

AGENDA
Sapulpa Public Schools
Regular Virtual and Physical Meeting
Washington Administration Center Board Room
511 E Lee
Sapulpa, OK 74066
Monday, April 12, 2021 at 6:00 PM

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

- I. Call the meeting to order and Pledge of Allegiance to the flag.
- II. Formal Adoption of the Agenda.
 - A. Motion, discussion, and vote on Motion to formally adopt Agenda.
- III. Consent Agenda
 - A. Approval of Meeting Minutes.
 1. 03.08.2021 Regular Meeting Minutes
 2. 03.31.2021 Special Meeting Minutes
 - B. Approval of 2020-21 General Fund Purchase Order Encumbrance numbers 718 through 765.
 - C. Approval of 2020-21 Building Fund Purchase Order Encumbrance number 149 through 162.
 - D. Approval of 2020-21 Child Nutrition Fund Purchase Order Encumbrance numbers 63 through 66.
 - E. Approval 2020-21 Bond Fund 33 Purchase Order Encumbrance number 30
 - F. Approval of 2020-21 Insurance Reimbursement Fund (86) Purchase Order Encumbrance number 1.
 - 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 2021 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 the 2021-22 School Work Study Agreement between Sapulpa Public Schools and the State of OK Dept of Rehabilitation Services.
- K. Approval of 2021 New Life Ranch Contract for Sapulpa Public School Athletics Team Building.
- L. Approval of 2021 Hance Pyrotechnics Agreement for 2021 Senior Graduation.
- M. Approval of 2021 Haskell Indian Nations University MOU with Sapulpa Public Schools.
- N. Approval of 2021-22 MOU between the University of Tulsa, Acting for and on the behalf of its Teacher Education Program, and Sapulpa Public Schools.
- O. Approval to renew the 2021-22 SchoolMessenger Communicate Notification program.
- P. Approval of 2021-22 MOU renewal between SPS and The Bridges Foundation.
- Q. Approval of 2020-21 contract with Lindy Echeverria, SLPA, to provide Speech-Language Services while Jessica Hollander is on Maternity Leave.
- R. Approval of 2021 Performance Stage Inc Agreement for the 2021 Graduation Stage.
- S. Approval of Fundraisers as per attachment.
- IV. Hearing from the public
- V. Information and Discussion
 - A. Superintendent Comments
- VI. Action Items
 - A. New Business-items not known or foreseen when the agenda was posted.
 - B. Discussion, motion, and vote to authorize or not to authorize the school district's attorney, in consultation with the Superintendent of Schools, to initiate legal action against the Oklahoma State Board of Education ("Board") to address the equalization of funding as set forth in the Board's Resolution approved at the Board's special meeting on March 25, 2021.
 - C. Discussion, motion, and vote on a motion to accept the new JROTC Building on the Sapulpa High School Campus.
 - D. Discussion, motion, and vote on a motion to approve/disapprove an agreement with ESS, Substitute Staffing Company, for the 2021-22 school year.
 - E. Discussion, motion, and vote on a motion to approve/disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2021-22. This resolution authorizes the filing of the Form 471 applications for the funding year 2021-22 and the payment of the applicant's share upon approval of funding and receipt of services.
 - F. Discussion, motion, and vote on a motion to approve/disapprove the application for temporary appropriations for the 2021-22 fiscal year as per attachment.
 - G. Proposed Executive Session to discuss personnel as 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.

1. Vote to convene in Executive Session
2. To acknowledge the Board has returned to Open Session
3. Statement of Executive Session Minutes

VII. Personnel

- A. Vote to approve/disapprove employing Personnel as per attachment.
- B. Vote to approve/disapprove authorizing Marsha Keylon to receive sick leave donations from other employees as authorized by Board Policy 736.2 Sick Leave Donation.
- C. 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 8, 2021 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 Melinda Ryan called the meeting to order at 6 pm. Assistant
Superintendent Johnny Bilby lead the Pledge of Allegiance.

II. Formal Adoption of the Agenda.

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

To formally adopt the 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 2.22.21 Regular Meeting.

III.B. Approval of 2020-21 General Fund Purchase Order Encumbrance
numbers 640 through 717.

III.C. Approval of 2020-21 Building Fund Purchase Order Encumbrance
numbers 138 through 148.

III.D. Approval of 2020-21 Child Nutrition Fund Purchase Order Encumbrance
numbers 61 and 62.

III.E. Approval of 2020-21 Bond Fund 33 Purchase Order encumbrance
numbers 28 and 29.

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 2021-22 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--Walsworth

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-Jostens

III.I. Approval of Municipal Accounting System (MAS) Software Service Agreement for the 2021-22 school year.

III.J. Approval of 2020-21 rental agreement with Party Pro Rents for Graduation chairs.

III.K. Approval of 2020-21 rental agreement with Tulsa Stage and Top for Graduation stage.

III.L. Approval of 2021-22 VYPE Agreement with Sapulpa Athletics Department.

III.M. Approval of a generous donation of \$100 from First United Bank Mortgage Company to be used in the classroom of HS Teacher, Karli Myers.

III.N. Approval of a generous donation of \$10,000 from Kante Group for the Sapulpa E-Sports Program.

III.O. Approval of a generous donation of \$1,000 to Liberty Elementary STEM from the Neal and DeDee Kneger Giving Fund.

III.P. Approval of Out-of-State Activity Trips as per attachment.

III.Q. Approval of Fundraisers as per attachment.

To approve Consent Agenda Items A-Q 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

Superintendent Armstrong acknowledged the three generous donations approved in the Consent Agenda items and appreciated each for giving to Sapulpa Public Schools. He also thanked teachers, staff, and the community for getting out to vote which passed both Bond Propositions. The committees have formed and are making plans to spend the money once available. A Special Meeting will be scheduled for March 31, to sell the bonds.

Mr. Armstrong congratulated the Sapulpa Chieftain Basketball teams, both have made it to State Playoffs. This has not happened since 1999. He also congratulated the Music Dept on a job well done as they just finished up their musical, Songs for a New World.

He announced that Graduation is set for May 20, 2021, and is set to proceed as usual. Maybe with a couple of add-ons that made the 2020 Graduation spectacular.

VI. Action Items

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

VI.B. Board to consider and take action on a resolution determining the maturities of, and setting a date, time, and place for the sale of the \$1,645,000 General Obligation Combined Purpose Bonds of the School District.

To approve the resolution that the \$1,645,000 of General Obligation Combined Purpose Bonds of Independent School District No.33 of Creek County, Oklahoma, voted on the 2nd day of March, 2021, shall be offered for sale at the Board Room, Washington Administration Building, Sapulpa Public Schools, 511 E. Lee, Sapulpa, Oklahoma, on the 31st day of March, 2021, at 11:45 o'clock a.m.; said Bonds to become due: \$1,645,000 in two years from their date. passed with a motion by Larry Hoover 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. Discussion, motion, and vote on a motion to approve/disapprove updating Student Records Policy 926, second read.

To approve updating Student Records Policy 926, second read, passed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

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

To convene in Executive Session at 6:08 p.m. passed with a motion by Wayne Richards and a second by Steve McCormick.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VI.D.2. To acknowledge the Board has returned to Open Session
President Melinda Ryan acknowledged the Board's return to Open Session at 6:27 p.m.

VI.D.3. Statement of Executive Session Minutes

The Board of Education went into Executive Session at 6:08 p.m. 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 6:27 p.m. Present in Executive Session were Sarah Havenstrite, Larry Hoover, Wayne Richards, Steve McCormick, Melinda Ryan, and Rob Armstrong. No action was taken. This constitutes the minutes of the Executive Session.

VI.E. Personnel

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

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

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.E.2. Vote to approve/disapprove FMLA for Alison Parks, effective March 22, 2021, through June 14, 2021.

To approve FMLA for Alison Parks, effective March 22, 2021, through June 14, 2021 passed with a motion by Sarah Havenstrite and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.E.3. Vote to approve/disapprove FMLA for Marsha Keylon, effective February 8, 2021, through May 3, 2021.

To approve FMLA for Marsha Keylon, effective February 8, 2021, through May 3, 2021 passed with a motion by Sarah Havenstrite and a second by Wayne Richards.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.E.4. Vote to approve/disapprove FMLA for Jessica Hollander, effective April 12, 2021, through May 25, 2021.

To approve FMLA for Jessica Hollander, effective April 12, 2021, through May 25, 2021 passed with a motion by Sarah Havenstrite and a second by Larry Hoover.

Sarah Havenstrite: Yea
Larry Hoover: Yea
Steve McCormick: Yea
Wayne Richards: Yea
Melinda Ryan: Yea
Yea: 5, Nay: 0

VI.E.5. Vote to accept Resignations received since the last board meeting.

To accept Resignations received since the last board meeting passed with a motion by Sarah Havenstrite and a second by Larry Hoover.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

VII. Adjournment

To adjourn at 6:32 p.m. passed with a motion by Larry Hoover and a second by Sarah Havenstrite.

Sarah Havenstrite: Yea

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 5, Nay: 0

Special Meeting of The Board of Education Independent School District Number
33, Creek County

Wednesday, March 31, 2021 12:00 PM

Washington Administration Center Board Room, 511 E Lee, Sapulpa, OK 74066

I. Call meeting to order

The meeting was called to order at 12 pm by President Melinda Ryan.

II. Formal Adoption of the Agenda.

II.A. Discussion, motion, and vote on a motion to formally adopt the Agenda.

To formally adopt the agenda and move Action Items to first passed with a motion by Melinda Ryan and a second by Steve McCormick.

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 2021-22 BSN Sports Exclusive Supplier Agreement with SPS for the purchase and supply of NIKE apparel and footwear.

III.B. Approval of the generous \$500 grants from Oklahoma Arts Council for classroom supplies for the Jr. High and High School Art classes.

To approve Consent Agenda items A and B 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. Information and Discussion

IV.A. Discussion of Future Bond Issue

This new money will arrive in about sixty days. Committees are already formed and planning for the spending. The next big Bond Issue is fast approaching in the Spring of 2023.

V. Action Items

V.A. Board to discuss the annual review of existing or consider and take action on the adoption of written policies and procedures for post-issuance compliance.

No new revisions.

V.B. Board to discuss continuing disclosure obligations.

SPS is in good standing.

V.C. Board to receive bids for the \$1,645,000 General Obligation Combined Purpose Bonds of this school district and award bonds to the lowest bidder.

To award bonds to the lowest bidder, Spiritbank (Sapulpa Branch), Tulsa, Oklahoma, in association with First Bankers' Banc Securities, Inc., St. Louis, Missouri, with a Net Interest Cost of \$11,580.80 and Average Rate of .3520% 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

V.D. Board to consider and take action on a resolution providing for the issuance of General Obligation Combined Purpose Bonds in the sum of \$1,645,000 by this school district, authorized at an election called and held for such purpose; prescribing the form of bonds; providing for registration thereof; providing for levy of an annual tax for the payment of principal and interest on the same; and fixing other details of the issue.

To authorize the issuance of General Obligation Combined Purpose Bonds in the sum of \$1,645,000 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

V.E. Board to consider and take action on a resolution designating the general obligation bonds of 2021 as "Qualified Tax-Exempt Obligations" pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986.

To designate the general obligation bonds of 2021 as "Qualified Tax-Exempt Obligations" pursuant to Section 265(b)(3)(B) of the Internal Revenue Code of 1986 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

V.F. Presentation of Superintendent's Recommendation for dismissal of Kimberly Wedel; vote to schedule meeting date, time, and place; and to direct that a copy of the Superintendent's Recommendation, along with a notice of due process rights, be mailed, hand-delivered, or otherwise served upon Ms. Wedel as allowed by law.

The Board of Education, having received the Superintendent's Recommendation for the dismissal of Kimberly Wedel, I move that a copy of the Superintendent's Recommendation be mailed, hand-delivered or otherwise served to Ms. Wedel as allowed by law, along with a notice letter advising her of her rights; and that a hearing be scheduled before the Board of Education for the 27th day of April, 2021, at 6 o'clock P.M., in the Washington Administration Center, 511 E. Lee Avenue, Room 200, Sapulpa, Oklahoma, at which time the Board will consider whether to accept or reject the Superintendent's Recommendation for the dismissal of Ms. Wedel passed with a motion by Melinda Ryan and a second by Steve McCormick.

Sarah Havenstrite: Absent

Larry Hoover: Yea

Steve McCormick: Yea

Wayne Richards: Yea

Melinda Ryan: Yea

Yea: 4, Nay: 0, Absent: 1

V.G. Discussion and vote to accept or reject any resignations tendered since the posting of the Agenda.

