must be returned for principal approval at least five (5) days
prior to the activity date.**

Date of Request:	3/12/20
Place of Activity:	Pittsburgh Kansas
Purpose/Type of Activity:	Football Team Camp
Name of Club/Organization:	Football
Dates of Activity (From-To):	6/1/20 - 6/3/20
Pick-Up Location & Class Leave Time:	Bailey Building 8:00 AM
Return Location & Return Time:	Bailey Building 4:00 PM
Name & Cell # of Sponsor/Coach:	Robert Borgstadt 918-407-0392
Name & Number of Hotel:	Pitt State Dorms

Check if it is a State or National Event.

Complete top portion of form and attach roster with student names. This roster should include managers and trainers. (Sponsor/Coach initials.)

Check academic eligibility of every student participating. This includes OSSAA and non-OSSAA activities and competitions. By initialing this, you are indicating that all students are passing all classes. (Sponsor/Coach initials.) **At this point, return form to the Attendance Office, and we will process the rest of the form.)

All students participating are in good-standing by maintaining a 90% attendance rate. This includes both activities that require students to miss class, as well as activities that do not require students to miss class. (Attendance Principal initials.)

All students participating are in good-standing and are not under any disciplinary sanctions. (Assistant Principal of Discipline initials.)

Approved

Not Approved

Administrator/Signature/Date

#	Name	Gr.	Pos.	Height	Weight	#	Name	Gr.	Pos.	Height	Weight
2						41	Kaleb McCarthy	JR.	LB	6'1	182
3	Dylan Wick	JR.	DB	5'9	150	42	Acosta, Erik				
4	D'Angelo Mitchell	SO.	DB/WR	5'7	140	43	Gaddis, Terry				
5						44	Devon Roberts	SO.	FB/LB	5'9	170
6						45	Anderson, Charles				
7	Te'zohn Taft	JR.	WR/DB	5'10	165	46	Brewer, Cody				
8	Zac Mason	SO	QB	5'11	160	47	Creek, Nicholas				
9	Provence, Michael					49	Delaney, Dakota				
10	Dante Boykin	JR	LB	6'3	190	50					
11	Kenyon Kahmeyer	JR	WR	5'11	170	51	Corey Bliss	SO	DL	6'1	205
12	Ethan Esparza	JR	WR/DB	5'5	130	52	Hunter Richards	SO	OL/DL		
13						54	Coleman Lecoq	SO	OL/DL	5'9	205
14	Jeff Rodriguez	JR	WR	5'8	145	55	Flanagan, Kyler				
15	Everett McCullough	SO.	QB			56					
16	Ferguson, Noah					57	Nate Lloyd	SO.	LB		
17	Zayden Crawford					59	K'den Stepp				
18	Darius Contreras	SO.	WR/DB	5'9		60	Christian Diaz	JR.	OL/DL	5'10	195
19	Dalton Fox					61					
20	Dusty Marsh	JR.	DB	5'9	158	62	Braden Steddum	JR.	OL/DL	6'1	220
21	Conner Rose	SO.	RB/LB	5'6	160	63	Jason Mandrell	SO.	DL	5'9	180
22	Konell, Xandeer					64	Jeremiah Rusco				
23	Tyreese Jones	SO.	RB/DB			65					
24	Wyatt Hall	JR	WR/DB	5'10	170	66	Ryan Spencer	JR.	OL/DL	5'10	256
25	Rains, Logan					67	Alex Inthilath	SO.	LB	5'8	170
26	Parker, Lecoq					68	Kendrick Davis				
27	Hayden Coker	SO.				69	McCall, Conner				
28	Munoz, Alex					70	Medina, Marcus				
29						71	Brance Renschler	JR.	OL/DL	6'1	295
30	Mason Dement	JR.	WR	5'8	150	72					
31	Chase Carr	JR	K	5'9	140	73	Justice O'Farrell		DL		
32	Corbyn Jones	JR.	TE/LB	6'0	185	74	Watson, Jayden				
33	Guffey, Jeremiah					75	Sebastian Fernandez	SO	OL/DL		
34	Papa, Anthony					76	Colin Tyler	SO	OL/DL	6'1	215
35	Reese Ryker	JR	TE/LB	5'8	200	77					
36	Mackey, Cameran					78	Hunter Richards	SO.	OL/DL	5'8	220
37	Jon Weaver	SO	SS	6'0	160	79	Conner Munson	JR	OL/DL	6'0	230
38	Gage Roach					80	Singleton, Brian				
39	Colby Degraffenreid	SO	TE/LB	5'11	180	81	Arthur Hudgens	JR.	QB/DB	5'11	150
40	Brody Berryhill	SO.	LB	5'11	180	82	Gerard Long	JR.	DB/WR	5'10	150
						83	Aidan Morris	JR.	TE/DL	6'1	175
						84	Colton Morton	SO.	WR	5'10	150
						85	Josiah Meggs	SO.	RB		
						86	Hall, Daniel				
						90	Williams, Bryson				
						98	Kyle Edmonson	JR.	DL	5'7	195
						99	Heaydon Howard				

