

Bixby Board of Education Regular Meeting  
Bixby Public Schools Administration Building  
Bixby Administration Building, 23 S Riverview, Bixby, OK 74008  
Monday, June 2, 2025 6:00 PM  
Meeting Live Stream Link: <http://bixbyps.info/youtube>

1. **Call Meeting to Order/Roll Call**
2. **Reports to The Board**

Julie Prox thanked Rob Miller for his great leadership and service to Bixby Public Schools over the last seven years and congratulated him on his retirement.

Julie Lacy, BEA, also thanked Mr. Miller and congratulated him on his retirement.

- 2.1. Superintendent's Report - Rob Miller
- 2.2. Teaching and Learning Report - Cheryl Wilkinson
3. **Comments from the Public - None**
  - 3.1. Speakers must identify themselves.
  - 3.2. Each Speaker is given a maximum of three (3) minutes. To ensure fairness for all speakers, this timeline will be strictly enforced. The Board clerk will notify the speaker when they have 30 seconds left. Speakers are expected to end their remarks immediately when the time limit is reached.
  - 3.3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
  - 3.4. Total time allocated to this item is thirty (30) minutes.
  - 3.5. Speakers may offer objective comments of school operations and programs that concern them. The Board shall not hear personal complaints unless the proper administrative procedures concerning complaints have been followed.
  - 3.6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
  - 3.7. The president reserves the right to interrupt this section and move to the next item.
  - 3.8. In accordance with provisions of the Oklahoma Open Meeting Act, discussion or action by the Board on an item presented under the "Comments from the Public" agenda topic is not permitted. Board members and administrative staff will not respond to questions from the public. The Board appreciates and will seriously consider all comments made during this time. Proper questions from members of the public may be referred to the Superintendent for later report to the Board.
4. **General Consent Agenda** - Discussion and possible board action to approve consent agenda items #1-29. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)
  - 4.1. Minutes of May 8, 2025 Regularly Scheduled Board Meeting
  - 4.2. Activity Fund Summary of Accounts and Transfer Requests
  - 4.3. Encumbrances and Change Orders for FY 2025 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
  - 4.4. Renewal of appointment of Sherry McIntyre as School District Treasurer and Minutes Clerk for the 2025-2026 fiscal year

- 4.5. Renewal of appointment of Melinda Weig as Assistant District Treasurer and Activity Fund Custodian for the 2025-2026 fiscal year
- 4.6. Renewal of appointment of Maricela Hanseth as Encumbrance Clerk and Deputy Clerk of the Board for the 2025-2026 fiscal year
- 4.7. Renewal of appointment of Michelle Atkinson as Deputy Encumbrance Clerk and Deputy Minutes Clerk for the 2025-2026 fiscal year
- 4.8. Renewal of appointment of Debbie Hauser as Deputy Activity Fund Custodian for the 2025-2026 fiscal year
- 4.9. Approval of an agreement with OSSBA for School Board Assemble services for the 2025-2026 fiscal year at a cost of \$3,000 to be paid from General Fund
- 4.10. Approval of a renewal agreement with the University of Tulsa for Athletic Trainer program for 2025-26 fiscal year
- 4.11. Approval of an agreement with the University of Tulsa for Teacher Education Programs for the 2025-2026 fiscal year
- 4.12. Approval of the renewal of Project Lead The Way for the 2025-2026 fiscal year at a cost of \$8,200.00
- 4.13. Approval of the renewal agreement with Peachjar for electronic flyer distribution for the 2025-2026 fiscal year
- 4.14. Approval of a renewal agreement with ESS South Central, LLC for substitute teachers for the 2025-2026 fiscal year
- 4.15. Approval of the renewal agreement with VerHoeff Information Sources, LLC for the 2025-2026 fiscal year
- 4.16. Approval of an agreement with Common Goal Systems, Inc. for Teacher Ease for the 2025-2026 fiscal year
- 4.17. Approval of the renewal agreement with Sandy Hook Promise to use their "Say Something - Anonymous Reporting System" for the 2025-2026 fiscal year
- 4.18. Approval of a contract with A New Leaf for the 2025-2026 fiscal year
- 4.19. Approval of a contract renewal with Motor Mouth Therapy, LLC for Physical Therapy Services at a cost \$75 per hour to be paid from Federal Funds
- 4.20. Approval of an agreement with PrepPlus LLC for Teach ACT preparation classes for the 2025-2026 fiscal year
- 4.21. Approval of a renewal agreement with Daybreak @FCS for school-based counseling and mental health services for the 2025-26 fiscal year
- 4.22. Renewal of school picture contracts with Josten's and Ruth Kelley for the 2025-2026 fiscal year
- 4.23. Renewal of yearbook contracts with Jostens for the 2025-2026 fiscal year
- 4.24. Acceptance of GO for Public Schools Innovation Grant of \$180,000 for the Bixby Applied Creativity Center (BACC)
- 4.25. Medical Leave - Support - High School - 4/1/25 - 5/21/25
- 4.26. Sick Leave Bank - Support - Virtual Ed - 4/11/25 - 5/8/25
- 4.27. Sick Leave Bank - Certified - West Intermediate - 4/21/25 - 5/23/25
- 4.28. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.29. Employment, Resignation, Retirement - Support Personnel - per attached

## 5. Finance

- 5.1. Discussion and possible board action regarding the Workers' Compensation Insurance for the 2025-2026 fiscal year.

5.2. Discussion and possible board action to approve a sponsorship contract between Bixby Public Schools and Oklahoma's Credit Union.

**6. Teaching and Learning**

6.1. Discussion and possible board action for the renewal of IXL Learning at a cost of \$90,568.75 to be paid from the General Fund for the 2025-2026 fiscal year.

6.2. Discussion and possible board action to approve an agreement with Junior Achievement of Oklahoma.

**7. Operations**

7.1. Discussion and possible board action to approve an agreement with the Department of Rehabilitation Services for Work Adjustment Training through September 30, 2025.

7.2. Discussion and possible board action to approve an agreement with TEAM Professionals for drug testing for the 2025-26 fiscal year.

7.3. Discussion and possible board action to approve the purchase of two route buses at a cost of \$136,319 each and one lift bus at a cost of \$158,991 from Ross Transportation for a total cost of \$431,629 to be paid from Transportation Bond Funds.

7.4. Discussion and possible board action to approve adjustments to the following policies: 2173 Rights Under FERPA (Family Educational Rights and Privacy Act); 3113 Extended School Year; 3137 Child Find/Identification.

7.5. Discussion and possible board action to approve new Policy 2174, Release Time.

7.6. Discussion and possible board action to approve two contracts with StateWide Commercial Cleaning Company for janitorial services for the 2025-2026 fiscal year.

7.7. Discussion and possible board action to approve an agreement with Red Rover for the 2025-2026 fiscal year at a cost of \$12,161.52 to be paid from the General Fund.

7.8. Discussion and possible board action to approve declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma.

**8. Human Resources**

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

**9. New Business**

**10. Vote to adjourn**





Name of person posting this agenda

\_\_\_\_\_  
Minutes Clerk

Posted on this \_\_\_\_\_

Bixby Administration Building, 23 S Riverview, Bixby, OK 74008

Bixby Board of Education Regular Meeting  
Thursday, May 8, 2025  
BHS Academic Building Community Room  
601 S. Riverview  
Bixby, OK 74008

Attendance Taken at 6:02 PM.

Pablo Aguirre: Present  
Justin Cheatham: Absent  
Matt Dotson: Present  
Julie Prox: Present  
Amanda Stephens: Present  
Present: 4, Absent: 1.

**1. Call Meeting to Order/Roll Call** - Pledge of Allegiance and Oklahoma Flag Salute led by North Intermediate students Emmy Vencl and Makenzie Stone.

Approval of General consent agenda items #1-22 as presented. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

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

### **2.1. Special Recognition**

#### 2.1.1. Spartan Spirit Award

- Gidget Hargrove, Transportation
- Ronna Munson, SNA State Manager of the Year
- Jenny Reed, SNA State Employee of the Year
- DeWayne Patterson - Josten Renaissance National Educator of the Year
- National Council of Excellence Gold Award

#### 2.1.2. Spartan Coin of Excellence

- BHS Boys Basketball Academic State Champions
- Academic All-State Scholars: Kyle Steward and Hahyeon Kim

- Presidential Scholar Semifinalist: Hahyeon Kim
- BHS Salutatorians and Valedictorians
- Oklahoma Education Awards for Arts Excellence Awards: Joseph McKinney (Instrumental), Lillian Claire Fowler (Vocal), Emma Goff (Vocal), and Josiah Myers (Vocal)
- Speech and Debate State Champions: Jaydin Bright (Back-to-Back State Champion in Program of Oral Interpretation), Macie Dunham (State Champion in Humorous Duet Acting) , and Lilly Drew (State Champion in Humorous Duet Acting)

2.1.3. Great Expectations (GE) Model Schools Presentation - Rick Pierce

2.2. Fine Arts Report - Jeremy Parker

2.3. Superintendent's Report - Rob Miller

Move to Item #3

Return to Item #2.3

2.4. Facilities and Operations Report - Gabe Hayes

2.5. Financial Operations Report - Mike Anthony

### **3. Comments from the Public - BEA Thank the Board**

**Laurie Lee**

**Katy Hough**

**Karmen Haley**

**Lillian Haley**

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**4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-22. (These items may be approved by one Board motion, unless any board member desires to have a separate vote on any or all of these items.)**

Approval of general consent agenda items #1-22 as presented. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

4.1. Minutes of April 10, 2025 Regularly Scheduled Board Meeting

4.2. Minutes of April 22, 2025 Special Board Meeting

4.3. Minutes of April 30, 2025 Special Board Meeting

4.4. Activity Fund Summary of Accounts and Transfer Requests

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

4.6. Approval of the OSSBA Membership at a cost of \$5,127.00 and Policy Service at a cost of \$1,200.00 for the 2025-2026 fiscal year to be paid from General Fund

4.7. Approval of an agreement with OSSBA Employment Services Program for Unemployment Services at an Administrative cost of \$7,245.00 for the 2025-2026 fiscal year

4.8. Approval of a contract with CCOSA for \$2,500 for district-level services for the 2025-2026 school year.

4.9. Approval of a Practicum Agreement with The University of Tulsa for Speech-Language Pathology students for the 2025-2026 fiscal year

4.10. Approval of an MOU with Tulsa Community College for the 2025-2026 school year.

4.11. Approval of a MOU with The Bridges Foundation for the Work Adjustment Training Program for the 2025-2026 fiscal year.

4.12. Approval of a contract with Pathways Behavior Therapy for Behavior Analysis services to be paid from federal funds for the 2025-2026 fiscal year

4.13. Approval of an agreement with Christina Evans, LLC/Moblized Vision at a cost of \$85.00 per hour for the 2025-2026 fiscal year

4.14. Approval of a contract with Mara "Allie" Michael, Physical Therapist, at a cost of \$85.00 per hour for the 2025-2026 fiscal year

4.15. Approval of an agreement with Cooking for Kids for the use of the West Elementary/Intermediate cafeteria for student classes in the summer.

4.16. Approval of Out of State Trip requests per attachments:

- High School Vocal Music

4.17. FMLA - Certified - Middle School - 4/1/25 to 5/23/25

4.18. Maternity/FMLA - Support - Transportation - 3/11/25 to 5/22/25

4.19. FMLA - Certified - Middle School - 4/24/25 to 5/15/25

4.20. FMLA Extension - Certified - West Intermediate - 3/13/25 to 4/17/25

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

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

## 5. Finance

5.1. Discussion and possible board action to approve an E-rate Contract with CRW Consulting E-rate Services, LLC for the 2025-2026 fiscal year.

Approval of an E-rate Contract with CRW Consulting E-rate Services, LLC for the 2025-2026 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

5.2. Discussion and possible board action to approve a contract with Tulsa Technology Center for student transportation for the 2025-2026 fiscal year.

Approval of a contract with Tulsa Technology Center for student transportation for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

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

**7. Operations**

7.1. Discussion and possible board action to approve Potential Change Order PCO-3 for the 9th Grade Gym project for \$66,512.41 to be paid with project contingency funds.

Approval of a Potential Change Order PCO-3 for the 9th Grade Gym project for \$66,512.41 to be paid with project contingency funds. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

7.2. Discussion and possible board action to approve the 2025-2026 Holiday Schedule for the twelve-month employees.

Approval of the 2025-2026 Holiday Schedule for the twelve-month employees. Passed with a motion by Matt Dotson and a second by Amanda Stephens.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea

Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

7.3. Discussion and possible board action to approve a new Activity Fund account for West Intermediate Robotics.

Approval of a new Activity Fund account for West Intermediate Robotics. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

7.4. Discussion and possible board action to approve a new Activity Fund account for East Elementary Art.

Approval of a new Activity Fund account for East Elementary Art. Passed with a motion by Pablo Aguirre and a second by Matt Dotson.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

7.5. First read of proposed new Board Policy 2174 - Released Time Courses. No action required by the BOE.

7.6. Discussion and possible board action regarding declaring items as surplus to be disposed of in accordance to Oklahoma Statutes.

Approval of declaring items as surplus to be disposed of in accordance to Oklahoma Statutes. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea

Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

## 8. Executive Session

8.1. Discussion and possible board action to move into executive session to discuss an employment contract and the evaluation of the incoming superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)).

At 8:15 p.m. approval of going into Executive Session to discuss an employment contract and the evaluation of the incoming superintendent (25 O.S. Sec. 307 (B)(1) and (B)(7)). Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

8.2. Vote to acknowledge return to open session.

At 9:05 p.m. approval to return to open session. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

8.3. Statement by Board president of executive session minutes.

## 9. Human Resources

9.1. Discussion and possible board action to approve the selection of Dr. Brenda Shaw as assistant superintendent, effective July 1, 2025.

Approval of the selection of Dr. Brenda Shaw as assistant superintendent, effective July 1, 2025. Passed with a motion by Amanda Stephens and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

9.2. Discussion and possible board action to approve a contract with Lydia Wilson as superintendent for July 1, 2025 through June 30, 2027.

Approval of a contract with Lydia Wilson as superintendent for July 1, 2025 through June 30, 2027. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

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

#### 10. **New Business - None**

#### 11. **Vote to adjourn**

At 9:08 p.m. approval to adjourn Passed with a motion by Amanda Stephens and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Absent  
Matt Dotson: Yea  
Julie Prox: Yea  
Amanda Stephens: Yea  
Yea: 4, Nay: 0, Absent: 1

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President

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Vice President

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Clerk

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Member

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Member

**2024-2025  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

STEPHANIE BEASLEY	SCHOOL PSYCH SUMMER TESTING	DISTRICT	06/01/2025
MACKENZIE REUTER	SCHOOL PYSCH SUMMER TESTING	DISTRICT	06/01/2025
TERRI MULLINS	ESY COORDINATOR	DISTRICT	06/02/2025
LANDRIE WALKER	ESY SPEECH PATH-ASST	DISTRICT	06/02/2025
SHERRY DAVENPORT	ESY TEACHER	DISTRICT	05/27/2025
CRYSTAL INGLE	ESY TEACHER	DISTRICT	06/02/2025
KIM KIRK	ESY TEACHER	DISTRICT	06/02/2025
AMANDA WALEHWA	ESY TEACHER	DISTRICT	06/02/2025
CHRISTINA CONNOR	ESY TEACHER	DISTRICT	06/02/2025
MEGAN ROBBINS	ESY TEACHER	DISTRICT	06/02/2025
SARAH COGAN	ESY TEACHER	DISTRICT	06/02/2025
DION MATTOX	ESY TEACHER	DISTRICT	06/02/2025

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2024-2025**

**EMPLOYMENT for 2025-2026**

CHELSEA COOK	TEACHER	MIDDLE SCHOOL	08/12/2025
JORDAN CORBETT	TEACHER	WEST INTERMEDIATE	08/12/2025
ELIZABETH COX	TEACHER	WEST ELEMENTARY	08/12/2025
SHAWN DEBOSE	TEACHER	HIGH SCHOOL	08/12/2025
ERIN FOX	TEACHER	EAST ELEMENTARY	08/12/2025
REBECCA HALBMAIER	TEACHER	HIGH SCHOOL	08/12/2025
KATI HARTIN	SPEECH PATHOLOGY	DISTRICT	08/12/2025
EVELYN HERRING	TEACHER	EAST INTERMEDIATE	08/12/2025
MIKAILA HOLDEN	TEACHER	MIDDLE SCHOOL	08/12/2025
JULIANNE GAUT	TEACHER	HIGH SCHOOL	08/12/2025
HEAVEN LUTEN	TEACHER	WEST INTERMEDIATE	08/12/2025
JACK MESERVY	TEACHER	MIDDLE SCHOOL	08/12/2025
JORDAN NAGEL	TEACHER	9TH GRADE CENTER	08/12/2025
LENDELL NOLAN	TEACHER	MIDDLE SCHOOL	08/12/2025
MEGAN ROBINSON	TEACHER	WEST ELEMENTARY	08/12/2025
ANDREW SAMUELS	COLLEGE/CAREER ADVISOR	HIGH SCHOOL	08/01/2025
KINNA TUTTEN	TEACHER	WEST INTERMEDIATE	08/12/2025
CASSIE WALKER	TEACHER	NORTH ELEMENTARY	08/12/2025
SHELBY WELBORN	TEACHER	CENTRAL ELEMENTARY	08/12/2025
DAKOTA MORAN	TEACHER	ATHLETICS	08/12/2025

Submitted to Board of Education MAY 8th, 2025

## **EMPLOYMENT for 2025-2026 CONT'D**

CONNOR SEABA	TEACHER	9TH GRADE CENTER	08/12/2025
KYLIE HAMMOCK	TEACHER	NORTH ELEMENTARY	08/12/2025

## **RESIGNATION AGREEMENTS**

MICAH HAGGERTY	TEACHER	HIGH SCHOOL	05/23/2025
LINDSEY MCCUNE	TEACHER	NORTH ELEMENTARY	05/23/2025
CLAIRE PARMELE	TEACHER	HIGH SCHOOL	05/23/2025
ANNIE COFFEY	TEACHER	9TH GRADE CENTER	05/23/2025
AMY STORY	TEACHER	MIDDLE SCHOOL	05/23/2025
MELISSA ROBINSON	TEACHER	CENTRAL ELEMENTARY	05/23/2025
MASON NAIFEH	TEACHER	9TH GRADE CENTER	05/23/2025
JENNIFER RICH	TEACHER	MIDDLE SCHOOL	05/23/2025
CODY TUTWILER	TEACHER	EAST INTERMEDIATE	05/23/2025
SUSAN SAMS	TEACHER	NORTH INTERMEDIATE	05/23/2025
JIMME BETH HEFNER	TEACHER	NORTH INTERMEDIATE	05/23/2025
LANA CARR	TEACHER	WEST ELEMENTARY	05/23/2025
WENDY TRUEL	PRINCIPAL	EAST INTERMEDIATE	06/30/2025
WILLIAM MCCULLOUGH	TEACHER	EAST INTERMEDIATE	05/23/2025
JENNIFER MASTERSON	ASST SPED DIRECTOR	ADMINISTRATION	06/30/2025
AARON HUTSON	TEACHER	HIGH SCHOOL	05/23/2025
DENISSE MEDRANO	TEACHER	EAST ELEMENTARY	05/23/2025
VANESSA STICE	TEACHER	9TH GRADE CENTER	05/23/2025

## **TERMINATIONS**

# 2024-2025 SUPPORT PERSONNEL EMPLOYMENT

## VOLUNTEER COACHING

RENEE HAACK	ASST VOLLEYBALL	HIGH SCHOOL	04/28/2025
CORDELIA BRAY	ASST VARSITY POM	HIGH SCHOOL	04/15/2025

## TEMPORARY CONTRACT

BETSY LEAHAN	ESY OCCUPATIONAL THERAPIST	DISTRICT	06/02/2025
KATELYN SNOW	ESY HEALTH CLERK	DISTRICT	06/02/2025
CAITLIN HERRON	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
JENNIFER CUNNINGHAM	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
JENNIFER JAMES	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
TARA MCCLAIN	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
TERESA CASH	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
THOMAS POOL	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
MADELINE GAYLOR	ESY PARAPROFESSIONAL	DISTRICT	06/02/2025
LINDSAY STAIR	ESY PARAPROFESSIONAL	DISTRICT	05/27/2025
STEPHEN NEUZIL	ESY BUS DRIVER	DISTRICT	05/27/2025
GARY SHOWN	ESY BUS DRIVER	DISTRICT	05/27/2025
DANIEL HAND	ESY BUS DRIVER	DISTRICT	05/27/2025
ERIC HARRISON	ESY BUS DRIVER	DISTRICT	05/27/2025
ALEXANDRA MENDOZA	ESY BUS DRIVER	DISTRICT	05/27/2025
DIEP HARRISON	ESY BUS DRIVER	DISTRICT	05/27/2025
LYNAYA WHITE	ESY BUS DRIVER	DISTRICT	05/27/2025
MILES COOPER	ESY BUS DRIVER	DISTRICT	05/27/2025

## ADJUNCT EMPLOYMENT

### EMPLOYMENT 2024-2025

WYATT KNUDSEN	MAINTENANCE	MAINTENANCE	04/10/2025
LESLIE TOLBERT	SYSTEM SUPPORT TECH	TECHNOLOGY	04/28/2025

### EMPLOYMENT 2025-2026

DAMOND FARROW	ASSISTANT TRANSPORTATION DIR.	TRANSPORTATION	07/01/2025
SKY GOODLOE	BEHAVIOR COACH	CENTRAL INTMD.	08/12/2025

## RESIGNATIONS

REBECCA RIEDER	PARAPROFESSIONAL	WEST ELEM.	05/05/2025
ONIS PANKEY	ATHLETICS	ATHLETICS	06/30/2025
DIANA CALVERT	PARAPROFESSIONAL	CENTRAL ELEM.	05/22/2025
JESSICA MOORE	PARAPROFESSIONAL	NORTH ELEM.	05/22/2025
PAULA MACE	PARAPROFESSIONAL	NORTH ELEM.	05/22/2025
ASHLEY WOLVERTON	PARAPROFESSIONAL	CENTRAL ELEM.	05/22/2025
TATIANA BRANSFORD	PARAPROFESSIONAL	WEST INTMD.	05/22/2025
SILVERIA CHAIREZ	CHILD NUTRITION	CHILD NUTRITION	05/23/2025

## REASSIGNMENTS

## TERMINATIONS

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2024	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	325,000.00
11	2	07/01/2024	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	237,287.65
11	3	07/01/2024	1718	TULSA WORLD	CLASSIFIED ADS 000	2,268.35
11	4	07/01/2024	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	15,770.68
11	5	07/01/2024	61020	FROST OIL COMPANY	UNLEADED/DIESEL FUELS 051	275,398.73
11	6	07/01/2024	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	25,060.60
11	7	07/01/2024	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	38,877.16
11	8	07/01/2024	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	35,058.28
11	9	07/01/2024	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	150,000.00
11	10	07/01/2024	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	10,000.00
11	11	07/01/2024	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	325.00
11	12	07/01/2024	70260	OK TEACHERS RETIREMENT SYSTEM	TEACHER RETIREMENT FIX 000	500.00
11	13	07/01/2024	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	6,950.00
11	14	07/01/2024	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	35,961.82
11	15	07/01/2024	2025	WELDON PARTS, INC.	PARTS TRANSP 051	15,000.00
11	16	07/01/2024	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2024	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	55,000.00
11	18	07/01/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	1,629.77
11	19	07/01/2024	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	1,853.60
11	20	07/01/2024	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	7,500.00
11	21	07/01/2024	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	4,736.71
11	22	07/01/2024	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	6,534.20
11	24	07/01/2024	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	21,060.00
11	25	07/01/2024	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	71,069.00
11	26	07/01/2024	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	5,825.24
11	27	07/01/2024	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	58,551.63
11	28	07/01/2024	1449	SAM'S CLUB DIRECT	SUPPLIES 000,051,412	1,836.80
11	29	07/01/2024	1678	TIRE BARN, INC.	TIRE REPAIRS - 051/050	18,446.07
11	30	07/01/2024	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	14,299.64
11	31	07/01/2024	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	219,796.82
11	32	07/01/2024	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	9,080.00
11	33	07/01/2024	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	86,136.40
11	34	07/01/2024	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	12,000.00
11	37	07/01/2024	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	4,000.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	38	07/01/2024	774	VERHOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	15,000.00
11	39	07/01/2024	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	972,893.46
11	40	07/01/2024	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	180,058.64
11	42	07/01/2024	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	2,797.87
11	43	07/01/2024	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2024	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	1,000.00
11	45	07/01/2024	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2024	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	4,714.82
11	47	07/01/2024	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	8,500.00
11	48	07/01/2024	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	167,874.37
11	49	07/01/2024	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	50	07/01/2024	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTAGE (ALL SCHOOLS)	34,344.56
11	51	07/01/2024	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	2,000.00
11	53	07/01/2024	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412-316	500.00
11	54	07/01/2024	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,723.29
11	55	07/01/2024	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	4,000.00
11	56	07/01/2024	4366	JOSTENS INC	BHS GRAD MT'LS 000	9,500.00
11	57	07/01/2024	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	15,559.48
11	58	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	4,000.00
11	59	07/01/2024	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	2,000.00
11	60	07/01/2024	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	17,933.19
11	61	07/01/2024	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	1,500.00
11	62	07/01/2024	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2024	59463	MALTSBERGER INDUSTRIAL	PROPANE 050	500.00
11	64	07/01/2024	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	26,000.00
11	65	07/01/2024	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2024	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,351.62
11	67	07/01/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,282.92
11	68	07/01/2024	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,835.00
11	69	07/01/2024	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	3,750.00
11	70	07/01/2024	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	141,593.80
11	71	07/01/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	8,025.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	72	07/01/2024	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,226.00
11	73	07/01/2024	1171	OKASBO	MEMBERSHIP DUES 000	375.00
11	74	07/01/2024	2748	OSAG	WORKERS COMP INS 000	174,639.00
11	75	07/01/2024	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,826.20
11	76	07/01/2024	59812	KORI NEELY	Group Counseling/ Collaboration 621	20,800.00
11	77	07/01/2024	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	7,175.00
11	78	07/01/2024	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	3,220.77
11	79	07/01/2024	2290	OSSBA	OSSBA CONFERENCE REGIS 000	7,000.00
11	80	07/01/2024	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,214,223.00
11	81	07/01/2024	58176	SCHOOLS SAFEID LLC	SOFTWARE/SUPP 000	5,754.39
11	82	07/01/2024	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	10,000.00
11	83	07/01/2024	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	13,000.00
11	84	07/01/2024	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	2,927.00
11	85	07/01/2024	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	249.50
11	88	07/01/2024	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	9,000.00
11	90	07/01/2024	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2024	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	93	07/01/2024	5188	ULINE	MAINTENANCE SUPPLIES 050	4,277.15
11	94	07/01/2024	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	30,000.00
11	95	07/01/2024	4112	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR FUELD TANKS - 051	1,042.19
11	96	07/01/2024	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	13,266.00
11	97	07/01/2024	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	1,447.20
11	98	07/01/2024	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEES - 050/000/367	591.85
11	99	07/01/2024	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	4,000.00
11	100	07/01/2024	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	15,000.00
11	103	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES 000/050/051/005	404.55
11	104	07/01/2024	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	700.00
11	105	07/01/2024	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	5,000.00
11	106	07/01/2024	6208	APPLE EDUCATIONAL SALES	NEEDS NEW DESCRIPTION AND AMOUNT 030	10,296.00
11	107	07/01/2024	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	1,000.00
11	108	07/01/2024	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2024	57112	APPTEGY	APP DEVELOPMENT 000	13,755.00
11	110	07/01/2024	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,197.80

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	111	07/01/2024	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	62,100.00
11	112	07/01/2024	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	607.70
11	113	07/01/2024	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	1,600.00
11	114	07/01/2024	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	1,474.65
11	115	07/01/2024	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	117	07/01/2024	8035	IXL LEARNING INC	IXL RENEWAL 000	80,745.00
11	119	07/01/2024	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	20,000.00
11	120	07/01/2024	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2024	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	44,678.00
11	122	07/01/2024	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	11,000.00
11	124	07/01/2024	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	9,316.75
11	125	07/01/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	22,000.00
11	126	07/01/2024	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS 051	560.00
11	127	07/01/2024	60840	ROCKET ALUMNI SOLUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2024	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	28,400.00
11	129	07/01/2024	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	130	07/01/2024	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	100.00
11	131	07/01/2024	60843	HD SUPPLY INC	MISC SUPPLIES 050	48,083.11
11	132	07/01/2024	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2024	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	30,000.00
11	134	07/01/2024	58492	DIMENSIONS FAMILY PRACTICE	DO NOT ROLL THIS ONE OVER NOW PO 198	8,000.00
11	135	07/01/2024	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	137	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	1,500.50
11	138	07/01/2024	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	143	07/01/2024	7773	MABEE CENTER	BHS GRADUATION 000	25,185.00
11	145	07/01/2024	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	147	07/01/2024	1856	WALMART COMMUNITY	Supplies 099	662.40
11	149	07/01/2024	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	791.16
11	150	07/01/2024	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	73,827.66
11	151	07/01/2024	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2024	60841	LARRY L MULLINS	THERAPY BH -621	2,537.50
11	153	07/01/2024	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	154	07/01/2024	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	376.00
11	155	07/01/2024	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	1,771.50
11	156	07/01/2024	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	9,000.00
11	157	07/01/2024	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	160	07/01/2024	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	82,000.00
11	161	07/01/2024	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	15,000.00
11	164	07/01/2024	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	1,679.52
11	165	07/01/2024	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	11,386.22
11	166	07/01/2024	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	38,934.33
11	167	07/01/2024	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	2,000.00
11	168	07/01/2024	60243	HERMES PRODUCTIONS LLC	TRANSPORTATION SUPPLIES 051	527.50
11	170	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	5,000.00
11	172	07/01/2024	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	98.00
11	173	07/01/2024	59292	COMMON GOAL SYSTEMS INC	TEACHEREASE, REPORT CARD AND GRADE EXPORT 000	26,302.10
11	175	07/01/2024	60767	OCAS, LLC	TRAINING 000	600.00
11	176	07/01/2024	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	65,124.71
11	177	07/01/2024	60254	RED ROVER	EMPLOYEE PORTAL 000	19,361.00
11	178	07/01/2024	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	10,800.00
11	179	07/01/2024	59967	BRAVED	BRAVED 094	35,500.00
11	180	07/01/2024	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	183	07/01/2024	60128	TEACHTOWN	enCore K-12 Student Software 621	43,925.00
11	184	07/01/2024	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	185	07/02/2024	58734	BEARCOM	REPAIRS ON EQUIPMENT 051	4,000.00
11	186	07/08/2024	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	5,000.00
11	188	09/19/2024	61050	GRIMSLEY'S INC	SOAP DISPENSERS 050	30,523.50
11	189	09/19/2024	2387	STAPLES CREDIT PLAN	SUPPLIES 000	500.00
11	190	09/19/2024	21368	KGEB - AMERICA	GRADUATION AUDIO/VIDEO 000	2,750.00
11	191	10/01/2024	61022	BRADY COMPANIES LLC	MAINTENANCE SUPPLIES 050	197,383.95
11	193	11/05/2024	56625	BILL KNIGHT FORD	KEYS FOR BUS'S 051	1,000.00
11	196	01/22/2025	61293	D&H UNITED FUELING SOLUTIONS INC	REPAIR FUELD TANKS - 051	1,457.81
11	197	03/13/2025	61325	STETSON & ASSOCIATES	CONSULTING SERVICES 000	37,500.00
11	198	03/13/2025	61396	SHEILA K REED	ANNUAL EMPLOYEE PHYSICALS 000	250.00
11	500	07/01/2024	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	5,495.00