None

VI. Adjournment

To adjourn at 12:36 p.m. passed with a motion by Melinda Ryan 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

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 718 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	718	03/03/2021	3826	SECURITY BANK CARD CENTER INC	Print work for Ag Science Curriculum Quiz Bowl	150.00
11	719	03/04/2021	2223	SUMMIT TRUCK	Band Truck Instrument Cluster	1,133.12
11	720	03/04/2021	2223	SUMMIT TRUCK	Door Handle for Mini Bus	75.47
11	721	03/04/2021	3826	SECURITY BANK CARD CENTER INC	Vo-Ag supplies and equipment	1,500.00
11	722	03/05/2021	3383	ADORAMA, INC	Photo Printer & Flashes	1,687.25
11	723	03/05/2021	2878	RIVERSIDE ASSESSMENTS, LLC	1st Grade CogAT Scoring	3,000.00
11	724	03/05/2021	2878	RIVERSIDE ASSESSMENTS, LLC	1st Grade CogAT Barcodes	250.00
11	725	03/05/2021	3826	SECURITY BANK CARD CENTER INC	621-SPED-PCard-SFA Assessment Manual-NCS Pearson	183.00
11	726	03/05/2021	2223	SUMMIT TRUCK	Starter Motor for Book Bus	314.15
11	727	03/05/2021	2223	SUMMIT TRUCK	Pump Kit for Book Bus	281.50
11	728	03/08/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Fuse box cover bus 28	18.67
11	729	03/08/2021	3505	SOUTHERN TIRE MART, LLC	Tires for Fleet	8,323.50
11	730	03/08/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Belt for Bus 307	57.04
11	731	03/09/2021	940	LAWRENCE COUNTY NEWSPAPERS, INC.	ADMIN PUBLICATIONS	1,000.00
11	732	03/09/2021	30670	WELDON TRUCK PARTS	Lamp bulbs for bus lights	216.00
11	733	03/11/2021	235	CCOSA-COOP COUNCIL OK SCH	615-SPED-CCOSA Summer Leadership Conference	650.00
11	734	03/11/2021	99999	SAPULPA PUBLIC SCHOOLS	Chromebook Insurance for McKinney Vento students	300.00
11	735	03/11/2021	884	COLLEGE BOARD	AP test fees for 2 McKinney vento kids	70.00
11	736	03/11/2021	145	ENCORE INDUSTRIAL PRODUCTS, LLC	Fleet Wash and Wax Concentrate	540.00
11	737	03/11/2021	32	CINTAS CORPORATION	Mechanics Uniforms	150.00
11	738	03/11/2021	8202	PENSKE COMMERCIAL VEHICLES, US, LLC	Lift Pump and Air Bag for 307	350.00
11	739	03/11/2021	39880	BUS AIR LLC	A/C Belts for all buses	143.37
11	740	03/11/2021	82	STEPHEN ROBERT SMITH	Proj. 785 - Speaker for Revolutionary Day	500.00
11	741	03/22/2021	4261	COLE WILLIAMS	Marching Band Percussion Arrangement	1,500.00
11	742	03/22/2021	2008	PALEN MUSIC	Instrument Repair/Purchase	1,875.00
11	743	03/22/2021	4282	WESLEY MICHAEL PENDERGRASS	Marching Drill Initial Payment	1,625.00
11	744	03/22/2021	2187	OKASBO	SPRING CONFERENCE	300.00
11	746	03/22/2021	39350	TIGER INC	NATURAL GAS TRANSPORT	25,000.00
11	747	03/23/2021	2269	SUPERIOR LINEN SERVICE	LINEN SVC SPEC NEEDS CLASSES	500.00
11	748	03/23/2021	796	OKLAHOMA GAS & ELECTRIC CO	DISTRICT ELECTRICAL SERVICE	80,000.00
11	749	03/24/2021	3826	SECURITY BANK CARD CENTER INC	Ranges from Lowes for Carl perkins funds	8,097.90
11	750	03/24/2021	2223	SUMMIT TRUCK	Alternator for Bus 38	1,664.07
11	751	03/24/2021	1818	MERRIFIELD OFFICE SUPPLY	19 tables, 28 chairs, 1 podium for classroom	6,537.50
11	752	03/26/2021	3826	SECURITY BANK CARD CENTER INC	K.MYERS/ENG/BOOKS	100.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 718 - 99999, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	753	03/29/2021	1842	PREFERRED BUSINESS SYSTEMS, LLC	DISTRICT COPIER MACHINES	10,000.00
11	754	03/30/2021	3826	SECURITY BANK CARD CENTER INC	plants and supplies for potting lab	350.00
11	755	03/30/2021	30403	SCHOLASTIC	Proj 511-Books for Parent Involvement activities	1,150.00
11	756	03/31/2021	1837	OK FFA FOUNDATION	Chapter Trust Fees	200.00
11	757	04/01/2021	228	TRANS AIR	Relay Board Kit Bus 34	407.56
11	758	04/01/2021	3826	SECURITY BANK CARD CENTER INC	SERVE PAPERS TO EMPLOYEE	50.00
11	759	04/05/2021	81260	CHARLES YOUNG	CDL Renewal	56.50
11	760	04/05/2021	3826	SECURITY BANK CARD CENTER INC	supplies for poultry lab hatch	200.00
11	761	04/05/2021	3681	MID-TOWN AUTO AND DIESEL, INC	Turbo Assembly and EGR Valves for AG Truck	3,857.60
11	762	04/05/2021	80525	GRANT WAYNE HORN	Reimbursement Transmission Fluid	33.48
11	763	04/05/2021	3998	UNITED ENGINES	Transmission control module for bus 33	1,330.00
11	764	04/05/2021	146	OKLAHOMA STATE UNIVERSITY*	011-SPED-CPR Train the Trainer Course (Garden)	75.00
11	765	04/06/2021	31412	AMAZON CAPITAL SVCS, INC.	Proj 511-Summer books for students to read at HS	350.00

Non-Payroll Total:	\$166,152.68
Payroll Total:	\$24,750,111.93
Balance Forward:	\$0.00
Report Total:	\$24,916,264.61

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 149 - 99999, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	149	03/04/2021	3826	SECURITY BANK CARD CENTER INC	SOD FOR SOFTBALL FIELD	442.50
21	150	03/05/2021	3123	PERFORMANCE STAGE, INC.	Replacing ceiling tile and lighting/HS auditorium	812.50
21	151	03/22/2021	1056	ASSURANCE RESTORATION	REMEDIATION OF SHS AFTER FLOOD/ICE	2,471.40
21	152	03/22/2021	39452	JOE CARNER	EMERGENCY REPAIR FROM FROZEN PIPES	5,100.07
21	153	03/25/2021	629	LOCKE SUPPLY	Condenser for mini split HS rm 801	1,051.00
21	154	03/29/2021	2420	INTERMOUNTAIN LOCK & SECURITY	District key, lock and door hardware	2,000.00
21	155	03/29/2021	3826	SECURITY BANK CARD CENTER INC	Amazon: Lights for JROTC New Build	1,200.00
21	156	03/30/2021	629	LOCKE SUPPLY	Supplies for maintenance and grounds	3,000.00
21	157	03/31/2021	3915	SAND SPRINGS SAND & GRAVL	DIRT FOR SOFTBALL FIELD	945.00
21	158	04/01/2021	5632	MARK'S PLUMBING PARTS	District Plumbing parts	800.00
21	159	04/05/2021	143	KENT DANIEL	CONCRETE PLANTERS/PETUNIAS	1,085.00
21	160	04/06/2021	3191	DAVID BREWER	Grounds Equipment	500.00
21	161	04/07/2021	3202	Maintenance Supply Company, Inc.	Custodial and cleaning supplies	8,000.00
21	162	04/07/2021	1365	AQUARIUS	Sprinkler system repair, parts and supplies	1,000.00
Non-Payroll Total:						\$28,407.47
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$28,407.47

Sapulpa Public Schools

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 63 - 99999, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	63	03/11/2021	1818	MERRIFIELD OFFICE SUPPLY	Office Supplies for balance of year	300.00
22	64	03/11/2021	2070	OZARK EMPIRE DISTRIBUTORS, INC	Bread for balance of school year	4,000.00
22	65	03/24/2021	30991	PLATINUM VENTURES, INC	Oil Filter and Disposal Caddy	3,298.39
22	66	03/29/2021	60182	TANKERSLEY FOOD SERVICE LLC	Food and Paper Supplies, end of year 2020-21	75,000.00
Non-Payroll Total:						\$82,598.39
Payroll Total:						\$831,179.49
Balance Forward:						\$0.00
Report Total:						\$913,777.88

Sapulpa Public Schools Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 30 - 99999, Fund Codes: 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	30	03/10/2021	3158	WILLIAM A. HARRISON, INC.	NEW AHU AND DUCTING HVAC SHS	15,622.00
Non-Payroll Total:						\$15,622.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$15,622.00

Sapulpa Public Schools
Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 99999, Fund Codes: 86

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
86	1	03/22/2021	1056	ASSURANCE RESTORATION	REMEDIATION AT SHS AFTER FLOOD/ICE	4,316.85
Non-Payroll Total:						\$4,316.85
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$4,316.85

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2021 - 3/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 HS GRANTS	\$1,435.22	\$0.00	\$0.00	\$0.00	\$1,435.22	\$0.00	\$1,435.22
802 HS OFFICE	\$1,844.98	\$28.23	\$900.00	\$92.52	\$2,680.69	\$1,607.76	\$1,072.93
803 CREDIT RECOVERY	\$1,183.90	\$23.97	\$0.00	\$0.00	\$1,207.87	\$0.00	\$1,207.87
804 ID BADGE	\$3,064.53	\$0.00	\$0.00	\$0.00	\$3,064.53	\$0.00	\$3,064.53
805 HS ART	\$11,103.09	\$0.00	(\$25.00)	\$24.95	\$11,053.14	\$2,848.61	\$8,204.53
806 HS BAND	\$6,490.10	\$368.62	\$2,432.69	\$1,116.00	\$8,175.41	\$4,482.39	\$3,693.02
807 HS BAND BOOSTER CONCESSION	\$52,778.52	\$0.00	\$0.00	\$1,344.65	\$51,433.87	\$5,209.73	\$46,224.14
808 HS OKLAHOMA CLOSE UP	\$473.50	\$0.00	\$0.00	\$0.00	\$473.50	\$0.00	\$473.50
809 HS HOSPITALITY COMMITTEE	\$590.63	\$20.00	\$0.00	\$87.25	\$523.38	\$200.00	\$323.38
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	\$5,089.92	\$0.00	\$0.00	\$0.00	\$5,089.92	\$238.00	\$4,851.92
812 HS BUSINESS PROF ASSOC (BPA)	\$336.97	\$0.00	\$0.00	\$0.00	\$336.97	\$240.00	\$96.97
814 HS AP EXAMS	\$1,040.08	\$1,220.00	\$0.00	\$0.00	\$2,260.08	\$421.08	\$1,839.00
815 HS FCCLA	\$2,276.38	\$0.00	\$0.00	\$0.00	\$2,276.38	\$816.43	\$1,459.95
816 HS INDIAN ED PANTRY	\$177.45	\$0.00	\$0.00	\$0.00	\$177.45	\$177.45	\$0.00
817 HS LIBRARY	\$1,385.66	\$0.00	\$0.00	\$106.62	\$1,279.04	\$63.94	\$1,215.10
818 HS NATIONAL HONOR SOCIETY	\$5,118.46	\$560.00	\$25.00	\$0.00	\$5,703.46	\$1,500.00	\$4,203.46
819 GREEN-THUMB CHIEFTAINS	\$3,334.42	\$327.00	\$0.00	\$38.85	\$3,622.57	\$400.00	\$3,222.57
820 HS NAACP	\$112.30	\$0.00	\$0.00	\$0.00	\$112.30	\$0.00	\$112.30
821 HS SENIORS 2021	\$5,962.43	\$0.00	\$0.00	\$0.00	\$5,962.43	\$280.00	\$5,682.43
822 HS SENIORS 2022	\$6,297.06	\$1,225.00	\$0.00	\$0.00	\$7,522.06	\$1,000.00	\$6,522.06
823 HS SENIORS 2023	\$2,991.16	\$0.00	\$0.00	\$0.00	\$2,991.16	\$0.00	\$2,991.16
824 HS SCIENCE & ENGINEERING	\$5,966.22	\$0.00	\$0.00	\$0.00	\$5,966.22	\$0.00	\$5,966.22
825 HS SPANISH HONOR SOCIETY	\$1,027.28	\$0.00	\$0.00	\$52.00	\$975.28	\$0.00	\$975.28
826 HS SPECIAL ED/OLYMPICS	\$15,699.69	\$0.00	\$0.00	\$0.00	\$15,699.69	\$0.00	\$15,699.69
827 HS STUDENT COUNCIL	\$3,206.09	\$0.00	\$857.65	\$57.92	\$4,005.82	\$3,032.68	\$973.14
828 HS VOCAL MUSIC	\$34,071.59	\$980.00	\$0.00	\$9,772.74	\$25,278.85	\$12,157.61	\$13,121.24
829 HS AG ED & FFA	\$43,137.69	\$17,784.00	\$0.00	\$288.29	\$60,633.40	\$6,043.52	\$54,589.88
830 HS LYONS SPED	\$1,704.98	\$0.00	\$0.00	\$0.00	\$1,704.98	\$0.00	\$1,704.98
831 HS YEARBOOK	\$5,210.72	\$435.07	\$0.00	\$0.00	\$5,645.79	\$120.00	\$5,525.79
832 HS SIZEMORE SPED	\$488.33	\$0.00	\$0.00	\$0.00	\$488.33	\$0.00	\$488.33
833 HS FISHING TEAM/CLUB	\$270.50	\$40.00	\$0.00	\$0.00	\$310.50	\$297.50	\$13.00
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	\$6,357.56	\$727.00	\$1,776.00	\$1,420.41	\$7,440.15	\$3,340.67	\$4,099.48
836 HS BAND TRIPS	\$39,698.28	\$314.00	(\$4,208.69)	\$4,124.00	\$31,679.59	\$7,300.00	\$24,379.59
837 HS BAND GRANTS	\$57,424.38	\$89.00	\$0.00	\$1,640.00	\$55,873.38	\$7,772.28	\$48,101.10
838 HS PING PINGS	\$3,767.16	\$0.00	\$0.00	\$0.00	\$3,767.16	\$0.00	\$3,767.16
840 HS INDIAN PARENT COMMITTEE	\$492.89	\$0.00	\$0.00	\$0.00	\$492.89	\$0.00	\$492.89
841 HS SAPULPA INDIAN CLUB	\$2,278.90	\$0.00	\$0.00	\$0.00	\$2,278.90	\$202.39	\$2,076.51
842 HS KEY CLUB	\$673.58	\$0.00	\$0.00	\$429.00	\$244.58	\$0.00	\$244.58
843 HS GSA, GAY STRAIGHT ALLIANCE	\$68.71	\$0.00	\$0.00	\$0.00	\$68.71	\$0.00	\$68.71
844 HS PRODUCTIONS	\$18,464.52	\$40.00	\$0.00	\$296.40	\$18,208.12	\$1,011.35	\$17,196.77
845 HS CULINARY ARTS	\$1,411.40	\$0.00	\$0.00	\$0.00	\$1,411.40	\$748.74	\$662.66
846 HS JROTC	\$57,100.77	\$190.00	\$0.00	\$21,096.53	\$36,194.24	\$7,024.40	\$29,169.84
847 HIDER TRUST- JROTC SCHOLARSHIPS	\$15,126.47	\$0.00	\$0.00	\$1,000.00	\$14,126.47	\$0.00	\$14,126.47
848 HS SCHOOL NURSE	\$1,813.34	\$0.00	\$0.00	\$0.00	\$1,813.34	\$178.60	\$1,634.74
849 BACKPACK FOOD PANTRY	\$8,198.93	\$0.00	\$0.00	\$0.00	\$8,198.93	\$8,198.93	\$0.00
851 HS SENIOR GIRL EVENTS	\$4,553.43	\$0.00	\$0.00	\$0.00	\$4,553.43	\$3,000.00	\$1,553.43
852 HS FIRST ROBOTICS	\$31,010.01	\$0.00	\$0.00	\$92.00	\$30,918.01	\$510.37	\$30,407.64
853 MIRANDA BROOKE MEM SCHOLARSHIP	\$2,275.00	\$0.00	\$0.00	\$0.00	\$2,275.00	\$0.00	\$2,275.00
854 HS INDIAN ED STAFF DEV	\$3,430.40	\$0.00	\$0.00	\$0.00	\$3,430.40	\$330.52	\$3,099.88
855 HS PHYSICS	\$684.22	\$0.00	\$0.00	\$0.00	\$684.22	\$0.00	\$684.22
856 E-SPORTS	\$143.91	\$10,000.00	\$0.00	\$0.00	\$10,143.91	\$600.00	\$9,543.91
857 JH OFFICE	\$2,528.57	\$0.00	\$475.00	\$203.19	\$2,800.38	\$736.32	\$2,064.06
860 JH LIBRARY	\$1,115.53	\$0.00	\$0.00	\$0.00	\$1,115.53	\$0.00	\$1,115.53
863 JH STUDENT COUNCIL	\$2,136.23	\$0.00	\$0.00	\$63.10	\$2,073.13	\$652.02	\$1,421.11
864 JH VOCAL MUSIC	\$9,526.33	\$120.00	\$0.00	\$0.00	\$9,646.33	\$1,504.00	\$8,142.33