Free Numbers:
3,4,10,16,21,23,26,30,32,34,38,40,42,45,47,52,54,64,68,71,72,73,74,
75,77,78,80,88

Administration

Superintendent: Robert Armstrong
High School Principal: Seth Shibley
Athletic Director: Michael Rose
Asst Athletic Director: Robert Borgstadt
Asst Athletic Director: Darlean Calip

Varsity Coaches

Head Coach: Robert Borgstadt
Asst HC/OL: Sal Guerrero
DC/OLB: Pete Carter
OC/QBs: Ryan Nolan
WR's: Cliff Harris
WR's: Justin Beacham
RB's: Ken Zachary
TE/OL: James Burkhalter Jr.
DB's: Tim Beacham
DB's: Devin Swift
DL: Mason Swisher

Athletic Trainers

Head Athletic Trainer: Dusty Barrett
Student Trainer: Olivia Witzansky (V)
Student Trainer: Desiree Jackson (V)
Student Trainer: Becca Watson (V)
Student Trainer: Jenna Seely
Student Trainer: Ally Wrapp (JV)
Student Trainer: Cecily Gregory (JV)
Student Trainer: Mia Leslie (JV)
Student Trainer: Brooke Tatro (JV)
Student Filmer: Prudence Jacobs

**BOARD OF EDUCATION MEETINGS
TELECONFERENCING OR VIDEOCONFERENCE REGULATIONS
SAMPLE NOTICE AND AGENDA**

Until November 15, 2020 or the Governor declaring the state of emergency to be terminated, whichever comes first the board of education may utilize the following form to call a special meeting of the board of education:

The Sapulpa Board of Education will be conducting a special meeting on the __ day of ____, 2020 at __ a.m./p.m.

This meeting will be conducted entirely via teleconferencing or videoconferencing (or) This meeting will include teleconferencing or videoconferencing but there will be parties present at (physical location if some will be at school address or in same location).

Those present at remote locations will be:

Name. Method of Appearance. Teleconference) or (Videoconference).

Those at the meeting site will be:

Name.

Include a copy of your agenda with the meeting notice.

BOARD OF EDUCATION MEETINGS TELECONFERENCING OR VIDEOCONFERENCE REGULATIONS

Until November 15, 2020 or the Governor declaring the state of emergency to be terminated, whichever comes first, the board of education may hold meetings by either teleconference or videoconference if each member of the school board is audible or visible to each other and the public. If at any time the audio connection is disconnected, the meeting shall be stopped and reconvened once the audio connection is restored.

Agendas shall be posted on the district's website at www.sapulpaps.org and at the principal office of the school district in accordance with the Oklahoma Open Meeting Act. The board is not required to make the notice of the meeting available to the public in the principal office of the district or at the location of the meeting during normal business hours.