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	501	07/01/2024	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	8,390.03
11	502	07/01/2024	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	10,000.00
11	503	07/01/2024	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006	640.00
11	504	07/01/2024	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,900.00
11	505	07/01/2024	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	3,223.84
11	506	07/01/2024	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	7,778.99
11	507	07/01/2024	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,080.89
11	508	07/01/2024	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	1,000.00
11	509	07/01/2024	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	1,441.46
11	510	07/01/2024	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	2,898.60
11	511	07/01/2024	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	3,156.80
11	512	07/01/2024	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	90.82
11	513	07/01/2024	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	8,370.32
11	514	07/01/2024	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,993.44
11	515	07/01/2024	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	3,491.35
11	516	07/01/2024	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	530	07/01/2024	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	354.97
11	531	07/01/2024	57086	ROBERT J MILLER	REIMB TRAVEL/PHYSICAL/CCOS 000	1,084.91
11	532	07/01/2024	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	500.00
11	533	07/01/2024	61155	JACE CALDWELL	REIMBURSE GAS - 000	100.00
11	535	07/01/2024	60876	KENDALL STILL	PERDIEM 000	500.00
11	536	07/01/2024	56673	STEVEN SCOTT	REIMBURSE TRAVEL 030	1,100.00
11	537	07/01/2024	55248	LINDA RICKS	TRAVEL REIMB 000	200.00
11	539	07/01/2024	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00
11	540	07/01/2024	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	541	07/01/2024	57854	CASEY MACHADO	PERDIEM 722	394.60
11	542	07/01/2024	58960	KIM SCHEIN	REIMB TRAVEL 613, 000, 022	480.00
11	543	07/01/2024	59595	RACHEL CHINSETHAGID	REIMBURSEMENT 003	1,254.87
11	544	07/01/2024	57783	JEN MASTERSON	REIMBURSE TRAVEL 613, 000, 022	360.00
11	546	07/01/2024	53741	DANIEL DEITZ	PER DIEM 000	500.00
11	547	07/01/2024	53742	JESSICA JERNEGAN	REIMBURSE TRAVEL 000	500.00
11	548	07/01/2024	7978	JOHN STOCKTON	REIMBURSE TRAVEL TO OFFICE ON WEEKENDS 000	200.00
11	549	07/01/2024	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	674.00
11	550	07/01/2024	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	2,007.66
11	551	07/01/2024	60224	CURTIS WHITELEY	REIMB TRAVEL/PURCHASES - 011	622.66
11	554	07/01/2024	53597	TERRI SLOAN	Per Diem FY2025 BTC for T. Sloan 7/1-7/3 011	171.00
11	555	07/01/2024	60839	ANDREA COFFEY	Per Diem BTC Conf FY2025 for A.Coffey 7/1-7/3 011	171.00
11	556	07/01/2024	59829	KARA MINTON	PER DIEM JOSTENS CONFERENCE 511	207.00
11	557	07/01/2024	4352	ROWLAND VERNON	REIMBURSEMENTS/PERDIEM 004	2,500.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	558	10/01/2024	61118	AMANDA WANN	PER DIEM TLC CONFERENCE 541	450.00
11	559	10/01/2024	59645	SARAH ENGLAND	PER DIEM TLC CONFERENCE 541	450.00
11	560	10/01/2024	56962	MEGAN HILL	PER DIEM TLC CONFERENCE 541	450.00
11	561	10/01/2024	57669	TRISH WALLER	PER DIEM TLC CONFERENCE 541	450.00
11	562	10/01/2024	83657	TONYA MORGAN	PER DIEM TLC CONFERENCE 541	450.00
11	563	10/01/2024	3294	MELISSA LYTLE	PER DIEM 615	329.44
11	564	10/01/2024	61341	DANIEL ZEHDER	REIMBURSE TRAVEL - OSDE TSET GRANT 340	194.27
11	565	01/22/2025	59275	KATHY GILLIAM	PER DIEM 561	450.00
11	566	01/22/2025	61322	MEGAN SCHEINKOENIG	Per Diem-OKC-Autism Assessment Training 613	120.00
11	567	01/22/2025	61170	MACKENZIE REUTER	Per Diem-OKC-Autism Assessment Training 613	120.00
11	568	04/29/2025	56809	JESSICA THORNTON	PER DIEM 198	301.00
11	569	04/29/2025	58013	STEFANIE ROBERTS	PER DIEM 198	259.00
11	570	04/29/2025	59979	CARA PENICK	PER DIEM 198	324.65
11	571	04/29/2025	57227	NALINI HARIKUMAR	PER DIEM 198	259.00
11	600	07/01/2024	56748	DOUG BEHRENS	GAS REIMBURSEMENT 051	1.00
11	601	07/01/2024	60945	MARIAH NEAL	GAS REIMBURSEMENT 051	1.00
11	602	07/01/2024	60943	CONNOR WHITHAM	GAS REIMBURSEMENT 051	1.00
11	603	07/01/2024	60947	RACHEL ECKERT	GAS REIMBURSEMENT 051	1.00
11	604	07/01/2024	60945	MARIAH NEAL	GAS REIMBURSEMENT 051	1.00
11	605	07/01/2024	57821	CORBIN BURCHETT	GAS REIMBURSEMENT 051	1.00
11	606	07/01/2024	60944	WILLIAM GEORGE	GAS REIMBURSEMENT 051	1.00
11	607	07/01/2024	59431	LISA HARRIS	GAS REIMBURSEMENT 051	1.00
11	608	07/01/2024	60026	TIGER WEST	GAS REIMBURSEMENT 051	1.00
11	609	07/01/2024	57845	KYLE KACHELMEYER	GAS REIMBURSEMENT 051	1.00
11	610	07/01/2024	59623	RUDI JAMES	GAS REIMBURSEMENT 051	1.00
11	611	07/01/2024	60942	KARI ANDERSON	GAS REIMBURSEMENT 051	1.00
11	612	07/01/2024	59763	PAUL MAYFIELD	GAS REIMBURSEMENT 051	1.00
11	613	07/01/2024	59132	RAY BLAKE	GAS REIMBURSEMENT 051	1.00
11	614	07/01/2024	59170	MADISON ECKERT	GAS REIMBURSEMENT 051	1.00
11	615	07/01/2024	56748	DOUG BEHRENS	GAS REIMBURSEMENT 051	1.00
11	616	07/01/2024	56974	DOUG HENNIGAN	GAS REIMBURSEMENT 051	1.00
11	617	07/01/2024	60594	BRITTANY ROBISON	GAS REIMBURSEMENT 051	1.00
11	618	07/01/2024	60941	MICHAEL DANIEL	GAS REIMBURSEMENT 051	1.00
11	619	07/01/2024	60025	JORDAN PERCEFUL	GAS REIMBURSEMENT 051	1.00
11	620	07/01/2024	60940	DEAN WILSON	GAS REIMBURSEMENT 051	1.00
11	621	07/01/2024	60939	DAVID ZIMMERMAN	GAS REIMBURSEMENT 051	1.00
11	622	07/01/2024	61019	RYLIE LITTLEJOHN	GAS REIMBURSEMENT 051	1.00
11	623	07/01/2024	57998	LANCE KIGHT	GAS REIMBURSEMENT 051	1.00
11	624	07/01/2024	57632	MIKE STANTON	GAS REIMBURSEMENT 051	1.00
11	625	07/01/2024	59766	DEREK SEROWSKI	GAS REIMBURSEMENT 051	1.00
11	626	07/01/2024	59717	JONATHAN SUTMILLER	GAS REIMBURSEMENT 051	1.00
11	627	07/01/2024	7601	LOREN MONTGOMERY	GAS REIMBURSEMENT 051	1.00
11	628	07/01/2024	57153	VICTORIA MEADOWS	GAS REIMBURSEMENT 051	1.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	629	07/01/2024	60797	ALAINA WRIGHT	GAS REIMBURSEMENT 051	1.00
11	630	11/14/2024	59687	WYATT FREEMAN	REIMBURSE GAS 051	1.00
11	631	11/14/2024	61123	AVERY FINLEY	REIMBURSE GAS 051	1.00
11	700	07/01/2024	60873	CARA ROGERS	JV ASSISTANT CHEER COACH (MONTHLY) 000	3,000.00
11	701	07/01/2024	60874	ALAINA WRIGHT	MS CHEER (MONTLY) 000	13,000.00
11	702	07/01/2024	60879	JAMIE HARMON-HUFF MEHAS	MS HEAD CHEER & ASSISTANT CHEER COACH 000 5/22/25	4,000.00
11	703	07/01/2024	60885	RAYLEE BUSSEY	MS HEAD DANCE COACH 000 5/22/25 (PAY MONTHLY)	1,858.70
11	704	07/01/2024	60900	DARRELL E BEELER	VARISTY ASST BASEBALL COACH 000 12/20/24 & 5/23/25	3,900.00
11	705	07/01/2024	60431	MICHAEL DANIEL	HEAD GIRLS SOCCER COACH (MONTHLY) 000	5,500.00
11	706	07/01/2024	60286	KATHERINE LEE WILEY	MS HEAD VOLLEYBALL COACH 5/22/25 000	3,000.00
11	707	07/01/2024	60374	TREY ODAM	JR HIGH ASSISTANT WRESTLING COACH (MONTHLY) 000	2,500.00
11	708	07/01/2024	60265	MACEY DIONNE TURLEY	ASSISTANT SOFTBALL COACH (MONTHLY) 000	5,000.00
11	709	07/01/2024	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 12/20/24 000	6,475.00
11	710	07/01/2024	59666	ERIN FLANNERY RODEN	VARSITY ASSISTANT VOLLEYBALL COACH 5/22/25 000	3,000.00
11	711	07/01/2024	59614	KARI RIANE ANDERSON	VARSITY ASSISTANT VOLLEYBALL COACH 000 (MONTHLY)	3,000.00
11	712	07/01/2024	59744	BRANDON KYLE COGAN	ASSISTANT BASEBALL COACH 5/22/25 000	4,150.00
11	713	07/01/2024	60292	ROBIN TAYLOR	ASSISTANT GIRLS SOCCER COACH 7/1/24 - 12/20/24 000	2,750.00
11	714	07/01/2024	60918	RACHEL ZIMMERMAN	ASSISTANT MS SWIM COACH 000 10/20/24, 5/22/25	3,000.00
11	715	07/01/2024	60910	DAVID ZIMMERMAN	boys and girls varsity and ms swim (MONTHLY) 000	12,000.00
11	716	07/01/2024	60911	DRAKE CARTER	9TH GRADE BOYS HEAD BASKETBALL 000 (MONTHLY)	3,250.00
11	717	07/01/2024	56523	SARAH KLING	MS ASSISTANT VOLLEYBALL COACH 000 5/22/25	2,250.00
11	718	07/01/2024	60240	MIKE INCREMONA	9TH GRADE ASSISTANT FB COACH (MONTHLY)	3,500.00
11	719	07/01/2024	60848	PHIL HOLLAND	ASSISTANT GIRLS TENNIS COACH 000 (MONTHLY)	2,500.00
11	720	07/01/2024	60927	BRETT HERBSTER KOLMAN	VARSITY ASSISTANT SOCCER COACH 000 5/22/25	2,750.00
11	721	07/01/2024	60860	LUKE BRUMMETT	9TH GRADE ASST FB COACH 000 12/20/24, 5/22/25	3,500.00
11	723	07/01/2024	60365	JENNIFER JILL RUSSELL	MS ASSISTANT BOYS AND GIRLS TENNIS COACH 000	3,500.00
11	724	07/01/2024	60937	SPENCER JAMES MANTOS	PERCUSSION TECH 013	5,710.00
11	725	07/01/2024	60938	MADELINE NAUGLE	FIELD TECH 013	300.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	726	07/01/2024	60858	TRAVEYON ARMSTRONG	9TH GRADE ASST FB COACH 000 (MONTHLY)	3,500.00
11	727	07/01/2024	60314	JACK JOHNSON	PERCUSSION TECH 013	2,100.00
11	728	07/01/2024	59107	JEANNA HOLCOMB	MS HEAD TENNIS COACH 000	4,400.00
11	729	07/01/2024	60993	AMANDA N PEREZ	ASSISTANT CROSS COUNTRY COACH 000 5/22/25	2,500.00
11	730	07/01/2024	60506	EPHRAIM REDDEN	JV ASSISTANT BASEBALL COACH 000 (MONTHLY)	3,300.00
11	731	07/01/2024	60348	RICHARD KYLE EVANS	MS VOLLEYBALL/SOCCER COACH 000 (MONTHLY)	5,850.00
11	732	08/01/2024	54063	AARON JOSEPH MORTON	MARCHING BAND TECH (MONTHLY) 013	5,000.00
11	733	09/02/2024	57120	KENNY GIDDENS	VARSITY ASST WRESTLING 000	4,000.00
11	734	10/15/2024	61100	JEFFERY KEITH OWENS	V ASSISTANT BASEBALL COACH 000	3,900.00
11	735	10/15/2024	61101	DALLAS BEELER	V ASSISTANT BASEBALL COACH 000	3,900.00
11	736	10/15/2024	61121	RYAN CASH	JV ASSISTANT BASEBALL COACH 021	3,300.00
11	737	10/15/2024	52982	SHANE DERRICK ROLLER	VARSITY ASSISTANT WRESTLING COACHING 021	4,000.00
11	738	10/15/2024	59110	PADEN BAILEY	adjunct assistant junior high wrestling coach 021	2,500.00
11	739	10/15/2024	61.129	TODD C CASH	HEAD JV BASEBALL COACH 000	4,050.00
11	741	03/14/2025	61375	BRILEY TURNHAM	MS HEAD POM COACH 6/30/25 000	641.30
11	1000	07/01/2024	6208	APPLE EDUCATIONAL SALES	APPLE IPADS FOR STUDENTS (FROM PO 1610) 511	12,792.00
11	1001	07/01/2024	58210	JOURNEYED.COM INC	License 412-316	2,625.00
11	1002	07/01/2024	6208	APPLE EDUCATIONAL SALES	CRAYONS/CASES FOR IPADS 561	959.40
11	1003	07/01/2024	59432	TIFFANY DESAULNIERS	Per Diem 7/1-7/3 BTC Confrence 011	212.44
11	1004	07/01/2024	60877	DANIAL KARNES	PERDIEM 412-317	147.00
11	1005	07/01/2024	7139	PEARSON CLINICAL ASSESSMENT	GIFTED TESTING MATERIALS 020	17,904.56
11	1006	07/01/2024	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION PLATFORM 572	17,537.60
11	1007	07/01/2024	58702	HEGGERTY PHONEMIC AWARENESS	LICENSES FOR CE 511	1,513.00
11	1008	07/01/2024	57264	ESGI, LLC	12 MONTH LICENSES FOR CE 511	7,270.00
11	1010	07/01/2024	53291	STEPHANIE PARKER	Travel Per Diem 003	280.00
11	1011	07/01/2024	60522	KAYLA CARDWELL	Travel Per Diem 003/541	504.00
11	1012	07/01/2024	60878	CRYSTAL BARTON	Travel Per Diem 003	224.00
11	1013	07/01/2024	60493	MEGAN TUSIA	Travel Per Diem 003	224.00
11	1014	07/01/2024	60259	ELIZABETH FRISILLO	Travel Per Diem 003	540.00
11	1015	07/01/2024	59595	RACHEL CHINSETHAGID	Travel Per Diem 003	734.09
11	1016	07/01/2024	5463	LEARNING A-Z	RENEWAL LICENSES FY25 572	2,000.00
11	1018	07/01/2024	59893	CONNECT AND RESTORE, LLC	PD TRAINING FOR ALL ELEMENTARY SITES 541	600.00
11	1019	07/01/2024	57634	CONNECTED KIDS INC	PD TRAINING WITH BARBARA SORRELS FOR CI 511	1,500.00

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1020	07/01/2024	59787	BLANE BURGE	Per Diem, Vegas Conference 7/16 -7/18	990.90
11	1021	07/01/2024	60640	CHARACTERSTRONG LLC	CHARACTER DEVELOPMENT ORDER 722	16,924.80
11	1023	07/01/2024	52310	CAPSTONE	CAPSTONE PEBBLE GO SUBSCRIPTION 367	1,399.00
11	1024	07/01/2024	58955	SECURE DOCS INC	Readysign/Securedocs 621	4,800.00
11	1025	07/01/2024	58782	DENIA FOTENOPULOS	PER DIEM ASCA CONFERENCE 580	331.00
11	1026	07/01/2024	60636	MEGAN BARNES	PER DIEM ASCA CONFERENCE 722	256.00
11	1027	07/01/2024	60199	COURTNEY SMITH	PER DIEM ASCA CONFERENCE 722	256.00
11	1029	07/01/2024	60093	KELLEY RAMPEY	PER DIEM ASCA CONFERENCE 722	242.00
11	1030	07/01/2024	2398	SANDY THOMPSON	PER DIEM ASCA CONFERENCE 722	281.00
11	1031	07/01/2024	61160	CASSIDY FLOYD	REIMBURSE FOR BOOT CAMP 615	600.00
11	1032	07/01/2024	60889	PATRICIA WRIGHT	PER DIEM ASCA CONFERENCE 722	256.00
11	1033	07/01/2024	60890	MELANIE ANKERSHEIL	PER DIEM ASCA CONFERENCE 722	331.00
11	1034	07/01/2024	57135	DENVER BOREN	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1035	07/01/2024	56480	JAMIE GUTHRIE	PER DIEM JOSTENS CONFERENCE 511	333.67
11	1036	07/01/2024	57265	LESLEY GOODNIGHT	PER DIEM JOSTENS CONFERENCE 511	227.00
11	1037	07/01/2024	60891	LAUREN WATERHOUSE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1038	07/01/2024	60892	KATELIN BLEDSOE	PER DIEM JOSTENS CONFERENCE 511	207.00
11	1039	07/01/2024	56856	KIM KIRK	PER DIEM JOSTENS CONFERENCE 511	254.81
11	1040	07/01/2024	60808	ERICA HAWKINS	PER DIEM JOSTENS CONFERENCE 511	191.00
11	1041	07/01/2024	694	HAYNES, LESLIE D	PER DIEM JOSTENS CONFERENCE 511	248.73
11	1042	07/01/2024	59979	CARA PENICK	PER DIEM JOSTENS CONFERENCE 511	213.04
11	1043	07/01/2024	60893	ALISON BEACH	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1044	07/01/2024	60894	LISA A LINAM	PER DIEM JOSTENS CONFERENCE 511	273.00
11	1045	07/01/2024	60895	AMANDA RUTHERFORD	PER DIEM JOSTENS CONFERENCE 511	232.17
11	1046	07/01/2024	58358	CINDY MAGUIRE	PER DIEM JOSTENS CONFERENCE 511	155.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1047	07/01/2024	60896	AMBER FLOWERS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1048	07/01/2024	58052	AMY HALL	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1049	07/01/2024	58605	CING S MANSAN	INTERPRETATION SERVICIES FY24-25 000	1,000.00
11	1051	07/01/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Autism Behavioral Assessments-State of Oklahoma 621	725.00
11	1052	07/01/2024	60898	CODE TO THE FUTURE	SCHOOL ONE: TRAIN-THE-TRAINER 511	24,000.00
11	1053	07/01/2024	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATION 412-316/317 HS	930.00
11	1054	07/01/2024	53545	LORI HEARD	PER DIEM 412-316	36.84
11	1055	07/01/2024	59742	ALLISON MORRIS	PER DIEM ASCA 722	256.00
11	1056	07/01/2024	60619	MARY DELYN MCBRIDE	PER DIEM ASCA 722	256.00
11	1057	07/01/2024	58957	SHRED-IT	SpEd Shredding 621	970.49
11	1058	07/01/2024	1856	WALMART COMMUNITY	School & Office Supplies 005	1,000.00
11	1059	07/01/2024	55185	LEXIA LEARNING SYSTEMS, INC.	Lexia Annual Subscription 621	4,180.00
11	1060	07/01/2024	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATION 541	50.00
11	1061	07/01/2024	57323	CHELSEA COX	PERDIEM FOR JOSTENS 011	243.00
11	1062	07/01/2024	58097	SPENCER VANDOLAH	PERDIEM FOR JOSTENS 011	207.00
11	1063	07/01/2024	56609	CATHY PETERS	PERDIEM FOR JOSTENS 011	299.31
11	1064	07/01/2024	57575	OATECA	Subscription Renewal 621	450.00
11	1065	07/01/2024	60782	STUDENT CONDUCTOR INC	Student and Parent Attendance System 005	2,800.00
11	1066	07/02/2024	58686	SCHOOL SPECIALTY	Art Supplies 003	1,500.00
11	1067	07/02/2024	60759	AERO IT SOLUTIONS LLC	AP MOUNT BRACKETS / ARUBA NETWORKS 030	248.20
11	1068	07/02/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH ORDERS FOR ELEMENTARY & INTERMEDIATE 333	500,000.00
11	1069	07/02/2024	102	B SEW INN, LLC	ORDER FOR SEWING MACHINES - HS 421	4,497.00
11	1070	07/02/2024	59921	ESPECIAL NEEDS, LLC	12 Commercial Swivels 621	2,969.45
11	1071	07/02/2024	1856	WALMART COMMUNITY	Misc 009	2,000.00
11	1072	07/02/2024	6208	APPLE EDUCATIONAL SALES	Apple computers for Pysch's/speech paths 198	14,987.40
11	1073	07/02/2024	60252	REALLY GREAT READING COMPANY, LLC	Subscriptions 621	6,420.00
11	1074	07/02/2024	60350	JOSEPH M SANFELIPPO LLC	PROFESSIONAL DEVELOPMENT 541	12,500.00
11	1075	07/02/2024	60919	SHERRIL M MCMILLAN	CONTRACTED SERVICES 000	6,840.31
11	1076	07/02/2024	5913	CENGAGE LEARNING	Curriculum for Technology 412-316	4,604.68
11	1077	07/02/2024	59409	HEATHER L WITHEM	Travel Reimbursement 412-316	40.20
11	1078	07/02/2024	1856	WALMART COMMUNITY	Educational Items 003	16.14
11	1079	07/02/2024	57114	SARAH NELSON	Per Diem Jostens Renaissance Global Conference 004	224.00
11	1080	07/02/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 003	4,705.62

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1081	07/02/2024	55104	KARI SMITH	PER DIEM BTC CONFERENCE 552	1,148.59
11	1082	07/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	ORDER FOR BIXBY HIGH SCHOOL 421	18,851.92
11	1083	07/02/2024	51624	ALPHA AWARDS	Name Badges 009	143.00
11	1084	07/02/2024	51624	ALPHA AWARDS	staff badges 001	90.00
11	1085	07/02/2024	59543	IGNITE2UNITE, LLC	8/19/24 staff professional development 003	2,800.00
11	1087	07/02/2024	60957	MEREDITH JAMES	Per Diem Jostens Renaissance Global Conference 004	265.39
11	1088	07/02/2024	2272	LOWE'S	Yearly PO 001	100.00
11	1089	07/02/2024	54406	MARENEM INC	2 Classroom Kits 007	226.60
11	1090	07/02/2024	1245	THE PAPERWORK COMPANY	vinyl signs 001	180.00
11	1091	07/02/2024	54406	MARENEM INC	class sets 001	732.60
11	1092	07/02/2024	59543	IGNITE2UNITE, LLC	Professional Development Speaker 012	2,800.00
11	1093	07/02/2024	57401	OSU EXTENSION - TULSA COUNTY	3rd Grade Field Trip 001	300.00
11	1097	07/02/2024	2017	LAKESHORE LEARNING MATERIALS	Classroom Furniture 003	558.60
11	1099	07/03/2024	5463	LEARNING A-Z	License for Raz-Plus 621	5,302.00
11	1101	07/03/2024	60929	EVAC + CHAIR NORTH AMERICA LLC	EVAC+Chair Power 900 Ethan Howser (EH) 198	3,594.00
11	1102	07/03/2024	60669	MEREDITH FULLER	Per Diem 004	386.84
11	1104	07/03/2024	60854	LOVING GUIDANCE LLC	CD KITS 722	5,442.00
11	1105	07/03/2024	52916	SCHOLASTIC MAGAZINES	Scholastic News 4th, 5th & 6th 008	2,669.39
11	1106	07/03/2024	60934	KATIE WATKINS	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1107	07/03/2024	60933	KELSEY LANE	PER DIEM JOSTENS CONFERENCE 511	155.00
11	1108	07/03/2024	57163	WESTCO LAMINATING SERVICES	lamination 001	989.00
11	1109	07/03/2024	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316	3,479.70
11	1110	07/03/2024	57100	LESSONPIX CUSTOM LEARNING MATERIALS	Group User License 621	671.49
11	1111	07/08/2024	60962	TARA GORDON	JOSTENS PERDIEM 004	224.00
11	1112	07/08/2024	61029	VISTA HIGHER LEARNING INC	VISTA BRIDGES ORDER - MS, HS 572	8,907.00
11	1113	07/08/2024	61029	VISTA HIGHER LEARNING INC	VISTA GET READY ORDER - MS, HS 572	3,270.65
11	1114	07/08/2024	1856	WALMART COMMUNITY	Misc year purchases 010	68.06
11	1115	07/08/2024	1245	THE PAPERWORK COMPANY	Commons vinyl 001	2,250.00
11	1116	07/08/2024	633	GREAT EXPECTATIONS NSU	Training 001	1,500.00
11	1117	07/08/2024	60579	NACNY INK LLC	Training 511	18,000.00
11	1118	07/12/2024	51624	ALPHA AWARDS	Name tags 010	702.00
11	1119	07/12/2024	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	CI ORDER 511	178.20
11	1120	07/12/2024	60955	MIRANDA FELTON	Per Diem 004	296.96
11	1121	07/12/2024	60950	SHERRILL MAXWELL	PER DIEM NURSE CONFERENCE 027	164.89

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1122	07/12/2024	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	76.00
11	1123	07/12/2024	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	231.44
11	1124	07/12/2024	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	76.00
11	1125	07/12/2024	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	243.66
11	1126	07/12/2024	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	236.80
11	1127	07/12/2024	56738	LAURA WILEY	PER DIEM 027	224.62
11	1128	07/15/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Oklahoma Autism Center 613	2,525.00
11	1129	07/15/2024	60951	KERRY GOODE	REIMBURSE WORKER'S COMP MILEAGE 000	458.77
11	1131	07/19/2024	58686	SCHOOL SPECIALTY	TABLES FOR CAFETERIA BRIDGE THE GAP 012	1,384.94
11	1132	07/19/2024	2766	MARDEL'S	Mardel's 009	200.00
11	1133	07/19/2024	2272	LOWE'S	Misc. supplies 001	160.00
11	1134	07/19/2024	4845	SOLUTION TREE	LICENSES FOR CI 511	2,086.00
11	1135	07/19/2024	633	GREAT EXPECTATIONS NSU	GE Coaching Extra Day 012	1,500.00
11	1136	07/22/2024	60252	REALLY GREAT READING COMPANY, LLC	Admin Training 621	79.00
11	1137	07/22/2024	52916	SCHOLASTIC MAGAZINES	Scholastic Magazines 007	5,194.75
11	1138	07/22/2024	57816	TOP 20 TRAINING, LLC	Speaker Tom Cody 005	5,718.00
11	1139	07/22/2024	56554	WCEPS	REGISTRATION FOR WIDA WORKSHOPS 410	475.00
11	1140	07/22/2024	1856	WALMART COMMUNITY	Yearly PO 001	200.00
11	1141	07/23/2024	52916	SCHOLASTIC MAGAZINES	Storyworks for Science 009	1,524.71
11	1142	07/23/2024	555	FLINN SCIENTIFIC, INC.	Chem/Science supplies 011	106.41
11	1144	07/24/2024	59802	TEACHERS CLG READING & WRITING	CONTRACTED SERVICES 541	23,876.76
11	1145	07/24/2024	70099	OKLAHOMA FFA ASSOC.	Membership & Registration Fees 412-311	1,865.00
11	1147	07/24/2024	3839	AMAZON.COM, LLC	WHITE BOARDS ORDER FOR CE 511	2,187.76
11	1148	07/24/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - MCVAY 511	126.19
11	1149	08/01/2024	5188	ULINE	The top of a cage for Bows and Arrows Mr. Cox 011	298.70
11	1150	08/01/2024	1276	HERTZBERG-NEW METHOD, INC.	Fall book order 015	4,285.93
11	1151	08/02/2024	6131	OPERATION AWARE OF OKLAHOMA, INC.	CONTRACTED SERVICES 722	20,100.00
11	1152	08/02/2024	1856	WALMART COMMUNITY	FACS Class 412-314	11,040.24
11	1153	08/02/2024	444	DOC'S FOOD STORES, INC	FACS Class 412-314	885.10
11	1154	08/02/2024	59929	INFINITE ENTERPRISES LLC	Drone video 001	200.00
11	1155	08/02/2024	55980	SHREDDERS, INC	SHREDDING FOR ADMIN	5,000.00
11	1156	08/05/2024	60437	ANA R MADRIGAL DESEELY	INTERPRETATION SERVICES 572	262.50
11	1158	08/05/2024	52004	SWEETWATER	SOUND EQUIPMENT 009	1,849.33

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1160	08/05/2024	60994	ZOEY RYAN	COLOR GUARD TECH 013	5,034.50
11	1161	08/15/2024	55669	VARITRONICS LLC	Perfecta Ink Set 412-316	648.63
11	1162	08/15/2024	3839	AMAZON.COM, LLC	D. Karnes Classroom Supplies 317	4,137.74
11	1163	08/15/2024	60965	ABLESPACE INC	Subscription 621	3,450.00
11	1164	08/15/2024	56255	B&H PHOTO-VIDEO	Broadcasting Supplies 412-317	682.77
11	1165	08/15/2024	59032	CONTINUED.COM, LLC	OT CE Memberships 698	445.00
11	1166	08/16/2024	60982	INSPIRING YOUNG LEARNERS INC	Subscription 001	219.70
11	1168	08/20/2024	3839	AMAZON.COM, LLC	HEADPHONE CORD IPAD ADAPTERS FOR SECONDARY 572	209.69
11	1169	08/19/2024	6788	H&H PRINTER SERVICES	Printer Toner 412-316	2,268.00
11	1170	08/19/2024	3102	REALITY WORKS	REAL CARE BABY ORDER 421	2,526.02
11	1172	08/21/2024	60986	GARDYN INC	ORDER FOR MS 421	1,400.00
11	1173	08/21/2024	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG TECH ORDER 421	4,742.10
11	1174	08/21/2024	60658	MARIA WENTWORTH	INTERPRETATION SERVICES 000	1,000.00
11	1175	08/21/2024	59221	FOLLETT CONTENT SOLUTIONS	purchases 023	8,887.31
11	1176	08/21/2024	60989	OKLAHOMA STATE DEPARTMENT OF ED	RETURN OF OVER PAYMENT ON PROJECT 571	67.33
11	1177	08/22/2024	3839	AMAZON.COM, LLC	ORDER FOR CI - PURDIE 511	277.08
11	1178	08/22/2024	58686	SCHOOL SPECIALTY	Items for 5th Grade Science Dept 012	1,420.00
11	1179	08/22/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 016	7,442.22
11	1180	08/22/2024	6208	APPLE EDUCATIONAL SALES	MAC MINIS 361	3,196.00
11	1181	08/22/2024	60992	APRIL PATRICIA HENRY	AUTHOR PRESENTATIONS 005/011/004	3,460.95
11	1182	08/23/2024	51624	ALPHA AWARDS	Name Tags 099	100.00
11	1184	08/23/2024	59222	BRIDGET COOK	PER DIEM 511	2,959.62
11	1185	08/23/2024	59980	ISOGRAD INC	Online curriculum materials 412- 316	9,714.00
11	1186	08/23/2024	3839	AMAZON.COM, LLC	AOPA Aviation Grant 005	3,780.71
11	1187	08/23/2024	60174	PLEASANT VALLEY SCHOOL FOUNDATION	3rd Grade Field Trip 003	695.00
11	1188	08/26/2024	55566	CEV MULTIMEDIA, LTD	Student/Teacher Licenses 412- 311	1,525.00
11	1190	08/26/2024	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 009	3,400.48
11	1191	08/26/2024	59221	FOLLETT CONTENT SOLUTIONS	Books 009	254.66
11	1192	08/26/2024	5336	STARFALL EDUCATION FOUNDATION	School mbrship renewal 010	355.00
11	1194	08/26/2024	60266	ASLDEALFINED	CURRICULUM 333	1,560.00
11	1195	08/27/2024	59221	FOLLETT CONTENT SOLUTIONS	Misc. 023	5,354.36
11	1196	08/27/2024	52916	SCHOLASTIC MAGAZINES	renewal for school year 010	2,832.50
11	1197	08/27/2024	59065	GENERATION GENIUS	Educational streaming and lessons 002	1,795.00
11	1198	08/27/2024	57221	INTRADATA, INC	Read & Quiz 009	1,257.25
11	1229	08/27/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR CI 511	753.75
11	1230	08/28/2024	56274	FCCLA	National Affiliation Dues 412-314	524.00

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

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1232	08/28/2024	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	KIM & JEN TRAINING 615	458.00
11	1233	08/29/2024	55888	JOSTENS RENAISSANCE STORE	Planners for students 012	1,350.00
11	1234	08/29/2024	58086	SCOTT RICE	REPLACEMENT BOLTS 004	53.34
11	1235	08/30/2024	3228	DICK BLICK ART MATERIALS	Blocks for Mr. Dean Art class 011	1,823.60
11	1236	08/30/2024	58686	SCHOOL SPECIALTY	School Supplies 003	1,370.11
11	1237	09/03/2024	57264	ESGI, LLC	school renewal 010	3,198.00
11	1238	09/03/2024	3074	MHS	Spanish 698	243.75
11	1239	09/03/2024	6274	PEARSON ASSESSMENT	Test booklets 698	2,722.15
11	1240	09/03/2024	53602	WPS	Testing for all schools 698	824.00
11	1241	09/03/2024	3228	DICK BLICK ART MATERIALS	Art Supplies 005	3,494.36
11	1242	09/03/2024	292	CERAMIC COTTAGE, INC.	Art Supplies 005	986.00
11	1243	09/03/2024	3839	AMAZON.COM, LLC	ADDITIONAL WHITE BOARDS FOR CI 511	1,157.23
11	1245	09/04/2024	60463	ZEN NUN CING	INTERPRETATION SERVICES 000	500.00
11	1247	09/04/2024	59900	MICHELLE BOWDLE	Traveling Expenses 613	120.00
11	1248	09/04/2024	60128	TEACHTOWN	10 new Licenses 621	3,437.50
11	1249	09/04/2024	61013	OK-APSE	Oklahoma Transition Institute 613	150.00
11	1251	09/04/2024	51624	ALPHA AWARDS	Name Tags 099	100.00
11	1252	09/05/2024	3839	AMAZON.COM, LLC	CE PARENT ENGAGEMENT ORDER 511	1,146.17
11	1255	09/05/2024	61186	DANA HARDY	LANGUAGE TUTORING SERVICE	5,860.00
11	1256	09/06/2024	59359	ROBINSON RANCH LLC	3rd grade field trip 001	745.00
11	1257	09/06/2024	56643	OTICON, INC.	Oticon EduMic Microphone 000	639.99
11	1258	09/06/2024	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	PE Supplies 004	1,427.61
11	1259	09/06/2024	3891	BLICK ART MATERIALS LLC	Art Supplies 004	475.08
11	1260	09/09/2024	58100	VEX ROBOTICS, INC	Robotics Parts 008	1,373.61
11	1261	09/09/2024	5463	LEARNING A-Z	SUBSCRIPTION RENEWAL CI - MCVAY 511	135.00
11	1262	09/09/2024	56274	FCCLA	FCCLA needs 412-314	900.00
11	1264	09/10/2024	55895	FISLERDATA, LLC	HS Subscription 005	389.00
11	1267	09/10/2024	3581	DEMCO, INC.	book processing supplies 017	441.94
11	1268	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR CI 511	12,000.00
11	1269	09/10/2024	60579	NACNY INK LLC	CONTRACTED SERVICES FOR PD - EI 511, 541	19,850.00
11	1270	09/11/2024	61028	ALEXIS CHITWOOD	REIMBURSE IDENTOGO 000	58.25
11	1271	09/11/2024	61030	ANTONIA PEREZ DE LARA	REIMBURSE IDENTOGO 000	58.25
11	1272	09/11/2024	633	GREAT EXPECTATIONS NSU	Full day of coaching services 002	1,500.00
11	1273	09/11/2024	8035	IXL LEARNING INC	REGISTRATION FOR IXL CONFERENCE 541	738.00
11	1274	09/12/2024	56227	CDW-G 2	HP ELITEBOOK 561	1,702.60
11	1275	09/12/2024	61048	ANNA BLACK	PER DIEM OSCA CONFERENCE 511	280.80
11	1276	09/12/2024	53602	WPS	Narrative language & Arizona Word 198	871.20