Sapulpa Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2021 - 3/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
866 JH YEARBOOK	\$4,108.18	\$105.00	\$0.00	\$0.00	\$4,213.18	\$10.00	\$4,203.18
870 JH ART	\$1,270.77	\$0.00	\$0.00	\$175.65	\$1,095.12	\$350.38	\$744.74
871 JH TAPS	\$1,348.84	\$0.00	\$0.00	\$0.00	\$1,348.84	\$1,348.44	\$0.40
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	\$3,545.58	\$0.00	\$0.00	\$0.00	\$3,545.58	\$0.00	\$3,545.58
877 MS OFFICE	\$7,195.79	\$0.00	\$425.00	\$125.97	\$7,494.82	\$1,122.60	\$6,372.22
878 MS LIBRARY	\$1,965.30	\$1,868.56	\$0.00	\$3,582.89	\$250.97	\$0.00	\$250.97
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	\$569.60	\$428.00	\$0.00	\$0.00	\$997.60	\$100.00	\$897.60
883 MS CHOIR	\$10,012.23	\$53.00	\$0.00	\$0.00	\$10,065.23	\$3,950.00	\$6,115.23
886 MS NJHS	\$846.13	\$0.00	\$0.00	\$0.00	\$846.13	\$0.00	\$846.13
887 7TH/8TH GR VOLLEYBALL	\$636.33	\$0.00	\$0.00	\$0.00	\$636.33	\$0.00	\$636.33
888 MS GRANTS	\$173.09	\$0.00	\$0.00	\$0.00	\$173.09	\$0.00	\$173.09
891 GT REDDING	\$7.03	\$0.00	\$0.00	\$0.00	\$7.03	\$0.00	\$7.03
892 SPED DIRECTOR	\$546.89	\$0.00	\$0.00	\$0.00	\$546.89	\$205.14	\$341.75
893 LIBERTY LIBRARY	\$871.90	\$2,249.50	\$0.00	\$0.00	\$3,121.40	\$10.00	\$3,111.40
894 LIBERTY MISC	\$1,080.37	\$0.00	\$325.00	\$115.62	\$1,289.75	\$1,135.03	\$154.72
895 LIBERTY FUNDRAISING	\$1,158.62	\$1,090.00	\$0.00	\$379.00	\$1,869.62	\$884.20	\$985.42
896 LIBERTY STEM CLUB	\$30,288.04	\$10,786.00	\$0.00	\$14.88	\$41,059.16	\$12,989.16	\$28,070.00
897 LIBERTY GRANTS	\$1,486.14	\$0.00	\$0.00	\$0.00	\$1,486.14	\$0.00	\$1,486.14
900 FREEDOM MISC	\$2,304.01	\$0.00	\$425.00	\$203.78	\$2,525.23	\$426.21	\$2,099.02
901 FREEDOM FUNDRAISING	\$6,403.40	\$512.22	\$0.00	\$50.00	\$6,865.62	\$1,058.82	\$5,806.80
902 FREEDOM LIBRARY	\$210.96	\$36.00	\$0.00	\$0.00	\$246.96	\$105.00	\$141.96
903 FREEDOM GRANTS	\$212.22	\$0.00	\$0.00	\$0.00	\$212.22	\$0.00	\$212.22
904 FREEDOM TAPS	\$14,701.68	\$1,878.30	(\$857.65)	\$321.23	\$15,401.10	\$7,501.18	\$7,899.92
907 JEFFERSON HTS MISC	\$2,399.10	\$0.00	\$350.00	\$235.57	\$2,513.53	\$669.96	\$1,843.57
908 JEFFERSON HTS FUNDRAISING	\$10,496.37	\$18,867.00	\$0.00	\$11,240.76	\$18,122.61	\$2,242.86	\$15,879.75
910 JEFFERSON HTS GRANTS	\$12,548.46	\$0.00	\$0.00	\$0.00	\$12,548.46	\$450.00	\$12,098.46
911 JEFFERSON HTS LIBRARY	\$1,912.20	\$0.00	\$0.00	\$0.00	\$1,912.20	\$86.62	\$1,825.58
919 HOLMES PARK MISC	\$7,307.83	\$0.00	\$875.00	\$71.99	\$8,110.84	\$4,734.75	\$3,376.09
920 HOLMES PARK FUNDRAISING	\$39,203.67	\$10,573.00	\$0.00	\$12,594.32	\$37,182.35	\$5,196.75	\$31,985.60
921 HOLMES PARK LIBRARY	\$727.84	\$4,496.99	\$0.00	\$4,496.97	\$727.86	\$0.00	\$727.86
922 HOLMES PARK GRANTS	\$1,593.79	\$0.00	\$0.00	\$0.00	\$1,593.79	\$0.00	\$1,593.79
929 DISTRICT STEM	\$34,212.73	\$0.00	\$0.00	\$0.00	\$34,212.73	\$3,764.24	\$30,448.49
930 SAPULPA ACADEMIC CONF	\$267.36	\$0.00	\$0.00	\$0.00	\$267.36	\$0.00	\$267.36
931 BENEVOLENCE FUND	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
933 NOW (INTEREST INCOME)	\$23,196.73	\$1,645.03	(\$3,875.00)	\$0.00	\$20,966.76	\$0.00	\$20,966.76
936 STEM-CAMP INVENTION	\$31,582.90	\$0.00	\$0.00	\$0.00	\$31,582.90	\$0.00	\$31,582.90
937 LATCHKEY	\$58,512.74	\$14,813.81	\$0.00	\$253.32	\$73,073.23	\$1,650.06	\$71,423.17
939 EDUCATION FOUNDATION	\$79.90	\$0.00	\$0.00	\$0.00	\$79.90	\$0.00	\$79.90
940 SPARK	\$19.21	\$0.00	\$0.00	\$0.00	\$19.21	\$0.00	\$19.21
941 LOCAL SCH CHILD WELFARE	\$61,104.64	\$29.11	\$0.00	\$2,190.29	\$58,943.46	\$16,227.47	\$42,715.99
942 HOT SPOT INSURANCE	\$525.00	\$0.00	\$0.00	\$0.00	\$525.00	\$0.00	\$525.00
943 ALTERNATIVE SCHOOL GRANTS	\$35.62	\$0.00	\$0.00	\$0.00	\$35.62	\$0.00	\$35.62
945 SPS FOOD SERV ASSOC	\$7,313.64	\$0.00	\$0.00	\$0.00	\$7,313.64	\$0.00	\$7,313.64
946 SOFT DRINK MONEY	\$65,084.80	\$422.89	(\$700.00)	\$5,671.15	\$59,136.54	\$5,040.22	\$54,096.32
947 ALTERNATIVE SCHOOL	\$3,917.27	\$0.00	\$100.00	\$76.21	\$3,941.06	\$323.74	\$3,617.32
948 JACKSON SCHOLARSHIP	\$1,054.00	\$0.00	\$0.00	\$0.00	\$1,054.00	\$0.00	\$1,054.00
949 CLEARING ACCOUNT	\$75.61	\$0.00	\$0.00	\$0.00	\$75.61	\$0.00	\$75.61
950 SERVICE CENTER	\$280.43	\$0.00	\$0.00	\$0.00	\$280.43	\$0.00	\$280.43
952 CHROMEBOOK INS/REPAIR	\$30,657.34	\$710.00	\$0.00	\$0.00	\$31,367.34	\$17,473.30	\$13,894.04
954 5TH GRADE ELEM BASKETBALL	\$970.25	\$0.00	\$0.00	\$0.00	\$970.25	\$0.00	\$970.25
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
960 ATHLETIC SPORTS OVERALL	\$2,760.03	\$788.67	\$0.00	\$1,340.92	\$2,207.78	\$1,595.90	\$611.88
961 FOOTBALL BUDGET	\$16,520.59	\$250.00	\$0.00	\$0.00	\$16,770.59	\$14,474.74	\$2,295.85

Sapulpa Public Schools

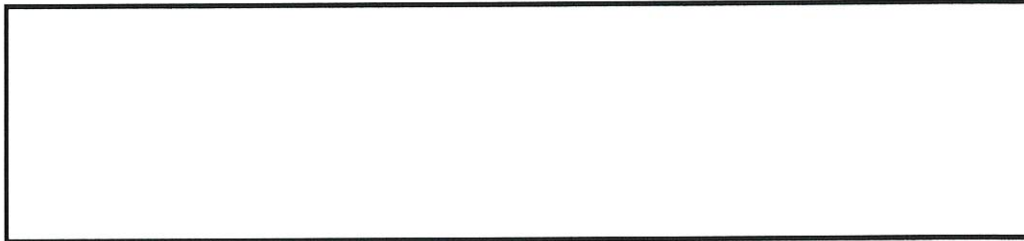
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2021 - 3/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
962 BOYS BASKETBALL BUDGET	\$523.46	\$7.79	\$350.00	\$0.00	\$881.25	\$391.75	\$489.50
963 GIRLS BASKETBALL BUDGET	\$46.85	\$0.00	\$350.00	\$0.00	\$396.85	\$0.00	\$396.85
964 BASEBALL BUDGET	\$142.98	\$1,250.00	\$0.00	\$0.00	\$1,392.98	\$0.00	\$1,392.98
965 SOFTBALL BUDGET	\$2,317.06	\$0.00	\$0.00	\$405.78	\$1,911.28	\$656.99	\$1,254.29
966 WRESTLING BUDGET	\$2,688.93	\$0.00	\$0.00	\$936.42	\$1,752.51	\$0.00	\$1,752.51
967 TENNIS BUDGET	\$856.77	\$0.00	\$0.00	\$0.00	\$856.77	\$420.00	\$436.77
968 TRACK BUDGET	\$1,692.09	\$45.00	\$0.00	\$336.08	\$1,401.01	\$377.58	\$1,023.43
969 GOLF BUDGET	\$1,284.56	\$360.00	\$0.00	\$813.00	\$831.56	\$500.00	\$331.56
971 ATHLETIC - BOOSTER CLUB	\$56,602.75	\$10,439.73	\$0.00	\$4,026.51	\$63,015.97	\$8,498.10	\$54,517.87
972 CROSS COUNTRY BUDGET	\$11,726.09	\$0.00	\$0.00	\$386.70	\$11,339.39	\$2,977.01	\$8,362.38
973 BOYS SOCCER BUDGET	\$1,441.44	\$1,201.00	(\$600.50)	\$1,442.90	\$599.04	\$0.00	\$599.04
974 ATHLETICS - TRAINER	\$6.51	\$0.00	\$0.00	\$0.00	\$6.51	\$0.00	\$6.51
975 GIRLS SOCCER BUDGET	\$3,233.93	\$5,076.00	\$600.50	\$1,780.00	\$7,130.43	\$3,032.51	\$4,097.92
976 GIRLS VOLLEYBALL BUDGET	\$3,128.89	\$0.00	\$0.00	\$0.00	\$3,128.89	\$287.10	\$2,841.79
977 CHEER BUDGET	\$914.29	\$430.00	\$0.00	\$0.00	\$1,344.29	\$0.00	\$1,344.29
978 ALL EVENTS GATE	\$10,797.35	\$22,268.14	\$0.00	\$16,886.22	\$16,179.27	\$3,254.85	\$12,924.42
979 JR HIGH CHEER	\$2,096.84	\$0.00	\$0.00	\$0.00	\$2,096.84	\$0.00	\$2,096.84
983 DRUG TEST-PHYSICALS	\$8,076.92	\$43.52	\$0.00	\$373.00	\$7,747.44	\$0.00	\$7,747.44
986 CHIEFTAIN CENTER CONCESSION	\$9,264.26	\$5,804.81	\$0.00	\$2,729.43	\$12,339.64	\$4,152.94	\$8,186.70
Total	\$1,154,388.49	\$153,020.96	\$0.00	\$116,602.98	\$1,190,806.47	\$213,922.89	\$976,883.58