The meeting notice and agenda shall indicate if the meeting will include teleconferencing or videoconferencing. The notice and agenda shall also indicate each member of the board who will be appearing remotely and whether the member will be attending via videoconference or teleconference. The notice and agenda shall also include the identity of the member or members who will be physically present at the meeting site, if any.

After the meeting notice and agenda are prepared and posted as required by law, members of the board cannot alter their method of appearance unless a member who was planning to attend remotely would like to physically appear at the meeting site.

The public shall be allowed to participate and to speak at meetings, in the same manner and to the extent possible as the public is allowed to participate or speak under the district's public participation policy.

Any materials that will be shared electronically between members of the board of education during a meeting utilizing teleconferencing or videoconferencing shall be immediately available to the public in the same form shared with the members of the public body. The only exception to this would be any documents that are shared in a lawfully convened executive session under an appropriately worded agenda item.

All votes of the board shall be via roll call vote and shall be recorded in the minutes.

The board of education can conduct an executive session utilizing teleconference or videoconference. The meeting notice and agenda shall indicate if the executive session will include teleconferencing or videoconferencing. The notice and agenda shall also state:

1. The identity of each member appearing remotely,
2. The method of each member's remote appearance,
3. And whether any member will be physically present at the meeting site, if any, for the executive session.

The public meeting held by videoconference or teleconference shall be recorded either by written, electronic, or other means.

**BOARD OF EDUCATION MEETING
PUBLIC PARTICIPATION**

All regular, special, and emergency meetings of the Sapulpa Board of Education shall be open to the public.

The board wishes to hear the viewpoints of citizens throughout the district and considers the responsible presentation of these viewpoints vital to the efficient operation of the school system. The board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The board, therefore, directs the superintendent to establish procedures providing for limited participation at school board meetings for the citizens of this district.

Until November 15, 2020 or the Governor declares the state of emergency to be terminated, whichever comes first, the board of education may be conducting meetings via teleconference or videoconference. Members of the public shall be allowed to submit requests to address the board in the same manner that they were allowed at physical meetings of the board. In order to expedite these requests, those requests may be emailed to the superintendent or board president at ramstrong@sapulpaps.org or lhoover@sapulpaps.org by Monday, April 13, 2020 at 12 p.m. The final determination as to whether an item will appear on the board agenda will be at the discretion of the superintendent and board president.

REFERENCE: 70 O.S. §5-118

Sapulpa Public Schools

Resolution to Change School Calendar and Ensure Employee Pay

Whereas, Wednesday, March 11, 2020, the World Health Organization declared the Coronavirus a pandemic after the virus spread to more than 100 countries worldwide; and,

Whereas, Friday, March 13, 2020, the President of the United States declared a national emergency due to the Coronavirus/ COVID-19 global pandemic; and,

Whereas, Friday, March 13, 2020 the Governor of the State of Oklahoma declared an emergency for all 77 counties in Oklahoma over COVID-19 concerns; and,

Whereas, Wednesday, March 25, 2020, the Oklahoma State Board of Education voted to keep Oklahoma's school buildings closed and implement distance learning plans for the remainder of the school year due to COVID-19; and

Whereas, due to the above, Sapulpa Public Schools is keeping the last day of school at May 15, 2020; and

Whereas the Sapulpa Public Schools Board of Education and Administration are committed to ensuring that closing schools early will not result in a financial burden to any District employees.

Therefore, be it resolved, that the Sapulpa Public Schools Board of Education directs the Superintendent to grant any support staff, teachers, administrators and professional technical employees to be paid throughout the duration of their original 2019-2020 employment contracts in accordance to Governor Stitt's Executive Order.

Adopted and approved this ____ day of _____, 2020.