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1277	09/12/2024	6098	SUPER DUPER PUBLICATIONS	TOLD-4 198	156.00
11	1278	09/12/2024	6274	PEARSON ASSESSMENT	CELF & OWLS screening forms 198	683.03
11	1280	09/13/2024	60784	DRONE COMPETITION GATES	Drones 004	7,710.98
11	1281	09/13/2024	58100	VEX ROBOTICS, INC	Robotics 004	6,079.60
11	1283	09/13/2024	61035	ZAM THANG CIIN	INTERPRETATION SERVICES 000	500.00
11	1284	09/13/2024	61034	JOSEPH HUAMAN	INTERPRETATION SERVICES 000	500.00
11	1285	09/16/2024	57816	TOP 20 TRAINING, LLC	Books 005	111.00
11	1286	09/16/2024	52568	FUN AND FUNCTION	Carolyn S EI 198	644.05
11	1287	09/16/2024	3839	AMAZON.COM, LLC	DYSLEXIA PD TRAINING LIBRARY BOOK ORDER FOR EI 511	1,073.07
11	1288	09/17/2024	59088	FREDERICK, SOMMERS & WESTERN SIGN	Signs for the School 012	2,580.00
11	1289	09/18/2024	55566	CEV MULTIMEDIA, LTD	Student/Teacher Licensing 412- 311 D NETTLES	1,725.00
11	1291	09/18/2024	57635	KATE M ELLARD	INTERPRETATION SERVICES 000	500.00
11	1292	09/19/2024	58686	SCHOOL SPECIALTY	Misc. 008	372.14
11	1293	09/20/2024	58839	LEGO EDUCATION NORTH AMERICA	LEGO SETS FOR CE 511	15,357.60
11	1294	09/20/2024	61052	ERIN RAMSEY	reimbursement - PHONE REPAIR 007	149.99
11	1295	09/23/2024	8035	IXL LEARNING INC	IXL ELA for Second Grade 003	975.00
11	1296	09/24/2024	57874	OKLAHOMA ARTS INSTITUTE INC	Workshop for Minton 002	260.00
11	1297	09/24/2024	55895	FISLERDATA, LLC	MY CONFERENCE TIME SUBSCRIPTION 011	359.00
11	1298	09/25/2024	59720	CATAPULT LEARNING WEST LLC	PROFESSIONAL DEVELOPMENT 367	10,900.00
11	1299	09/25/2024	58100	VEX ROBOTICS, INC	Robotics Competition Materials 009	270.00
11	1300	09/25/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	Books 105	13,300.27
11	1301	09/25/2024	3839	AMAZON.COM, LLC	MATH CURSE BOOK ORDER FOR CI 511	104.90
11	1302	09/26/2024	3839	AMAZON.COM, LLC	PD MATERIALS 511	20.49
11	1303	09/26/2024	58714	BIXBY PUBLIC SCHOOLS - PRINTSHOP	PD PRINTED MATERIALS FOR EI 511	11.66
11	1304	09/26/2024	57562	TULSA BOTANIC GARDEN	2nd grade field trip 001	335.00
11	1305	09/26/2024	57264	ESGI, LLC	added license 010	246.00
11	1306	09/27/2024	1856	WALMART COMMUNITY	CLASSROOM MAT FOR COUNSELOR HUDDLE GROUPS 722	918.78
11	1307	09/27/2024	3839	AMAZON.COM, LLC	NEGLECTED ORDER 518	750.00
11	1308	09/27/2024	6208	APPLE EDUCATIONAL SALES	NEGLECTED IPAD ORDER 518	3,167.70
11	1309	09/30/2024	3654	PERFORMANCE STAGE	Auditorium diagnostics 005	2,441.58
11	1310	09/30/2024	54012	BILINGUAL DICTIONARIES INC	WORD TO WORD DICTIONARY ORDER 572	549.15
11	1311	10/01/2024	3839	AMAZON.COM, LLC	BOOK STUDY ORDER FOR NI 541	161.11
11	1312	10/01/2024	57271	LEARNING WITHOUT TEARS	CURSIVE WRITING MAT FOR ELEM & INTERMEDIATES 367	23,766.60
11	1313	10/01/2024	2272	LOWE'S	Fridge 004	3,341.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1314	10/02/2024	59764	LAB-AIDS, INC	C.Cox Biology 011	967.90
11	1315	10/02/2024	3839	AMAZON.COM, LLC	CI MATH LIBRARY BOOK ORDER 511	242.16
11	1316	10/02/2024	3839	AMAZON.COM, LLC	BUILDILNG THINKING CLASSROOMS BOOK ORDER 541	302.70
11	1317	10/03/2024	1856	WALMART COMMUNITY	FACS 412-314-505	2,928.02
11	1318	10/03/2024	3839	AMAZON.COM, LLC	FACS 412-314-505	3,929.47
11	1319	10/03/2024	61074	MICHAEL COX	Facebook MarketPlace 011	309.00
11	1320	10/03/2024	61069	INCLUSION RULES LLC	REGISTRATIONS FOR DOWN SYNDROME COURSE 541	556.00
11	1321	10/03/2024	61163	COODY CONSULTING	CONSULTING SERVICE - SPED 000	25,000.00
11	1322	10/04/2024	1856	WALMART COMMUNITY	Science Class - experiment supplies 004	1,100.00
11	1323	10/07/2024	61081	SEBASTIAN DAVIS	REIMBURSE GLUE PURCHASE 005	34.92
11	1326	10/07/2024	59862	MOBILE ED PRODUCTIONS INC	Earth Dome 009	1,795.00
11	1327	10/07/2024	60579	NACNY INK LLC	DYSLEXIA TRAINING PD 541	9,500.00
11	1328	10/08/2024	80065	MOLLY C MCVAY	PER DIEM IDA CONFERENCE 511	369.57
11	1329	10/08/2024	59859	GIMKIT, INC	Licensing Renewal 005	650.00
11	1331	10/09/2024	61080	VERONICA CASTILLO	SPANISH TRANSLATION 000	100.00
11	1333	10/09/2024	61077	ACCUCUT, LLC	Bridge The Gap Funds 009	650.00
11	1334	10/09/2024	58720	OAGCT	REGISTRATIONS 020	750.00
11	1335	10/09/2024	1607	SUPER DUPER SCHOOL COMPANY	Hearing-WE 697	44.90
11	1336	10/09/2024	61097	JIMMY DENTON KILN SERVICE	REPAIR KILN FOR ART 002	172.50
11	1337	10/09/2024	59857	KAHOOTI ASA	EDU Subscription 005	1,543.19
11	1338	10/10/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	PAULA CLAYTON-WORKSHOP 002	299.00
11	1340	10/10/2024	59893	CONNECT AND RESTORE, LLC	PROFESSIONAL CONSULTING SERVICES 552	13,425.00
11	1341	10/10/2024	5463	LEARNING A-Z	renewal and added 2 licenses 010	3,200.40
11	1342	10/10/2024	59893	CONNECT AND RESTORE, LLC	CI BOOK STUDY CONSULTATION 511	1,200.00
11	1343	10/10/2024	57271	LEARNING WITHOUT TEARS	Licenses, 1 key power, Printing power etc 697	343.45
11	1345	10/11/2024	52004	SWEETWATER	wireless mic 010	241.58
11	1346	10/14/2024	61085	SIGN MEDIA INC	ASL Cirriculum 005	170.13
11	1348	10/15/2024	1856	WALMART COMMUNITY	Instructional Supplies 011	400.00
11	1350	10/15/2024	58844	RIVERSIDE INSIGHTS	Subscription renewal 697	540.00
11	1351	10/15/2024	4845	SOLUTION TREE	BOOK ORDER 541	315.10
11	1352	10/15/2024	59171	KENDRICK EXCAVATING LLC	Greenhouse 412-311	9,898.50
11	1353	10/16/2024	61125	KIMBERLY ROWE	REIMBURSE GAS FOR FFA TRIP 051	208.73
11	1354	10/16/2024	5913	CENGAGE LEARNING	Gale 018	6,466.56
11	1355	10/16/2024	58972	NOODLETOOLS, INC	MLA Research Tool 018	490.00
11	1356	10/16/2024	4724	BLICK ART MATERIALS	craft paper 010	184.98
11	1357	10/16/2024	54233	BRANDON SELLERS	REIMBURSE GAS FOR FFA TRIP 051	212.34
11	1358	10/22/2024	1245	THE PAPERWORK COMPANY	Vinyl Lettering 004	875.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1359	10/23/2024	555	FLINN SCIENTIFIC, INC.	Strontium Chloride for Mrs. Desaulniers 011	36.27
11	1360	10/23/2024	59221	FOLLETT CONTENT SOLUTIONS	Book Order 015	180.67
11	1362	10/24/2024	54249	BE PUBLISHING	412 Purchase 412-316	1,073.75
11	1363	10/25/2024	21380	CARMICHAEL'S PRODUCE	PUMPKIN PAINTING 412-314	59.00
11	1364	10/28/2024	5913	CENGAGE LEARNING	SPANISH MATH TEXTBOOK ORDER 572	2,368.80
11	1366	10/28/2024	60953	CROUCH RECREATION INC	RUBBER BELT SEAT SWING 012	77.00
11	1367	10/29/2024	51924	RYDIN DECAL CUSTOM IMAGE SOLUTIONS	Parking Permits 005	2,092.79
11	1370	10/29/2024	61111	HOPE KING TEACHING RESOURCES INC	GYTO- Las Vegas- Registration 007	1,996.00
11	1371	10/29/2024	56719	CONJUGUEMOS	Foreign Language Website Renewal 005	50.00
11	1372	10/29/2024	57399	LIBBY MCNAMARA	Per Diem-Vegas 007	540.90
11	1373	10/29/2024	61115	LAUREN PURDIE	Per Diem-Vegas 007	301.00
11	1374	10/29/2024	83418	HAILEE FITZPATRICKSPEIR	Per Diem- Vegas 007	301.00
11	1375	10/29/2024	61117	DEBORAH STANHOPE	Per Diem- Vegas 007	301.00
11	1376	10/30/2024	1276	HERTZBERG-NEW METHOD, INC.	Book Order - REDBUD BOOKS 014	1,651.57
11	1377	10/30/2024	61107	FARADAY STYLUS	Caduceus Stylus (Salt Tip) 697	102.10
11	1378	10/30/2024	52568	FUN AND FUNCTION	Crash Mat & Cover 697	418.08
11	1379	10/30/2024	1276	HERTZBERG-NEW METHOD, INC.	new library books 017	4,000.00
11	1380	10/30/2024	59221	FOLLETT CONTENT SOLUTIONS	library books 017	1,730.22
11	1381	10/31/2024	60252	REALLY GREAT READING COMPANY, LLC	Kindergarten Countdown Cards 621	30.95
11	1382	11/04/2024	1276	HERTZBERG-NEW METHOD, INC.	Books for Library 024	1,238.08
11	1385	11/05/2024	1856	WALMART COMMUNITY	Misc Purchases 012	238.69
11	1386	11/05/2024	59272	SUSI EPPERSON CONSULTING, LLC	GRANTS 4 SCHOOLS CONFERENCE REGISTRATION 541	1,000.00
11	1387	11/05/2024	56104	CODY COONCE	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1388	11/05/2024	55887	HEATHER BOWMAN	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1389	11/05/2024	60856	CARLEY HOSIER	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1390	11/05/2024	59540	SIERRA D THOMPSON	PER DIEM GRANTS 4 SCHOOLS CONFERENCE 541	120.00
11	1391	11/05/2024	59784	MOJUHSI LLC	Storytelling Performance 561	500.00
11	1393	11/06/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR NE - WANN 541	31.95
11	1394	11/06/2024	57741	CONNECTED KIDS, INC	ONLINE PROFESSIONAL DEVELOPMENT 541	1,500.00
11	1395	11/06/2024	52385	WIRELESS TECHNOLOGIES, INC	50 WALKIES 376	37,400.00
11	1396	11/07/2024	61023	NOVEL EFFECT	Subscription 023	49.99
11	1397	11/07/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR EI 511	279.54
11	1398	11/07/2024	3839	AMAZON.COM, LLC	CE PARENT ENGAGEMENT MATERIALS 511	128.16

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1399	11/07/2024	61150	TAGGTIME LLC	PD WORKSHOP 541	1,800.00
11	1400	11/07/2024	3839	AMAZON.COM, LLC	ASCA BOOKS - ALLISON MORRIS 541	245.15
11	1401	11/07/2024	61164	YAQUELINE MARTINEZ GARCIA	INTERPRETATION SERVICES 000	300.00
11	1403	11/11/2024	57038	LIGHTHOUSE ELECTRIC LLC	SOUND SYSTEM 002	4,954.00
11	1405	11/11/2024	61141	CLIFTON C HILL	INDIAN ED PRESENTATION 561	600.00
11	1406	11/11/2024	4266	TOYS FOR SPECIAL CHILDREN, INC.	4 Camparment Communicator (1245) 697	299.95
11	1407	11/11/2024	60614	NATIONAL SCIENCE TEACHING ASSOC	REGISTRATION 552	425.00
11	1408	11/11/2024	3676	APPLE STORE	MacBook Pro 004	2,518.00
11	1409	11/11/2024	56255	B&H PHOTO-VIDEO	Microphones 004	2,204.28
11	1412	11/18/2024	60896	AMBER FLOWERS	PER DIEM GYTO 511	215.00
11	1413	11/18/2024	5928	LESLIE HAYNES	PER DIEM GYTO CONFERENCE 511	256.83
11	1414	11/19/2024	3228	DICK BLICK ART MATERIALS	Simple Designs Swing Arm Lamp 004	450.84
11	1415	11/20/2024	61159	TRUE+WAY ASL TRUE WAY ASL	ASL Curriculum 005	15,715.00
11	1416	11/20/2024	5208	MIDWEST TEAM SPORTS	UNIFORMS FOR TECH DEPT 030	628.50
11	1417	11/22/2024	61166	NGIN KHAI	INTERPRETATION SERVICES 000	300.00
11	1420	12/02/2024	60920	AMERICAN PLANT PRODUCTS & SERVICES	Green House Structure 412-311	3,800.00
11	1421	12/02/2024	54358	STEPHANIE BEASLEY	Per Diem-NASP 2025-Feb. 18-21 621	585.22
11	1422	12/02/2024	61169	JENNA BROWN	NASP-Feb. 18-21 621	517.93
11	1423	12/02/2024	58526	HEATHER GUYNES	NASP Annual 2025 621	615.27
11	1424	12/02/2024	61170	MACKENZIE REUTER	Per Diem-NASP 2025 621	506.00
11	1425	12/02/2024	59868	RACHEL CORNELIUS	Per Diem-NASP 2025 621	506.00
11	1426	12/02/2024	61168	MELANIE CALLICOAT	NASP 2025-Feb 16-21 621	572.93
11	1427	12/03/2024	52916	SCHOLASTIC MAGAZINES	Magazine Subscription 412-314- 505	263.74
11	1428	12/04/2024	59907	TRAETON DANSBY	Reimbursement 004	178.00
11	1429	12/04/2024	57158	OKLAHOMA AQUARIUM	Kinder Fieldtrip 001	1,390.00
11	1430	12/04/2024	58176	SCHOOLS SAFEID LLC	Car tags 010	72.95
11	1431	12/04/2024	52004	SWEETWATER	PA Speaker for Music 010	475.62
11	1432	12/06/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR 9GC 572	234.00
11	1433	12/06/2024	59802	TEACHERS CLG READING & WRITING	Teachers College 007	900.00
11	1434	12/06/2024	61177	KELLI ZEIGLER	Per Diem 007	357.00
11	1435	12/06/2024	61178	BROOKLYN CAROTHERS	Per Diem 007	539.88
11	1436	12/10/2024	58710	BOOM LEARNING	SUBSCRIPTION RENEWAL 511	99.98
11	1438	12/10/2024	52270	PEARSON	JHaynes--198BOT2-pdms-3 198	529.15
11	1440	12/10/2024	53773	JW PEPPER	Honor Choir Sheet Music - Journey to the Past 009	125.49
11	1441	12/10/2024	61029	VISTA HIGHER LEARNING INC	ADDITIONAL LICENSES 572	449.50
11	1442	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	K GRADE SRA ORDER FOR EE 367	864.85
11	1443	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	1ST GRADE SRA ORDER EE 367	2,417.63

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

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1444	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	2ND GRADE SRA BOOK ORDER EE 367	2,519.66
11	1445	12/11/2024	59221	FOLLETT CONTENT SOLUTIONS	3RD GRADE SRA BOOK ORDER EE 367	2,728.08
11	1446	12/11/2024	57228	JOANIE HUGHES	Per Diem-Autism Assessment Training OKC 613	481.14
11	1447	12/11/2024	190	BOUND TO STAY BOUND BOOKS, INC	BOOK ORDER FOR EE 367	552.43
11	1448	12/11/2024	3839	AMAZON.COM, LLC	BOOK ORDER FOR EE 367	399.68
11	1449	12/12/2024	61184	MISS OKLAHOMA ORGANIZATION INC	Miss Oklahoma Appearance FEE 010	15.00
11	1450	12/13/2024	61185	LAUREN K FROST	Miss Oklahoma Appearance 012/010	334.00
11	1454	12/16/2024	57983	UNIVERSITY OF OK HEALTH SCIENCES	Virtual Training 007	175.00
11	1455	12/17/2024	57410	THE DEMAND PROJECT INC	CONFERENCE REGISTRATION 541	447.00
11	1456	12/18/2024	51825	SCHOOL OUTFITTERS	2 Study Carrels 007	936.37
11	1457	12/18/2024	54083	FOLLETT SCHOOL SOLUTIONS LLC	Library Collection 026	3,847.79
11	1458	12/19/2024	61181	DBIDA	Connections Conference Owasso -615	2,550.00
11	1459	12/19/2024	59276	WENDY TRUDEL	PER DIEM ESEA CONFERENCE 511	401.84
11	1460	12/19/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	3,014.47
11	1461	12/19/2024	59221	FOLLETT CONTENT SOLUTIONS	library books for East Elementary 025	4,393.14
11	1462	12/19/2024	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Intermediate 025	3,062.60
11	1463	12/19/2024	59221	FOLLETT CONTENT SOLUTIONS	library books for East Intermediate 025	1,482.63
11	1464	12/20/2024	61140	ROBOLINK INC	Drone motors	1,650.81
11	1467	01/03/2025	57419	PAM STEVENSON	reimbursement for conference 010	208.05
11	1468	01/03/2025	61196	TECHNOLOGY STUDENT ASSOCIATION	TSA National and State Membership 412-315	500.00
11	1469	01/06/2025	52568	FUN AND FUNCTION	Swing for WI-AmyN 627	310.74
11	1471	01/10/2025	59030	CONCORD THEATRICALS CORP	Musical Licensing 005	3,253.86
11	1472	01/13/2025	57298	DREW EICHELBERGER	Conference Registration 012	675.00
11	1473	01/13/2025	3581	DEMCO, INC.	Library Book Repair Supplies/ Library Supplies 014	566.63
11	1475	01/14/2025	243	BUREAU OF EDUCATION & RESEARCH	REGFOR PD - WHATS NEW IN YA LITERATURE 572	295.00
11	1476	01/14/2025	61226	PRAIRIE QUILT COMPANY LLC	Sewing Machine Repairs 412-314 -705	1,320.00
11	1477	01/14/2025	6098	SUPER DUPER PUBLICATIONS	Phrase Flips-JH-WE 697	49.90
11	1478	01/16/2025	3839	AMAZON.COM, LLC	ORDER FOR EL STUDENTS 572	173.72
11	1479	01/16/2025	59102	FIRST EDUCATIONAL RESOURCES	PD CONSULT FOR DISTRICT ADMINISTRATORS 541	10,750.00

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

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1480	01/21/2025	59032	CONTINUED.COM, LLC	PhysicalTherapy.com Subscriptions-Holli Todd 697	129.00
11	1481	01/21/2025	6208	APPLE EDUCATIONAL SALES	iPads & cases 618	1,673.70
11	1482	01/21/2025	52626	RICH WALLACE	Per Diem 004	200.00
11	1483	01/21/2025	53560	SIMON MACFARLANE	Per Diem 004	200.00
11	1484	01/21/2025	53264	CAROLE CLAGG	Per Diem 004	200.00
11	1485	01/21/2025	3729	SHERRY GIRARD	Per Diem 004	200.00
11	1486	01/21/2025	57291	HEARTLAND AED, INC	AED AND CABINET 027	2,156.10
11	1487	01/23/2025	61254	PATRICIA HOLLAND	Travel Reimbursement for Science Conference 005	322.00
11	1488	01/23/2025	60321	SKYLAR GOODSSELL	Travel Reimbursement for Science Conference 005	414.00
11	1489	01/23/2025	61246	DAVID MEYER	Travel Reimbursement for Science Conference 005	2,929.75
11	1490	01/23/2025	61247	GABBY JOHNSON	Travel Reimbursement for Science Conference 005	417.96
11	1492	01/23/2025	61249	JOSH REGNIER	Ping Pong Table 005	300.00
11	1493	01/24/2025	59563	BLUUM OF TEXAS, LLC	NEWLINE TV & STAND ORDER FOR EI 511	2,548.00
11	1496	01/27/2025	61251	GLEIM PUBLICATIONS	Flight Simulator 005(CODING NEEDS TO BE CORRECTED)	9,479.89
11	1497	01/27/2025	56227	CDW-G 2	Conference System 004	1,061.65
11	1499	01/28/2025	53089	BRAIN POP LLC	Online Research 014	2,520.00
11	1500	01/29/2025	3839	AMAZON.COM, LLC	CART FOR NEWLINE TV FOR EI 511	207.99
11	1502	01/29/2025	51825	SCHOOL OUTFITTERS	Half moon table-EE-627-Megan	581.97
11	1503	01/29/2025	59921	ESPECIAL NEEDS, LLC	Dbl Squeeze Mach. & 1st Class Chair 641	1,151.81
11	1504	01/29/2025	54162	SCHOOL OUTLET	Jonti-Craft changing table 641	1,545.28
11	1505	01/30/2025	52270	PEARSON	NE-TESTING-641-BL 641	1,314.60
11	1507	01/30/2025	60343	CHRISTOPHER FRENCH	PAYROLL DUE TO THEFT 000	6,426.27
11	1508	02/03/2025	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING STRUCTURED LITERACY TE ORDER 367	20,539.03
11	1509	02/04/2025	52568	FUN AND FUNCTION	627-NI-Web Swing replacement- Livvy Vandolah 198	308.44
11	1510	02/04/2025	60955	MIRANDA FELTON	Per Diem Jostens Renaissance Conference 004	400.00
11	1511	02/04/2025	60962	TARA GORDON	Per Diem Jostens Renaissance Conference 004	400.00
11	1512	02/04/2025	53267	TONI ROSS	Per Diem Jostens Renaissance Conference 004	400.00
11	1513	02/04/2025	53264	CAROLE CLAGG	Per Diem Jostens Renaissance Conference 004	400.00
11	1514	02/05/2025	61266	KRISTIE COGGINS	Per Diem Jostens Renaissance Conference	400.00
11	1515	02/05/2025	61267	RACHEL COSBY	Per Diem Jostens Renaissance Conference 004	400.00
11	1516	02/05/2025	115	BARNES & NOBLES STORE #2585	Fiction Books for Library 018	285.85

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1517	02/06/2025	55544	CHRISTA THOMPSON	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1518	02/06/2025	61268	JOHN GARRISON	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1519	02/06/2025	61269	SARA MAR	PER DIEM MILEAGE ACT SUMMIT 541	35.00
11	1527	02/06/2025	59400	ANGELA TIMMONS	PER DIEM MILEAGE DYSLEXIA PD 367	43.40
11	1531	02/07/2025	2628	CAROLINA BIOLOGICAL SUPPLY COMPANY	Sharks for Science - BTG Funds 009	2,165.13
11	1533	02/11/2025	3223	POWERSCHOOL GROUP LLC	REGISTRATION FOR CENTRAL STATES PSUG CONF 541	1,300.00
11	1534	02/11/2025	1856	WALMART COMMUNITY	PD TEACHER SUPPLIES 541	197.74
11	1535	02/11/2025	3839	AMAZON.COM, LLC	CI PARENT NIGHT MATERIALS 511	956.85
11	1537	02/13/2025	3839	AMAZON.COM, LLC	EI PARENT NIGHT MATERIALS 511	3,541.69
11	1538	02/13/2025	61288	GEO-COMM INC	SCHOOL SAFETY SERVICE 376	45,000.00
11	1539	02/13/2025	58734	BEARCOM	Walkie repair 001	1,242.02
11	1542	02/24/2025	58943	DISCOVERY LAB	EI PARENT ENGAGEMENT NIGHT 511	900.00
11	1543	02/24/2025	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	REGISTRATION FOR ASMLF 511	6,515.00
11	1544	02/24/2025	3057	SCHOOL NURSE SUPPLY, INC.	Changing table 697	945.00
11	1545	02/25/2025	58861	FAB LAB TULSA INC	FAMILY ENGAGEMENT NIGHT ROBOTICS 511	340.00
11	1546	02/25/2025	3581	DEMCO, INC.	book processing supplies 017	125.41
11	1547	02/25/2025	597	GARRETT BOOK COMPANY	non-fiction books 017	2,903.60
11	1548	02/25/2025	52270	PEARSON	District Test Protocols 697	1,381.28
11	1549	02/25/2025	3839	AMAZON.COM, LLC	SRA BOOK ORDER FOR WI 367	1,778.64
11	1550	02/25/2025	3839	AMAZON.COM, LLC	TEACHER MATERIALS FOR PD 511	769.89
11	1551	02/26/2025	3102	REALITY WORKS	Real Care Babies Repair 412-314- 705	136.00
11	1552	02/26/2025	292	CERAMIC COTTAGE, INC.	Clay Order 007	440.00
11	1553	02/26/2025	3581	DEMCO, INC.	Stickers for Book to Identify Genre 026	86.68
11	1554	02/27/2025	60854	LOVING GUIDANCE LLC	ON SITE PD TRAINING 552	9,290.00
11	1555	02/28/2025	61294	HANDS-ON TASKS INC	Pre Vocational Skills Master Set 618	9,217.95
11	1556	03/03/2025	2017	LAKESHORE LEARNING MATERIALS	PHONICS KITS FOR WE 367	1,367.52
11	1557	03/03/2025	58848	REHABMART.COM	627-Special Needs-Adaptive Trikes-Multiple	13,419.00
11	1558	03/04/2025	59862	MOBILE ED PRODUCTIONS INC	The Magic of Science Presentation 003	1,395.00
11	1559	03/04/2025	54984	RIXSTINE RECOGNITION	Field Day/PE 003	175.50
11	1560	03/05/2025	51825	SCHOOL OUTFITTERS	Half moon table-EE-Kristan O 627	590.68
11	1563	03/06/2025	58125	KI FURNITURE	Science lab chairs 010	9,000.30
11	1564	03/07/2025	60676	CTR FOR INDIV WITH PHYS CHALLENGES	ASL interpreter for an IEP Meeting for MS 621	592.50

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1565	03/10/2025	61417	OPSRC	OPSRC MEMBERSHIP FEE 000	2,500.00
11	1566	03/10/2025	3581	DEMCO, INC.	Book Processing & Instruction 018	205.73
11	1567	03/10/2025	61291	MIKE BLAIR	PER DIEM PSUG CONFERENCE 541/004	428.00
11	1568	03/10/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK AIR 561	9,480.00
11	1570	03/10/2025	52626	RICH WALLACE	PER DIEM PSUG CONFERENCE 541	168.00
11	1571	03/10/2025	55248	LINDA RICKS	PER DIEM PSUG CONFERENCE 541	84.00
11	1572	03/10/2025	58354	LAURA DEWOODY	PER DIEM PSUG CONFERENCE 541	84.00
11	1573	03/11/2025	59221	FOLLETT CONTENT SOLUTIONS	library books - new and replacement copies 017	3,918.97
11	1574	03/12/2025	52669	NASCO	Classroom Supplies 412-314-505	70.00
11	1575	03/12/2025	61324	OKLAHOMA DEPARTMENT OF EDUCATION	REIMBURSEMENT OF NATIONAL BOARD CERTIFICATION 000	23,000.00
11	1576	03/13/2025	555	FLINN SCIENTIFIC, INC.	Supplies for Science Class 005	3,139.50
11	1577	03/13/2025	61225	PLLC	627-Psychological Assessment 627	4,790.00
11	1578	03/13/2025	54777	EWING	WEST PLAYGROUND MULCH 000	643.70
11	1579	03/24/2025	59350	AUTISM-PRODUCTS.COM	Replacement Bands for Steam Roller 697	54.91
11	1580	03/25/2025	61326	GSC GO SCIENCE CRAZY	Globes 005	550.00
11	1581	03/25/2025	58734	BEARCOM	Walkie Talkie Needs 007	560.55
11	1582	03/25/2025	3676	APPLE STORE	Mac Computers for Broadcasting 412-317	2,736.00
11	1583	03/25/2025	61316	LANGUAGE TESTING INTERNATIONAL INC	BILINGUAL TESTING MATERIALS 572	20.00
11	1584	03/25/2025	59221	FOLLETT CONTENT SOLUTIONS	Books for Library Collection 026	3,262.58
11	1585	03/26/2025	3102	REALITY WORKS	RealCare Baby	1,210.72
11	1586	03/26/2025	54777	EWING	Mulch Order (Will be reimbursed) 000	570.65
11	1587	03/27/2025	56311	E3 GORDON STOWE	yearly audiometer calibration 027	988.00
11	1588	03/28/2025	58710	BOOM LEARNING	POINTS PURCHASE FOR CURRICULUM CI 511	100.00
11	1591	03/28/2025	57271	LEARNING WITHOUT TEARS	CURRICULUM FOR PREK - 5TH GRADE 367	47,980.05
11	1592	03/28/2025	1643	TEACHER'S DISCOVERY	French Games 005	137.95
11	1593	03/28/2025	52270	PEARSON	697-District SLP	3,178.24
11	1594	03/28/2025	53602	WPS	697-District SLP	371.80
11	1595	03/31/2025	59286	FLYLEAF PUBLISHING LLC	SRA ORDER WE 367	997.27
11	1596	03/31/2025	61111	HOPE KING TEACHING RESOURCES INC	GYTO registration 010	5,526.00
11	1597	03/31/2025	61340	WE LEARN EDUCATION SERVICES LLC	10 SESSIONS EDUCATION SERVICES 51.1	837.20
11	1598	04/01/2025	5643	CENGAGE LEARNING	MATH CURRICULUM 2ND GR 333	242.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1599	04/02/2025	61344	NATIONAL DOWN SYNDROME CONGRESS	REGISTRATIONS FOR CONFERENCE 541	750.00
11	1600	04/02/2025	61349	SEWING PARTS ONLINE INC	FACS Supplies 412-314-705	159.96
11	1601	04/02/2025	61348	LUCAS MANN	Curriculum 412-317	500.00
11	1602	04/03/2025	60255	ACCUTRAIN CORPORATION	REGISTRATION 421	857.00
11	1603	04/03/2025	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATION 541	50.00
11	1604	04/04/2025	3581	DEMCO, INC.	display shelving, signage, bookmarks 017	2,092.26
11	1605	04/04/2025	3102	REALITY WORKS	ORDER FOR HS FACS 421	3,014.26
11	1606	04/04/2025	59923	GLOBE PROMOTIONS LLC	3.2 mil nitril golves size large 050	135.00
11	1608	04/07/2025	52901	HEATHER WITHEM	Travel Reimb BMITE Advisory Meeting 412-316	111.02
11	1609	04/07/2025	52310	CAPSTONE	online research platform 014	1,999.00
11	1610	04/08/2025	55952	SCHOOL FIX	FLAG HOLDERS 050	105.15
11	1611	04/08/2025	624	GOPHER SPORTS	OSDE TSET GRANT - ZEHDER 340	8,497.74
11	1612	04/08/2025	2854	TOLEDO PHYSICAL ED. SUPPLY CO, INC.	OSDE TSET GRANT - ZEHDER 340	1,043.96
11	1613	04/09/2025	3891	BLICK ART MATERIALS LLC	Art purchase 007	360.00
11	1614	04/09/2025	5336	STARFALL EDUCATION FOUNDATION	Online Platform 014	355.00
11	1615	04/09/2025	1607	SUPER DUPER SCHOOL COMPANY	697-TOCS,Artic Cards,Photo,Chat & Bundle	571.80
11	1617	04/11/2025	52310	CAPSTONE	PebbleGo Subscription 007	1,399.00
11	1618	04/14/2025	59873	TESOL INTERNATIONAL ASSOCIATION	REGISTRATION FOR VIRTUAL PD 572	285.00
11	1619	04/15/2025	3839	AMAZON.COM, LLC	COUNSELING BOOKS FOR DISTRICT 541	50.49
11	1621	04/15/2025	243	BUREAU OF EDUCATION & RESEARCH	REGISTRATIONS FOR ONLINE CONFERENCE 541	1,120.00
11	1622	04/15/2025	56498	PAR, INC	District Testing 698	275.00
11	1623	04/15/2025	3074	MHS	District Testing 698	943.75
11	1624	04/15/2025	61399	SCHOOLHOUSE EDUCATIONAL SVCS INC	End of the year of the testing 698	650.00
11	1625	04/15/2025	52270	PEARSON	End of the year District Testing 698	2,409.48
11	1626	04/15/2025	52270	PEARSON	End of the year District Testing 698	1,305.99
11	1627	04/16/2025	61381	LITTLE BEE SPEECH CO	Little Bee Speech 198	1,199.90
11	1630	04/16/2025	1607	SUPER DUPER SCHOOL COMPANY	Magne Talk, Fluency River 198	161.90
11	1631	04/17/2025	56286	PUT-IN-CUPS	Fence Cups 001	472.42
11	1632	04/17/2025	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MANIPULATIVES FOR EI 511	185.95
11	1633	04/17/2025	3839	AMAZON.COM, LLC	MATH MANIPULATIVES ORDER EI 511	360.23
11	1635	04/22/2025	52270	PEARSON	FGTA-PLS-5 198	982.12
11	1636	04/23/2025	59947	HELLO LITERACY INC	Phonics Readers 001	2,567.40
11	1637	04/23/2025	61392	KIDSJUMPTech LLC	1 Full HD Projector 627	7,499.00
11	1638	04/25/2025	61393	PADLET	Liscenses 001	2,000.00

**Bixby Public Schools**  
Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1639	04/25/2025	53286	TEACHERS PAY TEACHERS	Science worksheets 099	40.00
11	1640	04/28/2025	2663	WEST MUSIC COMPANY	Music Allowance 001	244.36
11	1641	04/28/2025	1607	SUPER DUPER SCHOOL COMPANY	Auditory Processing Chipper Chat 698	79.95
11	1645	04/29/2025	3839	AMAZON.COM, LLC	BOOK STUDY ORDER 641	691.77
11	1646	04/30/2025	52004	SWEETWATER	gym sound system 010	3,599.07
11	1648	04/30/2025	3839	AMAZON.COM, LLC	BOOK ORDER FOR WE 541	714.96
11	1649	05/02/2025	53013	EAI EDUCATION	Graphing Calculators 005	4,111.75
11	1650	05/05/2025	3581	DEMCO, INC.	Library Supplies 014	1,006.04
11	1651	05/05/2025	55887	HEATHER BOWMAN	PER DIEM CODE.ORG CONFERENCE 541	500.00
11	1652	05/06/2025	2272	LOWE'S	New Refrigerator 011	617.55
11	1653	05/07/2025	82097	JENNIFER M PHENICIE	PERDIEM FOR JOSTENS 011	1,095.00
11	1654	05/07/2025	83932	JESSE SUTMILLER	PERDIEM FOR JOSTENS 011	800.00
11	1655	05/07/2025	59560	MICHAEL SHAW	Per Diem San Diego Jostens Conference 005	302.00
11	1656	05/07/2025	60782	STUDENT CONDUCTOR INC	Student Conductor System 011	1,250.00
11	1657	05/07/2025	6208	APPLE EDUCATIONAL SALES	Apps 198	3,476.85
11	1658	05/07/2025	61407	CHRISTA THOMPSON	Per Diem San Diego Jostens Conference 005	302.00
11	1659	05/07/2025	61408	ERIC COVEY	Per Diem San Diego Jostens Conference 005	302.00
11	1660	05/08/2025	61410	NATIONAL INVENTORS HALL OF FAME INC	INDIAN ED SUMMER CAMP 197	11,350.00
11	1661	05/08/2025	3839	AMAZON.COM, LLC	EI MATH MATERIALS 511	6,000.00
11	1662	05/08/2025	59395	DIDAX EDUCATIONAL RESOURCES INC	MATH MATERIALS FOR EI 511	750.00
11	1663	05/08/2025	4220	UNDERWOOD DISTRIBUTING.COM	MATERIALS FOR EI 511	1,303.60
11	1664	05/08/2025	53298	ETA HAND2MIND	MATH MATERIALS FOR EI 511	1,500.00
11	1666	05/09/2025	56227	CDW-G 2	Laptop for Goodnight 002	1,589.60
11	1667	05/09/2025	52270	PEARSON	PLS-5, GFTA-3 Stimulus Books-Jen H 198	1,194.27
11	1668	05/09/2025	53718	SPEECH CORNER	198-Language Sorting Case, Objects, Spot on	360.96
11	1669	05/09/2025	1607	SUPER DUPER SCHOOL COMPANY	198-120 Pronoun, Webber photo, Word joggers	449.60
11	1670	05/09/2025	61413	VENTRIS LEARNING	TEACHER MANUALS FOR WE 367	1,204.00
11	1671	05/12/2025	3057	SCHOOL NURSE SUPPLY, INC.	RECOVERY COUCH 027	1,970.00
11	1672	05/13/2025	555	FLINN SCIENTIFIC, INC.	Copper Chloride 011	66.65
11	1673	05/13/2025	61415	THE SUSTAIN GROUP LLC	SURPLUS TV DISPOSAL SERVICE 030	500.00
11	1675	05/14/2025	60525	CAITLIN DIFFEE	PER DIEM PAYNE CONFERENCE 427	600.00
11	1676	05/14/2025	60836	JENNIFER JONES	PER DIEM PAYNE CONFERENCE 367	600.00
11	1677	05/14/2025	61416	JIREH SUPPLIES INC	cages for sound system 010	1,200.00
11	1678	05/14/2025	3839	AMAZON.COM, LLC	EI BOOK ORDER 511	100.00
11	1679	05/14/2025	59102	FIRST EDUCATIONAL RESOURCES	BOOK ORDER 641	1,800.00