**SAPULPA PUBLIC SCHOOLS
TREASURER'S SUMMARY
MARCH 2021**

	GENERAL FUND	BUILDING FUND	CH NUTR FUND	BOND FUND	SINKING FUND	INSURANCE FUND
BEG BALANCE	5,389,354.59	581,384.47	114,721.22	2,510,487.32	4,757,845.52	4,316.85
DEPOSITS	1,781,333.46	34,005.08	118,041.26	0.00	60,868.56	0.00
CHECKS ISSUED						
Current Year	2,207,256.60	58,570.85	116,537.91	23,159.16	0.00	0.00
Prior Year	0.00	0.00	0.00	0.00	0.00	0.00
END BALANCE	4,963,431.45	556,818.70	116,224.57	2,487,328.16	4,818,714.08	4,316.85
Last Yr Same Month	5,292,530.40	552,307.65	274,409.34	1,074,454.54	4,896,615.40	6,466.85
Gain or (Loss)	\$ (329,098.95)	\$ 4,511.05	\$ (158,184.77)	\$ 1,412,873.62	\$ (77,901.32)	\$ (2,150.00)



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


Kenda Terrones, Treasurer

<u>GENERAL FUND</u>	<u>PREVIOUS TOTAL</u>	<u>CURRENT MONTH</u>	<u>NEW YR-TO-DATE</u>
<u>Local Revenue</u>			
Current Ad Valorem	5,400,099.83	68,637.19	5,468,737.02
Prior Ad Valorem	239,805.44	4,140.24	243,945.68
Homestead & In Lieu Tax	50,059.81	2,515.49	52,575.30
Interest Earned	14,203.52	2,252.35	16,455.87
Rental of Facilities	0.00	0.00	0.00
Sale of Surplus Equipment	1,450.00	0.00	1,450.00
Insurance Recovery	6,000.44	0.00	6,000.44
Workers' Compensation	0.00	0.00	0.00
Misc Reimbursements	77,397.96	97.17	77,495.13
Donations and Contributions	9,892.78	0.00	9,892.78
Repayment from CNF	0.00	0.00	0.00
Repayment from Activity Fd	<u>8,109.40</u>	<u>0.00</u>	<u>8,109.40</u>
Local TOTALS	5,807,019.18	77,642.44	5,884,661.62
<u>County Revenue</u>			
Mill Levy	535,996.28	12,000.69	547,996.97
Mortgage Tax	<u>95,224.52</u>	<u>7,801.11</u>	<u>103,025.63</u>
County TOTALS	631,220.80	19,801.80	651,022.60
<u>State Revenue</u>			
Gross Production	50,718.75	7,209.60	57,928.35
Auto Tags	934,008.23	89,892.17	1,023,900.40
School Land	346,344.27	42,978.06	389,322.33
Tax Stamps & Other Misc	3,966.76	473.98	4,440.74
Farm Implement Tax Stamp	0.00	0.00	0.00
State Aid (Fdn. & Incentive)	6,981,750.26	997,649.52	7,979,399.78
Flexible Benefit	1,640,666.58	230,409.92	1,871,076.50
Alternative Ed/High Challenge	44,904.98	0.00	44,904.98
Staff Development	0.00	0.00	0.00
National Board Cert Stipends	42,700.00	0.00	42,700.00
Reading Sufficiency	60,024.75	0.00	60,024.75
State Textbook Allocation	168,117.36	0.00	168,117.36
Driver's Education	6,887.50	0.00	6,887.50
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	0.00	0.00
Vocational Salaries	11,210.00	3,660.00	14,870.00
Voc. Incentive Assistance	16,606.00	16,606.00	33,212.00
Okla Education Lottery Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
State TOTALS	10,307,906.26	1,388,879.25	11,696,785.51
<u>Federal Revenue</u>			
FEMA	<u>Y-T-D</u> 59,082.13	<u>CUR</u> 0.00	<u>Y-T-D</u> 59,082.13

Title VII - Indian Ed (561)	64,225.55	30,867.64	95,093.19
JROTC	60,806.66	9,320.47	70,127.13
SIG Grants -Liberty	1,657.42	0.00	1,657.42
Title I (511)	457,578.59	111,268.13	568,846.72
Title II Part A (541)	129,504.92	16,531.85	146,036.77
IDEA-B Flow Thru (621)	502,472.05	61,164.31	563,636.36
IDEA-B Preschool 3-5 (641)	15,462.99	1,787.33	17,250.32
Title 10 (596)	31,433.12	1,120.44	32,553.56
JOM (563)	41,545.23	0.00	41,545.23
CARES Act	350,181.88	62,949.80	413,131.68
Carl Perkins (421)	<u>44,332.75</u>	<u>0.00</u>	<u>44,332.75</u>
Federal TOTALS	1,758,283.29	295,009.97	2,053,293.26
TOTAL GEN FUND	18,504,429.53	1,781,333.46	20,285,762.99

BUILDING FUND

Current Taxes	771,227.22	9,802.57	781,029.79
Prior Taxes	34,248.34	589.85	34,838.19
In Lieu of Taxes	7,055.63	359.25	7,414.88
Facility Rental	8,800.00	1,100.00	9,900.00
Insurance Recovery	2,000.98	22,153.41	24,154.39
Farm Implement Tax Stamp	0.00	0.00	0.00
State Land Reimbursement	0.00	0.00	0.00
FEMA	0.00	0.00	0.00
Donations and Contributions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Building Fund TOTALS	823,332.17	34,005.08	857,337.25

CHILD NUTR FUND

Local (Meals, Interest, etc)	48,108.08	4,308.33	52,416.41
State Reimbursement	85,546.93	12,840.24	98,387.17
Federal Reimbursement	<u>741,244.05</u>	<u>98,586.24</u>	<u>839,830.29</u>
Child Nutrition Fund TOTALS	874,899.06	115,734.81	990,633.87

TOTAL GF/BF/CNF

20,202,660.76 1,931,073.35 22,133,734.11

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	4,343,397.87	55,189.83	4,398,587.70
Prior Taxes	208,915.39	3,656.07	212,571.46
In Lieu of Taxes	40,928.03	2,022.66	42,950.69
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	4,593,241.29	60,868.56	4,654,109.85

INSURANCE REIMBURSEMENT FUND

	0.00	0.00	0.00
GRAND TOTAL	24,795,902.05	1,991,941.91	26,787,843.96

GENERAL FUND EXPENDITURE COMPARISON

<u>ACCOUNTS PAYABLE</u>						<u>CERTIFIED PAYROLL</u>						<u>SUPPORT PAYROLL</u>						
		Monthly		YTD				Monthly		YTD				Monthly		YTD		
AP 2019-20	AP 2020-21	Diff	Sub Total	% Change	Cert 19-20	Cert 20-21	Diff	Sub Total	% Change	Supp 19-20	Supp 20-21	Diff	Sub Total	% Change	Diff	Sub Total	% Change	
Jul	416,766	460,202	43,436	10.42%	Jul	169,856	239,144	69,288	69,288	40.79%	Jul	129,025	129,025					
Aug	279,188	155,127	-124,062	-44.44%	Aug	1,130,772	964,852	-165,920	-96,632	-8.55%	Aug	536,383	379,901	-156,482	-27,457	-5.12%		
Sep	222,002	222,371	369	0.17%	Sep	1,805,623	1,584,834	-220,789	-317,421	-12.23%	Sep	581,050	503,764	-77,286	-104,743	-13.30%		
Oct	313,194	248,396	-64,798	-20.69%	Oct	1,681,613	1,581,963	-99,650	-417,071	-5.93%	Oct	547,499	506,419	-41,080	-145,823	-7.50%		
Nov	172,741	183,427	10,685	6.19%	Nov	1,705,829	1,574,157	-131,672	-548,743	-7.72%	Nov	530,335	507,806	-22,529	-168,352	-4.25%		
Dec	134,807	184,321	49,514	36.73%	Dec	1,694,660	1,556,857	-137,803	-686,545	-8.13%	Dec	526,634	496,943	-29,691	-198,043	-5.64%		
Jan	115,246	87,768	-27,478	-23.84%	Jan	1,668,349	1,542,376	-125,973	-812,518	-7.55%	Jan	517,723	497,792	-19,931	-217,974	-3.85%		
Feb	150,922	142,143	-8,778	-5.82%	Feb	1,741,198	1,611,674	-129,523	-942,042	-7.44%	Feb	516,610	499,848	-16,762	-234,736	-3.24%		
Mar	134,084	157,122	23,038	17.18%	Mar	1,706,919	1,555,055	-151,864	-1,093,906	-8.90%	Mar	527,090	495,079	-32,010	-266,746	-6.07%		
Apr	103,002		-103,002	-100.00%	Apr	1,680,553		-1,680,553	-2,774,458	-100.00%	Apr	494,547		-494,547	-761,293	-100.00%		
May	64,472		-64,472	-100.00%	May	1,666,559		-1,666,559	-4,441,017	-100.00%	May	487,202		-487,202	-1,248,495	-100.00%		
Jun	30,358		-30,358	-100.00%	Jun 12	3,803,911		-3,803,911	-8,244,928	-100.00%	Jun 5	977,045		-977,045	-2,225,539	-100.00%		
Jun 30	18,348		-18,348	-100.00%	Jun 30			0	-8,244,928		Jun 30			0	-2,225,539			
					(Jul)			0	-8,244,928	#DIV/0!	(Jul)			0	-2,225,539	#DIV/0!		
					(Aug)			0	-8,244,928	#DIV/0!	(Aug)			0	-2,225,539	#DIV/0!		
TOTAL	2,155,131	1,840,877	-314,254			20,455,840	12,210,913				6,242,117	4,016,578	-5,423	19,053,195				
		350,000					640,250											

ACCOUNTS PAYABLE AND PAYROLL SUMMARY

<u>AP&PR 20-21</u>	<u>YTD TOTAL</u>	<u>AP&PR 19-20</u>	<u>YTD TOTAL</u>	<u>Mo Diff</u>	<u>Mo % Change</u>	<u>Total % Change</u>
Jul	828,371	828,371	586,622	241,749	41.21%	41.21%
Aug	1,499,880	2,328,252	1,946,344	-446,464	-22.94%	-8.08%
Sep	2,310,969	4,639,221	2,608,674	-297,705	-11.41%	-9.77%
Oct	2,336,778	6,975,998	2,542,306	-205,528	-8.08%	-9.21%
Nov	2,265,390	9,241,389	2,408,905	-143,515	-5.96%	-8.44%
Dec	2,238,121	11,479,510	2,356,101	-117,980	-5.01%	-7.79%
Jan	2,127,936	13,607,446	2,301,318	-173,382	-7.53%	-7.75%
Feb	2,253,665	15,861,111	2,408,729	-155,063	-6.44%	-7.56%
Mar	2,207,257	18,068,368	2,368,093	-160,836	-6.79%	-7.47%
Apr	0	18,068,368	2,278,101	-2,278,101		
May	0	18,068,368	2,218,232	-2,218,232		
Jun	0	18,068,368	4,811,314	-4,811,314		
TOTAL	18,068,367.79		28,834,740.47	-10,766,373		

YTD TOTALS

<u>AP YTD%</u>	<u>CP YTD%</u>	<u>SP YTD%</u>	
10.42%	40.79%	#DIV/0!	Jul
-11.58%	-7.43%	-5.12%	Aug
-8.74%	-10.22%	-9.37%	Sep
-11.78%	-8.71%	-8.76%	Oct
-9.57%	-8.45%	-7.67%	Nov
-5.51%	-8.38%	-7.28%	Dec
-6.79%	-8.24%	-6.73%	Jan
-6.71%	-8.12%	-6.25%	Feb
-5.06%	-8.22%	-6.23%	Mar
			Apr
			May
			Jun

EXPENDITURE PERCENTAGES

	<u>20-21</u>	<u>19-20</u>	<u>18-19</u>	<u>17-18</u>	<u>16-17</u>	<u>15-16</u>	<u>14-15</u>	<u>13-14</u>	<u>12-13</u>	<u>11-12</u>	<u>10-11</u>	<u>09-10</u>	<u>08-09</u>	<u>07-08</u>	<u>06-07</u>
AP	10.19%	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	67.58%	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	22.23%	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	89.81%	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%