President, on behalf of the _____ Board of Education

BASIC COMPONENTS OF PANDEMIC PLANNING

Every District should have an Emergency Management Plan that:

- Addresses all four phases of emergency management planning (Mitigation and Prevention, Preparedness, Response and Recovery).
- Is flexible enough to address multiple hazards (be “all-hazard plans”).
- Is practiced on a regular basis.
- Is developed in an interactive, cross-cutting manner, in collaboration with community partners and stakeholders.
- Is based upon sound data and information.
- Includes provisions for being continually reviewed and updated regularly.
- Is coordinated with community pandemic illness planning efforts, as well as state policy and planning efforts.
- Plans should be continually reviewed and updated as new information is available. The complete planning checklist can be viewed at www.cdc.gov.

Pandemic Plan: This plan is built upon components in existing emergency management plans and would contain elements unique to a pandemic.

Communication Plan

- Identify audiences and key messages (students, parents, staff, etc.).
- Focus on clear, accurate, consistent, and timely communications.
- Identify trusted spokesperson (also, identify who will be lead for health matters).
- Identify trusted media partners.
- Establish redundant communications methods identified in advance (primary, secondary and tertiary methods identified and all parties are familiar with them).

Plan for continuity of learning or instruction

- Consider alternate learning strategies.
- Consider potential restructuring of school calendar.

Identify stakeholders and partners. Identify a contact within the local public health department and collaborate with that entity to create complementary plans, coordinate with other partners, and communicate consistently with the public.

Identify and coordinate with other key stakeholders, such as law enforcement, school security personnel, local emergency management office, businesses, community and faith-based organizations.

Review and reline policies and authorities: Review school district’s or crisis management plan, which outline procedures for continued function during an extended emergency. Consider:

- Essential functions, goods, and services that must be maintained under a variety of conditions;
- Essential tasks that can be performed from other locations such as home, as well as technology support necessary to implement such measures;
- Essential people and material support;
- Delegations of authority; and
- Personnel/Human Resources policies (leave, disability, payroll, potential high absenteeism).

Identify legal authorities for school closures, limitations on responsibilities and functions (such as school lunch provision), and school’s potential responsibilities and liabilities.

Review and refine supply policies and contracts including potentially ordering and warehousing items such as tissues, soap, or hand sanitizer.

Initiate or expand prevention and education efforts

- Conduct preventive hand-washing and cough/sneezing etiquette campaigns.
- Encourage staff, faculty, and students to stay home when ill.
- Provide information to parents, staff and students about elements of pandemic plan.

Create and implement a surveillance system in partnership with state and/or local health departments to identify and track student absences due to illness, which would allow the rapid detection of unusual changes or trends in student health.

Develop an Incident Command System (ICS) specific to a pandemic that identifies roles and responsibilities of educators, law enforcement, and health officials in advance of an incident.

Consider and plan with community partners to address issues specific to your school environment, such as:

- Students with special needs, including those who are in special education, receiving supplemental services at school, English Language Learners, or have special health care needs;
- Working with Child Nutrition Directors to help families identify sources for feeding programs for students who receive meals at school in the event of long-term school closures;
- Potential social services needed during and after pandemic has ended;
- Possible alternative uses of school buildings during a pandemic (such as for mass immunizations or hospitals);
- Potential uses of school buses during pandemic and if/how this affects contracts;
- Current alternative uses for schools and determine necessary policies/procedures under school closures;
- Capacity to address requirements for cleaning the building if it was used for community health needs or if there were sick students; and
- Fiscal, academic, emotional and physical recovery issues, including:
 - Return to learning;
 - Ability of students, family, and staff to access available mental health supports, particularly during a crisis if schools are cancelled;
 - Bereavement needs; and
 - Availability of mental health service providers, including community and faith-based organizations.

Instruction

Emergencies and Disaster Preparedness

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

Planning and Coordination

The Superintendent shall designate one or more staff members to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district

The Principal and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

With fiscal concerns in mind, the District shall purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse and/or State or county health department.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination. Local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

Pandemic/Epidemic Emergencies

In the event of an evacuation, the Superintendent is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

Infection Control

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease shall be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, school work the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave will not affect the employees right to continued employment.