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

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1680	05/14/2025	190	BOUND TO STAY BOUND BOOKS, INC	library books for EI; final order 025	123.91
11	1681	05/15/2025	1880	MACGILL & COMPANY	sphygometer 027	98.99
11	1682	05/15/2025	190	BOUND TO STAY BOUND BOOKS, INC	library books for East Elementary 025	273.36
11	1684	05/16/2025	4845	SOLUTION TREE	SUPPLIES 511	500.00
11	1685	05/16/2025	60257	BRENNA HUMPHREY	Mileage reimbursement 412-314 -705	100.00
11	1686	05/16/2025	3839	AMAZON.COM, LLC	EI ORDER MANIPULATIVES 511	5,600.00
11	1687	05/16/2025	5188	ULINE	ORDER FOR EI STEM MATERIALS 511	3,715.85
11	1688	05/16/2025	3839	AMAZON.COM, LLC	CI ORDER MATH MANIPULATIVES 511	1,192.37
11	1689	05/16/2025	53298	ETA HAND2MIND	CI ORDER 511	419.97
11	1690	05/19/2025	3839	AMAZON.COM, LLC	NEGLECTED MATERIALS 518	8.89
11	1691	05/19/2025	2017	LAKESHORE LEARNING MATERIALS	Learning Materials 003	1,000.00
11	1692	05/20/2025	70068	OSSBA/CCOSA	REGISTRATIONS FOR OSSBA CONFERENCE 000	3,150.00
11	1693	05/20/2025	53098	B & H PHOTO	Building Purchase 004	2,900.00
11	1694	05/21/2025	61425	DELTAMATH SOLUTIONS INC	Math Subscription 011	240.00
11	1701	05/27/2025	55980	SHREDDERS, INC	Shredding 009	50.00
11	1702	05/27/2025	57135	DENVER BOREN	PER DIEM SOLUTION TREE 511	200.00
11	1703	05/27/2025	56480	JAMIE GUTHRIE	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1704	05/27/2025	59979	CARA PENICK	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1705	05/27/2025	57461	BEN BROWN	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1706	05/27/2025	61439	JESSICA DUCKER	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1707	05/27/2025	57265	LESLEY GOODNIGHT	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1708	05/27/2025	56856	KIM KIRK	PER DIEM SOLUTION TREE 511	200.00
11	1709	05/27/2025	61440	AMY WILSON	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1710	05/27/2025	60303	LESA MOORE	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1711	05/27/2025	61441	VICTORIA FOSTER	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1712	05/27/2025	60926	MELISSA MCDONALD	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1713	05/27/2025	61442	KATHERINE CLICK	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1714	05/27/2025	61443	CARRI STONE	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1715	05/27/2025	60890	MELANIE ANKERSHEIL	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1716	05/27/2025	59572	LAUREN LAWSON	PER DIEM OK MTSS 541	160.00
11	1717	05/27/2025	61445	KAITLYN WESTFALL	PER DIEM OK MTSS 541	160.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1718	05/27/2025	61444	TABITHA STILL	PER DIEM OK MTSS CONFERENCE 541	160.00
11	1719	05/27/2025	57397	ALLISON GRESHAM	PER DIEM OK MTSS CONFERENCE 541	160.00
11	1720	05/27/2025	3594	KATHRYN PLUMLEE	PER DIEM OK MTSS CONFERENCE 541	160.00
11	1721	05/27/2025	60522	KAYLA CARDWELL	PER DIEM MODEL SCHOOLS CONFERENCE 541	450.00
11	1722	05/27/2025	59645	SARAH ENGLAND	PER DIEM MODEL SCHOOLS CONFERENCE 541	400.00
11	1723	05/27/2025	59964	ABBAY ENGLS	PER DIEM MODEL SCHOOLS CONFERENCE 541	400.00
11	1724	05/27/2025	61118	AMANDA WANN	PER DIEM MODEL SCHOOLS CONFERENCE 541	400.00
11	1725	05/27/2025	61446	MADISON ENGLS	PER DIEM GYTO CONFERENCE 511	450.00
11	1726	05/27/2025	60555	RACHEL MORIE	PER DIEM GYTO CONFERENCE 511	450.00
11	1727	05/27/2025	60933	KELSEY LANE	PER DIEM GYTO CONFERENCE 511	450.00
11	1728	05/27/2025	60895	AMANDA RUTHERFORD	PER DIEM GYTO CONFERENCE 511	450.00
11	1729	05/27/2025	61447	ALEANA J LANE	PER DIEM GYTO CONFERENCE 511	450.00
11	1730	05/27/2025	60893	ALISON BEACH	PER DIEM GYTO CONFERENCE 511	450.00
11	1731	05/27/2025	61448	ELAINA MARTIN	PER DIEM GYTO CONFERENCE 511	450.00
11	1732	05/27/2025	61449	PATRICIA BEAVERS	PER DIEM GYTO CONFERENCE 511	450.00
11	1733	05/27/2025	61450	MCKENNA EDDINGS	PER DIEM GYTO CONFERENCE 511	450.00
11	1734	05/27/2025	61451	FELIX ECHEVARRIA	PER DIEM CCOSA CONFERENCE 000	450.00
11	1735	05/27/2025	61434	KRISTIN BROWN	PER DIEM SOLUTION TREE CONFERENCE 511	200.00
11	1737	05/28/2025	61438	SOUTHERN NAZARENE UNIVERSITY	Summer Workshop 001	70.00
11	1738	05/28/2025	56733	DINAH BENAVIDES	PER DIEM CCOSA CONFERENCE 000	450.00
11	1739	05/28/2025	61452	TONYA MORGAN	PER DIEM CCOSA CONFERENCE 000	450.00
11	1740	05/28/2025	59784	MOJUHSI LLC	CONTRACTED SERVICES FOR SUMMER CAMP 197	400.00
11	1741	05/28/2025	1856	WALMART COMMUNITY	MATERIALS/SUPPLIES FOR SUMMER CAMP 197	500.00
11	1742	05/28/2025	58943	DISCOVERY LAB	SERVICES FOR SUMMER CAMP 197	6,160.00
11	1743	05/29/2025	52916	SCHOLASTIC MAGAZINES	24-25 Magazine Payment 003	30.00
11	1744	05/29/2025	60768	THE RULE COMPANY	CONCRETE ANCHORS 050 (INNOVATIVE LAB)	132.84

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1745	05/29/2025	61438	SOUTHERN NAZARENE UNIVERSITY	SPED training for Admin 010	70.00
11	1746	05/29/2025	83727	MONICA THORNTON	Per Deim 011	470.00
11	1749	05/30/2025	3676	APPLE STORE	MacBook for AP 003	962.85
<b>Non-Payroll Total:</b>						<b>\$8,367,627.76</b>
<b>Payroll Total:</b>						<b>\$64,440,364.91</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$72,807,992.67</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2024	1168	OG&E	ELECTRIC	1,500,000.00
21	2	07/01/2024	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	384,000.00
21	3	07/01/2024	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	107,000.00
21	4	07/01/2024	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	35,000.00
21	5	07/01/2024	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2024	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	70,000.00
21	7	07/01/2024	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	115,882.18
21	8	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	44,295.22
21	9	07/01/2024	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	14,824.42
21	10	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,908.00
21	12	07/01/2024	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	18,100.00
21	13	07/01/2024	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	15,936.46
21	14	07/01/2024	5188	ULINE	SUPPLIES FOR DISTRICT	2,023.09
21	15	07/01/2024	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	2,551.02
21	16	07/01/2024	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	49,965.00
21	17	07/01/2024	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	7,500.00
21	18	07/01/2024	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	44,137.78
21	19	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	5,817.38
21	20	07/01/2024	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	24,000.00
21	21	07/01/2024	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	95,819.44
21	22	07/01/2024	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	10,000.00
21	23	07/01/2024	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	645.75
21	24	07/01/2024	8016	ENVIRONMENTAL LOOP SERVICE, LLC	REPAIRS ON GEOTHERMAL 000	21,778.00
21	25	07/01/2024	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	161.79
21	27	07/01/2024	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	35,000.00
21	28	07/01/2024	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	10,000.00
21	29	07/01/2024	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	3,500.00
21	30	07/01/2024	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	2,375.50
21	31	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIRE ALARM REPLACE/INSPECT ACCESS CONTROL	47,364.00
21	33	07/01/2024	4748	ROBINSON GLASS	GLASS FOR DISTRICT	8,098.00
21	34	07/01/2024	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	138,332.71
21	35	07/01/2024	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	200.00
21	36	07/01/2024	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	55.24
21	37	07/01/2024	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	474.16
21	38	07/01/2024	57489	ENGINEERED EQUIPMENT INC	DISTRICT FILTERS USE PO 80	9,495.29

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	39	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	324,680.00
21	40	07/01/2024	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	34,921.00
21	41	07/01/2024	59279	HARNESS ROOFING INC	DISTRICT NEEDS	15,000.00
21	42	07/01/2024	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES 050/318	15,000.00
21	43	07/01/2024	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	6,500.00
21	44	07/01/2024	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	1,762.50
21	45	07/01/2024	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	5,518.66
21	46	07/01/2024	59894	STANLEY STEEMER INTERNATIONAL INC	CARPET CLEANING FOR THE DISTRICT	100.00
21	47	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	10,000.00
21	48	07/01/2024	55300	KUBOTA CONSTRUCTION EQUIPMENT	TRACTOR SUPPLIES	82.96
21	49	07/01/2024	57844	WE CLEAN 4-U WHIPPLE CLEANING SVS	CLEANING SERVICE	300,000.00
21	50	07/01/2024	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	7,000.00
21	53	07/01/2024	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,990.31
21	54	07/01/2024	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	1,100.00
21	55	07/01/2024	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	5,000.00
21	56	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2024	2618	TRU GREEN	LAWN CARE	21,048.12
21	58	07/01/2024	53382	ATKINSON SUPPLY	PART &/OR JANITORIAL SUPPLIES	100.00
21	60	07/01/2024	58032	HERC RENTALS INC	SUPPLIES FOR THE DISTRICT	50.00
21	61	07/01/2024	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	19,865.00
21	62	07/01/2024	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	7,650.00
21	64	07/01/2024	58743	SUNBELT POOLS, LLC	POOL SUPPLIES	50.00
21	65	07/01/2024	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	500.00
21	66	07/01/2024	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	1,011.99
21	68	07/01/2024	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,252,908.00
21	69	07/01/2024	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	20,590.18
21	70	07/01/2024	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	8,700.00
21	72	07/01/2024	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	500.00
21	73	07/01/2024	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	5,000.00
21	74	07/01/2024	1449	SAM'S CLUB DIRECT	MAINT PURCHASES	1,000.00
21	76	07/01/2024	59235	WHITE SEPTIC CLEANING	Plumbing for district	5,000.00
21	77	07/01/2024	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	45,882.00
21	78	07/01/2024	58126	KOMPAN INC	MAINTENANCE SUPPLIES	86.25
21	79	07/01/2024	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	22,625.02
21	80	07/01/2024	59951	EEL GROUP, LLC	DISTRICT FILTERS 050	12,553.27

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	81	07/01/2024	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	25,000.00
21	82	08/26/2024	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING SERVICES	990.00
21	83	08/30/2024	60333	AAON INC	MAINTENANCE PARTS	1,000.00
21	84	08/30/2024	59688	HOLDERS TOTAL SECURITY	LOCKSMITH	5,810.28
21	85	09/19/2024	61047	CENTRAL POWER SYSTEMS & SERVICES	SEMI-ANNUAL INSPECTIONS FOR SHELTER SPACES	2,390.00
21	86	10/03/2024	60094	NATIONAL LOCK SUPPLY INC	STOCK DOOR ARMS	2,008.60
21	87	11/13/2024	3839	AMAZON.COM, LLC	NEW CN BUILDING FURNITURE	352.59
21	88	12/10/2024	61188	BURGESS COMPANY	Tornado Resistant Coiling Door Inspection & Maint	540.00
21	89	01/15/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SUPPLIES/REPAIRS	998.46
21	90	02/06/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	1,000.00
21	91	02/27/2025	59781	AAAC WILDLIFE REMOVAL	RACCOON REMOVAL	599.00
21	92	03/03/2025	61305	INDIAN CAPITAL TECHNOLOGY CENTER	SCISSOR LIFT TRAINING	910.00
21	93	03/03/2025	61382	SOVEREIGN BANK	HVAC CONTROL SYSTEM	154,807.82
21	94	03/03/2025	59542	ENVIRONMENTAL LOOP SERVICE	REPAIRS ON GEOTHERMAL 000	18,222.00
21	200	07/01/2024	60884	ASSET PANDA LLC	FACILITY SOFTWARE	3,768.21
21	201	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	MAINT BUILDING FINISHES	74,658.00
21	202	07/01/2024	7387	WATKINS SAND	central and west elementary sand boxes	150.00
21	203	07/01/2024	60953	CROUCH RECREATION INC	REPLACEMENT SWING FOR WEST	1,320.00
21	204	07/08/2024	2922	EWING IRRIGATION PRODUCTS, INC.	PINE BARK MULCH	6,167.09
21	206	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	9,575.00
21	207	07/29/2024	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP NI	9,150.00
21	209	08/07/2024	60766	INTERIOR CONCEPTS INC	FLOORING FOR DISTRICT 050	501.00
21	210	08/13/2024	55872	AIRETECH CORPORATION	EXHAUST MOTOR - NEW MAINTENANCE BLDG	1,399.58
21	211	08/19/2024	56241	OWASSO FENCE	FENCE REPAIR FROM DAMAGE	2,500.00
21	212	08/28/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADD ON COST FROM PO 24-233	780.00
21	213	08/28/2024	4425	WARREN CAT	LIGHT TOWER RENTALS	8,000.00
21	214	09/23/2024	58086	SCOTT RICE	NE BOOKCASES	934.98
21	215	09/23/2024	57488	EASTON SOD FARMS INC	SOD FOR NEW MAINTENANCE BUILDING	3,995.00
21	216	11/18/2024	2017	LAKESHORE LEARNING MATERIALS	CE- EL TEACHER RUG	521.55
21	218	12/16/2024	5208	MIDWEST TEAM SPORTS	MAINTENANCE UNIFORM SHIRTS	4,269.25
21	219	12/30/2024	2922	EWING IRRIGATION PRODUCTS, INC.	ICE MELT	1,354.56
21	220	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	POOL CONDENSER FAN MOTOR	375.00
21	221	02/05/2025	55952	SCHOOL FIX	head rails to repair broken bathroom stalls - MS	514.93
21	222	02/25/2025	55952	SCHOOL FIX	bathroom partition parts needed for repairs	213.94
21	223	05/02/2025	61022	BRADY COMPANIES LLC	STANDARD TILT TRUCK BLACK	545.86

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
<b>Non-Payroll Total:</b>						<b>\$5,529,488.39</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$5,529,488.39</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2024	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	415,000.00
22	2	07/01/2024	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	9,662.80
22	3	07/01/2024	61113	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,138.90
22	4	07/01/2024	61207	MCCOMBS REFRIGERATION	REPAIR EQUIPMENT	16,907.23
22	5	07/01/2024	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	45,257.88
22	6	07/01/2024	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	9,000.00
22	7	07/01/2024	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	9,752.82
22	9	07/01/2024	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	24,576.00
22	10	07/01/2024	58486	PEPSI	DRINKS FOR THE CAFETERIA	19,825.35
22	11	07/01/2024	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	600.00
22	13	07/01/2024	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	8,000.00
22	14	07/01/2024	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,377.50
22	15	07/01/2024	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,325.00
22	16	07/01/2024	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	188,783.05
22	17	07/01/2024	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,635,306.33
22	18	07/01/2024	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	15,421.30
22	19	07/01/2024	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2024	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	8,250.00
22	21	07/01/2024	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	88,656.00
22	22	07/01/2024	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	2,700.00
22	23	07/01/2024	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	2,392.00
22	23	08/23/2024	53249	*	*	20.00
22	24	07/01/2024	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	1,500.00
22	25	07/01/2024	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	5,000.00
22	26	07/01/2024	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,500,000.00
22	27	07/01/2024	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	1,547.00
22	28	07/01/2024	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	8,914.56
22	29	07/01/2024	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	11,851.70
22	30	07/01/2024	60843	HD SUPPLY INC	TRASHBAGS AND SUPPLIES	5,052.24
22	31	07/01/2024	2657	CONTINUING EDUCATION OPERATIONS	FOOD SERVICE MANAGER CERTIFICATION COURSE	169.00
22	33	07/01/2024	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	3,638.16
22	34	07/01/2024	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2024	58457	EKON-O-PAC	CHILD NUTRITION SUPPLIES	330.00
22	36	07/01/2024	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2024	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94
22	38	07/01/2024	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	10,416.00

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

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	40	07/01/2024	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	5,882.58
22	41	07/01/2024	60689	JOBLETICS PRO INC	Subs for the Kitchens	75,000.00
22	43	07/01/2024	58521	GENERAL PARTS	OVEN REPAIR	1,463.89
22	44	07/01/2024	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	6,630.00
22	46	07/01/2024	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,500.00
22	48	07/01/2024	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2024	51624	ALPHA AWARDS	Name Tags for employees	348.00
22	50	07/01/2024	3839	AMAZON.COM, LLC	MISC PURCHASES	6,322.60
22	51	07/01/2024	56586	ECOLAB INC	filters for Kitchens	7,500.00
22	53	07/01/2024	1232	O'CONNOR COMPANY INC.	CAFETERIA REPAIRS	6,000.00
22	55	07/01/2024	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	38,255.35
22	56	08/09/2024	60417	RYADD LLC	DIPPIN DOTS	19,728.00
22	57	08/09/2024	1856	WALMART COMMUNITY	GLUTEN FREE ITEMS	1,800.00
22	58	08/09/2024	55856	FIELDHOUSE GEAR, INC	CHILD NUTRITION SUPPLIES	1,040.00
22	59	08/09/2024	2396	HAGAR RESTAURANT SERVICE, INC.	CHILD NUTRITION SUPPLIES	2,500.00
22	60	08/09/2024	60116	CENTRAL RESTAURANT PRODUCTS	CHILD NUTRITION SUPPLIES	15,000.00
22	61	12/13/2024	816	JOHNSTONE SUPPLY OF TULSA	CHILD NUTRITION SUPPLIES	500.00
22	62	12/19/2024	61022	BRADY COMPANIES LLC	CLEAR LINERS	4,021.92
22	64	01/10/2025	927	LOCK-DOC, INC.	LOCK FOR HELEN'S OFFICE	691.42
22	65	02/03/2025	61265	SHE BREWS COFFEE	For the Coffee Bar	1,000.00
22	100	08/22/2024	56466	CAPTIVE AIRE SYSTEMS INC	CAFETERIA SERVICE WE	435.00
22	101	10/29/2024	56227	CDW-G 2	Printer	772.12
22	103	03/04/2025	59152	COOK'S APPLIANCE INC	WASHING MACHINE REPAIR	200.00
22	200	07/01/2024	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	446.61
22	201	07/01/2024	55906	MONTIE SMITH	REIMBURSE PERMIT/MILEAGE	68.36
22	202	07/01/2024	60285	CAMMIE BRINKMAN	REIMB MILEAGE/PERMIT	98.80
22	203	07/01/2024	60330	RONNA MUNSON	REIMBURSE MILEAGE/PERMIT	11.27
22	205	07/01/2024	59847	JENNIFER HERNANDEZ	REIMB MILEAGE/PERMIT	272.27
22	206	07/01/2024	60968	HEATHER CACOPERDO	REIMBURSE PERMIT/MILEAGE	515.16
22	207	07/01/2024	55878	BARBARA EVANS	REIMB MILEAGE/PERMIT	300.96
22	208	07/01/2024	61112	TAMMY LOWE	REIMB MILEAGE/PERMIT	28.31
22	209	07/01/2024	58870	DIVINA RODGERS	REIMBURSE MILEAGE/PERMIT	76.00
22	210	07/01/2024	60969	NANCY RODGERS	REIMBURSE PERMIT/MILEAGE	412.89
22	211	07/01/2024	60971	TAMMY TRICKETT	REIMB MILEAGE/PERMIT	60.96
22	212	07/01/2024	60972	AMBER MCKINNEY	REIMB MILEAGE/PERMIT	183.74
22	213	07/01/2024	55905	KELLY ANDERSON	REIMBURSE PERMIT/MILEAGE	540.60
22	214	07/01/2024	60279	ALICIA PORTER	REIMB MILEAGE/PERMIT	455.07
22	216	07/01/2024	60973	KELLI JACKSON	REIMB MILEAGE/PERMIT	343.62
22	219	07/01/2024	56558	HELEN HURST	REIMB MILEAGE/PERMIT	1,659.50
22	220	07/01/2024	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	581.73
22	221	07/01/2024	58502	JENNY REED	MILEAGE REIMBURSEMENT	657.80
22	222	07/01/2024	60976	MANDY BALDTRIP	REIMBURSE PERMIT/MILEAGE	567.23
22	223	07/01/2024	60977	MARY SCARPA	REIMBURSE PERMIT/MILEAGE	307.70
22	226	07/01/2024	59083	RYAN SPALDING	REIMBURSE MILEAGE/PERMIT	294.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	228	07/01/2024	61016	LUCERO GUERRERO	PERMIT REFUND	20.00
22	229	07/01/2024	59636	REBECCA SOWERS	REIMBURSE PERMIT/MILEAGE	20.00
22	230	08/23/2024	56808	CASSIE COFFETT	REIMB MILEAGE/PERMIT	20.00
22	231	08/23/2024	57688	LORELEY RIZIK	REIMBURSE PERMIT/MILEAGE	20.00
22	234	08/23/2024	61132	SANDRA VARGAS	REIMBURSE PERMIT/MILEAGE	20.00
22	236	08/23/2024	61134	EDITH CASTRO	REIMBURSE PERMIT/MILEAGE	76.00
22	249	08/23/2024	7103	MARIA CHAIREZ	REIMBURSE MILEAGE/PERMIT	20.00
22	252	08/23/2024	61147	JESSICA GRAY	REIMBURSE MILEAGE/PERMIT	24.63
22	263	02/04/2025	61311	ERIC HITES	REIMBURSE MILEAGE/PERMIT	61.25
22	300	08/20/2024	60995	KARAH POE	LUNCH ACCOUNT REFUND	8.95
22	301	08/20/2024	60996	RAMAKISHNA BILLAKANTI	LUNCH ACCOUNT REFUND	36.75
22	302	08/27/2024	60999	ELIZABETH FOX	LUNCH ACCOUNT REFUND	40.90
22	303	08/27/2024	58194	JENNIFER HILL	LUNCH ACCOUNT REFUND	111.95
22	304	08/27/2024	61000	LARISSA BUCHANAN	LUNCH ACCOUNT REFUND	18.00
22	305	08/30/2024	60396	JESSICA DAVID	LUNCH ACCOUNT REFUND	36.85
22	306	09/06/2024	61025	ANGELA ESTAVILLO	LUNCH ACCOUNT REFUND	13.90
22	307	09/11/2024	61026	ADY REYES	LUNCH ACCOUNT REFUND	16.70
22	308	09/23/2024	59726	AMANDA BAKER	LUNCH ACCOUNT REFUND	59.80
22	309	10/01/2024	61066	LESLIE RUTHERFORD-WRIGHT	LUNCH ACCOUNT REFUND	36.10
22	310	10/03/2024	61078	HOPE TOLIVER	LUNCH ACCOUNT REFUND	30.80
22	311	10/03/2024	61079	LESLIE MCQUEEN	LUNCH ACCOUNT REFUND	22.00
22	312	10/09/2024	61082	DAVID TRAN	LUNCH ACCOUNT REFUND	463.40
22	313	10/09/2024	57827	SHANNON HOFFMAN	LUNCH ACCOUNT REFUND	31.30
22	314	10/28/2024	57458	OLIVAMA MARES	LUNCH ACCOUNT REFUND	46.00
22	315	11/01/2024	61127	ASHLEY PILE	LUNCH ACCOUNT REFUND	7.95
22	316	12/17/2024	61187	SARAH BIGGS	LUNCH ACCOUNT REFUND	24.00
22	317	12/19/2024	61201	NICOLE HILLIARD	LUNCH ACCOUNT REFUND	7.60
22	318	01/15/2025	58717	JENNIFER CAMPBELL	LUNCH ACCOUNT REFUND	53.80
22	319	01/30/2025	61258	MEGAN SIMPSON	LUNCH ACCOUNT REFUND	54.55
22	320	01/30/2025	61261	JULIE WALKER	LUNCH ACCOUNT REFUND	38.05
22	321	02/06/2025	61276	DUAA ALTAYAN	LUNCH ACCOUNT REFUND	53.10
22	322	02/10/2025	61283	LISA POWELL	LUNCH ACCOUNT REFUND	20.00
22	324	03/03/2025	61306	RICHARD RAYMOND	LUNCH ACCOUNT REFUND	31.00
22	325	03/03/2025	61307	DESIREE CARNLEY	LUNCH ACCOUNT REFUND	9.85
22	326	03/03/2025	61298	KRISTI BARNES	LUNCH ACCOUNT REFUND	273.75
22	327	03/27/2025	61328	KENNEDY CABORI	LUNCH ACCOUNT REFUND	9.65
22	328	04/16/2025	61379	LAURA GADDIS	LUNCH ACCOUNT REFUND	22.30
22	329	04/22/2025	61388	GARY BOYER	LUNCH ACCOUNT REFUND	85.15
22	330	04/22/2025	61389	WENDY HAKER	LUNCH ACCOUNT REFUND	101.60
22	331	04/22/2025	57293	GLEN HALL	LUNCH ACCOUNT REFUND	46.80
22	332	05/06/2025	61403	CLARE PARMELE	LUNCH ACCOUNT REFUND	27.75
22	333	05/06/2025	61405	KRISTEN OLLIE	LUNCH ACCOUNT REFUND	31.60
22	334	05/06/2025	1652	TERESA VICK	LUNCH ACCOUNT REFUND	32.55
22	335	05/06/2025	61406	LAUREN GRAY	LUNCH ACCOUNT REFUND	137.35
22	336	05/08/2025	61411	RACHEL MCGEOUGH	LUNCH ACCOUNT REFUND	80.40

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	337	05/22/2025	61428	LINDA ROBERTS	CHILD NUTRITION REFUND	44.40
22	338	05/22/2025	61429	ERIC BOOKER	CHILD NUTRITION REFUND	39.55
22	339	05/22/2025	60153	JOHN PAPPAS	CHILD NUTRITION REFUND	41.10
22	340	05/22/2025	61430	STEPHEN DUDAS	CHILD NUTRITION REFUND	30.40
22	341	05/22/2025	61431	PRABHAKAR KRISHNAMOORTHY	CHILD NUTRITION REFUND	97.50
22	342	05/22/2025	59684	KURT HAAS	CHILD NUTRITION REFUND	13.55
22	343	05/22/2025	60928	JENNIFER ESTRADA	CHILD NUTRITION REFUND	19.00
22	345	05/28/2025	61453	GARO NARGIZ	LUNCH ACCOUNT REFUND	51.70
22	346	05/28/2025	61454	KERRIE BRYAN	LUNCH ACCOUNT REFUND	14.35
22	347	05/28/2025	56480	JAMIE GUTHRIE	LUNCH ACCOUNT REFUND	13.60
22	348	05/28/2025	61455	MICHELLE MINTON	LUNCH ACCOUNT REFUND	51.00
22	349	05/28/2025	61456	ALYSSA BECK	LUNCH ACCOUNT REFUND	84.60
22	350	05/28/2025	61457	SARAH ENGLAND BROWN	LUNCH ACCOUNT REFUND	53.95
22	351	05/29/2025	5247	KIMBERLY CANNON	LUNCH ACCOUNT REFUND	23.75
22	352	05/29/2025	60107	AMBER ALLEN	LUNCH ACCOUNT REFUND	19.50
22	353	05/29/2025	53264	CAROLE CLAGG	LUNCH ACCOUNT REFUND	26.25
22	354	05/29/2025	58749	GINGER LLOYD	LUNCH ACCOUNT REFUND	61.05
22	355	05/29/2025	59046	RON JOHNSON	LUNCH ACCOUNT REFUND	16.15
22	356	05/29/2025	58376	AUTUMN EDDINGS	LUNCH ACCOUNT REFUND	27.05
22	357	05/29/2025	61459	STACY MONTANG	LUNCH ACCOUNT REFUND	34.80

<b>Non-Payroll Total:</b>	<b>\$4,274,616.06</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$4,274,616.06</b>

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 31 2025 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	2	05/01/2025	55155	UMB BANK, N.A.	ADMINISTRATIVE FEES	3,000.00
<b>Non-Payroll Total:</b>						<b>\$3,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$3,000.00</b>

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 32 1 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
32	1	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	63,718.22
32	2	07/01/2024	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS	541,609.17
32	4	07/01/2024	59594	AIMRIGHT TESTING & ENGINEERING	GEOTECHNICAL ENGINEERING SERVICES 9TH GRADE	29,650.00
32	5	07/01/2024	60247	DEWBERRY ARCHITECTS INC	9TH GRADE GYM ARCHITECT	297,915.25
32	6	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	BIL MATH FOR ELEMENTARY & INTERMEDIATE	121,665.60
32	7	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOK ORDER MIDDLE SCHOOL	96,015.25
32	8	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	AGA MATH - MS, 9GC, HS	83,969.45
32	9	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	MATH TEXTBOOKS	154,549.50
32	10	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO LITERATURE ORDER - MS	3,806.78
32	11	07/01/2024	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	INTO READING ORDER - CE, NE, WE	1,034.20
32	12	07/01/2024	1667	THOMPSON SCHOOL BOOK DEPOSITORY	HEGGERTY K-3 ORDER - CE, NE, EE, WE	4,313.43
32	13	07/01/2024	58686	SCHOOL SPECIALTY	FOSS ORDER - NI	3,841.62
32	15	07/02/2024	58702	HEGGERTY PHONEMIC AWARENESS	ELEMENTARY ORDER	1,851.12
32	16	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	ON-LEVEL STATISTICS ORDER - HS	6,965.90
32	17	07/02/2024	57137	BEDFORD, FREEMAN & WORTH	AP STATISTICS ORDER - HS	5,054.22
32	18	10/01/2024	5913	CENGAGE LEARNING	MATH TEXTBOOKS	17,562.30
32	19	11/22/2024	2496	TULSA COUNTY TREASURER	PRORATED TAXES - 161ST AND MINGO	130.00
32	20	12/19/2024	3676	APPLE STORE	Apple IPADS for Elem/Int Carts	247,279.00
32	21	01/14/2025	59608	NABHOLZ CONSTRUCTION SERVICE	9TH GRADE GYM	4,836,181.00
32	22	02/13/2025	60759	AERO IT SOLUTIONS LLC	ARUBA EQUIPMENT	237,243.98
32	23	03/18/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GYM DATA & INTERCOM	9,930.00
32	24	04/17/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM FIRE ALARM	37,481.92
32	25	04/17/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM FIRE ALARM TIE NEW GYM	30,839.85
32	26	05/01/2025	60679	VOX AUDIO VISUAL	PS-GYM AND DANCE STUDIO 9TH GRADE CENTER	13,527.95
32	27	05/01/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK PRO 16INCH	2,334.32

<b>Non-Payroll Total:</b>	<b>\$6,848,470.03</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$6,848,470.03</b>

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 33 1 2024 TRANSPORTATION

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
33	1	10/10/2024	1418	ROSS TRANSPORTATION	BLUE BIRD BUSES	389,826.00
33	2	02/28/2025	61299	SOUTH POINTE CHRYSLER JEEP DODGE	2012 RAM PICKUP REPAIR	4,804.18
33	3	05/15/2025	493	EMPIRE TRUCK REBUILDERS, INC.	REPAIR BUS DUE TO ACCIDENT	10,000.00
<b>Non-Payroll Total:</b>						<b>\$404,630.18</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$404,630.18</b>