UTILITIES COMPARISON 2018-19 TO 2020-21

	410	623	624	625	627	MO	YTD			
	<u>Water</u>	<u>Diesel</u>	<u>Electricity</u>	<u>Gasoline</u>	<u>Nat'l Gas</u>	<u>TOTAL</u>	<u>TOTAL</u>	<u>MONTHLY</u>	<u>YEAR</u>	<u>%</u>
								<u>INCR/DECR</u>	<u>INCR/DECR</u>	
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%
Apr 20	12,437	7,470	30,640	3,068	6,577	60,192	760,184	-5,809	-19,321	-2.54%
May 20	10,737	761	27,032	1,185	3,845	43,560	803,745	-24,256	-43,577	-5.42%
Jun 20	10,610	1,058	25,283	1,249	2,592	40,791	844,536	-17,163	-60,739	-7.19%
Jul 20	7,504		0		2,429	9,933	9,933	-44,789	-44,789	-450.92%
Aug 20	12,954	1,762	45,182	746	2,225	62,870	72,802	-4,351	-49,141	-67.50%
Sep 20	13,694	3,558	58,396	1,142	2,769	79,559	152,361	-8,071	-57,212	-37.55%
Oct 20	16,814	7,674	57,472	2,760	3,155	87,875	240,236	-18,306	-75,518	-31.43%
Nov 20	18,346	7,728	50,184	1,452	4,687	82,397	322,633	-17,913	-93,431	-28.96%
Dec 20	17,205	5,926	34,191	1,271	7,136	65,729	388,363	-10,131	-103,562	-26.67%
Jan 21	14,490	3,226	29,178	892	12,302	60,088	448,450	-4,996	-108,558	-24.21%
Feb 21	16,374	8,994	29,777	1,937	15,536	72,617	521,068	1,018	-107,539	-20.64%
Mar 21	15,956	6,443	29,168	1,247	33,530	86,345	607,413	14,960	-92,579	-15.24%

*Budget Without CARES ACT II Stimulus, but available to target 10% Carryover

General Fund

WORKING BUDGET DRAFT

WADM

	Initial Budget with Mid-Term Adj 2020-21 5940		Actual as of 3/31/2021 w/Proj Exp	
State Allocation (projected)	11,811,302.51			
Allocation adjustment				
Textbook appropriations (projected)	168,117.36			
Projected Other Revenue (Local, State, Federal)	15,160,446.13			
CARES Act	600,000.00			
CARES Act - Second Stimulus Estimate				
Mid-Term Adjustment	<u>(729,100.00)</u>			
CURRENT YEAR REVENUE (EON)	27,010,766.00			
Prior Year Carryover	<u>2,704,967.61</u>			
Total Revenue per EON	29,715,733.61		29,715,733.61	
Projected Expenses				
Salaries	20,712,719.14		19,114,530.41	
Benefits	5,985,086.07		5,683,682.35	
Purchased Professional & Technical Services	171,103.07		186,601.23	
Contracted Property Services	206,910.26		196,586.48	
Other Contracted Services	330,259.94		351,842.70	
Supplies & Materials	1,055,264.57		1,032,389.43	
Property Expenses	39,053.42		13,630.12	
Other Objects	351,655.05		431,063.42	
Payroll Step	300,000.00			
<i>Estimated costs added back from 2020 shutdown</i>	<i>250,000.00</i>			
<i>Estimated cuts from Payroll</i>	<i>(1,500,000.00)</i>			
<i>FEMA purchases 25% share</i>	<i>25,000.00</i>			
<i>CARES Act add'l cost estimate</i>	<u><i>164,000.00</i></u>		<u>-</u>	
Total Expenses	28,091,051.52		27,010,326.14	
Projected Carryover	1,624,682.09	6.01%	2,705,407.47	10.02%
Reserve PO's			(100,000.00)	Textbooks
Add back Unspent reserves from FY19			(25,000.00)	Subs
Projected Carryover			(20,000.00)	Latchkey
			(65,000.00)	RSA
			2,495,407.47	9.24%

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 2022 (July 1, 2021 – June 30, 2022).

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

Please complete the entire 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, 2021 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

**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" or "School"), 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: 10-7-240–249, 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 individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (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, 2021, whichever is the latter, through June 30, 2022. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

DRS clients preauthorized to participate in Work Study may do so for **no more than 24 cumulative 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 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative 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.

Students wishing to continue working 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 maximum number of hours worked per student that’s reimbursable by the DRS cannot exceed 15 cumulative hours per week during the school year. The maximum number of hours worked may exceed 15 cumulative hours per week for summer work only when pre-approved by the DRS counselor. The student can work a maximum of 20 cumulative hours per week during the summer. The DRS will reimburse 100% of the wages paid by the school for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative 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 no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

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

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.

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.

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.

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.

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.

C. Contractor's/School's Obligations

The designated teacher/transition coordinator(s) shall:

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 the 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 invoices/pay stubs, 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/transition 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 shall:

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 the 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 workers' 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 the 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.**

III. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of students check.
- summer months –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 shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of 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/ratification 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 properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims 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 Vocational Rehabilitation (VR) or Services for the Blind and Visually Impaired (SBVI) 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

Properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or proper claims for reimbursement of 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/State 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. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract.

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.

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

VENDOR

Contract Number

_____ 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:



NEW LIFE RANCH

Dear Michael,

Thank You for choosing New Life Ranch as the location for your upcoming trip. It is our goal to make this a comfortable place for life change to happen. We view each group that comes to this "Valley Set Apart" as a life change partner. We are excited about your upcoming trip and honored that we will be able to serve you during the weeks leading up to and throughout your trip.

This packet includes your Group Contract. This contract is a legal form and is important to you and to us in helping us communicate and confirm details with regard to dates, times, rates, and policies. Please read every word of this agreement, and contact us if you have any questions. If all is acceptable, then sign the contract and mail it back to NLR with your **insurance declaration sheet**, and **deposit** by the due date listed on the agreement. Your insurance company can provide an insurance declaration.

Below is a list of important dates for you to remember as you prepare for your trip.

April 30, 2021

Signed contract, certificate of liability insurance, and deposit due to New Life Ranch

July 30, 2021

Last day to make changes to your contract

August 01, 2021

Provide final numbers, schedule, and special needs

August 5, 2021

First day of your trip

August 5, 2021

Last day of trip.

It is important as you get ready for your trip that you stay in touch with us, and that we stay in touch with you about your needs for the time you spend at New Life Ranch.

Again, we are glad that you have chosen NLR. You can be assured of our very best effort to meet all of your needs and to serve you joyfully while you are here.

Sincerely,

Rachael Bradford
Activities Assistant
New Life Ranch

Please contact us if you have any questions about your trip to New Life Ranch.
Rachel Bradford 918.422.5506 x147 rachael@newliferanch.com

Group Contract

ORGANIZATION

Name **Sapulpa Public Schools Athletics Team 2021**
 Address
 City / State / Zip
 Phone **918-895-8464**
 E-mail **mrose@sapulpaps.org**
 Fax

REPRESENTATIVE

Group Leader **Michael Rose**
 Type of Group **School (Public)**
 # Nights **0**
 # Meals **1**
 NLR Contact **Rachael Bradford**

DATES

Arrival **August 5, 2021** Time **9:00 AM** Contract Sent **March 25, 2021**
 Departure **August 5, 2021** Time **4:00 PM** Contract Due **April 30, 2021**

GUESTS

Min. Expected # **46** Rate Per Person **See Below** Deposit Amount **\$100**

Note: If the actual number of guests fall below 46 (min #), Sapulpa Public Schools will be required to pay null per person (80%) for those not attending up to the minimum expected number.

RESOURCES

Resource Name	Res Start	Res End	Res Notes
Ropes Course			
Team Building	Aug 5, 9:00 AM (Thu)	Aug 5, 4:00 PM (Thu)	5 hrs? of TB TB 9-12noon lunch TB 1-3pm

CONTRACT NOTES/MEALS

Contract Notes **Team building = \$16 per person/per hour**
Meals = \$6.00 per meal
 First Meal **Lunch** Last Meal

TERMS AND CONDITIONS

- To reserve the requested dates, we agree to pay New Life Ranch a non-refundable deposit for the reservation listed above. Changes cannot be made within 90 calendar days prior to the Arrival Date unless mutually agreed. Cancellation within the 90 calendar days prior to the Arrival Date will require payment for 50% of the number of reservations.
- We agree to make final payment or arrangements to pay any balance due before leaving NLR.
- We agree to pay for any damage caused by the group, including, but not limited to graffiti, broken glass, setting off fire extinguishers, and other damage beyond normal wear and tear.
- We agree that New Life Ranch and its officers, agents, and employees shall not be responsible for any injury to the property or person of any individual, adult or child, in our group during the retreat dates described above except such injuries and damages which are caused by the negligence of New Life Ranch, its agents, or employees.
- We agree TO PROVIDE FIRST AID EQUIPMENT AND CARE for any injuries incurred by an individual, adult or child in our group during the retreat dates described above. We understand that New Life Ranch will NOT provide such equipment and care.
- We agree to provide our own liability policy which covers damages to persons and property.
PLEASE ATTACH A COPY OF YOUR ORGANIZATION'S CERTIFICATE OF LIABILITY INSURANCE.
- We agree to comply faithfully with this contract and the attached information. We understand that New Life Ranch is a Christian organization whose mission is to present the Gospel of Jesus Christ and equip believers for ministry. We agree to work in cooperation with the staff of New Life Ranch to conduct a program that is respectful of the beliefs of New Life Ranch.

Please contact us if you have any questions about your trip to New Life Ranch.
 Rachel Bradford 918.422.5506 x147 rachael@newliferanch.com

Sapulpa Public Schools

Signature: _____

Date: _____

Printed Name and Title: _____

Signature: _____

Date: _____

Printed Name and Title: _____

New Life Ranch Inc.

NLR Signature: _____

Date: _____

5/21/2021 Fireworks Display

Date:

11 March 2021

FROM

Hance Pyrotechnics

201 Remington Place
Tahlequah, Oklahoma 74464
918-458-1758
sales@hancefireworks.com
www.hancefireworks.com

TO

Name **Sapulpa High School Grad**
Add **3 S. Mission**
City **Sapulpa, OK 74066**
Phone **918-859-8464**
mrose@sapulpaps.org
Contact **Michael Rose**
Loc: **Football field**

Show Budget \$ 3,000.00

<u>Item Description</u>	<u>Units/</u>	<u>Units</u>	<u>Price</u>	<u>Shot C</u>	<u>Extended</u>
	<u>case</u>	<u>Ordered</u>		<u>Each</u>	<u>Amount</u>
<u>Aerial Shells</u>					
<u>2.5" Shells</u>					
HP25-A	Premium Assorted Shells w/ tails	96	192	\$ 3.45	192 \$ 662.40
HP25-B	Premium Assorted Shells w/ tails	96	96	\$ 3.45	96 \$ 331.20
HP25-FSC	Assorted Chains Shells (5)	100	100	\$ 3.65	100 \$ 365.00
			388		
<u>Cakes Listed</u>					
	Pro Line Cakes	2	6	115.86	294 \$ 695.16
	shells	388			

Cakes Listed 6 Total Shot Count **682**

Ematch 394

Shot Count

Total Weight

278

Net Items

Supplies, E match, Wire, Quick match
Insurance Fee \$5,000,000.00
Permit and License, Inspection fees
Shipping and Handling
Shooters Fees

Product Total	\$	2,053.76
	\$	121.24
10%	\$	300.00
	\$	75.00
	\$	60.00
13%	\$	390.00
Net Order	\$	3,000.00

Total of 682 shots in Display

Electronic fired Show

X

X

Authorized Signature

Hance Pyrotechnics
201 Remington Place
Tahlequah, Oklahoma 74464
458-1758
www.hancefireworks.com
sales@hancefireworks.com

AGREEMENT FOR FIREWORKS DISPLAY

THIS AGREEMENT made and entered into this **11th day of March 2021**, by and between Hance Pyrotechnics, whose principal place of business is Tahlequah, Oklahoma, sometimes hereinafter referred to as **Seller**, and **Supulpa High School Graduation 3 S. Mission Sapulpa, OK 74066** sometimes hereinafter referred to as **Purchaser**,

WITNESSETH:

WHEREAS, Hance Pyrotechnics, was the successful bidder for a pyrotechnic display (hereafter "fireworks display") to be performed and displayed on **May 21st, 2021**, with rain date of **May 22, 2021** for Client, and

WHEREAS, Hance Pyrotechnics is to perform the fireworks display in a manner consistent with the highest degree of care with respect to the safety of viewers and improvements located in the area where the fireworks will be set off, and

WHEREAS, in exchange for signing this contract, Hance Pyrotechnics shall be entitled to a payment of the successfully bid amount of **\$3,000.00**, inclusive of tax, payable as hereafter provided.

NOW THEREFORE, the parties hereto agree as follow:

1. **Seller's responsibilities with respect to fireworks display:** Seller agrees to provide all necessary fireworks; fireworks display materials, and the personnel necessary to perform the fireworks display. Seller shall take all steps reasonably necessary to safeguard the improvements or other property in the area of the display other than the issues for which Purchaser is responsible. Seller shall provide qualified pyrotechnicians who will deliver, set up, execute and take down the fireworks display. The pyrotechnicians shall conduct a search of the grounds after the display in an effort to locate and dispose of any unexploded fireworks. The scope and extent of such search shall be dependent upon the weather conditions, time and the completion of the display, etc. Seller shall comply with all local, state, and federal guidelines pertaining to the storing and displaying of fireworks, and obtain all necessary permits and the Purchaser will be responsible for the cost thereof.

2. **Purchaser's responsibilities with respect to fireworks display:** Purchaser agrees to (a) provide a sufficient area for the display, (b) provide protection of the display area to prevent unrestricted access by unauthorized persons by a means it shall determine is adequately designed for that purpose, (c) arrange adequate police or other protection to prevent spectators from entering the display area, administer proper crowd control, parking supervision, etc., and (d) arrange fire protection and emergency medical care for the health and safety of spectators and the public, and provide cleanup for the display site.

3. **Compensation to Seller:** Purchaser shall pay to Seller the amount of **\$3,000.00** before the contracted date of the display.