Continuance of Education

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

The Superintendent is authorized to amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year, within applicable statutory requirements.

Public Health Instructions During a Pandemic Illness

Throughout a pandemic illness, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what public health officials may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic illness to limit the spread of the disease.

AVOID LARGE GROUPS

People - even those who are well - should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic illness these kinds of events could be cancelled because large gatherings of people help spread of a pandemic illness.

Isolation and quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow isolation and/or quarantine instructions.

ISOLATION

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE

Quarantine is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may

still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.

FACT SHEET: Stopping Germs at Home, Work and School

How Germs Spread: The main way that illnesses like colds and viruses are spread is from person to person in respiratory droplets of coughs and sneezes. This is called “droplet spread.” This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.

How to Stop the Spread of Germs: In a nutshell: take care to:

- Cover your mouth and nose.
- Clean your hands often.
- Remind your children to practice healthy habits, too.

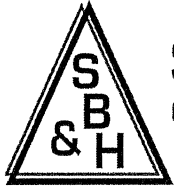
Cover your mouth and nose when coughing or sneezing: Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

The “Happy Birthday” song helps keep your hands clean? Not exactly. Yet it is recommend that when you wash your hands — with soap and warm water — that you wash for 15 to 20 seconds. That’s about the same time it takes to sing the “Happy Birthday” song twice!

Alcohol-based hand wipes and gel sanitizers work too: When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn’t need water to work; the alcohol in it kills the germs on your hands.

Germs and Children: Remind children to practice healthy habits too, because germs spread, especially at school.

More Facts, Figures, and How-Tos: CDC and its partner agencies and organizations offer a great deal of information about hand washing and other things you can do to stop the germs that cause pandemic illnesses, the common cold, and other illnesses.



SANDERS, BLEDSOE & HEWETT
CERTIFIED PUBLIC ACCOUNTANTS, LLP

Stephen H. Sanders, CPA (ret.)
Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 101 N. MAIN ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

April 7, 2020

Dear Administrator:

Enclosed are two copies of your 2020-21 Application for Temporary Appropriations.

Please have both copies approved at your next board meeting and signed by the board president and board clerk. Submit both copies to the county clerk, who will present them to the County Excise Board for approval. This should be completed by June 30, 2020.

The amounts shown as 2020-21 temporary appropriations are generated using your current year amounts. If you will have additional funds (such as a co-op fund) in 2020-21 fiscal year that is not included on this application, you can add a temporary appropriation amount for this fund on the enclosed form. Also, if an existing amount seems excessive or small, you can simply white-out the amount and type in an appropriate number. Please keep in mind these amounts are 'temporary', and will only be used until your estimate of needs is prepared.

After the amounts are approved by the Excise Board, enter the appropriate amounts into your computer when you begin your 2020-21 fiscal year and retain these forms in your budget files.

Reminder: You no longer have to publish this document.

Please contact our office if you have any questions or need further assistance.

Respectfully,

Eric, Jeff & Chris

APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Sapulpa District No. I-33 of Creek County, require the immediate approval of temporary appropriations for the fiscal year 2020-2021:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Sapulpa County be requested to approve temporary appropriations to the extent of and not to exceed one hundred per cent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund	
Current expense	<u>\$ 30,850,796.97</u>
Building Fund	
Current expense	<u>\$ 1,134,918.12</u>
Child Nutrition Fund	
Current expense	<u>\$ 1,713,973.80</u>
Co-op Fund	
Current expense	<u>\$ _____</u>

APPROVED AND ADOPTED this _____ day of _____, 2020.

THE BOARD OF EDUCATION

Sapulpa I-33
(Name of School District) No.

CREEK COUNTY, OKLAHOMA

ATTEST:

Clerk

President

APPROVED by the Sapulpa County Excise Board the _____ day of _____, 2020.

THE COUNTY EXCISE BOARD

CREEK COUNTY, OKLAHOMA

ATTEST:

Chairman

County Clerk

Member

Member