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 34 2 2024 TRANSPORTATION

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

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

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	1	07/01/2024	60744	CONCRETE POLISH COATING SOLUTIONS	WI CAMPUS	4,068.00
35	2	07/01/2024	58125	KI FURNITURE	WE CLASSROOM 233 FURNITURE	5,811.50
35	3	07/01/2024	57023	L & M OFFICE FURNITURE	WE ROOM 233 STOOLS	619.00
35	4	07/01/2024	1449	SAM'S CLUB DIRECT	FOLDING TABLES HS SCIENCE ROOMS 207-208	1,529.64
35	5	07/01/2024	57023	L & M OFFICE FURNITURE	WE 3 TEACHERS DESKS	2,587.00
35	6	07/01/2024	2017	LAKESHORE LEARNING MATERIALS	WE ROOM 233	2,009.25
35	8	07/01/2024	60679	VOX AUDIO VISUAL	INTERACTIVE ALUMNI BOARDS	12,392.00
35	9	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	COUNSELOR DOORS WE-WI	7,809.00
35	11	07/01/2024	6208	APPLE EDUCATIONAL SALES	ATHLETIC APPLE PRODUCTS	29,786.75
35	12	07/01/2024	56227	CDW-G 2	MONITORS-PROJECTORS	33,160.00
35	13	07/02/2024	56227	CDW-G 2	DA-LITE ADVANTAGE 133" SCREEN	13,800.00
35	14	07/02/2024	60679	VOX AUDIO VISUAL	HOTS Lobby Video Wall - Construction	34,969.84
35	15	07/08/2024	57038	LIGHTHOUSE ELECTRIC LLC	FIBER FOR HS TO TECHNOLOGY	13,199.00
35	16	07/02/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE BUILDING RELATED TO BOND FY 24 35-34	35,547.00
35	17	07/02/2024	57748	KKT ARCHITECTS, INC.	ACADEMIC BUILDING ENVIRONMENTAL GRAPHICS	1,100.00
35	18	08/19/2024	57038	LIGHTHOUSE ELECTRIC LLC	HOTS RISER CABLE WRAP	9,360.00
35	19	08/23/2024	2272	LOWE'S	APPLIANCES FOR NEW HS	5,949.27
35	20	08/23/2024	53787	BANK OF AMERICA VISA	APPLIANCES FOR NEW HS & NEW ADMIN	1,936.95
35	21	08/27/2024	56227	CDW-G 2	MAINTENANCE BUILDING DATA	733.42
35	22	08/30/2024	58067	MAGNUM CONSTRUCTION, INC	MAINTENANCE PAVING	17,594.00
35	23	08/30/2024	61024	MILLER TIPPINS	CONSTRUCTION FOR ADMIN	607,742.97
35	24	09/27/2024	2272	LOWE'S	REFRIGERATOR & SHELVING FOR NEW ADMIN BUILDING	4,379.48
35	25	09/27/2024	57666	MARTIN FISCHER PAINTING	PRACTICE GYM PAINTING	8,400.00
35	26	09/27/2024	61061	CONTRACT DRAPERY & BLIND INC	NEW MAINTENANCE BUILDING	2,172.00
35	27	09/30/2024	3839	AMAZON.COM, LLC	PARKING AT MAINT BUILDING	759.50
35	28	10/01/2024	53787	BANK OF AMERICA VISA	75" TVS NEW ADMIN BUILDING	1,580.84
35	29	10/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	EAST GYM FIBER	3,757.00
35	31	10/01/2024	59171	KENDRICK EXCAVATING LLC	CONCRETE APPROACH FOR MAINTENANCE	5,878.56
35	32	10/01/2024	59171	KENDRICK EXCAVATING LLC	CI CONCRETE SIDEWALK	9,811.88
35	33	10/07/2024	53787	BANK OF AMERICA VISA	RUGS FOR NEW HS	926.03
35	34	10/07/2024	53787	BANK OF AMERICA VISA	VIEWING PLATFROM WHITE CYLINDER	430.77
35	35	10/07/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ACCESS CONTROL SYSTEM CO PO 23-35-106	1,487.00
35	36	10/07/2024	56227	CDW-G 2	wireless keyboard/mouse for the new admin	331.80
35	37	10/07/2024	4883	SCHOOL HEALTH CORPORATION	NEW HS NURSE BEDS	3,491.97
35	38	10/07/2024	53787	BANK OF AMERICA VISA	MOON POD	1,194.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	39	10/09/2024	60479	SPARTAN SIGNS INC	signage at the new maintenance building	1,702.50
35	40	10/09/2024	58686	SCHOOL SPECIALTY	demo cart for the FACS cooking lab	3,153.58
35	41	10/09/2024	56241	OWASSO FENCE	SOCCER FENCE	5,990.00
35	42	10/09/2024	56241	OWASSO FENCE	HS BAND AND STUDENT SECTION	12,338.00
35	44	10/24/2024	59171	KENDRICK EXCAVATING LLC	POWER HOUSE CONCRETE	9,865.50
35	45	10/24/2024	59171	KENDRICK EXCAVATING LLC	REPLACE CULVERT PIPE BY MINGO	1,898.93
35	48	11/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN 3 DATA ADDS	912.00
35	49	12/10/2024	53787	BANK OF AMERICA VISA	TV'S FOR NEW HS	3,199.92
35	50	12/12/2024	1449	SAM'S CLUB DIRECT	MAINTENANCE STORAGE RACK	2,001.29
35	51	12/17/2024	53787	BANK OF AMERICA VISA	A-FRAME CART FOR LUMBER	698.50
35	52	12/17/2024	61239	CWC INTERIORS	NORTH INTERMEDIATE REMODEL	50,074.00
35	53	01/27/2025	61022	BRADY COMPANIES LLC	KARCHER FLOOR MACHINE	6,621.87
35	54	01/27/2025	56241	OWASSO FENCE	9TH GRADE CENTER GATE REPAIR	3,850.00
35	55	01/27/2025	56241	OWASSO FENCE	HS TENNIS FENCE REPAIR FROM TRUCK DAMAGE	2,800.00
35	56	02/05/2025	57038	LIGHTHOUSE ELECTRIC LLC	SOCCER CAMERAS	10,877.77
35	57	02/05/2025	59171	KENDRICK EXCAVATING LLC	1 St Base Line Dugout Concrete Demo and Re-pour	10,674.84
35	59	02/25/2025	53787	BANK OF AMERICA VISA	ADI TV'S AND MOUNTS	2,761.00
35	60	02/25/2025	60573	ADVANCED POOL AND HOME REPAIR	CHLORINE PUMP FOR POOL	2,259.00
35	61	03/05/2025	3839	AMAZON.COM, LLC	BARN DOOR HARDWARE FOR EI GYM	259.98
35	62	03/11/2025	59972	SHAWNEE LIGHTING LLC	REPAIR BASEBALL/SOFTBALL LIGHTING	13,296.00
35	63	03/25/2025	57038	LIGHTHOUSE ELECTRIC LLC	ADMIN 1 DATA	350.00
35	64	03/25/2025	4748	ROBINSON GLASS	HS SOUTH END GLASS REPLACEMENT	1,198.00
35	65	03/27/2025	2272	LOWE'S	WASHER AND DRYER FOR MOP HEADS	1,253.10
35	66	04/04/2025	3839	AMAZON.COM, LLC	INNOVATION LAB SUPPLIES	5,058.08
35	68	04/09/2025	59951	EEI GROUP, LLC	TOOL MAP GATEWAY PORTABLE	1,177.57
35	69	04/16/2025	53787	BANK OF AMERICA VISA	TV'S FOR MULTIPLE LOCATIONS	2,799.96
35	72	04/17/2025	59171	KENDRICK EXCAVATING LLC	STORM DEBRIS CLEAN UP WE	6,575.00
35	73	04/17/2025	57666	MARTIN FISCHER PAINTING	PAINTING HS (WEST SIDE) CLASSROOMS	6,400.00
35	74	04/17/2025	57666	MARTIN FISCHER PAINTING	PAINT WE GRAY STRIPE AND HAND RAILS	7,980.00
35	75	04/17/2025	61022	BRADY COMPANIES LLC	HS FLOOR MATS	2,744.10
35	76	04/17/2025	58176	SCHOOLSAFEID LLC	SCHOOL SAFE ID GO KIOSK KIT	4,674.44
35	77	04/24/2025	176	BIXBY TELEPHONE COMPANY	YEALINK PHONES	85,030.00
35	78	04/24/2025	6208	APPLE EDUCATIONAL SALES	9GC STUDENT DEVICES	47,780.00
35	79	04/24/2025	6208	APPLE EDUCATIONAL SALES	MACBOOK PRO 16INCH	27,413.88
35	80	04/24/2025	58646	YORK PLUMBING	EE WATER LEAK	1,520.00

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 35 2022 GENERAL PURPOSE

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
					<b>Non-Payroll Total:</b>	<b>\$1,233,494.23</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$0.00</b>
					<b>Report Total:</b>	<b>\$1,233,494.23</b>

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 36 2022 TRANSPORTATION

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

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 37 2023 TRANSPORTATION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	1	09/13/2024	1418	ROSS TRANSPORTATION	BUS WRAP FOR NEW ACTIVITY BUS	8,500.00
37	2	10/16/2024	60959	NAPA AUTO PARTS	GEARWRENCH	2,999.00
37	3	10/31/2024	8275	NATIONAL BUS SALES	TURBO REPAIR ON BUS 27	4,979.88
37	4	12/11/2024	1418	ROSS TRANSPORTATION	14 Passenger Graphics	2,000.00
37	5	02/28/2025	61299	SOUTH POINTE CHRYSLER JEEP DODGE	2012 RAM PICKUP REPAIR	3,692.86

<b>Non-Payroll Total:</b>	<b>\$22,171.74</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$22,171.74</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 38 2023 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	07/01/2024	60267	GARAGE INNOVATIONS INC	BASEBALL	10,215.40
38	2	07/01/2024	58713	MERRIFIELD OFFICE & SCHOOL SUPPLY	CAFETERIA TABLES WE / EE	33,851.82
38	4	07/01/2024	57666	MARTIN FISCHER PAINTING	WI INTERIOR PAINT	40,850.00
38	5	07/01/2024	57038	LIGHTHOUSE ELECTRIC LLC	NEW ADMIN DATA CABLING	38,625.00
38	6	07/01/2024	57023	L & M OFFICE FURNITURE	NI CONF CHAIR	3,110.00
38	7	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	WE ROOM SPLIT	18,300.00
38	8	07/01/2024	58067	MAGNUM CONSTRUCTION, INC	EE MOTOR LAB & OT/PT ROOM RENO	41,700.00
38	10	07/01/2024	59279	HARNES ROOFING INC	ROOF REPAIR CE / CI	52,990.00
38	11	07/02/2024	1445	SAIED MUSIC	BAND - TUNING DEVICES AND METRONOMES	7,898.00
38	12	07/02/2024	3839	AMAZON.COM, LLC	BAND TOOLS	4,487.39
38	13	07/02/2024	53787	BANK OF AMERICA VISA	BLACK LEGAL FILING CABINET - BAND	1,936.44
38	14	07/02/2024	60267	GARAGE INNOVATIONS INC	BASEBALL LOCKER ROOM / STORAGE CLOSET	10,807.89
38	15	07/02/2024	60267	GARAGE INNOVATIONS INC	SOCCER CRACKS AND NEW FLOOR	13,547.00
38	16	07/02/2024	60766	INTERIOR CONCEPTS INC	NI FLOORS BAND ROOM	2,750.00
38	17	07/03/2024	1794	WENGER CORP.	STUDENT CHAIRS	4,543.00
38	18	07/08/2024	60952	OLD RULE SERVICES, LLC	SAND AND FINISH GYM FLOOR	38,500.00
38	21	07/24/2024	58610	BLIND AMBITIONS	BLINDS FOR MULTIPLE SCHOOLS CE/CI/EI	3,402.00
38	23	07/24/2024	58086	SCOTT RICE	CE FURNITURE	3,810.82
38	24	08/01/2024	3839	AMAZON.COM, LLC	FINE ARTS SUPPLIES	1,766.05
38	25	08/01/2024	57498	ACURA NEON INC	SPARTANS SIGNS NE / MAINT	9,885.00
38	27	08/20/2024	60573	ADVANCED POOL AND HOME REPAIR	POOL VACUM REPAIR	8,950.00
38	28	09/06/2024	57023	L & M OFFICE FURNITURE	MAINTENANCE FURNITURE	39,482.00
38	29	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN MOVE	30,429.00
38	30	09/06/2024	57023	L & M OFFICE FURNITURE	ADMIN FURNITURE	123,496.00
38	31	09/13/2024	6208	APPLE EDUCATIONAL SALES	MACBOOK AIR - MAINTENANCE	6,383.60
38	32	09/13/2024	56227	CDW-G 2	MONITORS - MAINTENANCE	1,448.00
38	33	09/13/2024	56227	CDW-G 2	HS WELLNESS ROOM	4,078.37
38	34	09/20/2024	53787	BANK OF AMERICA VISA	TABLE AND CHAIR CARTS	5,289.85
38	35	09/20/2024	1449	SAM'S CLUB DIRECT	TABLES AND CHAIRS	13,994.56
38	36	11/13/2024	1772	WAGNON CONSTRUCTION	HS GIRLS LOCKER ROOM - STEEL DOOR	5,600.00
38	37	11/21/2024	3318	MARK ALLEN CHEVROLET	M508 TRANSMISSION REPAIR	6,207.00
38	38	11/25/2024	60573	ADVANCED POOL AND HOME REPAIR	Replace chlorinator lid & free chlorine sensors	1,839.00
38	39	12/06/2024	58646	YORK PLUMBING	WATER LEAK AT MS/NI	6,665.00
38	40	09/25/2024	52004	SWEETWATER	FINE ARTS SUPPLIES	3,236.30
38	41	12/08/2024	59171	KENDRICK EXCAVATING LLC	WE NORTH SIDE DRAINAGE	3,875.00
38	42	12/12/2024	60573	ADVANCED POOL AND HOME REPAIR	SERVICE POOL HEATER	7,817.00
38	43	01/13/2025	58067	MAGNUM CONSTRUCTION, INC	NI MILLWORK REPLACEMENT	14,265.00

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 38 2023 GENERAL PURPOSE

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
38	44	01/16/2025	4748	ROBINSON GLASS	REPLACE SASH BALANCES/PIVOT SHOES NE	8,960.00
38	45	01/21/2025	61241	AIR ASSURANCE COMPANY	HVAC for CE 3 classrooms	24,983.00
38	46	01/21/2025	61241	AIR ASSURANCE COMPANY	3-TON UNIT HS GYM SPLIT SYSTEM	6,798.00
38	47	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	10 TON RTU UNIT FOR WHITEY GYM	37,160.00
38	49	01/21/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	10 TON RTU UNIT FOR OLD WHITEY GYM	18,350.00
38	50	02/06/2025	57291	HEARTLAND AED, INC	AED FOR EI	2,040.00
38	51	04/10/2025	58176	SCHOOLS SAFEID LLC	SCHOOL SAFE ID GO KIOSK KIT	1,435.46

<b>Non-Payroll Total:</b>	<b>\$725,757.95</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$725,757.95</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/01/2024	55155	UMB BANK, N.A.	LEASE PAYMENT	9,480,730.50
39	2	07/01/2024	111	BANK OF OKLAHOMA	LEASE PAYMENT	9,280,000.00
39	3	07/01/2024	1580	STEPHEN L. SMITH CORP.	CONSULTANT	68,659.07
39	4	07/02/2024	7527	TULSA CLEANING SYSTEMS	high pressure system for the wash bay	12,185.00
39	5	07/02/2024	57928	SB CUSTOM PAINTING, LLC	CI / BASEBALL PAINTING	35,850.00
39	6	07/02/2024	59563	BLUUM OF TEXAS, LLC	Newline TVs for Elem/Int sites	25,480.00
39	7	07/02/2024	60903	LONG PAINTING COMPANY	NI - PAINTING	83,302.00
39	8	07/02/2024	57666	MARTIN FISCHER PAINTING	EI EXTERIOR PAINT	29,900.00
39	9	07/02/2024	57666	MARTIN FISCHER PAINTING	HS GIRLS SOCCER INTERIOR	3,875.00
39	10	07/02/2024	57666	MARTIN FISCHER PAINTING	HS BOYS SOCCER INTERIOR	4,500.00
39	11	07/02/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS CHOIR HVAC	18,211.00
39	12	07/02/2024	60744	CONCRETE POLISH COATING SOLUTIONS	HS W26 CARPET REMOVAL	2,613.40
39	13	07/03/2024	111	BANK OF OKLAHOMA	BOND TRUST FEE - ADMIN LEASE	2,500.00
39	14	07/03/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS DANCE ROOM UNIT	47,145.70
39	15	07/03/2024	58086	SCOTT RICE	WE FURNITURE	4,630.31
39	16	07/03/2024	59279	HARNES ROOFING INC	NE OFFICES	24,386.00
39	17	07/24/2024	59542	ENVIRONMENTAL LOOP SERVICE	NE AND 9TH PUMP MOTOR & VFD REPLACEMENT/CI	39,765.00
39	18	08/07/2024	53787	BANK OF AMERICA VISA	TVS FOR HS AND STOCK	3,279.96
39	19	08/07/2024	3953	CLAUDE NEON FEDERAL SIGNS, INC.	VINYL LETTERS WEST INTERMEDIATE	2,851.00
39	20	08/07/2024	58176	SCHOOLSFEID LLC	SCHOOL SAFE KIOSK NE	3,054.95
39	21	08/07/2024	59542	ENVIRONMENTAL LOOP SERVICE	7TH GRADE ADDITION PUMP REPLACEMENT	10,270.00
39	22	08/07/2024	60903	LONG PAINTING COMPANY	STADIUM CONCESSIONS AND TICKET BOOTHS	11,050.00
39	24	08/16/2024	695	HEATWAVE SUPPLY	GEO PUMPS	5,567.00
39	25	08/27/2024	3654	PERFORMANCE STAGE	AUDITORIUM STAGE CURTAINS	62,200.59
39	26	08/27/2024	59279	HARNES ROOFING INC	EAST ELEMENTARY REPAIR	8,576.19
39	28	09/05/2024	59031	ALPHA MECHANICAL SERVICES LLC	HS Big Whitey VB locker room, and hallway	16,376.00
39	30	09/13/2024	59563	BLUUM OF TEXAS, LLC	NEWLINE TVS PK-8TH SCHOOLS	25,480.00
39	31	09/16/2024	2017	LAKESHORE LEARNING MATERIALS	CLASSROOM SET FTE IN ROOM 231 - NE	521.55
39	32	09/20/2024	5188	ULINE	BINS FOR NEW MAINT BUILDING	5,242.93
39	33	09/20/2024	1449	SAM'S CLUB DIRECT	SHELVES/WORKBENCHES NEW MAINT	3,047.58
39	34	09/23/2024	61136	FIREHOUSE CONCRETE COATINGS	GIRLS BASKETBALL LOCKER ROOM	4,350.00
39	35	09/23/2024	60031	SLK LAWN AND LANDSCAPE INC	NE FABRIC UNDERLAYMENT	4,500.00
39	36	09/23/2024	54777	EWING	MULCH AND LINER ROLLS - NE PLAYGROUND	8,571.02
39	37	09/25/2024	56430	BARNETT MUSIC EXCHANGE	REPLACING DAMAGED BAND INSTRUMENTS	31,500.00
39	38	09/25/2024	59279	HARNES ROOFING INC	DISTRICT NEEDS	62,652.42
39	39	09/25/2024	58646	YORK PLUMBING	WATER LEAK AT EE	10,000.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	41	10/04/2024	3676	APPLE STORE	LOGITECH CRAYONS FOR IPAD REPLACEMENTS	999.00
39	42	10/08/2024	1077	MURRAY WOMBLE, INC.	BIG WHITEY BLEACHER REPAIR	5,540.00
39	44	10/08/2024	53787	BANK OF AMERICA VISA	MOTORIZED FAN/IMPELLER FOR POOL	14,785.24
39	45	10/23/2024	59558	SHOP4TELE INC	MITEL PHONES	41.00
39	46	10/24/2024	3676	APPLE STORE	MACBOOK AIR	9,280.00
39	47	10/29/2024	3891	BLICK ART MATERIALS LLC	DRYING RACKS - FINE ARTS	10,137.54
39	48	10/29/2024	1232	O'CONNOR COMPANY INC.	COMPRESSOR AND CONTACTOR EE GYM	1,996.41
39	49	11/11/2024	61047	CENTRAL POWER SYSTEMS & SERVICES	BATTERIES FOR SHELTER ROOMS UNITS	12,160.00
39	50	11/11/2024	60573	ADVANCED POOL AND HOME REPAIR	SAND, VACUUM TRUCK AND GASKETS FOR POOL	8,998.00
39	51	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	5 TON UNIT MULIT PURPOSE-WEIGHT ROOM	13,212.00
39	52	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	Replace unit at Golf - 5 ton Daikin unit	13,512.00
39	53	11/11/2024	59031	ALPHA MECHANICAL SERVICES LLC	4 ton Daikin split system - NE room 214	11,766.00
39	54	11/11/2024	56241	OWASSO FENCE	CE GATE REPAIR	3,689.00
39	55	11/14/2024	59031	ALPHA MECHANICAL SERVICES LLC	5 ton Daikin unit at Sports Medicine	14,496.00
39	56	11/25/2024	6208	APPLE EDUCATIONAL SALES	APPLE TV'S ELEMENTARY AND INTERMEDIATE	59,600.00
39	57	11/26/2024	57676	DELL MARKETING LP	SERVER FOR IT DATA CLOSET	16,292.85
39	58	12/03/2024	56227	CDW-G 2	WIRELESS KEYBOARD	184.99
39	60	12/20/2024	1445	SAIED MUSIC	BASSOON, UPRIGHT BASS	4,021.00
39	61	01/08/2025	1445	SAIED MUSIC	DIGIMET METRONOME	1,822.00
39	62	01/24/2025	56227	CDW-G 2	HS AND ADMIN KEYBOARD COMBO	392.10
39	63	01/29/2025	55783	DESIGNS BY KING	SABRES FOR COLOR GUARD	3,630.00
39	64	01/29/2025	61253	CLARY BUSINESS MACHINES	PAPER TRIMMER	749.04
39	65	01/29/2025	2663	WEST MUSIC COMPANY	NUVO RECORDER PLUS	999.64
39	66	01/29/2025	3839	AMAZON.COM, LLC	CHARGING CART - FINE ARTS	648.80
39	67	01/30/2025	59563	BLUUM OF TEXAS, LLC	NEWLINE TVS PK-8TH SCHOOLS	25,480.00
39	68	02/06/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	1,000.00
39	69	02/10/2025	1077	MURRAY WOMBLE, INC.	high school science building handicap access	1,311.38
39	70	02/10/2025	58176	SCHOOLS SAFEID LLC	SCHOOLS SAFEID KIOSK	3,054.95
39	71	02/10/2025	54035	OSWALT RESTAURANT SUPPLY	COLD PAN OPEN BASE R290 - NORTH ELEMENTARY	41,230.72
39	72	03/03/2025	695	HEATWAVE SUPPLY	Overnight New pump for the lift station-baseball	1,586.45
39	73	03/03/2025	58835	AT YOUR SERVICE RENTALS LLC	6 port-a-potties for baseball & CI	1,655.00
39	74	03/03/2025	59649	PCC CLEANING & RESTORATION	NI ROOM 123 Mold Remediation	7,668.52
39	75	03/10/2025	57291	HEARTLAND AED, INC	AED BATTERIES FOR DISTRICT	3,444.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	76	03/10/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	NE OFFICE DROP GRID CEILING TILES	1,935.00
39	77	03/10/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	WEIGHT ROOM ALIGN WEIGHT RACKS	768.00
39	78	03/11/2025	695	HEATWAVE SUPPLY	Baseball Emergency	9,146.36
39	79	03/11/2025	58636	ACE SIGN COMPANY	REMAKE LETTER P IN SPARTANS	950.87
39	80	03/13/2025	56227	CDW-G 2	WIRELESS KEYBOARDS AND MOUSE	832.40
39	81	04/01/2025	58719	TRAFERA LLC	LENOVO CHROMEBOOKS	124,500.00
39	82	04/01/2025	695	HEATWAVE SUPPLY	GEO PUMPS	5,533.84
39	83	04/01/2025	1232	O'CONNOR COMPANY INC.	UNIT REPLACEMENT	4,963.73
39	84	04/01/2025	1232	O'CONNOR COMPANY INC.	UNIT REPLACEMENT FOR NI HALLWAY	10,873.00
39	85	04/01/2025	56227	CDW-G 2	SAMSUNG CURVED MONITOR	2,150.49
39	86	04/09/2025	61241	AIR ASSURANCE COMPANY	TWO 4-TON YORK SPLIT SYSTEM CE	15,982.00
39	87	04/09/2025	61260	ACTION AIR HEATING COOLING ELECTRIC	DAIKIN 5 TON FURNASE NE OFFICE/N105/N104	19,161.00
39	89	04/16/2025	1445	SAIED MUSIC	HORN, PICCOLO, BASSOON	3,607.20
39	90	04/17/2025	57755	DREAMSEATS LLC	XZIPIT FURNITRE	62,212.50
39	91	05/05/2025	59649	PCC CLEANING & RESTORATION	Middle School - Mold Remediation	1,374.70
39	92	05/05/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	Blower for the RTU 11 at West	1,533.54
39	93	05/05/2025	60479	SPARTAN SIGNS INC	SIGNS FOR DISTRICT	1,262.00
39	94	05/16/2025	56227	CDW-G 2	DELL COMPUTER	13,400.00
39	95	05/16/2025	57928	SB CUSTOM PAINTING, LLC	PAINTING EE EXTERIOR	36,800.00
39	96	05/16/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	GOLF BUILDING UPDATES	8,915.00
39	97	05/16/2025	54035	OSWALT RESTAURANT SUPPLY	MILK COOLER NE	8,881.38
39	98	05/16/2025	54035	OSWALT RESTAURANT SUPPLY	EAST KITCHEN SUPPLIES	40,665.81
39	99	05/20/2025	57023	L & M OFFICE FURNITURE	ADMIN ADDITIONS	9,476.00
39	100	05/20/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	band room VFD	2,632.57
39	101	05/27/2025	3152	OVERHEAD DOOR OF TULSA	DOOR REPAIRS	1,000.00
39	102	05/27/2025	56765	CARRIER ENTERPRISE, LLC	COMPRESSOR FOR 9TH GRADE CAFETERIA	1,335.06
39	103	05/30/2025	59649	PCC CLEANING & RESTORATION	Mold Remediation NI	6,899.46

<b>Non-Payroll Total:</b>	<b>\$20,134,999.71</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$20,134,999.71</b>

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, Fund(s): SINKING FUND 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	10/03/2024	55155	UMB BANK, N.A.	INTEREST PAYMENT	420,000.00
41	2	04/03/2025	55155	UMB BANK, N.A.	INTEREST PAYMENT	21,900,000.00
<b>Non-Payroll Total:</b>						<b>\$22,320,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$22,320,000.00</b>



Oklahoma State School Boards Assn.  
 2801 N. Lincoln Blvd. Suite 125  
 Oklahoma City, OK 73105  
 405.528.3571 or 888.528.3571  
 Fax: 405.609.3091  
 EIN: 73-6636480

Invoice	41083
Date	7/15/2025
Amount Due	\$3,000.00
Customer #	7020

**Customer:**

Bixby Public Schools  
 23 South Riverview Drive  
 Bixby, OK 74008

For proper credit please return top portion  
 To pay online via credit card, please visit:  
[www.ossba.org/payonline](http://www.ossba.org/payonline)

Customer ID	Customer Name	Purchase Order No.		Due Date	
7020	Bixby Public Schools			7/15/2025	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
3502	2025 Assemble for Education - Bixby Public Schools	1	\$0.00	\$3,000.00	\$3,000.00

<b>Subtotal</b>	\$3,000.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$3,000.00

Questions?  
 Contact OSSBA at [accounting@ossba.org](mailto:accounting@ossba.org)

# CLINICAL ROTATION AGREEMENT

Between

**BIXBY PUBLIC SCHOOLS**

And

**THE UNIVERSITY OF TULSA**

**THIS AGREEMENT** is made and entered into as of July 1, 2025 between **The University of Tulsa** (“the School”), and **BIXBY PUBLIC SCHOOLS**, an Oklahoma corporation (“the Facility”).

1. Clinical Rotations. The School shall arrange clinical rotation experience (“Clinical Rotations”) for athletic training and exercise and sports science students (“Students”) at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

2. Term. The term of this Agreement shall be for the period of the Clinical Rotations, approximately three (3) years, commencing July 1, 2025 ending June 30, 2028, unless terminated earlier as provided in this Agreement. Notification by a party of its intent not to renew shall not affect students currently enrolled and participating in Clinical Rotations.

3. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the “Clinical Instructor”) to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members (“Instructors”) to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructors, Instructors and Students (the “Roster”), along with a rotation schedule, to the coordinator at the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver) or proof of immunity; (ii) negative PPD or chest x-ray within the past year; (iii) MMR vaccination(s) or positive titer(s); (iv) a written verification of varicella history, varicella vaccination or a varicella titer by a physician or a physician’s designee; and (v) influenza vaccination or waiver, and (vi) a background check.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

g. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

h. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

#### 4. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

5. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person.

6. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear designated professional attire with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed or credentialed to practice in Oklahoma; the license or credential of each Instructor is unrestricted; and each Instructor must keep his or her license or credential current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement

as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

7. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

8. Insurance Coverage.

a. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall continuously maintain for itself and for Students and Instructors professional liability insurance in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

9. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement; or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have

and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

10. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities, including reasonable attorneys' fees, which may arise in connection with the failure of the other party or its employees, officers, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

11. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

12. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

13. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

14. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information

15. FERPA. In the course of this Agreement, the Provider Institution may have access to records of the COLLEGE that are “education records” as defined by and protected under the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq., and the regulations promulgated there under (“FERPA”). Such records are confidential. To the extent that the Provider Institution or its personnel have access to “education records” under this Agreement, they are deemed a “school official,” as each of these terms are defined under FERPA. The Provider Institution agrees not to use education records for any purpose other than in the performance of this Agreement. Except as required by law, the Provider Institution will not disclose or share education records with any third party unless permitted by the terms of this Agreement.

16. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

17. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran’s status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran’s status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. Section 4212.

18. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

19. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

20. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

21. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

22. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

23. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every

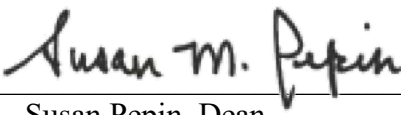
right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

24. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

25. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL:

**The University of Tulsa**

By   
Susan Pepin, Dean  
Oxley College of Health Sciences  
1215 S. Boulder Ave., 5<sup>th</sup> floor  
Tulsa, OK 74119  
Email: [susan-pepin@utulsa.edu](mailto:susan-pepin@utulsa.edu)

By \_\_\_\_\_  
Eric Wickel, Department Chair  
Kinesiology and Rehabilitative Sciences  
1215 S. Boulder Ave., 5<sup>th</sup> floor  
Tulsa, OK 74119  
Email: [eric-wickel@utulsa.edu](mailto:eric-wickel@utulsa.edu)

FACILITY:

**Bishop Kelley High School**

By: \_\_\_\_\_  
Person Signing

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

Address: 109 N. Armstrong  
Bixby, OK 74008

Email: \_\_\_\_\_

**AGREEMENT  
Between**

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

**And**

**BIXBY PUBLIC SCHOOLS**

**For**

**TEACHER EDUCATION PROGRAM**

**THIS AGREEMENT** is made and entered into this 1<sup>st</sup> day of July, 2025, by and between **THE UNIVERSITY OF TULSA, acting on behalf of its Teacher Education Program ("University")**, and **INDEPENDENT SCHOOL DISTRICT NO 4 OF TULSA COUNTY, OKLAHOMA, a/k/a BIXBY PUBLIC SCHOOLS ("BPS")**.

**WITNESSETH:**

**SECTION 1:** BPS 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:** BPS 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. BPS 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.

BPS 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 BPS 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 BPS, the University will, upon written request by BPS, 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 BPS policies, rules and regulations (available for review at [www.bixbyps.org](http://www.bixbyps.org)) while on BPS 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 BPS or any of their respective employees, student teachers or agents. BPS 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 BPS 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 BPS shall, in no event, be required to provide such coverage for the University's student teachers and employees.

**SECTION 7:** BPS 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 BPS 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 BPS property are currently registered or required to be registered under the provisions of the Oklahoma Sex Offenders' Registration Act or the Mary Rippe Violent Offender Registration Act. The University shall submit written proof to BPS that all student teachers and faculty supervisors coming on to BPS 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.bixbyps.org](http://www.bixbyps.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 BPS, a BPS photo ID authorizing access to a specific BPS 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 BPS property and not return without specific permission of the principal, and District personnel.