4. **Weather, election to postpone:** The parties understand that weather may prevent the ability to perform the fireworks display. In the event inclement weather is present on the day the display is scheduled to occur, the event may be postponed by mutual agreement by the parties. The fireworks display shall not be performed in the event any government body or agency with authority in regard to the

Fireworks display shall direct, in writing or otherwise, that the display should not occur. The event will

then be rescheduled by mutual agreement by the parties to the rain date within the calendar year and The Purchaser agrees to pay an additional cost of not more than \$200.00 per day, but is limited to not more than 3 days, for security Seller will arrange for said security.

Should the event be moved to another date or a new location within the calendar year Purchaser agrees to pay Seller an additional fee equal to: 10% for a postponement notice of 6-10 days before contract date, 15% for a postponement notice of 1-5 days before contract date, and 20% of the contracted amount to cover the cost of display equipment, crews, and the dismantling of the fireworks display but only if postponed on the contracted date. Purchaser also agrees to pay all permit and insurance fees that have and will occur with the postponement.

5. Insurance: Seller is required to provide at its expense liability insurance coverage to cover liability in the amount of \$5,000,000.00 associated with the fireworks display. Such coverage shall name Purchaser as an additional insured.

6. Liability:

a. Performance: Seller shall not be liable for any faulty performance of equipment or products that could not reasonably have been discovered prior to the commencement of the fireworks display. Should conditions arise that the fireworks display is recommended by the Seller to be rescheduled due to the above conditions, a reschedule date will be within the calendar year acceptable to both parties for the balance of the fireworks display. Seller shall use its best efforts to ensure that the display will proceed as planned and Seller will secure, prepare and deliver said fireworks and/or will make necessary substitutions of equal or greater value.

b. Harm to third parties or property: Seller shall not be liable for harm to any Spectators, third parties, or improvements to property within the vicinity of the fireworks display area and that Purchaser will do everything possible to keep the fireworks display area clear of all Spectators, third parties, and improvements to property. Seller covenants that it will use its best efforts to avoid any such harm pursuant to the foregoing section.

7. Past due accounts: Purchaser shall be responsible for any balance that is not paid at the time it becomes due and shall bear interest at a rate of 1 3/4% per month compounded daily and for any and all collection cost, court cost, attorneys fees and all cost pertaining to the collection of payments, filings, processing, correspondence and fees for personnel and collection companies in the collection of payment.

8. No partnership or joint venture: The parties agree that Seller is a subcontractor and that there is no partnership or joint venture between the parties. The manner and means of providing the display is left to the sole discretion of Seller.

9. Equipment: Seller shall supply all necessary equipment and mortars for the fireworks display, and are the sole property of Hance Pyrotechnics.

IN WITNESS WHEREOF, this agreement has been executed this ____ day of _____, 2021.

Hance Pyrotechnics
Neil Hance

By _____
Title _____

Seller

Purchaser

Hance Pyrotechnics

201 Remington Place Tahlequah, OK 74464 (458-1758)

www.hancefireworks.com sales@hancefireworks.com



HASKELL INDIAN NATIONS UNIVERSITY

Office of the President

155 Indian Avenue

Lawrence, Kansas 66046-4800

www.haskell.edu

MEMORANDUM OF UNDERSTANDING

Haskell Indian Nations University and Sapulpa Public Schools

This Agreement is entered into as of the ___ day of _____ 2021, by Haskell Indian Nations University (Haskell) and Sapulpa Public Schools (SPS) (collectively “Parties”).

BACKGROUND

The Parties have determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school level during the school day.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible students.

1. TERM

The term of this Memorandum of Understanding (MOU) is **March 2021** through **January 4, 2022**. This MOU, definitions and guidelines appendices and concurrent enrollment course list addendum are reviewed and signed annually.



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2. DEFINITIONS

In order to best understand the intention and roles in this MOU, definitions are provided:

Dual Enrollment is the overarching term used to describe college-credit programs/courses available to high school students in which the student earns credit on both their college and high school transcripts. Programs/Courses included in dual enrollment (defined below).

University Based Dual Credit courses are university courses offered in this case through our university online system, taught by university faculty, in which qualified high school students are enrolled and will earn a grade on the permanent college and high school transcripts. The high school student will be treated as equal to any college student in that course.

3. HASKELL INDIAN NATIONS UNIVERSITY ROLE AGREES TO:

a. Coordination

- a. Offer dual enrollment course to eligible students.
- b. Establish and communicate tuition schedule.
- c. Coordinate details of Admission/ Registration process with partner school district.
- d. Coordinate faculty- to- faculty communication.
- e. Provide partner school district with college course academic requirements/outcomes.
- f. Provide remuneration to partner school district, where applicable.
- g. Track progress of dual credit enrolled students on the issue of academic performance and provide reports, as needed, to SPS.
- h. Grant credit for a Dual Enrollment Course when a student satisfactorily completes the course.

b. Administrative Requirements

- a. Retain the official transcript or grade report of the dual enrollment student that records the term of enrollment, courses/credits attempted, courses/credits completed, grades and grade point average earned.
- b. Release, at the request of the student, official transcripts in accordance with Haskell's transcript request practices.
- c. Comply with applicable data collection and reporting provisions.



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www.haskell.edu

c. **Policy and Procedure**

- a. Ensure all Haskell Board of Regents policy and procedures are met.

d. **Students with Disabilities**

- a. Ensure that instructors comply with Section 504 of the Rehabilitation Act of 1973 (“Section 504”), as amended. Haskell will work with SPS in determining appropriate accommodations, however, SPS shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations, except that Haskell shall have the primary financial and administrative responsibility for providing any necessary permanent improvements to Haskell’s campus.

4. SPS AGREES TO:

a. **Coordination**

- a. Coordinate dual enrollment process with Haskell dual enrollment personnel and faculty.
b. Communicate process for admission and registration to students and parents.
c. Coordinate faculty to faculty communication.

b. **Courses and Grading**

- a. SPS will ensure that each student seeking enrollment in a Dual Enrollment Course:
- i. has completed the necessary forms;
 - ii. has completed Haskell assessment examinations, if required by Haskell;
 - iii. is aware the student is subject to both Haskell policies and procedures and the SPS policies and procedures;
 - iv. is aware the student is participating in a college level course, and should act appropriately; and
 - v. is aware of the requirements for determination of resident/nonresident tuition.
- b. Provide access to all textbooks/eBooks, and required materials.
c. Communicate and adhere to course academic requirements/outcomes.



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- d. Ensure grades and student withdrawals are reported according to Haskell deadlines.

c. **Instructors and Instruction**

d. **Applicable Laws, Policies and Procedures**

- a. SPS will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in Haskell policies.
- b. Ensure all Oklahoma Department of Education administrative rules are met, including ensuring that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program. High school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- c. Subject to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. § 1232(g) , the Privacy Act of 1974 (“Privacy Act”), 5 U.S.C. § 552(a), and their implementing regulations, SPS will provide Haskell access to the educational records as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both SPS and Haskell.
- d. SPS will comply with applicable provisions of the Indian Child Protection and Family Violence Prevention Act and regulations, found at 25 C.F.R. Part 63.

e. **Students with Disabilities**

- a. Subject to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), 20 U.S.C. § 1232(g) , the Privacy Act of 1974 (“Privacy Act”), 5 U.S.C. § 552(a), and their implementing regulations, SPS will provide access to the educational records as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both the Partner School and Haskell.



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STUDENT RESPONSIBILITIES

- Complete application materials;
- Complete placement tests, if required;
- Provide prerequisite documentation, if required;
- Pay for tuition and course fees in accordance with college deadlines;
- Obtain required dual credit textbooks and materials, if not provided by the school district;
- Pay applicable course drop and add fees;
- Follow all Haskell student policies and procedures, including procedures for initiating official withdrawal from courses;

RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period so long as such inspection and audit are in compliance with FERPA, the Privacy Act, and their implementing regulations.

CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA, IDEA, and the Privacy Act, their implementing regulations, and other applicable federal, and state laws and school board policies and Haskell policies controlling the disclosure of personally identifiable information from a student's education records. In any instances of conflicts of law(s) and/or policy, SPS shall comply with federal law concerning the disclosure of information and student records.

RISK TO HEALTH OR SAFETY

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, or violates an applicable conflict of interest statute, that Party may request that a meeting between the Parties be convened within forty-eight (48) hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.



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NO RELIEF FROM OBLIGATIONS

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

DISPOSITION OF PROPERTY

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by a Party for the program shall be retained by that Party.

CONDUCT OF OPERATIONS

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), applicable workers' compensation and disability benefits for their own respective personnel.

LIABILITY

Haskell will be liable for the negligent or wrongful acts or omissions of its officers or employees while acting within the scope of their office or employment only to the extent authorized by applicable federal law, including the Federal Tort Claims Act, codified as amended primarily at 28 U.S.C. § 2671-80. Nothing in this Agreement shall be construed to expand the liability of Haskell or the United States beyond that allowable under applicable federal law.

NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

RIGHTS/OBLIGATIONS OF PARTIES ONLY

Nothing expressed in this Agreement shall create any rights or duties in favor of any potential third-Party beneficiary or other person, agency or organization.



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ANTI-DEFICIENCY ACT

Nothing in this Agreement may be construed to obligate Haskell or the United States to any current or future expenditure of resources in advance of the availability of appropriations from Congress.

ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

HOLD HARMLESS AND INDEMNIFICATION

Each party shall be solely liable for its own tortuous acts or omissions or breaches of third party contractual rights, related to this Agreement; and each party shall fully indemnify and hold harmless the other party from all legal claims and liabilities arising out of the tortuous acts or omissions or breaches of third party contractual rights by the indemnifying party, including all litigation costs and attorney fees. In addition, these covenants shall extend to Haskell Indian Nations University (Haskell), plus all University and System agents, representatives, and employees.

GOVERNING LAW

This Agreement shall be construed under the laws of the United States, and State of [Oklahoma], where applicable to each Party.

NON-DISCRIMINATION

The parties to this Agreement do not discriminate on the basis of race, creed, religion, sex, marital status, color, age, physical or mental handicap, or because of national origin, unless based on reasonable grounds, in compliance with the requirements, as applicable, of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Titles VII and VIII of the Public Health Service Act, the Rehabilitation Act of 1973, the Montana Human Rights Act, and Executive order 13160 .



HASKELL INDIAN NATIONS UNIVERSITY

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155 Indian Avenue

Lawrence, Kansas 66046-4800

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ANNUAL REVIEW AND REVISION

The designated official from Haskell Indian Nations University and designated school district official may annually review and revise the agreement in order to continue this partnership.

Haskell and Sapulpa Public Schools, enter into a Memorandum of Understanding (MOU) for dual enrollment with qualified high school students to receive college credit for specified dual enrollment courses.

Dr. Ronald Graham, President

Date

Authorized Representative Sapulpa School District

Date

**AGREEMENT
Between**

**UNIVERSITY OF TULSA
Acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

And

SAPULPA PUBLIC SCHOOLS

For

TEACHER EDUCATION PROGRAM

THIS AGREEMENT is made and entered into this 1st day of July, 2021, by and between **THE UNIVERSITY OF TULSA, acting on behalf of its Teacher Education Program ("University")**, and **INDEPENDENT SCHOOL DISTRICT NO. 33 OF CREEK COUNTY, OKLAHOMA, a/k/a SAPULPA PUBLIC SCHOOLS ("SPS")**.

WITNESSETH:

SECTION 1: SPS agrees to provide the authorization, supervision and instruction of student teachers completing their student teaching portion of teacher preparation and to provide pre-student teaching observation and participation activity in the Teacher Education Program.

SECTION 2: SPS agrees to accept for assignment to cooperating teachers in the public schools a certain number of students enrolled in the University's Teacher Education Program. SPS further agrees the cooperating teacher will give direct supervision to the student teacher assigned and will work with a faculty member assigned by the University in directing and evaluating the student teacher experience.

SPS further agrees to provide student teacher supervision, instruction, mentoring or assistance, as needed by various staff members to enhance and develop the student teacher's ability to effectively educate children in an urban educational environment including, but not limited to, identifying and serving children with disabilities, serving children from diverse socio-economical populations, and serving children with foreign language barriers.

SECTION 3: All arrangements for the placement or removal of student teachers will be coordinated through SPS building administrators and University's Department of Education Coordinator of Field Services. If a student teacher fails to comply with the requirements of this

Agreement or to perform to the satisfaction of SPS, the University will, upon written request by SPS, immediately remove that student teacher from the school.

SECTION 4: The University and its student teachers will comply with all applicable federal and state laws and regulations and will comply with all SPS policies, rules and regulations (available for review at www.sapulpaps.org) while on SPS premises or performing services under this Agreement. The University and its student teachers will keep confidential and not disclose to any person or entity any records or other documentation, including progress notes which may constitute student records as defined in the Family Educational Rights and Privacy Act unless such disclosure is authorized under the Act or pursuant to court order.

SECTION 5: To the extent allowed by law, each party shall save and protect the other, and indemnify the other from all legal liability resulting in injury, death, or damages, including costs and attorney fees, caused by or arising out of the indemnifying party's negligent or willful misconduct in the supervision of students pursuant to this agreement or resulting from the negligent or intentional acts or omissions of the parties, its student teachers, officers, agents, employees or contractors.

SECTION 6: It is not the intention of the parties to form a joint venture or partnership. This Agreement shall not be construed to create an employment or agency relationship between the University and SPS or any of their respective employees, student teachers or agents. SPS and the University shall, at all times, act and function pursuant to this Agreement and hold themselves out as independent contractors. The University agrees and affirms that all University employees entering upon SPS property under the provisions of this Agreement are and shall be covered by worker's compensation insurance to the extent required by applicable law and that SPS shall, in no event, be required to provide such coverage for the University's student teachers and employees.

SECTION 7: SPS and the University agree that student safety is a top priority. In an effort to protect the students' safety, the University agrees that it will not place any individual on SPS property, whether as a student teacher, officer, agent, employee or contractor, if that person has been convicted of a felony or has been convicted of any crime involving moral turpitude. The University hereby certifies that none of its student teachers and none of its employees working on SPS property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act or the Mary Rippy Violent Offender Registration Act. The University shall submit written proof to SPS that all student teachers and faculty supervisors coming on to SPS property have passed background checks. While there is no drug/alcohol screening requirement for the University student teachers and faculty supervisors, they shall be subject to drug/alcohol testing pursuant to the District's policies and regulations regarding such matters as if they are employees of the District (www.sapulpaps.org) All University employees and student teachers must have in their possession, at all times, a current photo ID which identifies them as a student teacher or employee of the University and, if required by SPS, a SPS photo ID authorizing access to a specific SPS site. If at any time a student teacher or University employee demonstrates actions which are inappropriate or create a disruption within a school, the principal may require that

such person leave SPS property and not return without specific permission of the principal, and District personnel.

SECTION 8: Neither SPS, nor its employees, shall receive compensation from the University for services performed under this Agreement in support of the University's Teacher Education Program. The University may, however, with SPS's consent, pay a reasonable and customary honorarium to cooperating teachers or, alternatively, may provide cooperating teachers a tuition waiver to enroll in a University course upon completion of their supervision of a student teacher.

SECTION 9: All notices to be made under this Agreement shall be made in writing and delivered by personal delivery by commercial delivery service, or by certified United States mail, return receipt requested, to the following addresses:

If to the University: **The University of Tulsa**
 Department of Education
 ATTN: Jolly Meadows
 Coordinator of Field Services
 800 South Tucker Drive
 Tulsa, OK 74104
 jolly-meadows@utulsa.edu

If to SPS: **Sapulpa Public Schools**
 Attn: Superintendent
 511 East Lee Ave
 Sapulpa, OK 74066


With a copy to: **Sapulpa Public Schools**
 Attn: _____
 511 East Lee Ave
 Sapulpa, OK 74066


SECTION 10: This Agreement sets forth the entire agreement between the parties as to the subject matter hereof, and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written.

SECTION 11: This Agreement is for a period of one (1) year beginning July 1, 2021, and ending June 30, 2022. Either party may terminate this Agreement, without cause, upon sixty (60) days written notice. Student teachers enrolled in the University's Teacher Education Program and assigned to a SPS site at the time such notice is given will be afforded the opportunity to complete their assignment notwithstanding such early termination.

IN WITNESS WHEREOF, the University and SPS have executed this Agreement as of the day and year first written above.

**THE UNIVERSITY OF TULSA,
acting for and on behalf of its
TEACHER EDUCATION PROGRAM**

By: 
Name: Karen Petersen
Title: Dean, Henry Kendall College of Arts & Sciences

By: 
Name: David Brown
Title: Chair, Department of Education

“UNIVERSITY”

**INDEPENDENT SCHOOL DISTRICT NO. 33
OF CREEK COUNTY, OKLAHOMA, a/k/a
SAPULPA PUBLIC SCHOOLS (SPS)**

SAPULPA PUBLIC SCHOOLS BOE

By: _____
Name (print): _____
Title: Sapulpa Public Schools BOE President

SAPULPA PUBLIC SCHOOLS

By: _____
Name (print): _____
Title: Sapulpa Public Schools Superintendent

“SPS”



Intrado Interactive Services Corporation

Quote

Date 4/2/2021
Quote # 140721
Expires 7/15/2021
Quote Type
Representative AM Nicole Seabaugh
Agent

THIS IS NOT A BILL.

Prepared for:

Accounts Payable
Sapulpa Public Schools
511 E Lee Ave
Sapulpa OK 74066-4308
United States

Item	Quantity	Description	Rate	Amount
R-SM Complete	1	Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service 2021-2022		5,836.50
R-CMA Main	1	SchoolMessenger CustomApp Renewal - Custom Branded iOS and Android Custom Mobile Application. Annual hosting, license and support. 2021-2022		0.00
			Total	\$5,836.50

The terms and conditions available at <https://www.west.com/legal-privacy/webterms/> apply to this quote, unless the parties have entered into a separate mutually executed agreement. Sales tax may be applied on invoice. Tax exemption certificates can be sent to SchoolMessengerBilling@west.com.



140721



Memorandum of Understanding

This Memorandum of Understanding is entered into on April 12, 2021 between **Sapulpa** Public Schools of Creek County, Oklahoma and The Bridges Foundation of Tulsa County, Oklahoma.

The Bridges Foundation operates a classroom at **1813 Ash St Jenks, Ok** for the Work Adjustment Training Program. Students with disabilities attend class in the classroom setting from to **8:30 am** and **11:30 am** and between **11:30 am** and **2:30 pm** each school day throughout the year.

Sapulpa Public Schools desires to have approximately 3, with the possibility of more, students with disabilities participate in the Program during the 2021-2022 school year.

The school district desires to enter into this Memorandum of Understanding to identify its rights and responsibilities governing the students' participation in the Program.

Therefore, the parties agree as follows:

1. The Bridges Foundation will ensure that all necessary special education procedures and parent consents have been obtained.
2. **Sapulpa** Public Schools will provide transportation to all students participating in the Work Adjustment Training Program.
3. **Sapulpa** Public Schools will be responsible for ensuring a FAPE while participating in the Program.
4. The Memorandum of Understanding will terminate at the end of the 2021-2022 school year.

Public Schools Administrative Representative

Date

The Bridges Foundation Representative

Date

ATTEST:

Board of Education Clerk

Board of Education President

LEGAL CONTRACT

BETWEEN SAPULPA PUBLIC SCHOOLS AND LINDY ECHEVERRIA

This agreement is entered into between Sapulpa Public Schools and Lindy Echeverria, a Speech-Language Pathologist Assistant (SLPA), licensed to conduct speech and/or language therapy and related activities for Sapulpa Public Schools under the supervision of a certified Speech-Language Pathologist.

I. Terms

- A. Lindy Echeverria shall maintain Oklahoma Board of Examiners for Speech-Language Pathology & Audiology licensure as a Speech-Language Pathologist Assistant and personal liability insurance during the duration of the contract.
- B. Lindy Echeverria shall conduct speech and/or language therapy, evaluations, and attend meetings as requested by the Director of Special Services as allowed under the provision of her licensure. Services may include meeting with teachers and parents, reviewing student files, observing students in class, and serving as Speech-Language Pathologist Assistant in IEP meetings. Services will be scheduled as feasible for the consultant and school.

II. Consideration and Cost of Services

- A. Sapulpa Public Schools shall pay Lindy Echeverria \$30.00 per hour for duties related to the position of Speech-Language Pathologist Assistant and related activities as directed by the Director of Special Services.
- B. Lindy Echeverria will provide services up to two full school days per week (no more than 20 hours/week) unless additional services are approved by the Director of Special Services.
- C. Lindy Echeverria will submit a bill by the 5th of each month to Sapulpa Public Schools for services provided.

III. Duration of the Contract

The duration of this contract is to become effective April 12, 2021 and terminate May 31, 2021 with the Board of Education approval.

IV. This contract is subject to termination upon 30 (thirty) days advance written notice by either party. Said written notice must be forwarded by certified mail.

V. Amendment

This contract is subject to amendments at any time but only upon fully disclosed written consent and approval by both parties.

Sapulpa Public Schools _____ Date _____
Board President

Lindy Echeverria _____ Date _____
Speech-Language Pathologist Assistant

OKLAHOMA STATE BOARD OF EDUCATION

RESOLUTION

WHEREAS, the Oklahoma State Board of Education (“SBE”) deems it in the best interest of the Board and the schoolchildren of the State of Oklahoma that the following actions be taken pursuant to this Resolution;

WHEREAS, the State Board of Education desires to resolve and settle its disputes with the Oklahoma Public Charter School Association (“OPCSA”) in the litigation styled, OPCSA v. State of Oklahoma ex. rel. Oklahoma State Board of Education, CV-2017-1330, in the District Court of Oklahoma County, Oklahoma (the “Litigation”);

WHEREAS, the Oklahoma Constitution grants the Legislature with the authority to establish and maintain a system of free public schools wherein all children of the State of Oklahoma may be educated and provides the Legislature with the authority to raise and distribute funds to public school districts in the manner and by the distributing agency designated by the Legislature;

WHEREAS, based on its constitutional powers, the Legislature adopted statutes to address the funding of public schools to include 70 O.S. §18-101, for the general improvement of public schools, to provide the best possible educational opportunities for every child in Oklahoma and to have a more beneficial use of public funds expended for education;

WHEREAS, the Legislature expressed its intent that the state support of public schools through the funding formula should assure equal educational opportunities and provide for as large a measure of equalization as possible for Oklahoma schoolchildren;

WHEREAS, the Legislature, at 70 O.S. §3-132, also expressed its intent that charter schools are public schools;

WHEREAS, the Legislature in the Oklahoma Charter Schools Act (the “Act”) provides, in part, that charter schools shall be eligible to receive any other aid, grants or revenues allowed to other schools. The Act also provides that a charter school, in addition to money received from the State of Oklahoma, may receive money from any other source. *See* 70 O.S. §3-142;

WHEREAS, presently, charter schools in Oklahoma only receive State-Appropriated Revenue, but do not receive Local Revenue or State-Dedicated Revenue as defined herein;

WHEREAS, local sources of revenue at issue in the Litigation are: (1) General Fund levies of 35 mills (the “General Fund”), as provided in Article X, §9 of the Oklahoma Constitution; (2) Building Fund levies of 5 mills (the “Building Fund”), as provided in Article X, §10 of the Oklahoma Constitution; (3) County 4-mill, as provided in Article X, §9 of the Oklahoma Constitution; (4) County apportionment; and (5) other local miscellaneous revenues (collectively, “Local Revenue”);

WHEREAS, State-dedicated sources of revenue at issue in the Litigation are: (1) Gross Production Tax (“GPT”), as provided in 68 O.S. §1004; (2) Motor Vehicle Collections (“MVC”), as provided in 47 O.S. §1104; (3) Rural Electrification Association (R.E.A.) tax (“REA Tax”); and (4) State School Land Earnings (“Land Earnings”), as provided in Article XI, §3 of the Oklahoma Constitution, (collectively “State-Dedicated Revenue”);

WHEREAS, State-Appropriated Revenue may generally include: (1) Foundation and Salary incentive aid (i.e., State Aid) distributed through the state funding formula; (2) flexible benefit allowance (collectively “State-Appropriated Revenue”); (3) Advanced Placement; (4) Textbooks; (5) School Consolidation Assistance; (6) National Board Certified Bonus; (7) Driver Education, Vehicle Tax Stamp; (8) Alternative and At-Risk Education; (9) Instructional,

Cooperative and Technology Education; (10) Arts-in-Education; (11) Child Nutrition State-Match Programs; and, (12) Staff Development;

WHEREAS, the Act provides that charter schools sponsored by a local school district board of education shall be considered a site within the school district in which the charter school is located for the purposes of funding except for federal funds (“District Sponsored Charter Schools”) and the student membership of District Sponsored Charter Schools are to be separate from the student membership of the districts in which the charter school is located.

WHEREAS, the Act provides that charter schools may also be sponsored by a technology center board of education, a higher education institution, the State Board of Education, a federally recognized Indian Tribe, or the statewide virtual charter school board (“Non-District Sponsored Charter Schools”) and these Non-District Sponsored Charter Schools are considered a local education agency, or, in other words, a school district, for purposes of funding;

NOW THEREFORE, in furtherance of the intent of the Legislature to provide for the largest measure of equalization as possible between public schools, to include charter schools, the SBE stipulates that the interpretation and implementation of laws regarding funding for charter schools shall be as set forth herein:

BE IT RESOLVED that charter schools shall be funded as a public-school district and in furtherance of the Legislative intent to provide the greatest measure of equalization of funding between public schools;

BE IT FURTHER RESOLVED that as a site within the school district in which the charter school is located, a District Sponsored Charter School shall receive from its sponsoring local school district board of education its proportionate share of the General Fund, the Building Fund, all other Local Revenue and all State Dedicated Revenue;

BE IT FURTHER RESOLVED that a District Sponsored Charter School shall receive from its sponsoring local school district board of education its proportionate share of the General Fund and the Building Fund revenues based on the proportion of the charter school's separate student membership in relation to the total student membership within the same tax base;

BE IT FURTHER RESOLVED that a District Sponsored Charter School shall receive from its sponsoring local school district board of education its proportionate share of the Local Revenue based on the proportion of the charter school's average daily attendance to the total student average daily attendance within the same tax base;

BE IT FURTHER RESOLVED that a District Sponsored Charter School shall receive from its sponsoring local school district board of education its proportionate share of the State Dedicated Revenue based on the proportion of the charter school's average daily attendance so long as any years of instruction requirements in the laws are satisfied for gross production tax and motor vehicle collections revenues;

BE IT FURTHER RESOLVED that a Non-District Sponsored Charter School, as a local education agency, or school district, shall receive its proportionate share of the General Fund, Building Fund, all other Local Revenue and all State Dedicated Revenue;

BE IT FURTHER RESOLVED that a Non-District Sponsored Charter School shall receive its proportionate share of the General Fund and the Building Fund revenues based on the proportion of the charter school's separate student membership in relation to the total student membership within the same tax base;

BE IT FURTHER RESOLVED that a Non-District Sponsored Charter School shall receive its proportionate share of the remaining Local Revenue based on the proportion of the charter school's average daily attendance to the total student average daily attendance within the same tax base;

BE IT FURTHER RESOLVED that a Non-District Sponsored Charter School shall receive its proportionate share of the State Dedicated Revenue based on the proportion of the charter school's average daily attendance so long as any years of instruction requirements in the laws are satisfied for gross production tax and motor vehicle collections revenues;

BE IT FURTHER RESOLVED that the Oklahoma State Board of Education directs the Oklahoma State Department of Education to include charter schools on any school district list as required to fulfill the intent of this Resolution, to provide notice to any county and / or state official to further effectuate the intent of this Resolution, and to take any other actions necessary to implement the terms of this Resolution;

BE IT FURTHER RESOLVED that to provide the administrative time necessary to fully and properly implement this Resolution, this Resolution shall be effective July 1, 2021; and

BE IT FURTHER RESOLVED that the Oklahoma Public Charter School Association by and through its members, have agreed to waive, release and forever forego any claims, causes of action, or demands upon the Oklahoma State Board of Education, the Oklahoma State Department of Education, and any school districts for any funding that charter schools may have been entitled to for the period of time prior to July 1, 2021 so long as this Resolution is fully implemented and charter schools receive the additional sources of revenues provided for herein.