**SECTION 8:** Neither BPS, 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 BPS'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 BPS: **Bixby Public Schools BPS**  
**Attn: Superintendent**  
**109 N. Armstrong**  
**Bixby, OK 74008**

With a copy to: **Bixby Public Schools BPS**  
**Attn: \_\_\_\_\_**  
**109 N. Armstrong**  
**Bixby, OK 74008**

**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, 2025 and ending June 30, 2026. 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 BPS 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 BPS 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**

Signed by:  
By: Josh Corngold 5/1/2025  
Name: Josh Corngold  
Title: Chair, Department of Education

Signed by:  
By: Blaine Greteman 5/1/2025  
Name: Blaine Greteman  
Title: Dean, Henry Kendall College of Arts & Sciences

**“UNIVERSITY”**

**INDEPENDENT SCHOOL DISTRICT NO. 4  
OF TULSA COUNTY, OKLAHOMA, A/K/A  
BIXBY PUBLIC SCHOOLS**

**BIXBY PUBLIC SCHOOLS BOE**

By: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Title: Bixby Public Schools BOE President

**BIXBY PUBLIC SCHOOLS**

By: \_\_\_\_\_  
Name (print): \_\_\_\_\_  
Title: Bixby Public Schools Superintendent

**“BPS”**



# Invoice

Project Lead The Way  
5939 Castle Creek Parkway North Dr.  
Indianapolis, IN 46250-4343

Phone: 1-(877)-335-7589

Date 5/21/2025  
Invoice # 488784  
Terms Net 30  
Due Date 8/31/2025  
PO #  
Ship Date

**Bill To**  
Central Intermediate School  
9401 E 161st St  
Bixby, OK 74008

**Ship To**  
Central Intermediate School  
9401 E 161st St  
Bixby, OK 74008

Quantity	Item and Description	Unit Price	Amount
1	<b>PLTW Launch Participation-2025/2026</b> PG-0220250246907 - PLTW Launch Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$950.00	\$950.00

To pay via EFT/ACH please utilize the following information:

**Subtotal** \$950.00

Bank Name: Bank of America  
Bank Address: 222 Broadway, New York, NY 10038  
Beneficiary: Project Lead The Way, Inc - Operating Account  
Bank Account Number: 61919352  
Bank Routing Number: 021052053

Please forward your payment remittance advice to [epayment@pltw.org](mailto:epayment@pltw.org)

Issued Code	Amount
Total Tax (0%)	\$0.00
<b>Total</b>	<b>\$950.00</b>
<b>Amount Paid</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$950.00</b>

[Click Here to Pay Now](#)



# Invoice

Project Lead The Way  
5939 Castle Creek Parkway North Dr.  
Indianapolis, IN 46250-4343

Phone: 1-(877)-335-7589

Date 5/21/2025  
Invoice # 488808  
Terms Net 30  
Due Date 8/31/2025  
PO #  
Ship Date

**Bill To**  
East Intermediate  
11901 E 131ST ST  
Broken Arrow, OK 74011

**Ship To**  
East Intermediate  
11901 E 131ST ST  
Broken Arrow, OK 74011

Quantity	Item and Description	Unit Price	Amount
1	<b>PLTW Launch Participation-2025/2026</b> PG-0220250246937 - PLTW Launch Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$950.00	\$950.00

To pay via EFT/ACH please utilize the following information:

**Subtotal** \$950.00

Bank Name: Bank of America  
Bank Address: 222 Broadway, New York, NY 10038  
Beneficiary: Project Lead The Way, Inc - Operating Account  
Bank Account Number: 61919352  
Bank Routing Number: 021052053

Please forward your payment remittance advice to [epayment@pltw.org](mailto:epayment@pltw.org)

**Issued Code Amount**

**Total Tax (0%)** \$0.00

**Total** \$950.00

**Amount Paid** \$0.00

**Balance Due** \$950.00

[Click Here to Pay Now](#)



# Invoice

Project Lead The Way  
5939 Castle Creek Parkway North Dr.  
Indianapolis, IN 46250-4343

Phone: 1-(877)-335-7589

Date 5/21/2025  
Invoice # 488785  
Terms Net 30  
Due Date 8/31/2025  
PO #  
Ship Date

**Bill To**  
North Intermediate School  
6941 East 121st Street South  
Bixby, OK 74008

**Ship To**  
North Intermediate School  
6941 East 121st Street South  
Bixby, OK 74008

Quantity	Item and Description	Unit Price	Amount
1	<b>PLTW Launch Participation-2025/2026</b> PG-0220250246908 - PLTW Launch Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$950.00	\$950.00

**To pay via EFT/ACH please utilize the following information:**

**Subtotal** \$950.00

Bank Name: Bank of America  
Bank Address: 222 Broadway, New York, NY 10038  
Beneficiary: Project Lead The Way, inc - Operating Account  
Bank Account Number: 61919352  
Bank Routing Number: 021052053

Please forward your payment remittance advice to [epayment@pltw.org](mailto:epayment@pltw.org)

Issued Code	Amount
Total Tax (0%)	\$0.00
<b>Total</b>	<b>\$950.00</b>
<b>Amount Paid</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$950.00</b>

[Click Here to Pay Now](#)



# Invoice

Project Lead The Way  
5939 Castle Creek Parkway North Dr.  
Indianapolis, IN 46250-4343

Phone: 1-(877)-335-7589

Date 5/21/2025  
Invoice # 488809  
Terms Net 30  
Due Date 8/31/2025  
PO #  
Ship Date

**Bill To**  
West Intermediate  
14901 S HARVARD AVE  
Bixby, OK 74008

**Ship To**  
West Intermediate  
14901 S HARVARD AVE  
Bixby, OK 74008

Quantity	Item and Description	Unit Price	Amount
1	<b>PLTW Launch Participation-2025/2026</b> PG-0220250246938 - PLTW Launch Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$950.00	\$950.00

To pay via EFT/ACH please utilize the following information:

**Subtotal** \$950.00

Bank Name: Bank of America  
Bank Address: 222 Broadway, New York, NY 10038  
Beneficiary: Project Lead The Way, Inc - Operating Account  
Bank Account Number: 61919352  
Bank Routing Number: 021052053

Please forward your payment remittance advice to [epayment@pltw.org](mailto:epayment@pltw.org)

**Issued Code Amount**

Total Tax (0%)	\$0.00
<b>Total</b>	<b>\$950.00</b>
<b>Amount Paid</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$950.00</b>

[Click Here to Pay Now](#)

# PLTW

# Invoice

Project Lead The Way  
5939 Castle Creek Parkway North Dr.  
Indianapolis, IN 46250-4343

Phone: 1-(877)-335-7589

Date 5/21/2025  
Invoice # 489525  
Terms Net 30  
Due Date 8/31/2025  
PO #  
Ship Date

**Bill To**

Bixby High School  
601 S. Riverview  
Bixby OK 74008

**Ship To**

Bixby High School  
601 S. Riverview  
Bixby OK 74008

Quantity	Item and Description	Unit Price	Amount
1	<b>PLTW Biomedical Science Participation-2025/2026</b> PG-0220250245361 - PLTW Biomedical Science Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$2,200.00	\$2,200.00
1	<b>PLTW Computer Science Participation-2025/2026</b> PG-0320230218698 - PLTW Computer Science Participation Fee - 2025/26 School Year per PLTW Agreement... **Due Date August 31, 2025**	\$2,200.00	\$2,200.00

To pay via EFT/ACH please utilize the following information:

**Subtotal** \$4,400.00

Bank Name: Bank of America  
Bank Address: 222 Broadway, New York, NY 10038  
Beneficiary: Project Lead The Way, Inc - Operating Account  
Bank Account Number: 61919352  
Bank Routing Number: 021052053

Please forward your payment remittance advice to [epayment@pltw.org](mailto:epayment@pltw.org)

**Issued Code Amount**

Total Tax (0%) \$0.00

**Total** \$4,400.00

**Amount Paid** \$0.00

**Balance Due** \$4,400.00

[Click Here to Pay Now](#)



Account Name	Bixby PS	Created Date	5/19/2025
Bill To	109 N Armstrong St Bixby, OK 74008	Quote Number	PJ-25051914517
		Current Term	11/30/2025
		Expiration Date	
		Revised Term	11/30/2026
		Expiration Date	

### SEVENTH AMENDMENT TO AGREEMENT

#### AMENDMENT TO AGREEMENT

**Account Name** listed as "the "District" and Peachjar, Inc. hereby agree to modify the Agreement between the parties (the "Agreement") as follows:

- District and Peachjar mutually agree to extend the term of the Agreement for one year and update the Current Term Expiration Date to the Revised Term Expiration Date as shown above.
- All other terms and conditions of the Agreement remain the same.

#### Agreed and acknowledged by the following Authorized Signers:

<b>District</b>	<b>Peachjar, Inc.</b>	
Signature:	Signature:	
Name:	Name:	<b>Megan Bagtas</b>
Date:	Date:	<b>5/19/2025</b>
Title:	Title:	<b>Director of Business Operations</b>

**ADDENDUM TO EXTEND AGREEMENT**

This is an Addendum to an Agreement between **ESS South Central, LLC**, a Delaware limited liability company (the “Company”) and the **Bixby Public Schools** (hereinafter referred to as “LEA” for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2025;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2026 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2025 through June 30, 2026;
2. Effective July 1, 2025, Addendum “A” to the Agreement, Pricing, is amended as per the attached revised Addendum “A”;
3. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

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

**Bixby Public Schools**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**ESS South Central, LLC**

By \_\_\_\_\_  
Steve Gritzuk, Chief Operating Officer

**EXHIBIT A  
Pricing Plan**

<b><u>Position</u></b>	<b><u>Pay Rate</u></b>	<b><u>Company Bill Rate</u></b>	<b><u>Rule</u></b>
Full Day Substitute Teacher - Non-certified	\$90.00	\$118.80	
Full Day Substitute Teacher - Certified	\$100.00	\$132.00	Valid Oklahoma Teacher Certification
Half Day Substitute Teacher - Non-certified	\$45.00	\$59.40	
Half Day Substitute Teacher - Certified	\$50.00	\$66.00	
Full Day Building Based Substitute Teacher - Non-certified	\$100.00	\$132.00	
Full Day Building Based Substitute Teacher- Certified	\$110.00	\$145.20	Valid Oklahoma Teacher Certification
Half Day Building Based Substitute Teacher - Non-certified	\$50.00	\$66.00	
Half Day Building Based Substitute Teacher - Certified	\$55.00	\$72.60	
Full Day Substitute Paraprofessional & Clerical - Non-Certified	\$84.00	\$110.88	
Full Day Substitute Paraprofessional & Clerical - Certified	\$98.00	\$129.36	
Half Day Substitute Paraprofessional & Clerical – Non-Certified	\$42.00	\$55.44	
Half Day Substitute Paraprofessional & Clerical - Certified	\$49.00	\$64.68	
<b>Long Term</b>			20+ Days
Long Term Substitute Teacher -Non-certified	\$115.00	\$151.80	Pay starts on day 1 for assignments 20+ days
Long Term Substitute Teacher - Certified	\$125.00	\$165.00	Pay starts on day 1 for assignments 20+ days
Half Day Long Term Substitute Teacher - Non-certified	\$57.50	\$75.90	Pay starts on day 1 for assignments 20+ days

Half Day Long Term Substitute Teacher - Certified	\$62.50	\$82.50	Pay starts on day 1 for assignments 20+ days
---	---------	---------	--

**Hourly**

Substitute Custodian	\$12.00	\$15.84
Substitute Food Service	\$10.00	\$13.20
Substitute Transportation Assistant	\$15.00	\$19.80

# VER HOEF INFORMATION SOURCES, LLC

---

19606 E 37<sup>th</sup> St S  
Broken Arrow, OK 74014-4732  
Phone (918) 231-2476 Toll FREE Fax 1 - (877) 741-7401  
Email [jjvisllc@outlook.com](mailto:jjvisllc@outlook.com)

**Lydia Wilson**  
**Associate Superintendent**  
**District Title IX Coordinator**  
**Bixby Public Schools**

**Lydia:**

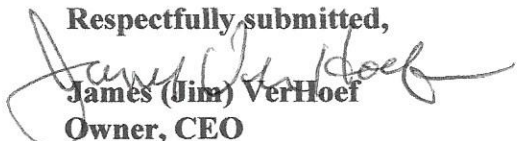
**Here is the pricing for 2025-26. There are no price increases, my commitment to Bixby remains the same.**

**I am enclosing the pricing schedule and also the W-9 Form**

**Please let me know if you need anything else.**

**I so enjoy working with Eddie and Angi.**

**Respectfully submitted,**

  
**James (Jim) VerHoef**  
**Owner, CEO**  
**VerHoef Information Sources, LLC**

# VER HOEF INFORMATION SOURCES, LLC

---

19606 E 37<sup>th</sup> St S  
Broken Arrow, OK 74014-4732  
Phone (918) 231-2476 Toll FREE Fax 1 - (877) 741-7401  
Email [jjvisllc@outlook.com](mailto:jjvisllc@outlook.com)

**Background checks. The pricing 2025-2026 is as follows:**

## **FELONY/MISDEMEANOR CHECKS FOR VOLUNTEERS**

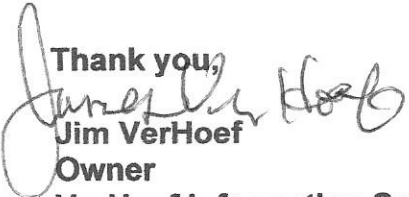
<b>Tulsa and Oklahoma Counties</b>	<b>\$3.00</b>
<b>All other Oklahoma Counties</b>	<b>\$5.00</b>
<b>Out of State Felony Misdemeanor Checks</b>	<b>Our cost + \$3.00</b>

<b>MVR'S – Bus Drivers and Others</b>	<b>\$28.00 Annually and New</b>
---------------------------------------	---------------------------------

<b>Sex Offender Check Initial Application</b>	<b>\$2.00</b>
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<b>Sex Offender Checks Annually on Existing Staff</b>	<b>\$ 2.00 per check</b>
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<b>WORKMANS COMP</b>	<b>\$5.00</b>
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Thank you,  
  
Jim VerHoef  
Owner  
VerHoef Information Sources LLC

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> <b>See specific instructions on page 3.</b>	<p><b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p><b>James M VerHoef</b></p>	
	<p><b>2</b> Business name/disregarded entity name, if different from above.</p> <p><b>VerHoef Information Sources, LLC</b></p>	
	<p><b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor    <input type="checkbox"/> C corporation    <input type="checkbox"/> S corporation    <input type="checkbox"/> Partnership    <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> <b>LLC.</b> Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .</p> <p><b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p>
	<p><b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/></p>	
	<p><b>5</b> Address (number, street, and apt. or suite no.). See instructions.</p> <p><b>19606 E. 37th St So.</b></p>	<p>Requester's name and address (optional)</p>
	<p><b>6</b> City, state, and ZIP code</p> <p><b>Broken Arrow, OK 74014</b></p>	
	<p><b>7</b> List account number(s) here (optional)</p>	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
4	5	-	4	9	8	6	5	3	1

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person <i>James M VerHoef</i>	Date <i>5-28-25</i>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**COMMON GOAL**  
SYSTEMS INC

Common Goal Systems, Inc.  
P.O. Box 392  
Lake Forest, IL 60045  
Phone: (630)592-4200  
Fax: (630)566-4202  
FEIN #36-4471064 W-9

### Subscription Order Form

**Order Form #4362**

In accordance with the Common Goal Systems Terms of Service (version 3/2021), the school or district below ("the School") offers to enter into agreement with Common Goal Systems, Inc ("CGS") for the services ("Services"), period ("Period"), and payment terms ("Payment Terms") listed below.

The School	
<b>District Name:</b>	Blxby Public Schools
<b>Address:</b>	109 N Armstrong Street
<b>City, State, Zip:</b>	Blxby OK 74008
<b>Phone:</b>	9183662200

Services				
Item #	Description	Paid Licenses	Yearly Unit Fee	Yearly Fee
1	TeacherEase	200	\$87.50	\$17,500.00
2	Admins	40	\$58.33	\$2,333.20
3	Report Cards and Grade Export	4475	\$2.51	\$11,232.25
4	Longitudinal Data Analysis	4475	\$1.02	\$4,564.50
<b>Total:</b>				<b>\$35,629.95</b>

Period
<b>Start Date:</b> 7/1/2025
<b>End Date:</b> 6/30/2026

Payment Terms
Due Upon Receipt

The undersigned, an authorized representative of the School, agrees to the Common Goal Systems Terms of Service (version 3/2021).

<b>Name:</b> Rob Miller
<b>Title:</b> Superintendent
<b>Email:</b> rmiller@blxbyp.org
<b>Signature:</b>
<b>Date:</b>

Instructions	
1	Complete and sign this order form
2	Attach a check or purchase order. Make checks payable to "Common Goal Systems, Inc."
3	Return to Common Goal Systems, Inc. P.O. Box 392 Lake Forest, IL 60045 Fax: (630)566-4202
4	If you have questions, call 630-592-4200 x1 or email sales@common-goal.com



Lydia Wilson  
Bixby School District  
108 N. Armstrong Avenue  
Bixby, OK 74008

May 20, 2025

RE: *Say Something Anonymous Reporting System* Renewal

Dear Lydia,

This letter is a formal notice that the *Say Something Anonymous Reporting System* will be automatically renewed for the Bixby School District for the 2025/2026 school year. As documented in the Memorandum of Understanding, this program is scheduled to renew itself automatically until the end of the third year of program participation, which is the 2026/2027 school year.

Please let me know if you or your team have any questions about the program and its renewal at this time. We look forward to another successful year of partnership.

Sincerely,  
Lori

**Lori Hamula**  
Associate Director, Partner Success  
She/Her  
W: 203-885-8024  
[lori.hamula@sandyhookpromise.org](mailto:lori.hamula@sandyhookpromise.org)

District Representative Signature of Agreement:

\_\_\_\_\_  
Superintendent/Designee

\_\_\_\_\_  
Date



## School Year Contract for Services with A New Leaf, Inc.

A New Leaf (ANL) is entering into a contract to provide job training and vocationally related daily living skills for students at the **Bixby** School District (**BSD**).

- BSD will provide transportation to and from ANL for students to attend programming.
- The agreed upon time and day of programming for the students of **BSD** are:
  - Days: Monday Tuesday Wednesday Thursday Friday
  - Start time: TBD per student End Time: TBD per student
- Each quarter the number of students in attendance will be agreed upon by both BSD & ANL.
- BSD will be billed based on the hours in attendance at ANL at the **rate of \$5.00** per hour per student. Please note that the hours billed are for attendance and not just programming. i.e.: programming is from 8:15am to 10:15am, but if students are in our care from 8:05a to 10:20am, then hours billed to **XSD** would reflect the 8:05a to 10:20a time frame.
- **BSD will complete a daily progress and attendance sheet to be turned in daily to ANL. This will be used for the monthly attendance and progress report provided to BSD.**
- ANL will provide **BSD** a monthly time sheet of the student's attendance.
- ANL will provide monthly progress reports on the program outcomes and the students' progress.
- **BSD will receive the job directive from ANL staff, XSD will then work with students on the given job assignment.**
- These services are contracted during the school year only.
- Students will adhere to both school and ANL days off. The following days are considered Holidays by A New Leaf & will not be available for services:
  - New Year's Day
  - Martin Luther King Jr. Day
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Thanksgiving Day & the day after
  - Christmas Eve and Christmas Day
- Either party may terminate the contract with two weeks' notice.
- A New Leaf will invoice **BSD** at the end of each month for the hours of service. ANL will send the invoice
- **To:** Bixby School District  
Attn:  
Address:
- BSD will pay on a Net 30 basis.

---

Bixby School District Representative/Date



---

ANL CEO, Mary C. Ogle/Date

## CONTRACT FOR OT AND PT THERAPY SERVICES

This agreement ("Agreement") is entered into as of the \_\_\_ day of \_\_\_\_\_, \* 2025 ("Effective Date"), by and between Motor Mouth Therapy, LLC and Bixby Public Schools

WHEREAS School has students requiring PHYSICAL THERAPY SERVICES as part of its overall special education programs; and

WHEREAS Provider desires to contract with the School to offer such services to the School

NOW, THEREFORE, in consideration of the above premises, which are hereby incorporated, and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

**1. Term and Termination.** This agreement is in effect for the extended 2024-2025<sup>2</sup> school year, specifically between the hours of 9:30-11:30, but isolated to one 30-minute session on the following Tuesdays: June 10, June 17, June 24, and July 8th, and may be terminated by either party, without cause with 30 day notice.

**2. Obligations of Provider.** Professional services rendered by the Provider include the following:

A. Develop and implement Individual Education Programs for students who qualify for speech or occupational therapy services, according to the Oklahoma State Department of Education which may include direct individual or group therapy, consulting, and/or monitoring of progress.

B. Confer with appropriate personnel about student services/needs.

C. Make recommendations regarding service delivery and the student's needs to the IEP team for team consensus.

D. Provider will attend meetings, such as IEP meetings and conferences, given adequate notice, as they are able and of which we are notified that our attendance is required.

E. Prepare and maintain appropriate professional records and reports for all students under provider's care, which may include developing IEPs, progress reports, notes and data on students, and Medicaid billing requirements.

**3. Obligations of School.**

A. School will provide an adequate space/room for both individual and group therapy sessions.

B. School will inform therapists of expectations to fulfill duties.

C. School shall pay the pricing as listed in Section 4 below.

**4. Pricing.**

A. School shall pay Provider \$75 per hour for services provided on-site, billed by hour for professional services listed above provided by an Occupational or Physical Therapist.

**5. Billing.** Provider shall bill the School during the first week of each month for services provided during the previous month. School shall pay such invoice within 30 days of receiving the invoice or 10% invoice increase will be applied for late payment.

**6. Subcontractors/Employees.** To enforce agreement, Provider may utilize subcontracts and/or employees to implement services. All subcontractors and employees will provide ONLY services listed above. Rates will be implemented as outlined in Agreement. School is not to directly employ and/or contract with Provider's subcontractors/employees within two years of contract start date.

**7. Insurance.** Provider shall ensure all providers maintain professional liability insurance and, dependent on employee status, is responsible for any Social Security and Income Tax withholdings. Proof of liability insurance with a minimum 1,000,000/3,000,000 aggregate will be provided to the district. School is not responsible for workers compensation insurance or teacher's retirement system.

**8. Regulatory Compliance.** Provider will comply with all Federal, State and Local regulations concerning IDEA and maintenance of confidentiality. Provider will submit a W-9 form to be kept on file at the school district office.

**9. Modification and Waiver.** No modification, amendment or waiver of any of the provisions of this Agreement shall be effective unless contained in writing specifically referring to this Agreement and signed by the parties hereto. The failure by a party at any time to enforce any of the provisions of this Agreement, or to require performance of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions or to affect either the validity of this Agreement or any part hereof, or the right of such party thereafter to enforce each and every provision in accordance with the terms of this Agreement.

**10. Entire Agreement.** This Agreement constitutes the entire Agreement between

the parties concerning the subject matter hereof, and supersedes any and all other written or oral communications, agreements, or contracts between the parties with respect to such subject matter.

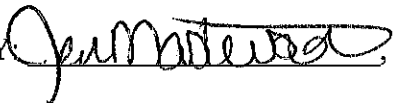
11. **Construction.** Section headings are included herein solely for convenience of reference and shall not be construed as part of any section or to modify the contents thereof.

12. **Governing Law.** This Agreement shall be governed by and construed under the internal laws of the State of Oklahoma without reference to conflicts of law principles.

13. **Interpretation.** Neither this Agreement nor any uncertainty or ambiguity herein shall be construed or resolved against one party whether under any rules of construction or otherwise. On the contrary, this Agreement has been negotiated by and between the parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties hereto.

**[The remainder of this page was intentionally left blank. Signature page follows on the next page.]**

IN WITNESS HEREOF, Bixby Public Schools ACCEPTS THE TERMS SET FORTH IN THIS AGREEMENT DATED, THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2025, AND EFFECTIVE IMMEDIATELY UPON EXECUTION OF THIS AGREEMENT.

BY , School District Representative

DATE: 5-20-2025

BY: \_\_\_\_\_, Provider Representative

DATE: \_\_\_\_\_

# INDEPENDENT CONTRACTOR AGREEMENT

**I. The Parties.** This Agreement is made between a business entity known as Bixby Public Schools with a mailing address of 23 S. Riverview, Bixby, Oklahoma, 74008 (“Client”)

AND

A business entity known as PrepPlus LLC with a mailing address of 1743 S. Delaware Ave., Tulsa, Oklahoma, 74104 (“Contractor”).

WHEREAS the Client intends to pay the Contractor for services provided, effective June 1, 2023, under the following terms and conditions:

**II. Services.** The Contractor agrees to perform the following: Teach ACT preparation classes to students who attend Bixby Public Schools and who register and pay to attend said classes.

Hereinafter known as the “Services”.

**III. Payment.** The Client agrees to pay for the Services performed by the Contractor.

The Contractor agrees to be paid as follows:

The Contractor shall be entitled to commissions based on: The client will not be billed for services. Students who register for a session with Prep Plus LLC will pay the contractor a session fee directly. PrepPlus LLC will pay Bixby Public Schools 1% of each student registration fee for the use of facilities and materials.

**IV. Due Date.** The Services provided by the Contractor shall begin on June 1, 2025 and end on May 31, 2026.. All Services provided by the Contractor must be completed by May 31, 2026.

**V. Expenses.** The Contractor shall be responsible for all expenses related to providing the Services under this Agreement. This includes, but is not limited to, supplies, equipment, operating costs, business costs, employment costs, taxes, Social Security contributions / payments, disability insurance, unemployment taxes, and any other cost that may or may not be in connection with the Services provided Contractor.

**VI. Independent Contractor Status.** The Contractor, under the code of the Internal Revenue Service (IRS), is an independent contractor and neither the Contractor’s employees or contract personnel are, or shall be deemed, the Client’s employees.

In its capacity as an independent contractor, Contractor agrees and represents:

Contractor has the right to perform Services for others during the term of this Agreement;

The Contractor has the sole right to control and direct the means, manner, and method by which the Services required by this Agreement will be performed. Contractor shall select the routes taken, starting and ending times, days of work, and order in which the work is performed;

Contractor has the right to hire assistants as subcontractors or to use employees to provide the services required under this Agreement.

Neither Contractor, nor the Contractor's employees or personnel, shall be required to wear any uniforms provided by the Client;

The Services required by this Agreement shall be performed by the Contractor, Contractor's employees or personnel, and the Client will not hire, supervise, or pay assistants to help the Contractor;

Neither Contractor nor Contractor's employees or personnel shall receive any training from the Client in the professional skills necessary to perform the services required by this Agreement; and

Neither the Contractor nor Contractor's employees or personnel shall be required by the Client to devote full-time to the performance of the Services required by this Agreement.

**VII. Business Licenses, Permits, and Certificates.** The Contractor represents and warrants that all employees and personnel associated shall comply with federal, state, and local laws requiring any required licenses, permits, and certificates necessary to perform the Services under this Agreement.

**VIII. Federal and State Taxes.** Under this Agreement, the Client shall not be responsible for:

Withholding FICA, Medicare, Social Security, or any other federal or state withholding taxes from the Contractor's payments to employees or personnel or make payments on behalf of the Contractor;

Making federal or state unemployment compensation contributions on the Contractor's behalf; and

The payment of all taxes incurred related to or while performing the Services under this Agreement, including all applicable income taxes and, if the Contractor is not a corporation, all applicable self-employment taxes. Upon demand, the Contractor shall provide the Client with proof that such payments have been made.

**IX. Benefits of Contractor's Employees.** The Contractor understands and agrees that they are solely responsible and liable for all benefits that are provided to their employees including, but not limited to, retirement plans, health insurance, vacation time-off, sick pay, personal leave, or any other benefit provided.

**X. Unemployment Compensation.** The Contractor shall be solely responsible for the unemployment compensation payments on behalf of their employees and personnel. The Contractor shall not be entitled to unemployment compensation in connection with the Services performed under this Agreement.

**XI. Workers' Compensation.** The Contractor shall be responsible for providing all workers' compensation insurance on behalf of their employees. If the Contractor hires employees to perform any work under this Agreement, the Contractor agrees to grant workers' compensation coverage to the

extent required by law. Upon request by the Client, the Contractor must provide certificates proving workers' compensation insurance at any time during the performance of the Service.

**XII. Liability Insurance.** The Contractor agrees to bear all responsibility for the actions related to themselves and their employees or personnel under this Agreement. In addition, the Contractor agrees to obtain comprehensive liability insurance coverage in case of bodily injury, personal injury, property damage, contractual liability, and cross-liability.

There shall be no minimum required amount for the liability insurance.

**XIII. Indemnification.** The Contractor shall indemnify and hold the Client harmless from any loss or liability from performing the Services under this Agreement.

**XIV. Termination of Agreement.** This Agreement shall terminate on June 30 2026.

In addition, the Client or Contractor may terminate this Agreement, including any obligations stated hereunder, with reasonable cause by providing written notice of:

A material breach of the other party; or

Any act exposing the other party to liability to others for personal injury or property damage.

**XV. Option to Terminate.** The Client and Contractor shall not have the option to terminate this Agreement unless there is reasonable cause as defined in Section XIV.

**XVI. Exclusive Agreement.** This entire Agreement is between the Client and Contractor.

**XVII. Resolving Disputes.** If a dispute arises under this Agreement, any party may take the matter to an Oklahoma state court.

**XVIII. Confidentiality.** The Contractor acknowledges that it will be necessary for the Client to disclose certain confidential and proprietary information to the Contractor in order for the Contractor to perform their duties under this Agreement. The Contractor acknowledges that disclosure to a third party or misuse of this proprietary or confidential information would irreparably harm the Client. Accordingly, the Contractor will not disclose or use, either during or after the term of this Agreement, any proprietary or confidential information of the Client without the Client's prior written permission except to the extent necessary to perform services on the Client's behalf.

Proprietary or confidential information includes, but is not limited to:

The written, printed, graphic, or electronically recorded materials furnished by Client for Contractor to use;

Any written or tangible information stamped "confidential," "proprietary," or with a similar legend, or any information that Client makes reasonable efforts to maintain the secrecy of business or marketing plans or strategies, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries, and improvements of any kind, sales projections, and pricing information; and

Information belonging to customers and suppliers of the Client about whom the Contractor gained knowledge as a result of the Contractor's services to the Client.

Upon termination of the Contractor's services to the Client, or at the Client's request, the Contractor shall deliver to the Client all materials in the Contractor's possession relating to the Client's business.

The Contractor acknowledges that any breach or threatened breach of confidentiality of this Agreement will result in irreparable harm to the Client for which damages would be an inadequate remedy. Therefore, the Client shall be entitled to equitable relief, including an injunction, in the event of such breach or threatened breach of confidentiality. Such equitable relief shall be in addition to Client's rights and remedies otherwise available at law.

**XIX. Proprietary Information.** Proprietary information, under this Agreement, shall include:

The product of all work performed under this Agreement ("Work Product"), including without limitation all notes, reports, documentation, drawings, computer programs, inventions, creations, works, devices, models, works-in-progress, and deliverables, will be the sole property of the Client, and Contractor hereby assigns to the Client all right, title, and interest therein, including, but not limited to, all audiovisual, literary, moral rights and other copyrights, patent rights, trade secret rights, and other proprietary rights therein. Contractor retains no right to use the Work Product and agrees not to challenge the validity of the Client's ownership in the Work Product;

Contractor hereby assigns to the Client all right, title, and interest in any and all photographic images and videos or audio recordings made by the Client during Contractor's work for them, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings; and

The Client will be entitled to use Contractor's name and/or likeness in advertising and other materials.

**XX. No Partnership.** This Agreement does not create a partnership relationship between the Client and the Contractor. Unless otherwise directed, the Contractor shall have no authority to enter into contracts on Client's behalf or represent the Client in any manner.

**XXI. Assignment and Delegation.** The Contractor may assign rights and may delegate duties under this Agreement to other individuals or entities acting as a subcontractor ("Subcontractor"). The Contractor recognizes that they shall be liable for all work performed by the Subcontractor and shall hold the Client harmless of any liability in connection with their performed work.

The Contractor shall be responsible for any confidential or proprietary information that is shared with the Subcontractor in accordance with Sections XVIII & XIX of this Agreement. If any such information is shared by the Subcontractor to third (3<sup>rd</sup>) parties, the Contractor shall be made liable.

**XXII. Additional Terms and Conditions.** All intellectual property and related material (the "Intellectual Property") that is developed or produced under this Agreement, will be the property of the Contractor. The Client is granted a non-exclusive limited-use license of this Intellectual Property.

**XXIII. Governing Law.** This Agreement shall be governed under the laws in the State of Oklahoma.

**XXIV. Severability.** This Agreement shall remain in effect in the event a section or provision is unenforceable or invalid. All remaining sections and provisions shall be deemed legally binding unless a court rules that any such provision or section is invalid or unenforceable, thus, limiting the effect of another provision or section. In such a case, the affected provision or section shall be enforced as so limited.

**XXV. Breach Waiver.** Any waiver by the Client of a breach of any section of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

**XXVI. Entire Agreement.** This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understandings between the Client and Contractor.

**Client's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_

**Contractor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Print Name \_\_\_\_\_

**INTERAGENCY AGREEMENT**  
**June 1, 2025**  
**Between**  
**FAMILY & CHILDREN’S SERVICES, INC.**  
**And BIXBY PUBLIC SCHOOLS**

**WHEREAS**, Family & Children’s Services, Inc. (“FCS”), a non-profit corporation incorporated in the state of Oklahoma, and Bixby Public Schools (“BPS”), a public school district in Bixby, Oklahoma, agree to provide school-based counseling and mental health services as outlined in this agreement.

**WHEREAS**, BPS seeks greater access to quality counseling, therapy, and mental health services for parents, students, and teachers at the following schools:

Bixby North Elementary School  
7101 E. 121<sup>st</sup> St S  
Bixby, OK 74008

Bixby North Intermediate School  
6941 E. 121<sup>st</sup> St S  
Bixby, OK 74008

Bixby East Elementary School  
11901 E. 131<sup>st</sup> St S  
Broken Arrow, OK 74011

Bixby East Intermediate School  
11901 E. 131<sup>st</sup> St S  
Broken Arrow, OK 74011

Bixby West Elementary School  
14901 S. Harvard Ave  
Bixby, OK 74008

Bixby West Intermediate School  
14901 S. Harvard Ave  
Bixby, OK 74008

Bixby Central Elementary School  
201 S. Main Street  
Bixby, OK 74008

Bixby Central Intermediate School  
9401 E. 161<sup>st</sup> St S  
Bixby, OK 74008

Bixby Middle School  
15400 S. Mingo  
Bixby, OK 74008

Bixby Ninth Grade Center  
301 S. Riverview  
Bixby, OK 74008

Bixby High School  
301 S. Riverview  
Bixby, OK 74008

Bixby Alternative Education Center  
301 S. Riverview  
Bixby, OK 74008

**WHEREAS**, FCS desires to perform such Services on the terms and conditions set forth hereafter in this Interagency Agreement (“IA”).

**THEREFORE**, in consideration of the Services described herein and of the mutual benefits and obligations set forth in this IA, FCS and BPS (individually the “Party” and collectively the “Parties” to this IA) agree as follows:

**SECTION 1: Responsibilities & Performance of Services of FCS**

1. Warrant that all Services provided under this IA shall be performed in a complete and skillful manner by trained, competent, and experienced personnel.
  - a. Ensure staff members will be at master’s level or bachelor’s level.
  - b. Ensure Services are provided consistent with evidence-based, client-centered models and practices.
  - c. Immediately notify BPS of any unscheduled disruption in schedule or availability.
2. Direct assignment of staff members will be based on the needs of students enrolled in services.
  - a. Embed a licensed or license eligible therapist to provide individual and group therapy to support requested services.
  - b. Provide one (1) parenting class a month when requested.
3. Assess standardized initial screening and assessment for students needing services.
4. Assist teachers and the site administrator/counselor with deescalating crises.
5. Coordinate with school administration and the student’s legal guardian to ensure coordination of higher levels of care, as needed.

6. Support district wide crisis response planning.
7. Facilitate district wide in-service behavioral health training as mutually agreed upon by the Parties.
8. Participate in partnership meetings to review performance, additional service needs, and other topics relevant to this IA.
  - a. Abide by BPS policies and procedures while on premises.

## **SECTION 2: Responsibilities of BPS**

1. Ensure students and families are referred to behavioral health services when needed.
2. Contact FCS personnel when a student is experiencing a mental health or substance related crisis.
3. Provide and furnish a confidential location where students can receive crisis screening and assessment.
4. Provide and furnish a space to provide individual therapy, family therapy, and group services at the school.
5. Notify a student's legal guardian when a crisis screening is provided and the rationale for the necessity of the screening.
6. Coordinate with school FCS and the student's legal guardian to ensure coordination of higher levels of care, as needed.
7. Immediately notify FCS Services of any unscheduled disruption in schedule or availability.
8. Participate in partnership meetings with FCS to review performance, additional service needs, and other topics relevant to this IA.

## **SECTION 3: Performance of Services & Service Fees**

1. Direct assignment of staff members will be based on the needs of students enrolled in services.
2. Services shall be provided at the following locations: North Elementary School, North Intermediate School, East Elementary School, East Intermediate School, West Elementary School, West Intermediate School, Central Elementary School, Central Intermediate School, Bixby Middle School, Bixby 9<sup>th</sup> Grade Center, Bixby High School, and Bixby Alternative Education Center located in Bixby, Oklahoma.
3. The primary payor source for services provided by FCS is Medicaid.
4. If a student requires a level of care beyond the services available in the above identified program and the student's guardian consents, FCS may bill the student's legal guardian. FCS shall notify the guardian in advance that they may be billed at their own expense.
5. FCS shall not advise guardians to seek reimbursement from BPS for services authorized by the parent provided by FCS.

## **SECTION 4: Performance Period & General Conditions**

1. This IA is effective **June 1, 2025**, and shall be effective until **May 31, 2026**.
2. Any Party may terminate this IA for any reason with thirty (30) days written notice.

- a. In the event a Party desires to terminate this IA, notice of said election to terminate shall be delivered, by email, to the signing parties at the email address provided in the signature block of this IA.
3. Upon termination of this IA, it shall be null, void, and of no further force and effect, and no Party shall have any further rights, duties, or obligations under this IA, and any, and all such relationships between the Parties shall cease and terminate except as otherwise expressly provided in this Agreement, the provisions of which shall remain in full force and effect between the Parties hereto after the termination of this IA, as provided below.

#### **SECTION 5: Relationship of the Parties**

1. In providing the Services under this IA it is expressly agreed that FCS is acting as an independent contractor and is not an employee.
2. FCS and BPS acknowledge that this IA does not create a partnership or joint venture between them and is exclusively a contract for Services.
3. Nothing expressed or implied under this IA is intended to preclude FCS from offering Services, by or through its employees, to any other persons, firms, or entities as FCS shall see fit, subject only to FCS's obligations to provide Services to BPS as required under this IA during the term hereof.
4. BPS is not required to pay or make any contributions to any social security, local, state, or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension, or any other employee benefit for FCS during the term of this IA.
5. FCS is responsible for paying and complying with reporting and federal taxes related to payments made to FCS under this IA.
6. FCS expressly acknowledges covenants and agrees that it will not be entitled to receive any of the benefits which employees of BPS are ordinarily accorded by reason of such employment, e.g., insurance coverage, retirement benefits, etc.

#### **SECTION 6: Confidentiality & HIPAA Compliance**

The Parties accept responsibility for ensuring compliance with applicable state and federal laws regarding confidential information that may come into its possession pursuant to this IA. The Parties further acknowledge and understand that the provision of mental health consultation and treatment services through the terms of this Agreement requires FCS access to and collection of protected health information ("PHI") as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). FCS, as a mental health provider, agrees that it will ensure compliance with these provisions and any other applicable laws, including but not limited to 42 CFR Part 2, at all times. BPS recognizes that it will not have access to certain mental health and substance use treatment information.

#### **SECTION 7: Notices**

Unless otherwise mutually agreed upon in writing by Parties, all notices, requests, demands, or other communications required or permitted by the terms of this IA shall be given in writing and delivered to the point of contact for the respective parties as follows:

Family & Children’s Services, Inc.	
Name	Taylor Rowley
Title	Associate General Counsel
email	legal@fcsok.org
Phone	918-600-3806
Mailing Address	ATTN: Legal Department Family & Children’s Services, Inc.  5310 E. 31 <sup>st</sup> St., Suite #800 Tulsa, OK 74135

Bixby Public Schools	
Name	Rob Miller
Title	Superintendent
email	<a href="mailto:Rmiller@bixbyps.org">Rmiller@bixbyps.org</a>
Phone	918-366-2200
Mailing Address	23 S Riverview Drive Bixby, OK 74008

**SECTION 8: Indemnification and Insurance**

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, FCS and BPS agree to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns that occur in connection with this IA.

FCS agrees to maintain: (i) General Liability Insurance in the amount of not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) aggregate. Each party will be named as an additional insured of the other party on all policies as permitted under law for the term of the Agreement. Certificates of Insurance will be provided to each party by the other within thirty (30) days after the execution of this Agreement and upon renewal.

**SECTION 9: Amendment or Modification**

Any amendment or modification of this IA or additional obligation assumed by a Party in connection with this IA shall only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**SECTION 10: Severability**

If any provision of this IA shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this IA is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

**SECTION 11: Survival of Provisions**

The expiration or termination of this Agreement will not affect the rights or obligations of any Party with respect to CONFIDENTIALITY or INDEMINIFICATION.

**SECTION 12: No Waiver**

A Party to this Agreement may decide or fail to require full or timely performance of any obligation arising under this Agreement. The decision or failure of a Party hereto to require full or timely performance of any obligation arising under this Agreement whether on a single occasion or on multiple occasions shall not be deemed a waiver of any such obligation. No such decisions or failures shall give rise to any claim of estoppel, laches, course of dealing, amendment of this Agreement by course of dealing, or other defense of any nature to any obligation arising hereunder.

**SECTION 13: Governing Law**

All agreements within this IA are subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements of the State of Oklahoma and Tulsa County.

The Parties agree that the stated consideration is sufficient, and the terms of this IA shall be binding on all Parties. All individuals undersigned are of sound mind, age of majority, possess the legal capacity to contract, and if signing on behalf of a corporation, partnership or entity, have the necessary authorization to enter into a binding contract.

We, the undersigned, have read and agree with this Interagency Agreement.

AGREED TO ON THIS \_\_\_\_\_ day of \_\_\_\_\_ 2025:

---

Julie Prox  
Bixby Board President  
Bixby Public Schools  
Email: [jprox@bixbyps.org](mailto:jprox@bixbyps.org)

---

Adam Andreassen  
Chief Executive Officer & President  
Family & Children's Services, Inc.  
Email: [aandreassen@fcsok.org](mailto:aandreassen@fcsok.org)

# Ruth Kelly Studio

## PICTURE AGREEMENT

### Home Office:

201 West Broadway  
Muskogee, OK 74401  
(918) 687-0523  
Fax: 918-687-1371

Date: 2-25-25

School Bixby West Int.

Address 14901 S. Harvard Ave

Send Correspondence To \_\_\_\_\_

City Bixby State OK Zip 74008

Title \_\_\_\_\_

County Tulsa Phone 918 366.1763

This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma.

Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise.

This agreement is for the years of 2025 & 2026

### SPECIAL INSTRUCTIONS:

Y13 + Admin CDs  
ID Badges

NEW  RENEWAL  SPRING  FALL

### SCHOOL RESPONSIBILITY

- (a) Assisting with the picture shooting schedule.
- (b) Providing space for the studio setting.
- (c) Assisting in promoting the sales of pictures.
- (d) Scheduling with RUTH KELLY STUDIO the necessary dates for picture shooting.

Accepted by: [Signature]

Title: Principal

Date: 2/26/25

Accepted for Ruth Kelly Studio: [Signature]  
Representative

### Underclass Portraits:

Program: Prepay  Proof \_\_\_\_\_

### Fall School Day

Commission 40% No Commission \_\_\_\_\_

Date pictures are to be taken: \_\_\_\_\_

Average Daily Attendance: \_\_\_\_\_

Starting Time: \_\_\_\_\_

### Senior Portraits

At the School  At the Studio

Average Attendance: \_\_\_\_\_

Yearbook Only Fee \$ \_\_\_\_\_

Deposit for Full Sittings \$ \_\_\_\_\_

SPRING Commission \_\_\_\_\_ No Commission \_\_\_\_\_

HOMECOMINGS

MEMORY MATES

PROM

ACTIVITY SHOTS

CLASS GROUPS Commission \_\_\_\_\_ Type \_\_\_\_\_ Names \_\_\_\_\_

Yearbook Sponsor \_\_\_\_\_

Planning Period \_\_\_\_\_



# School Photography Agreement

**SCHOOL INFO**

School: Bixby Middle School  
 Address: 15400 S. Mingo  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
 School Picture Day Coordinator Name: Rowland Vernon Phone: 918-366-2201  
 Title: Principal Email: rvernon@bixbyps.org  
 Customer #: 1047836 Yearbook Job #: 33405  
 Student Information System (e.g. PowerSchool): PowerSchool

**PICTURE DAY INFO**

Number of Students: 1200 Number of Staff: 110 Total: 1310  
 Preferred Dates: 1<sup>st</sup> Choice 10-16-25 Start & End Times 9 AM - 3:30 PM Retake Day 11/3/25  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

- SERVICES INCLUDED**
- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
  - Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
  - Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
  - Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
  - Fast delivery of images for families (images available online within 3-5 business days of photography)
  - Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
  - An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
  - Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
  - Family communications (email notifications, posters, and flyers prior to picture day)
  - Family support (direct customer service support—phone and email—for your families)

- ITEMS NEEDED**
- Please provide 2-3 photos of the area we will be taking pictures.
  - If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
  - Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

**SIGNATURES**

School Rep Name: Rowland Vernon Signature: [Signature]  
 Email: rvernon@bixbyps.org Date: \_\_\_\_\_

Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
 Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission Back to School.

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 33405

SCHOOL Bixby Middle School

ADDRESS 15400 South Mingo

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

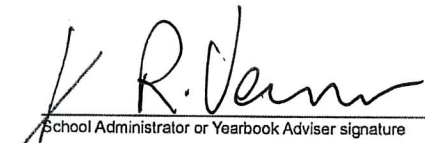
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

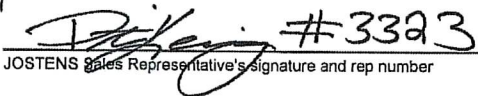
120 Pages / 700 Copies = \$36.00 per copy

Guarantee to keep school in black. Final Specs TBD. Direct Marketing. Shipping Included

Additional Notes

Date 5/6/2025

  
\_\_\_\_\_  
School Administrator or Yearbook Adviser signature

  
\_\_\_\_\_  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.  
Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy



# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 37285

SCHOOL Bixby North Elementary

ADDRESS 7101 East 121st South

CITY, STATE, ZIP Bixby, OK 74008

## TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup>      20      20      20      20     

JOSTENS agrees as follows:

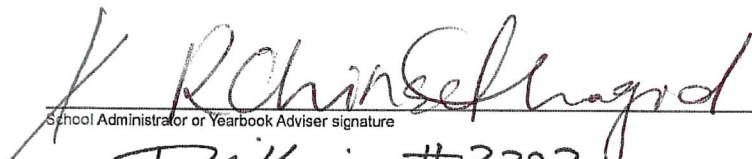
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 Pages / 500 Copies = \$25.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025

  
School Administrator or Yearbook Adviser signature

 #3323  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy



Item #2318



# School Photography Agreement

## SCHOOL INFO

School: Bixby North Elementary  
Address: 7101 E. 121st St. S.  
City: Bixby State: OK Zip: 74008  
School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
School Picture Day Coordinator Name: Crystal Barton Phone: 918-366-2690  
Title: Administrative Assistant Email: cbarton@bixbyps.org  
Customer #: 1410678 Yearbook Job #: 37285  
Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: 651 Number of Staff: 90 Total: 741  
Preferred Dates: 1<sup>st</sup> Choice Sept. 16 Start & End Times 6:30-2 Retake Day Oct. 20  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Crystal Barton Signature: [Signature]  
Email: cbarton@bixbyps.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission Back to School. Class groups on retake day.

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 34037

SCHOOL Bixby High School

ADDRESS 601 South Riverview Dr.

CITY, STATE, ZIP Bixby, OK 74008

## TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup> \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

9X12, 220 Pages / 1,000 Copies = \$72.00 per copy

Guarantee to keep school in black. Final Quantities TBD. Direct Marketing

Additional Notes

Date 5/6/2025

  
School Administrator or Yearbook Adviser signature

  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.  
Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy

  
Item #2318



# School Photography Agreement

## SCHOOL INFO

School: Bixby High School  
 Address: 601 South Riverview Road  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
 School Picture Day Coordinator Name: Cassidy Floyd Phone: 918-366-2228  
 Title: Yearbook Adviser Email: cfloyd@bixbyps.org  
 Customer #: 1047835 Yearbook Job #: 34037  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

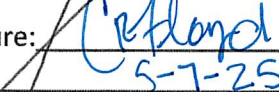
## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Cassidy Floyd Signature:   
 Email: cfloyd@bixbyps.org Date: 5-7-25  
 Jostens Rep Name: Dustin Keirse Signature: \_\_\_\_\_  
 Email: dustin.keirse@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission back to school.



# School Photography Agreement

## SCHOOL INFO

School: Bixby Central Intermediate  
 Address: 9401 E. 161st St. S.  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other Int District: Bixby Public Schools  
 School Picture Day Coordinator Name: Denver Boren Phone: 918-366-2266  
 Title: Principal Email: dboren@bixbyps.org  
 Customer #: 2252421 Yearbook Job #: 05417  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Denver Boren Signature: [Signature]  
 Email: dboren@bixbyps.org Date: 5/8/25  
 Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
 Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission back to school, Stickers, Class Groups on Retake Day.



# School Photography Agreement

## SCHOOL INFO

School: Bixby Central Elementary  
 Address: 201 S. Main St.  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other PK-3 District: Bixby Public Schools  
 School Picture Day Coordinator Name: Julia Watson/Madison Engles Phone: 918-366-2284  
 Title: Administrative Assistant Email: jwatson@bixbyps.org  
 Customer #: 1105970 Yearbook Job #: 48367  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Leslie Haynes Signature: [Signature]  
 Email: lhaynes@bixbyps.org Date: 5/17/25  
 Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
 Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission Back to School. Class groups on retake day.

*Approved but contingent on <sup>BS</sup> School Board approval. JH*

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 48367

SCHOOL Bixby Central Elementary

ADDRESS 201 South Main Street

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:


1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

64 Pages / 300 Copies = \$23.50 per copy

Guarantee to keep school in black. Final Quantities TBD. All Color. Hard Back.

Additional Notes

Date 5/6/2025

  
School Administrator or Yearbook Adviser signature


Ida King #3323  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy



Item #2318

Approved based on BPS School Board  
final approval. 

# Ruth Kelly Studio

## PICTURE AGREEMENT

### Home Office:

201 West Broadway  
Muskogee, OK 74401  
(918) 687-0523  
Fax: 918-687-1371

Date: 2-24-25

School Bixby East Int.

Address 11901 E. 131st S.

Send Correspondence To Wendy Truel

City Bixby State OK Zip 74001

Title Principal

County Tulsa Phone 918 366-1753

This agreement covers the taking and selling of school pictures between the school and the Representative of Ruth Kelly Studio. All picture packages will be processed by Ruth Kelly Studio in Muskogee, Oklahoma.

Since materials are purchased and commitments are made on the basis of this contract, this agreement shall remain in effect for the stated year unless unforeseen circumstances arise.

This agreement is for the years of 2025 & 2026

### SPECIAL INSTRUCTIONS:

y B + Admin CD's  
Character Awards w/Names

NEW  RENEWAL  SPRING  FALL

### SCHOOL RESPONSIBILITY

- (a) Assisting with the picture shooting schedule.
- (b) Providing space for the studio setting.
- (c) Assisting in promoting the sales of pictures.
- (d) Scheduling with RUTH KELLY STUDIO the necessary dates for picture shooting.

Accepted by: Wendy Truel

Title: Principal, Bixby East Intermediate

Date: 3/11/2025

Accepted for Ruth Kelly Studio: Jeff Lopez  
Representative

### Underclass Portraits:

Program: Prepay  Proof

### Fall School Day

Commission 40 % No Commission

Date pictures are to be taken: \_\_\_\_\_

Average Daily Attendance: \_\_\_\_\_

Starting Time: \_\_\_\_\_

### Senior Portraits

At the School  At the Studio

Average Attendance: \_\_\_\_\_

Yearbook Only Fee \$ \_\_\_\_\_

Deposit for Full Sitzings \$ \_\_\_\_\_

SPRING Commission 30% No Commission

HOMECOMINGS

MEMORY MATES

PROM

ACTIVITY SHOTS

CLASS GROUPS Commission 25% Type Trad Names

Yearbook Sponsor \_\_\_\_\_

Planning Period \_\_\_\_\_



# School Photography Agreement

School Year 2025-26     School Year 2026-27     School Year 2027-28

## SCHOOL INFO

School: Bixby North Intermediate Type:  ES     MS     HS     K-12  
 Address: 6941 E. 121st St. South City: Bixby ST: OK Zip: 74008  
 Grades Included: 4th-6th School District: Bixby Public Schools  
 School Picture Day Coordinator Name: Nicole Williams Phone: 918-366-2671  
 Title: Building Secretary Email: nwilliams@bixbyps.org  
 Customer #: \_\_\_\_\_ Yearbook Job #: 32324  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: 480    Number of Staff: 50    Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice (Date & Start/End Time): 9/23 8:45    1<sup>st</sup> Choice Retake (Date/Times): 10/6/25  
 (Aug-Nov)    2<sup>nd</sup> Choice (Date & Start/End Time): 9/30 8:45    2<sup>nd</sup> Choice Retake (Date/Times): 10/13  
 3<sup>rd</sup> Choice (Date & Start/End Time): \_\_\_\_\_

## SERVICES INCLUDED

- An efficient picture day experience (photographers arrive 1.5 hours prior to start time to set up; photograph up to 60 students per camera, per hour; cameras assigned based on enrollment and available photography time)
- Ease of distribution for schools (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images to schools (images available in JostensPIX school portal about 1 week after each picture day)
- Fast delivery of images to families (images available online about 1 week after each picture day)
- Fast delivery of yearbook images (within 2 weeks of last picture day; to Jostens yearbook website or via download)
- An efficient ID solution for students and staff (shipped within 2 weeks of each picture day)
- Additional services in the JostensPIX school portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone or online—for families)

## ITEMS TO COMPLETE

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please select from the following:  
 Students -and/or-     Staff     Jostens provided (bar code) -or-     School provided (stripe/chip)
- Upload a complete list of all students and staff (including parent email addresses) 2 to 4 weeks prior to picture day.

## SIGNATURES

School Contact Name: Nicole Williams    Signature: Nicole Williams  
 Email: nwilliams@bixbyps.org    Date: 5/29/25  
 Jostens Rep Name: Dustin Keirse    Signature: [Signature]  
 Email: dustin.keirse@jostens.com    Date: \_\_\_\_\_

**Thank you for partnering with JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Exception codes/notes: 20% Commission.

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 49252

SCHOOL Bixby West Elementary

ADDRESS 14901 South Harvard Avenue East

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

64 Pages / 300 Copies = \$23.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025

Kibby manamara  
School Administrator or Yearbook Adviser signature

D. King #3323  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.  
Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy

  
Item #2318



# School Photography Agreement

## SCHOOL INFO

School: Bixby Central Elementary  
 Address: 201 S. Main St.  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other PK-3 District: Bixby Public Schools  
 School Picture Day Coordinator Name: Julia Watson/Madison Engles Phone: 918-366-2284  
 Title: Administrative Assistant Email: jwatson@bixbyps.org  
 Customer #: 1105970 Yearbook Job #: 48367  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Leslie Haynes Signature: [Signature]  
 Email: lhaynes@bixbyps.org Date: 5/17/25  
 Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
 Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission Back to School. Class groups on retake day.

*Approved but contingent on <sup>BS</sup> School Board approval. JH*

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 48367

SCHOOL Bixby Central Elementary

ADDRESS 201 South Main Street

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:


1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

64 Pages / 300 Copies = \$23.50 per copy

Guarantee to keep school in black. Final Quantities TBD. All Color. Hard Back.

Additional Notes

Date 5/6/2025

  
School Administrator or Yearbook Adviser signature


Ida King #3323  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.

Copies: White > Marketing Services  
Yellow > Sales Representative  
Pink > Customer copy



Item #2318

Approved based on BPS School Board  
final approval. 



# School Photography Agreement

## SCHOOL INFO

School: Bixby Central Intermediate  
 Address: 9401 E. 161st St. S.  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other Int District: Bixby Public Schools  
 School Picture Day Coordinator Name: Denver Boren Phone: 918-366-2266  
 Title: Principal Email: dboren@bixbyps.org  
 Customer #: 2252421 Yearbook Job #: 05417  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Denver Boren Signature: [Signature]  
 Email: dboren@bixbyps.org Date: 5/8/25  
 Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
 Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission back to school, Stickers, Class Groups on Retake Day.

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 09652

SCHOOL Bixby East Elementary

ADDRESS 11901 East 131st Street South

CITY, STATE, ZIP Broken Arrow, OK 74011

TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup> \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 Pages / 300 Copies = \$25.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025

School Administrator or Yearbook Adviser signature

JOSTENS Sales Representative's signature and rep number

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Item #2318

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 44706

SCHOOL Bixby East Intermediate

ADDRESS 11901 East 131st Street South

CITY, STATE, ZIP Broken Arrow, OK 74011

## TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup> 20 20 20 20 20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

64 Pages / 300 Copies = \$23.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 4/25/2025

  
School Administrator or Yearbook Adviser signature

  
JOSTENS Sales Representative's signature and rep number

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Item #2318

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 32324

SCHOOL Bixby North Intermediate

ADDRESS 6941 East 121st South

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

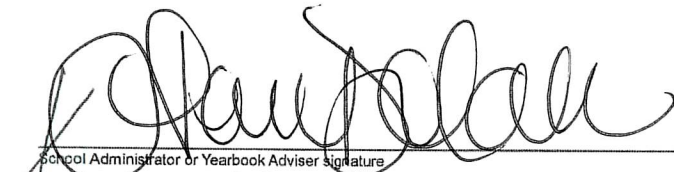
1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 Pages / 400 Copies = \$25.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025



School Administrator or Yearbook Adviser signature

 #3323

JOSTENS Sales Representative's signature and rep number

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# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 37285

SCHOOL Bixby North Elementary

ADDRESS 7101 East 121st South

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

72 Pages / 500 Copies = \$25.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025

[Signature]  
School Administrator or Yearbook Adviser signature

[Signature] #3323  
JOSTENS Sales Representative's signature and rep number

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# School Photography Agreement

## SCHOOL INFO

School: Bixby North Elementary  
Address: 7101 E. 121st St. S.  
City: Bixby State: OK Zip: 74008  
School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
School Picture Day Coordinator Name: Crystal Barton Phone: 918-366-2690  
Title: Administrative Assistant Email: cbarton@bixbyps.org  
Customer #: 1410678 Yearbook Job #: 37285  
Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: 651 Number of Staff: 90 Total: 741  
Preferred Dates: 1<sup>st</sup> Choice Sept. 16 Start & End Times 6:30-2 Retake Day Oct. 20  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
- An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
- Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Crystal Barton Signature: [Signature]  
Email: cbarton@bixbyps.org Date: \_\_\_\_\_  
Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 49252

SCHOOL Bixby West Elementary

ADDRESS 14901 South Harvard Avenue East

CITY, STATE, ZIP Bixby, OK 74008

## TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup> \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

64 Pages / 300 Copies = \$23.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 5/6/2025

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School Administrator or Yearbook Adviser signature

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Item #2318

# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 49196

SCHOOL Bixby West Intermediate

ADDRESS 14901 South Harvard Avenue East

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

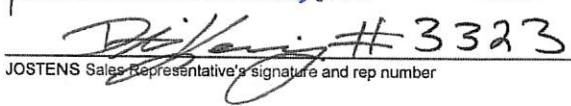
72 Pages / 400 Copies = \$25.50 per copy

Guarantee to keep school in black. Final Quantities TBD.

Additional Notes

Date 2/26/2025

  
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# School Photography Agreement

**SCHOOL INFO**

School: Bixby Middle School  
Address: 15400 S. Mingo  
City: Bixby State: OK Zip: 74008  
School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
School Picture Day Coordinator Name: Rowland Vernon Phone: 918-366-2201  
Title: Principal Email: rvernon@bixbyps.org  
Customer #: 1047836 Yearbook Job #: 33405  
Student Information System (e.g. PowerSchool): PowerSchool

**PICTURE DAY INFO**

Number of Students: 1200 Number of Staff: 110 Total: 1310  
Preferred Dates: 1<sup>st</sup> Choice 10-16-25 Start & End Times 9 AM - 3:30 PM Retake Day 11/3/25  
(Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

- SERVICES INCLUDED**
- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
  - Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
  - Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
  - Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
  - Fast delivery of images for families (images available online within 3-5 business days of photography)
  - Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
  - An efficient ID solution for students and staff (delivered within 7-10 business days of photography)
  - Additional school services in JostensPIX portal (online/printable directory, printable cumulative file stickers)
  - Family communications (email notifications, posters, and flyers prior to picture day)
  - Family support (direct customer service support—phone and email—for your families)

- ITEMS NEEDED**
- Please provide 2-3 photos of the area we will be taking pictures.
  - If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
  - Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

**SIGNATURES**

School Rep Name: Rowland Vernon Signature: [Signature]  
Email: rvernon@bixbyps.org Date: \_\_\_\_\_

Jostens Rep Name: Dustin Keirsej Signature: [Signature]  
Email: dustin.keirsej@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

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# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 33405

SCHOOL Bixby Middle School

ADDRESS 15400 South Mingo

CITY, STATE, ZIP Bixby, OK 74008

TERM AGREEMENT YEARS OF CONTRACT				
20 <sup>26</sup>	20	20	20	20

JOSTENS agrees as follows:

- 1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
- 2. To furnish the staff with Jostens complete Yearbook Kit of materials.
- 3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

120 Pages / 700 Copies = \$36.00 per copy

Guarantee to keep school in black. Final Specs TBD. Direct Marketing. Shipping Included

Additional Notes

Date 5/6/2025

*K. R. Vann*  
\_\_\_\_\_  
School Administrator or Yearbook Adviser signature

*D. Key* #3323  
\_\_\_\_\_  
JOSTENS Sales Representative's signature and rep number

Rep: Attach this form to a current publication agreement form to finalize specs. This form obtains a legal signature of customer.  
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# PUBLISHER'S AUTHORIZATION

JOSTENS IS HEREBY AUTHORIZED TO BE THE  
PUBLISHER OF THE SCHOOL'S YEARBOOK

JOB # 34037

SCHOOL Bixby High School

ADDRESS 601 South Riverview Dr.

CITY, STATE, ZIP Bixby, OK 74008

## TERM AGREEMENT YEARS OF CONTRACT

20<sup>26</sup> \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_ 20 \_\_\_\_\_

JOSTENS agrees as follows:

1. To provide planning sessions to determine specifications and to assist in creative design, content and editorial organization.
2. To furnish the staff with Jostens complete Yearbook Kit of materials.
3. To work within the framework of the school's yearbook budget set forth by the school administrator and/or yearbook adviser.

9X12, 220 Pages / 1,000 Copies = \$72.00 per copy

Guarantee to keep school in black. Final Quantities TBD. Direct Marketing

Additional Notes

Date 5/6/2025

  
School Administrator or Yearbook Adviser signature

  
JOSTENS Sales Representative's signature and rep number

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Item #2318



# School Photography Agreement

## SCHOOL INFO

School: Bixby High School  
 Address: 601 South Riverview Road  
 City: Bixby State: OK Zip: 74008  
 School Type:  ES  MS  HS  Other \_\_\_\_\_ District: Bixby Public Schools  
 School Picture Day Coordinator Name: Cassidy Floyd Phone: 918-366-2228  
 Title: Yearbook Adviser Email: cfloyd@bixbyps.org  
 Customer #: 1047835 Yearbook Job #: 34037  
 Student Information System (e.g. PowerSchool): PowerSchool

## PICTURE DAY INFO

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Total: \_\_\_\_\_  
 Preferred Dates: 1<sup>st</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 (Aug-Nov) 2<sup>nd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_  
 3<sup>rd</sup> Choice \_\_\_\_\_ Start & End Times \_\_\_\_\_ Retake Day \_\_\_\_\_

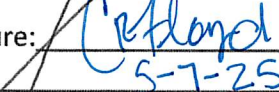
## SERVICES INCLUDED

- An efficient, hassle-free picture day experience (no handling of forms, money collection, or package distribution)
- Green screen technology (schools can choose a yearbook background, families can choose multiple backgrounds)
- Affordable, easy-to-order pictures for families (preview and order online, simple pricing, shipped directly to home)
- Fast delivery of images for schools (images available in JostensPIX portal within 3-5 business days of photography)
- Fast delivery of images for families (images available online within 3-5 business days of photography)
- Fast delivery of yearbook images (within 5 business days of retakes in Jostens yearbook software, or as download)
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- Family communications (email notifications, posters, and flyers prior to picture day)
- Family support (direct customer service support—phone and email—for your families)

## ITEMS NEEDED

- Please provide 2-3 photos of the area we will be taking pictures.
- If IDs are needed, please provide front and back photos of student and staff IDs, and select from the following:  
 Students -and/or-  Staff  Jostens provided (bar code) -or-  School provided (stripe/chip)
- Upload a complete list of all students and staff (including email addresses) at least two weeks prior to picture day.

## SIGNATURES

School Rep Name: Cassidy Floyd Signature:   
 Email: cfloyd@bixbyps.org Date: 5-7-25  
 Jostens Rep Name: Dustin Keirse Signature: \_\_\_\_\_  
 Email: dustin.keirse@jostens.com Date: 5/6/2025

**Thank you for putting your trust in JostensPIX. Please email agreement to [JostensPIXAdmin@jostens.com](mailto:JostensPIXAdmin@jostens.com).**

Jostens Inc. – France Ave S #400 – Minneapolis, MN 55435

Jostens Rep Use Only. Include service codes/notes here: 20% Commission back to school.



**Application for Approval  
of an  
Innovative Educational Program**

**Program Participants and Contact Information**

<b>1) Applicant Organization</b>	
Name:	Rob Miller
Address:	23 S Riverview Ave Bixby, OK 74008
Primary Contact	
Name:	Rob Miller / Lydia Wilson
Title:	Superintendent / Assoc. Superintendent
Email:	<a href="mailto:rmiller@bixbyps.org">rmiller@bixbyps.org</a> / <a href="mailto:lwilson@bixbyps.org">lwilson@bixbyps.org</a>
Phone:	918-366-2211 – 918-366-2240
Address:	Same as above

<b>2) Grant Recipient Organization</b>	
Name:	Bixby Public Schools
Address:	23 S Riverview Ave, Bixby, OK 74008
Primary Contact	
Name:	Rob Miller / Lydia Wilson
Title:	Superintendent / Assoc. Superintendent
Email:	<a href="mailto:rmiller@bixbyps.org">rmiller@bixbyps.org</a> / <a href="mailto:lwilson@bixbyps.org">lwilson@bixbyps.org</a>
Phone:	918-366-2211 – 918-366-2240
Address:	Same as above

<b>3) Program Information</b>	
Program Description	
Brief:	<b>Project Title:</b> Bixby Applied Creativity Center (BACC) – Igniting Innovation Through Student-Centered Learning
Detailed:	The Bixby Applied Creativity Center (BACC) is an innovative educational hub designed to bring the district’s strategic vision to life by cultivating creativity, collaboration, and critical thinking among students. Housed within the newly completed Academic Center at Bixby High School, the BACC will serve as a dedicated space for applied learning and future-ready skill development.

	<p>The BACC’s mission is to empower students to explore real-world challenges through hands-on, technology-driven experiences that go beyond the traditional classroom. Students will engage with cutting-edge tools and platforms in areas such as:</p> <ul style="list-style-type: none"> <li>• Robotics and Drone Programming</li> <li>• Aerospace and Flight Simulation</li> <li>• Virtual and Augmented Reality</li> <li>• Computer Coding and App Development</li> <li>• 3D Modeling, Design, and Printing</li> <li>• Audio and Media Production</li> </ul> <p>In alignment with Bixby Public Schools’ strategic plan, the BACC will foster an environment where innovation thrives, and students are encouraged to take ownership of their learning. It will initially serve high school students during and beyond the school day, with future plans to expand access to younger students and eventually to community members through workshops, mentorship opportunities, and collaborative projects.</p> <p>The BACC will not only serve as a launchpad for student creativity and career exploration, but also as a catalyst for building strong school-community partnerships around innovation, entrepreneurship, and workforce readiness.</p> <p>Through this grant, Bixby Public Schools seeks support to equip the BACC with the technology, materials, and staffing needed to fully activate this transformative learning space—one that will inspire students to imagine, create, and lead in a rapidly changing world.</p>
<b>Primary Program Contact</b>	
Name:	Rob Miller
Title:	Superintendent
Email:	<a href="mailto:rmiller@bixbyps.org">rmiller@bixbyps.org</a>
Phone:	918-366-2211
Address:	23 S. Riverview Ave Bixby, OK 74008

<b>4) Summary of Program Details and Expectations</b>	
<b>A. Program Objectives</b>	
<b>1.</b>	<b>Enhance Student Engagement and Creativity</b> Provide hands-on learning experiences that promote student creativity, innovation, and engagement through access to advanced technologies and real-world problem-solving activities.

2. **Develop 21st Century and Workforce-Ready Skills**  
Equip students with critical thinking, collaboration, communication, and technology skills aligned with future careers in STEM, media, and design industries.
3. **Expand Access to Learning Beyond the School Day**  
Offer flexible access to BACC resources and programming before and after school hours to support student exploration and enrichment.
4. **Foster Community Partnerships and Innovation Culture**  
Build strong school-community connections by hosting events, workshops, and collaborative projects that introduce innovation to the broader Bixby community.

## **B. Program Hypothesis or Theory of Change**

If students are provided with a creative, flexible learning environment equipped with advanced technology and guided by real-world, project-based instruction, then they will become more engaged, develop critical future-ready skills, and be better prepared to pursue post-secondary education and careers in high-demand fields.

Furthermore, by offering access outside the traditional school day and inviting community collaboration, the BACC will foster a broader culture of innovation and educational excellence across Bixby.

## **C. Program Plan and Procedures**

### **1. Facility Readiness and Launch (Summer–Fall 2025)**

- Complete outfitting of BACC space with technology, furnishings, and safety requirements.
- Hire program coordinator and train staff in equipment use, safety protocols, and instructional approaches.
- Develop course syllabi and programming schedule (e.g., VR coding, drone piloting, audio editing, etc.).

### **2. Instruction and Programming (Fall 2025 – Spring 2026)**

- Launch student-centered programming during the school day through elective classes and interdisciplinary projects.
- Provide extended-hours access for students before and after school for independent exploration or guided sessions.
- Partner with industry professionals and higher education for guest instruction and mentorship opportunities.

### **3. Community and Partnership Integration (Spring–Fall 2026)**

- Begin community workshop offerings in areas like 3D printing, podcasting, and coding basics.
- Host showcase events (e.g., “Innovation Nights,” STEM Expos) to involve families and local stakeholders.

- Establish ongoing feedback loops with local businesses and higher education institutions.

**D. Program Data Collection Plan**

To measure the effectiveness of the BACC program, the following data will be collected:

<b>Data Type</b>	<b>Tool/Method</b>	<b>Frequency</b>	<b>Purpose</b>
Student enrollment & participation	Attendance logs, program sign-ins	Ongoing	Track usage and access equity
Student skill growth	Pre/post skill assessments; project rubrics	Per project/unit	Assess learning gains in key areas
Student engagement & satisfaction	Student surveys, focus groups	Semesterly	Gauge interest, satisfaction, and feedback
Teacher/mentor feedback	Staff reflections, collaboration logs	Quarterly	Inform program refinement and support needs
Community involvement	Event sign-ins, partnership MOUs	Ongoing	Measure outreach and engagement

**E. Program Budget**

### 1. Equipment and Technology – \$75,000

Funds will be used to purchase essential equipment and technology to support core programming areas, including:

- Robotics kits and controllers
- Drone kits with simulators
- Virtual and augmented reality headsets and software licenses
- 3D printers, scanners, and design software
- Audio and video editing stations with microphones, mixers, and editing software
- Coding laptops and STEM workstations

This investment will ensure that students have access to industry-standard tools for hands-on, project-based learning in a modern, future-ready environment. The district will invest a portion of these funds through bond funds and/or community charitable donations.

### 2. Furnishings and Infrastructure – \$25,000

Flexible learning furniture and modular workstations will be purchased to support collaborative, student-centered use of the BACC. This includes mobile seating, maker tables, whiteboard surfaces, and storage solutions for materials and technology.

### 3. Personnel – \$60,000

The grant will fund a full-time BACC Coordinator (certified teacher or facilitator) responsible for:

- Overseeing daily operations
- Designing and delivering programming
- Providing support and training for other teachers
- Coordinating after-hours student access and community outreach

Funds will also support stipends for after-school facilitators and guest experts to expand access and program reach.

### 4. Professional Development – \$10,000

Ongoing training will be provided to staff in areas such as instructional technology, safety protocols, project-based learning, and industry-aligned certifications. These funds will support workshops, conference attendance, and consulting services.

### 5. Supplies and Consumables – \$10,000

Funding will support ongoing program needs such as filament for 3D printing, batteries and replacement parts for robotics and drones, headphones, VR safety gear, and general maker materials.

Total Budget Request: \$180,000

#### **F. Program Economic Model**

The Bixby Applied Creativity Center (BACC) is designed with a long-term vision for sustainability, rooted in community support, district integration, and adaptive program growth.