Approved and Authorized this ____ day of March 2021.

Joy Hofmeister
State Superintendent of Public Instruction
Board Chair

ESS South Central, LLC

SUBSTITUTE STAFF PLACEMENT AGREEMENT

This is an Agreement, entered into as of July 1, 2021, by and between **ESS South Central, LLC** (the “Company”) located at 800 North Kings Highway, Suite 405, Cherry Hill, New Jersey 08034 and the **Sapulpa Public Schools** located at 511 East Lee Avenue Sapulpa, OK 74066 (hereinafter referred to as “LEA” for Local Education Agency).

Background

The Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

1. Provision of Substitute Staff. The Company shall be the exclusive provider of substitute teachers and other staff listed in Exhibit “A” (**hereinafter “Substitute Staff”**) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA.

1.1 The LEA agrees that the Company shall be the exclusive contract provider of Substitute Staff to the LEA. All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff who the LEA has employed prior to the Agreement and whom the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined to be non-compliant with the laws governing educational employees in the State, which shall be Company’s responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

2. Treatment of Substitute Staff as Employees of the Company All Substitute Staff provided

by the Company will be treated by the LEA as employees of the Company, and not as employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; the Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an “employer” with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers’ compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA’s employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff’s credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

3. The Company’s Obligations

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company’s fees to be agreed to in advance, in writing by the LEA.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and

other pertinent matters prior to any assignment of said Substitute Staff.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

4. The LEA's Obligations. In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students, as allowed by applicable law), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;

4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate password security and backup copies of all data;

4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to

such records;

4.9 Not promise any Substitute Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;

4.14 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;

4.15 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.16 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;

4.17 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.

4.18 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services. Additionally, if the LEA's lack of cooperation or coordination leads to additional services or work hours beyond that which is typically necessary to build and install Company's IT systems, the LEA shall pay a rate of \$150 for each hour of additional services per Company employee.

4.19 In the event of a complaint concerning Substitute Staff, LEA shall provide Company with a written incident report. Company and LEA agree to cooperate, exchange information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

5. Indemnification and Limitations of Liability.

5.1 Indemnification of the LEA by the Company. The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA. In addition, the Company's indemnification for any and all claims here under this Agreement shall be expressly limited to the extent of insurance coverage that is paid to the Company for such claims, if any, under the Company's insurance policies required under this Agreement.

5.2 Indemnification of the Company by the LEA. The LEA shall indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, (i) that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement; or (ii) arise from any injury to Substitute Staff or other persons on the premises of the LEA or while performing services on behalf of the LEA and not caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company.

5.3 Notification; Right to Defend. A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

5.4 Limitation of Damages. Under no circumstances shall the Company be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff that does not result in a finally adjudicated claim of damages against the LEA brought by a third party.

5.5 Complete Agreement. The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

6. Fees and Payment.

6.1 The Company's Pricing Plan, attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Substitute Staff, not scheduled time. Company will comply with any federal, state or local laws, if any, requiring paid leave. If federal, state or local laws require paid leave, LEA will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.

6.2 Advance Payment. Intentionally Omitted.

6.3 Changes to Pricing Plan. In the event that the LEA requests to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A, or if the LEA requests to establish a new Substitute Staff classification or new pay rate to be paid to some or all

of the Substitute Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the greater of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

6.4 Affordable Care Act. The Patient Protection and Affordable Care Act (“ACA”) became effective January 1, 2014. The ACA has a look back period that determines Substitute Staff eligibility for healthcare insurance coverage that shall begin on the beginning of this Agreement.

The Company normally hires Substitute Staff as part time employees who will work on average less than 30 hours per week such that they are not eligible for healthcare benefits under the ACA. However, should the LEA in its discretion employ Substitute Staff to work directly for LEA in addition to the hours worked for Company (example: after school program director or coach), and the combined work hours of the Substitute Staff cause the Substitute Staff to be deemed eligible to receive healthcare benefits under the ACA, the LEA agrees to reimburse the Company’s cost of providing the minimum plan healthcare insurance coverage under the ACA.

6.5 Use or Employment of Substitute Staff by the LEA Directly. Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the services of any Substitute Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Substitute Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the daily or hourly markup used on Exhibit A. Failure of the LEA to promptly notify the Company that it has employed Substitute Staff may result in the Company continuing to pay wages to the Substitute Staff for assignments which are not worked. In such event, the LEA shall be liable to Company for all costs, including wages paid to the Substitute Staff, lost markup, and reasonable collection costs.

If LEA hires Substitute Staff as a full-time employee of the LEA during the term of this Agreement, LEA shall pay to Company the sum of \$750.00. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Substitute Staff was a “district original”, i.e. previously working for the LEA at the start of this Agreement, or if the

Substitute Staff has worked thirty (30) or more days of assignments as Substitute Staff for the LEA.

6.6 Non-Solicitation of Company Corporate Staff. LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the Company (i.e. employee working for Company in a role other than as “Substitute Staff”) with whom the LEA had contact or who became known to the LEA in connection with this Agreement. For the purposes of this section, “Company” also includes Source 4 Solutions LLC.

6.7 Payment. The LEA shall pay the Company (ESS) upon receipt of invoice via an ACH Debit initiated by Company. If the LEA is unable to provide an ACH initiated by Company, the LEA can elect to provide an ACH or wire transfer. Payment not received within thirty (30) business days after receipt of invoice will be subject to a \$25.00 late fee and 1% per month service charge. Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied to the following invoice. LEA shall be liable for all of the Company’s reasonable costs of collection, including reasonable attorneys’ fees, both (i) and (ii) to apply without any prior notice requirement.

6.8 Sales and Use Tax. The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

7. Term. The term of this Agreement shall begin on July 1, 2021 and shall remain in effect through June 30, 2022. Thereafter, the Agreement shall automatically renew on a yearly basis on July 1 of each year unless either party provides written notice of termination at least ninety (90) days prior to the end of the fiscal school year. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 10 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company’s employee, and the LEA does not respond to the incident to the Company’s satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

8. Insurance Coverage. Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers’ compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$1,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

9. Confidentiality & Non-Disparagement. During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems (“Confidential Information”). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

10. Absentee Management System; Data and Intellectual Property. To provide Substitute Staff, Company may utilize its own or the LEA’s absentee management system (hereinafter “System”) as it is agreed between the parties. Under either method, the Company owns all employee and absence management information data related to Substitute Staff. If the Company utilizes the LEA’s System, the LEA shall allow and authorize the Company full access to the System (sometimes referred to as “Super User” status) throughout the term of the Agreement and for thirty days after termination. In the event this Agreement is terminated, Company shall have thirty (30) days to remove Company data from the System. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

11. Miscellaneous

11.1 Amendments; Waivers. This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

11.2 Notices. Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory

under this section. A copy of any notice to the Company shall be sent to the attention of the Company's president at the regular business address of the Company.

11.3 Governing Law. This Agreement shall be governed by the internal laws of the LEA's state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA's County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

11.4 Language Construction. The language of this Agreement shall be construed in accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

11.5 Payment of Fees. In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

11.6 Force Majeure. Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

11.7 Signature in Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

11.8 Signature by Facsimile. An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

11.9 Assignment. No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business and may assign e-learning solutions for distance instruction to Proximity Learning, Inc., an ESS company.

11.10 No Third Party Beneficiaries. Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

11.11 Binding Effect. This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

11.12 **Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

11.13 **Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

11.14 **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

[INTENTIONALLY LEFT BLANK; SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth

above.

ESS South Central, LLC

By _____
Steve Gritzuk, Chief Operating Officer

Date_____

Sapulpa Public Schools

By _____
Signature

Robert Armstrong, Superintendent

Date_____

By _____
Signature

Melinda Ryan, Board President

Date_____

EXHIBIT A

PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY

Position	Pay Rate	Company Bill Rate	Rule
Substitute Teacher - Full Day - Certified	\$70.00	\$94.85	Current copy of Oklahoma Certificate/License must be on file. Substitutes in this category may work an unlimited number of days each school year.
Substitute Teacher - Full Day - Non-Certified, Degreed	\$70.00	\$94.85	Substitutes without a Certificate but with a bachelor's degree. Substitutes in this category may only substitute 100 days each school year
Substitute Teacher - Full Day - Non-Certified, Non-Degreed	\$60.00	\$81.30	Substitutes without a Certificate but with a HS Diploma or G.E.D. Substitutes in this category may only substitute 90 days each school year
Substitute Paraprofessional - Hourly Rate	\$7.50	\$10.16	
Substitute Secretary or Assistant - Hourly Rate	\$7.25	\$9.82	

Optional Absent Management System Fee: For positions not listed above, if LEA wants absences not requiring a substitute tracked, Company may charge 75¢ per absence.



E-Rate Board Resolution

We have completed your E-Rate Application(s) for the 2021-22 funding year.

The final requirement is approval by your Board to pay your share of the requested services subject to E-Rate funding and receipt of services.

Include the FOLLOWING WORDING on your next board agenda:

Vote to approve or disapprove Resolution for Schools and Libraries Universal Services (E-Rate) for 2021-22. This resolution authorizes filing of the Form 471 applications for funding year 2021-22 and the payment of the applicant's share upon approval of funding and receipt of services.

RETURN TO KELLOGG & SOVEREIGN:

1. The approved E-Rate Board Resolution
2. INCLUDE the Board Agenda
3. AND the Approved Minutes (when available).

Send all documents once your minutes have been approved.

Contact your account manager if you have any questions: 580-332-1444

RESOLUTION

Be it resolved that the governing board for SAPULPA PUBLIC SCHOOLS

1. Authorizes the filing of FCC Form 471, Schools and Libraries Universal Service Program Services Ordered and Certification Form for the services and/or products as detailed in the attached report, "E-Rate Requests, FY 2021", for the fiscal year 07/01/2021-06/30/2022.
2. Authorizes payment of the applicant's share subject to the following conditions:
 - (1) approval of funding of the discounted portion by the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC) and
 - (2) receipt of services during the fiscal year 07/01/2021-06/30/2022.

Application #	Pre-Discount Amount	E-Rate Amount	Applicant's Share
211017557	\$139,270.44	\$111,416.35	\$27,854.09
Totals	\$139,270.44	\$111,416.35	\$27,854.09

Signature: _____ Date: _____

Printed Name: _____ Title: _____

E-Rate Requests, FY 2021 (07/01/2021-06/30/2022)

Applicant Name: SAPULPA PUBLIC SCHOOLS

Billed Entity #: 140102

471 App #	FRN	Service Provider	SPIN	Category	Pre-Disc Amount	Disc	Requested Amount	Applicant Share
211017557	2199023272	Cox Oklahoma Telcom, LLC	143005575	Data Transmission And/or Internet Access	117,718.44	80%	94,174.75	23,543.69
	2199023274	Cox Oklahoma Telcom, LLC	143005575	Data Transmission And/or Internet Access	21,552.00	80%	17,241.60	4,310.40

Totals for 471 App # 211017557: 139,270.44 111,416.35 27,854.09

Totals for Billed Entity # 140102: 139,270.44 111,416.35 27,854.09

APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Sapulpa Public Schools District No. I-33 of Creek County, require the immediate approval of temporary appropriations for the fiscal year 2021-2022:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Creek 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>29,798,423</u>
Building Fund	\$ <u>958,166</u>
Child Nutrition Fund	\$ <u>1,275,986</u>
Co-op Fund	\$ <u>0</u>

APPROVED AND ADOPTED this _____ day of _____, 2020.

THE BOARD OF EDUCATION

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

CREEK, COUNTY, OKLAHOMA

ATTEST:

Clerk

President

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

THE COUNTY EXCISE BOARD

CREEK, COUNTY, OKLAHOMA

Chairman

ATTEST:

County Clerk

Member

Member



BLEDSON, HEWETT & GULLEKSON
CERTIFIED PUBLIC ACCOUNTANTS, PLLLP

Eric M. Bledsoe, CPA
Jeffrey D. Hewett, CPA
Christopher P. Gullekson, CPA

P.O. BOX 1310 • 121 E. COLLEGE ST. • BROKEN ARROW, OK 74013 • (918) 449-9991 • (800) 522-3831 • FAX (918) 449-9779

March 23, 2021

Dear Administrator:

Attached is a digital copy of your 2021-22 Application for Temporary Appropriations.

Please print 2 copies and have them both 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, 2021.

The amounts shown as 2021-22 temporary appropriations are estimates based on your Fiscal Year 2020-21 Estimate of Needs. If you will have additional funds (such as a co-op fund) in the 2021-22 fiscal year that are not included on this application, you can add a temporary appropriation amount for the 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 2021-22 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