##### **1. District Investment and Integration**

The BACC is housed within the newly constructed Bixby High School Academic Center—an investment already made by the district and community through bond funding. The district will assume responsibility for core operational costs beyond the initial grant period, including utilities, maintenance, and integration of BACC activities into the high school schedule.

Beginning in Year 2, the BACC Coordinator position will transition to being partially or fully funded through local district funds or Title IV allocations, based on demonstrated program success.

##### **2. Community and Industry Partnerships**

Bixby Public Schools will seek to expand partnerships with local businesses, higher education institutions, and civic organizations to provide in-kind support, mentorship, and guest instruction. These partners may also provide funding through sponsorships, equipment donations, or co-hosted events.

##### **3. Revenue-Generating Opportunities**

Future programming will include optional community-based workshops or summer STEM camps hosted at the BACC, with modest registration fees reinvested to cover materials and instructional costs. Student-led enterprises (e.g., design/print services or media production) may also provide micro-funding and entrepreneurship opportunities.

##### **4. Additional Grant and Donor Development**

The success of the BACC will serve as a platform for pursuing additional funding from regional and national foundations focused on STEM, education innovation, and workforce development. The Bixby Educational Endowment Foundation will also support targeted fundraising efforts.

## 5. Continuous Evaluation and Strategic Planning

Annual review of student outcomes, participation data, and community feedback will inform adaptive planning and help prioritize scalable programming. The BACC will remain aligned with the district's strategic goals, ensuring that innovation remains a central part of Bixby's long-term educational mission.

### G. Program Review and Evaluation Plan

#### Formative Evaluation (Ongoing)


- Review attendance, participation, and engagement data quarterly to inform program adjustments.
- Hold monthly team check-ins to evaluate challenges, technology issues, or training needs.
- Conduct student focus groups mid-year to gather qualitative feedback.

#### Summative Evaluation (End of Year 1)

- Compare pre/post student skill assessments to evaluate impact on digital literacy, problem-solving, and creativity.
- Analyze growth in participation across grade levels, demographics, and interest areas.
- Present findings in an annual report to district leadership, stakeholders, and potential funders.

#### Future Growth Strategy

- Use evaluation results to expand offerings to middle grades and community-based programming.
- Apply data to seek additional grant funding or partnerships.
- Continuously align offerings with workforce trends and student interests.

5) Partner District Coding for Innovative Educational Program	
District Account #:	
Project Code:	
Site Code:	
6) Application Submitted by:	
Signature:	
Name:	Rob Miller
Title:	Superintendent
Date:	5/8/2025

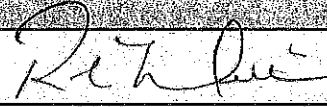




**Grant Funding Request  
for  
Approved Innovative Educational Program**

The undersigned Sponsor or Partner District hereby requests a grant to fund the following Approved Innovative Educational Program:


Requesting Sponsor or Partner District	
Name:	<b>Rob Miller</b>
Request Date:	<b>05/28/2025</b>
Program Information	
Program Name:	<b>Bixby Applied Creativity Center</b>
GO Identification #:	<b>GO-Public-Bixby-008-BHS BACC</b>
Brief Description:	<p>The Bixby Applied Creativity Center (BACC) is an innovative educational hub designed to bring the district’s strategic vision to life by cultivating creativity, collaboration, and critical thinking among students. Housed within the newly completed Academic Center at Bixby High School, the BACC will serve as a dedicated space for applied learning and future-ready skill development.</p> <p>The BACC’s mission is to empower students to explore real-world challenges through hands-on, technology-driven experiences that go beyond the traditional classroom. Students will engage with cutting-edge tools and platforms in areas such as:</p> <ul style="list-style-type: none"> <li>● Robotics and Drone Programming</li> <li>● Aerospace and Flight Simulation</li> <li>● Virtual and Augmented Reality</li> <li>● Computer Coding and App Development</li> <li>● 3D Modeling, Design, and Printing</li> <li>● Audio and Media Production</li> </ul>

	<p>In alignment with Bixby Public Schools' strategic plan, the BACC will foster an environment where innovation thrives, and students are encouraged to take ownership of their learning. It will initially serve high school students during and beyond the school day, with future plans to expand access to younger students and eventually to community members through workshops, mentorship opportunities, and collaborative projects.</p> <p>The BACC will not only serve as a launchpad for student creativity and career exploration, but also as a catalyst for building strong school-community partnerships around innovation, entrepreneurship, and workforce readiness.</p> <p>Through this grant, Bixby Public Schools seeks support to equip the BACC with the technology, materials, and staffing needed to fully activate this transformative learning space—one that will inspire students to imagine, create, and lead in a rapidly changing world.</p>
Sponsor:	NA
Partner District:	<b>Bixby Public Schools</b>
Funder:	<b>GO for Public Schools</b>
<b>Grant Request</b>	
Grant Amount:	<b>\$180,000</b>
Grant Purpose:	See application budget breakdown
Desired Grant Date:	<b>June 15, 2025</b>
Other Relevant Notes:	
<b>Requested by:</b>	
Signature:	
Name:	Rob Miller
Title:	Superintendent
Date:	05/28/2025



**Approval and Details  
for  
Approved Innovative Educational Program**

The following program has been Approved by GO for Public Schools:

Program Information	
Name:	<b>Bixby Applied Creativity Center (BACC)</b>
Approval Date:	<b>5/15/2025</b>
GO Identification #:	<b>GO-Public-Bixby-008-BHS BACC</b>
Brief Description:	<p>The Bixby Applied Creativity Center (BACC) is an innovative educational hub designed to bring the district's strategic vision to life by cultivating creativity, collaboration, and critical thinking among students. Housed within the newly completed Academic Center at Bixby High School, the BACC will serve as a dedicated space for applied learning and future-ready skill development.</p> <p>The BACC's mission is to empower students to explore real-world challenges through hands-on, technology-driven experiences that go beyond the traditional classroom. Students will engage with cutting-edge tools and platforms in areas such as:</p> <ul style="list-style-type: none"> <li>• Robotics and Drone Programming</li> <li>• Aerospace and Flight Simulation</li> <li>• Virtual and Augmented Reality</li> <li>• Computer Coding and App Development</li> <li>• 3D Modeling, Design, and Printing</li> <li>• Audio and Media Production</li> </ul>
Sponsor:	<b>NA</b>
Partner District:	<b>Bixby Public Schools</b>
Funder:	<b>GO for Public Schools</b>
Approval by:	
Signature:	
Name:	<b>Mark J. Ross</b>
Title:	<b>Chief Catalyst</b>
Date:	<b>5/15/2025</b>

**2024-2025  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

DILLON DOBBINS	SUMMER SCHOOL	DISTRICT	05/27/2025
DOLLY SCOTT	SUMMER SCHOOL	DISTRICT	05/27/2025
MICHAEL COX	SUMMER SCHOOL	DISTRICT	05/27/2025
CAROLE CLAGG	SUMMER SCHOOL	DISTRICT	05/27/2025
WES COLEMAN	SUMMER SCHOOL	DISTRICT	05/27/2025
LORI HEARD	INDIAN ED TUTOR	DISTRICT	05/27/2025
ROY HUNTER	INDIAN ED TUTOR	DISTRICT	05/27/2025
TINA FRANCIS	INDIAN ED COORDINATOR	DISTRICT	07/01/2025
TINA FRANCIS	INDIAN ED TUTOR	DISTRICT	06/04/2025
ANNE WHITE	INDIAN ED TUTOR	DISTRICT	06/04/2025
WENDY ROBERTS	INDIAN ED TUTOR	DISTRICT	06/04/2025
TIA MORROW	INDIAN ED NURSE	DISTRICT	06/09/2025
ANDI WILSON	INDIAN ED TUTOR	DISTRICT	06/04/2024
TERRI MULLINS	ESY COORDINATOR	DISTRICT	07/07/2025
LANDRIE WALKER	ESY SPEECH PATH-ASST	DISTRICT	07/07/2025
CRYSTAL INGLE	ESY TEACHER	DISTRICT	07/07/2025
KIM KIRK	ESY TEACHER	DISTRICT	07/07/2025
AMANDA WALEHWA	ESY TEACHER	DISTRICT	07/07/2025
CHRISTINA CONNOR	ESY TEACHER	DISTRICT	07/07/2025
MEGAN ROBBINS	ESY TEACHER	DISTRICT	07/07/2025
SARAH COGAN	ESY TEACHER	DISTRICT	07/07/2025
DION MATTOX	ESY TEACHER	DISTRICT	07/07/2025
ERICA HAWKINS	IMMIGRANT SUMMER TEACHER	DISTRICT	06/02/2025
SHELLY MUSSER	IMMIGRANT SUMMER TEACHER	DISTRICT	06/02/2025

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2025-2026**

KELCY BARBER	TEACHER	EAST ELEMENTARY	08/12/2025
DENNY BASSE	TEACHER	EAST INTERMEDIATE	08/12/2025
KYRA CARLSON	TEACHER	NORTH INTERMEDIATE	08/12/2025
PARKER CHILDERS	ASST PRINCIPAL	HIGH SCHOOL	07/16/2025
JOY DIVINE	TEACHER	CENTRAL ELEMENTARY	08/12/2025
KAITLIN GALDINO	TEACHER	NORTH INTERMEDIATE	08/12/2025
KYLIE HAMMOCK	TEACHER	NORTH ELEMENTARY	08/12/2025
AMANDA HOLDEN	TEACHER	CENTRAL ELEMENTARY	08/12/2025
JULIE KING	TEACHER	EAST INTERMEDIATE	08/12/2025

Submitted to Board of Education JUNE 2nd, 2025

### **EMPLOYMENT for 2025-2026 CONT'D**

RUDOLPH LACK	TEACHER	MIDDLE SCHOOL	08/12/2025
MASON MOORE	TEACHER	HIGH SCHOOL	08/12/2025
DAKOTA MORAN	TEACHER	ATHLETICS	08/12/2025
SKYE MUA	TEACHER	NORTH ELEMENTARY	08/12/2025
JESSICA ONEILL	TEACHER	MIDDLE SCHOOL	08/12/2025
CIERRA REECE	TEACHER	NORTH INTERMEDIATE	08/12/2025
CONNOR SEABA	TEACHER	9TH GRADE CENTER	08/12/2025
KAYCEE SPAUGH	TEACHER	EAST INTERMEDIATE	08/12/2025
JILLIAN STREETMAN	TEACHER	WEST ELEMENTARY	08/12/2025
LAUREN SUMLER	TEACHER	WEST ELEMENTARY	08/12/2025
BRENNAN BARRICK	TEACHER	EAST INTERMEDIATE	08/12/2025

### **RESIGNATION AGREEMENTS**

CAROLINE SUSMILCH	TEACHER	EAST INTERMEDIATE	04/23/2025
VANGIE ARELLANO	TEACHER	WEST INTERMEDIATE	05/22/2025
LARA DESHURLEY	TEACHER	MIDDLE SCHOOL	05/22/2025
BRITTANY HANLEY	TEACHER	CENTRAL INT.	05/22/2025
MARK HART	TEACHER	HIGH SCHOOL	05/22/2025
JENNIFER HAYNES	TEACHER	ADMINISTRATION	06/04/2025
LANCE KIGHT	TEACHER	MIDDLE SCHOOL	05/22/2025
PAIGE KINNAMON	TEACHER	WEST ELEMENTARY	05/22/2025
STACIE MANLUN	TEACHER	9TH GRADE CENTER	05/22/2025
MADISON MCCORKEL	TEACHER	EAST ELEMENTARY	05/22/2025
JUSTINE MILBURN	TEACHER	WEST ELEMENTARY	05/22/2025
HALEY RUMBAUGH	TEACHER	EAST INTERMEDIATE	05/22/2025

### **TERMINATIONS**

**2024-2025  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

CASEY JORDAN	ASSISTANT GIRLS WRESTLING HIGH SCHOOL	05/27/2025
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**TEMPORARY CONTRACT**

MICHELL ATKINSON	INDIAN ED ADMIN ASST	DISTRICT	07/01/2025
BETSY LEAHAN	ESY OCCUPATIONAL THERAPIST	DISTRICT	07/07/2025
KATELYN SNOW	ESY HEALTH CLERK	DISTRICT	07/07/2025
JENNIFER CUNNINGHAM	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
JENNIFER JAMES	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
TARA MCCLAIN	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
TERESA CASH	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
THOMAS POOL	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
MADELINE GAYLOR	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
TONYA CRANK	ESY PARAPROFESSIONAL	DISTRICT	07/07/2025
STEPHEN NEUZIL	ESY BUS DRIVER	DISTRICT	07/07/2025
GARY SHOWN	ESY BUS DRIVER	DISTRICT	07/07/2025
DANIEL HAND	ESY BUS DRIVER	DISTRICT	07/07/2025
ERIC HARRISON	ESY BUS DRIVER	DISTRICT	07/07/2025
ALEXANDRA MENDOZA	ESY BUS DRIVER	DISTRICT	07/07/2025
DIEP HARRISON	ESY BUS DRIVER	DISTRICT	07/07/2025
LYNAYA WHITE	ESY BUS DRIVER	DISTRICT	07/07/2025
MILES COOPER	ESY BUS DRIVER	DISTRICT	07/07/2025
AVERY HUNTSMAN	INDIAN ED TUTOR	DISTRICT	06/04/2025
NIANG CING	INDIAN ED PARA	DISTRICT	06/04/2025

**ADJUNCT EMPLOYMENT**

**EMPLOYMENT 2025-2026**

STEVEN COX	PARAPROFESSIONAL	EAST INTMD.	08/12/2025
REBEKAH MELGAREJO	PARAPROFESSIONAL	CENTRAL ELEM.	08/12/2025
SYDNEY TATE	PARAPROFESSIONAL	WEST INTMD.	08/12/2025

**RESIGNATIONS**

LORI DUNLAP	CHILD NUTRITION	CHILD NUTRITION	04/22/2025
ERIC HITES	CHILD NUTRITION	CHILD NUTRITION	04/10/2025
DAX HEGINBOTHAM	PARKING LOT ATTEND.	HIGH SCHOOL	05/22/2025
LINDA LAINHART	CHILD NUTRITION	CHILD NUTRITION	05/23/2025

**REASSIGNMENTS**

**TERMINATIONS**

DONNA MINARIK	CHILD NUTRITION	CHILD NUTRITION	04/11/2025
CHASITY WASHBURN	PARAPROFESSIONAL	HIGH SCHOOL	05/19/2025

## ***AGREEMENT***

THIS AGREEMENT made this May 8<sup>th</sup>, 2025 by and between Oklahoma's Credit Union ("CREDIT UNION") and BIXBY PUBLIC SCHOOLS ("BPS").

### **RECITALS:**

CREDIT UNION, as a supporter of BPS, has agreed to provide a financial sponsorship commitment to BPS in consideration of the marketing and recognition to be provided to the CREDIT UNION in consideration of the terms of this Agreement. BPS has agreed to provide the marketing opportunity and Oklahoma's Credit Union name recognition in connection with its sports facilities, venues and events as described in this Agreement in consideration of the financial commitment provided by the CREDIT UNION herein.

NOW, THEREFORE, the parties agree as follows:

1. In consideration of the rights, naming recognition, services and products described below, CREDIT UNION agrees to pay BPS the sum of \$50,000.00 per year for three (3) years commencing on June 1<sup>st</sup> of each year for school years 25-26, 26-27, and 27-28 (the " CREDIT UNION Payment").
2. In consideration of the CREDIT UNION Payment, BPS, through the Bixby High School Athletic Department, will provide the CREDIT UNION the following advertising and marketing opportunities and recognition for the period of June 2025 through May 31<sup>st</sup>, 2028 (the Term):
  - a. Display of one static, backlit advertising logo of CREDIT UNION at the bottom left of the primary Spartan Stadium videoboard Bixby High School football stadium ("Videoboard") in dimensions mutually satisfactory to the parties. (4'x6.5') The Videoboard display will be provided for the 2025 through the 2028 football seasons in addition to the Spring 2026 Sports Seasons.
  - b. The displaying of a 10'x10' digital animated CREDIT UNION logo on the Videoboard during all BPS athletic events at Spartan Stadium.
  - c. Oklahoma's Credit Union will be the exclusive Title Sponsor with a 10'x10' animated logo in addition to a 4'x6.5' Static backlit panel on the Videoboard..

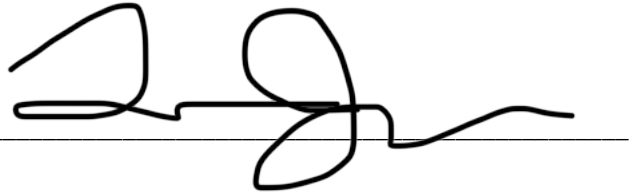
- d. Oklahoma's Credit Union will be recognized as the sponsor of one (1) home football game each season with a recognition plaque given at halftime.
  - e. Oklahoma's Credit Union will be recognized and its support acknowledged over the loud speaker (PA) at each football, basketball, softball, baseball, soccer game and each track event.
  - f. Oklahoma's Credit Union will be provided a scrolling digital advertisement (logo) on the videoboard score table at all volleyball, basketball, and wrestling athletic events in Whitey Ford Gymnasium.
  - g. Oklahoma's Credit Union will be acknowledged and its support recognized during the Football radio/broadcast with live reads or commercials.
  - h. Oklahoma's Credit Union will provide artwork and/or advertising copy for and will receive, free of charge, one (1) full page advertisement in each football program produced for home games.
  - i. Each year Oklahoma's Credit Union will be provided with 6 Varsity Football reserved season tickets, (6) Hospitality Room (located in Home of the Spartans Building for dinner prior to the start of the game) wrist bands, (6) All Sports Passes (for all non OSSAA playoff events at BPS), (3) Parking passes.
  - j. At each Home Varsity Football Game, the Credit Union will provide a commercial in the format required to be no longer than 15 seconds and played twice. (3-4 times per game if time allows)
  - k. Oklahoma's Credit Union Logo and a link to the Oklahoma's Credit Union website will be displayed on the Bixby Spartan Athletics Website, and a commercial during live streaming athletic events.
3. BPS represents and acknowledges that the foregoing Agreement has been properly approved on behalf of BPS and represents the binding agreement of the parties.
4. BPS reserves the right to approve the form and content of all signs and advertising messages, such approval not to be unreasonably withheld, conditioned or delayed.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first above written.

**Oklahoma's Credit**

**Union**

By \_\_\_\_\_

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned over a horizontal line.

**BIXBY PUBLIC SCHOOLS**

By \_\_\_\_\_

President, Board of Education



# RENEWAL QUOTE

IXL Learning  
 777 Mariners Island Blvd., Suite 600  
 San Mateo, CA 94404

QUOTE # 1397774-1  
 DATE: APRIL 16, 2025

**TO:**  
 Cheryl Wilkinson  
 Bixby School District 4  
 109 N Armstrong St  
 Bixby, OK 74008

**COMMENTS OR SPECIAL INSTRUCTIONS**

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Corinne Deans	A22-3651522	July 8, 2025 - July 8, 2026	July 8, 2025

SUBSCRIPTIONS	QUANTITY	LIST UNIT PRICE	NET UNIT PRICE	NET PRICE
IXL site license, including:				
Grades PK-12 Subjects: Math and ELA	3775	\$18.75	\$18.25	\$68,893.75
Grades PK-2 Subject: Math	1700	\$13.25	\$12.75	\$21,675.00
			Total List Price	\$93,306.25
			Savings	\$2,737.50
			Total Net Price	\$90,568.75

TOTALS	
Total Subscriptions List Price	\$93,306.25
Total Savings	\$2,737.50
Grand Total	\$90,568.75



**Bixby Public Schools**

Re: **Bixby Public Schools** Parental Notification and Consent under the Children's Online Privacy Protection Act (COPPA) on behalf of Junior Achievement ("JA").

Dear School Administrator:

JA is proud to partner with **Bixby Public Schools** to inspire and prepare young people to succeed in a global economy.

In cooperation with the Educational Institution, JA may offer certain of its programs to students in a blended-learning format facilitated by classroom teachers and volunteers, and/or in a self-directed digital format accessed directly by students, both of which may include the use of computers, tablets or other devices to interact online with web-based JA programs, games, mobile applications or other online content. To access online content, students may be asked to provide certain personal information, such as first name, last name, email address and username, which is collected and used in accordance with the Privacy Policy of Junior Achievement USA® (as updated and notified to the Educational Institution from time to time, the "Privacy Policy"). Moreover, students image, likeness, and voice may be shown or captured during participation in JA programs online.

While JA (which includes Junior Achievement USA and its licensees and affiliates, as described in the Privacy Policy) is a nonprofit organization and does not use student personal data for commercial purposes, it is our policy that any collection and use of student personal data be in compliance with the Children's Online Privacy Protection Act (COPPA). Under COPPA, website operators must provide parental notification and obtain parental consent before collecting personal information from students under age 13, and COPPA permits educational institutions to provide such consent on behalf of parents, thereby eliminating the need for website operators to obtain parental consent.

Accordingly, we are confirming that JA is relying on the Educational Institution to provide parental notification and consent under COPPA on behalf of JA, as described above. We are also confirming that the Educational Institution has obtained parental consents and permissions that allow students to participate in online educational program delivery, including livestream and other online formats in which the students' image, likeness, and voice may appear, and that JA is relying on such parental consents and permissions obtained by the Educational Institution in delivering JA programs online to students of the Educational Institution. We understand the Educational Institution will include Junior Achievement USA on any list of website operators for which the Educational Institution provides such notice and consent and will post a link on its website to the Privacy Policy or otherwise make the Privacy Policy available to parents. If the Educational Institution uses a form to obtain consent from parents, please provide us with a copy of the form. Please contact Junior Achievement USA with any questions or comments at [newmedia@ja.org](mailto:newmedia@ja.org) or otherwise as described in the Privacy Policy.

Thank you for working with JA to provide young people the knowledge and skills they need to own their economic success!

Junior Achievement of Oklahoma

A handwritten signature in cursive script that reads "Shannan Beeler".

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**Shannan Beeler**  
**President**

ACKNOWLEDGED:

Bixby Public Schools

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**Name:**  
**Title:**

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK ADJUSTMENT TRAINING (WAT)**

This agreement, consisting of twenty-four (24) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

**BIXBY PUBLIC SCHOOLS  
23 S RIVERVIEW DR.  
BIXBY, OK 74008**

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

**RECITALS**

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

**WHEREAS**, the Oklahoma Department of Rehabilitation Services desires employment training for its individuals; 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: 10-7-164 to provide work adjustment training; and

**WHEREAS**, the rates for services set forth herein have been approved as fixed rates by the Oklahoma Commission for Rehabilitation Services and the Office of Management and Enterprise Services pursuant to 74 O.S. § 85.7(A)(6)(f).

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2024, whichever is the latter, through September 30, 2025. The Contract may be

renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

### A. Contractor's Obligations

1. The Contractor agrees to submit a proposal initially to start a program or as requested by DRS staff. A proposal should include a description of the referral process, staff qualifications, admission criteria, individualized assessment tools, individualized training plan forms, curriculum, progress assessment and reporting methods and tools, a plan for post-training services, and information about facilities and equipment to be utilized. Upon approval, a contract shall be issued to the Contractor. **The work adjustment training program is designed to prepare high school age youth with the most significant disabilities or equally significant barriers for competitive integrated employment in the community by developing important work habits, attitudes, and personal and social adjustment skills.** Services such as these are made possible by the Workforce Innovation and Opportunity Act (WIOA) of 2014.
2. Eligible DRS clients authorized to participate in work adjustment training (WAT) may do so for a maximum 24 cumulative months, as approved on an individual basis by the DRS counselor prior to the initiation of training. If the DRS client requires more time to make additional progress, the DRS counselor may authorize additional time. If the Contractor provides WAT during the summer months, any summer months worked by the DRS client count as part of the maximum 24 cumulative months. **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 and pertinent documents.**

#### **Students eligible to participate include those DRS transition students:**

- a. with documented disabilities (includes individualized education plan (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;
- b. with an approved DRS case;
- c. with an individualized plan for employment (IPE) in place;
- d. with WAT as a line of service on the IPE;
- e. who have been provided written authorization by DRS as to their start date;  
and
- f. who are at least 16 – 22 years of age.

3. There are rare cases where students NOT on an IPE may participate in WAT under a Trial Work Plan, as approved by the DRS counselor. In either case, no services may begin without prior written authorization from DRS.
4. Students who are completing high school at the end of the school year with a standard diploma and who are participating in services through the Contract must cease participation upon their last day of school. They may not continue to participate in WAT beyond their last day of high school (unless in rare cases and only with DRS counselor approval). Students who are receiving an alternate diploma at the end of the school year and who are participating in services through the contract may continue to participate in WAT even if they have received their alternate diploma, as long as they are still attending school.
5. Work adjustment training provided under the provisions of the Contract must comply with the component parts as described.
6. The Contractor maintains liability for the students while they are participating in the WAT program.

## **B. Program Requirements**

### **1. Referral**

The Contractor shall provide work adjustment training to eligible DRS clients, as authorized in writing by the DRS counselors in the form of Authorization(s) for Purchase provided to the Contractor prior to the initiation of training. All services for DRS clients shall be authorized in writing by the DRS counselor as "work adjustment training". It is the Contractor's responsibility to market and educate others about its program.

### **2. Staff Qualifications**

The work adjustment training center shall assure that all instructional staff and assistants are properly trained to perform their assigned functions. Minimum staff training and qualifications should include the following:

- a. complete DRS Employment Consultant Training within the first year of employment; or
- b. be a certified special education teacher; and
- c. have experience working with people with disabilities and knowledge of transition requirements under IDEA and the Pre-ETS of WIOA.

The instructional staff must also have access to technical assistance and receive update training as appropriate. The Contractor shall document qualifications and ongoing training/professional development.

### 3. Admission Criteria

The work adjustment training center shall provide specific admission criteria for individuals with the most significant disabilities or equally significant barriers expressing a desire to obtain competitive integrated employment in the community after completing work adjustment training. Admission criteria shall be made available in accordance with the DRS requirements. The Contractor shall make every effort to educate clients and parents about working toward competitive integrated community employment.

### 4. Individualized Assessment

The work adjustment training center shall assure that each individual is afforded, **on a monthly basis**, an individualized assessment of interpersonal and competitive work-related skills. This shall be documented on the DRS Monthly Progress Report form and any other assessments chosen by the Contractor. The individualized assessment shall be documented and must include:

- a. an assessment of the individual's interpersonal skills, including the ability to interact socially;
- b. capacity to understand verbal and written instructions;
- c. job skills, including the ability to meet both the physical and social aspects of competitive integrated employment;
- d. work speed and endurance;
- e. career interest and awareness;
- f. work behaviors, which include the ability to work independently; and
- g. physical capacities and psychomotor skills.

The Contractor shall assist each client in developing a realistic vocational goal upon completion of one school year (i.e., 9 months) in the work adjustment training center program. This shall include working with clients to identify strengths, interests, abilities, challenges, job matches and mismatches, and researching alternative jobs within various career fields. This vocational goal shall be shared with the DRS counselor upon development with the intent of aligning this goal with the IPE goal and jointly planning activities to reach the goal. The Contractor shall share with the DRS concerns regarding client participation or lack of progress as soon as possible as well as a change in client's goal toward achieving competitive integrated employment.

### 5. Individualized Training Plan (ITP)

- a. The work adjustment training center shall assure that an individualized training plan be prepared for each individual served within 60 calendar days of admission. The goal of the individualized training plan shall be working towards independent competitive community integrated employment and

shall be based on input from the individual and his/her parent(s) or authorized representative. It should address areas of strength and needed services based on the individualized assessment, and provide the basis for periodic evaluation of progress towards competitive employment. **The initial ITP for each client must be submitted to the DRS counselor within 60 calendar days.**

- b. **The ITP shall be submitted with the DRS Progress Report regularly (or at least every 3 months).**
- c. This ITP shall be reviewed regularly (or at least every 3 months along with the DRS Progress Report) and shall also contain a detailed description of how each client shall progress through work adjustment training and ultimately into a paid work experience through the Transition School-to-Work: Work Study contract, or other paid or unpaid work experience (e.g., job shadowing, on the job training). DRS counselors shall work with the Contractor on an individual basis to determine when a client is ready to transition out of work adjustment training and into a work experience; however, the DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for exceptional individual cases. The Contractor shall also assist each DRS client with developing a transportation plan for employment upon completion of services (e.g., city bus, call-a-ride, taxi, walking, carpooling, parent driving, driving self, riding a bicycle, Uber). This may be included in the ITP or another document but must be in writing.

## 6. Curriculum

- a. The work adjustment training center shall provide instruction and orientation to work practices which is tailored to individual needs and falls within the five core Pre-Employment Transition Services:
  - (1) job Exploration Counseling;
  - (2) work-based Learning Experiences;
  - (3) counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - (4) workplace Readiness, including social and independent living skills; and
  - (5) self-advocacy, including peer mentoring;

and that encompasses:

- (6) career interest/awareness and Job seeking skills (e.g., utilize resources for finding jobs, stating job interests, recognizes purpose for work and need to develop skills);
- (7) work Behaviors (e.g., attendance, punctuality, working independently or in groups, dressing appropriately, demonstrating safety and maturity, and following work rules, using breaks wisely, cell phones

- and other electronic devices in the workplace, e-mail etiquette);
- (8) job Skills (e.g., switching tasks, remaining on task, obtaining supplies, and cleaning up work area);
  - (9) work speed and endurance (e.g., completing tasks with accuracy, increasing time on task, asks for additional work, and adjusts to change);
  - (10) interpersonal/communication skills (e.g., ability to interact socially, cooperate, ask for help, use appropriate manners, respond to criticism; initiate, maintain, and end conversations; appropriate conversation topics for the workplace; forms of harassment and how to respond/get help; what is NOT harassment);
  - (11) independent living skills (e.g., value of money, how to organize money, banking, setting a budget, money/identify safety, preparing for meals, grocery shopping, light meal preparation, kitchen safety, accessing and using various transportation options, transportation safety, community safety, sorting laundry, using washing machines/dryers, community resources, personal needs/medical, home safety, emergencies); Safety training may include real life practice, class discussion and activities, role playing, watching safety videos, having guest speakers, etc. Sample transportation topics may include, but are not limited to:

- specific equipment and documentation to keep in vehicle or on your person;
- emergency procedures for specific transportation option;
- communication between program and driver before, during, and after transport;
- maintenance and inspection of vehicles and bicycle;
- safety in and around vehicles;
- school zones, railroad crossings;
- unloading and double-checking vehicles after unloading;
- knowing your surroundings and people around you;
- seatbelts, car seats, booster seats, helmets, and other safety devices;
- waiting on the curb;
- crossing the street;
- waiting at bus stops;
- rules for bicycles;
- strangers; and
- being street smart.

- (12) understanding verbal and written instructions (e.g., following directions, responding to directions in a timely manner, remembering steps, and asking for help); and
- (13) work related skills (e.g., dealing with work pressures, counting, measuring, telling/managing time, travel and transportation, including

planning around work schedules to arrive on time, what to do when you will be late or not able to go to work).

- b. The Contractor shall integrate the use of technology for clients and ensure clients are accessing technology in meaningful ways that will help better prepare them for ways to use technology for employment purposes (e.g., resume development, online applications, job searches, e-mail, and interest inventories). If a client has a cell phone or other electronic device and can be taught how to use it for reminders, lists or steps, video modeling, the Contractor is encouraged to make use of such opportunities for independence.
- c. The curriculum must also include real work observation and include a variety of work experiences in the community (e.g., ability to transfer work skills, learn new job tasks, and demonstrate appropriate behavior). The Contractor shall ensure that each client is afforded the opportunity to experience at least six (6) **different** types of jobs in various community settings (e.g., retail, hotel, restaurant, manufacturing, industry, customer service, medical) throughout each school year. This must include at least 6 separate experiences in the community. Situations in which students would be performing tasks of a volunteer nature may count as only one of the 6 experiences. The DRS counselor and the Contractor shall be given the flexibility to allow for alternate plans for **exceptional individual cases**.
- d. Virtual opportunities for WAT that's available through the Contractor may be provided to students due to Covid-19-related concerns. A proposal for virtual training **MUST** be received and approved by the DRS Transition Coordinator in order to continue with the WAT program, if the need for virtual training occurs. The vendor **MUST** provide detailed information regarding virtual activities on any progress reports and in the time sheet notes. The Contractor **MUST** justify what has been done virtually with each DRS client. Online YouTube videos and virtual job shadowing opportunities for students can be used to continue the various community experiences. There shall be no change to time sheet billing amounts during virtual training.

## 7. Progress Assessment And Reporting

The work adjustment training center shall have established procedures for evaluating the individual's progress toward independent competitive integrated employment and skills identified in items 4 and 5 above and must report results periodically in accordance with the DRS requirements. Evaluation of progress of individuals shall be required every 30 days, and an additional evaluation of the ITP and level of independence every 90 days, with work adjustment training not to exceed a maximum 24 cumulative months, unless pre-approved by the DRS counselor. All progress reports and time sheets must be submitted to the DRS counselor by the 15<sup>th</sup> of the following month for timely payment to the Contractor for students participating in work adjustment training.

## **8. Post-Training Services**

The work adjustment training center shall provide post-training referral services for each individual in accordance with the individual's needs. Such services should include but not be limited to referrals for job placement assistance and/or continuing education.

## **9. Facilities And Equipment**

The work adjustment training center shall have adequate equipment and facilities to facilitate the training services provided by the center. The equipment and facilities used for training purposes shall meet or exceed all appropriate safety standards. Additionally, the facilities must meet the ADA requirements for accessibility. The Contractor shall ensure adequate staff to supervise students in the various facilities utilized for work adjustment training. Staff assigned to implement WAT program requirements must have appropriate training and qualifications (e.g., employment consultant training).

## **10. Reporting**

The Contractor agrees to maintain all appropriate training standards and provide monthly attendance and progress reports for each authorized individual. These reports shall be processed through the assigned DRS counselor. The DRS transition coordinator (TC) shall conduct ongoing annual evaluations through visits, reviewing paperwork, and onsite auditing to ensure compliance with the DRS guidelines. Should the DRS TC find areas of noncompliance, the Contractor shall be required to submit a corrective action plan (CAP) within 30 days. The DRS TC shall do a follow-up visit within two months to ensure all areas on noncompliance are corrected. Final reporting and recommendation regarding competitive employment abilities or obstacles shall be completed by the Contractor on each individual at the conclusion of the school year of the work adjustment training program period. This final report submitted to the DRS counselor shall include each client's plans for future employment.

## **C. Additional Contractor Requirements**

The Contractor's designated teacher/transition coordinator(s) shall:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A. Appendix B provides the Contractor resources to assist in WAT program implementation.
2. obtain written authorization from the DRS counselor prior to initiating services for students;
3. be a part of the decision-making process for community work experiences and transitioning students out of the WAT program;
4. provide information regarding the program to school personnel, students, and

- parents;
5. provide job readiness instruction and assistance to the students as outlined above that fall within the following 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; and;
    - e. self-advocacy, including peer mentoring;
  6. assist with regular assessment of the students' progress;
  7. work with the DRS counselor to maintain a list of all authorized participating students at least one time per semester or updated as new students join or exit;
  8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the WAT services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
  9. document such transition services or Pre-Employment transition services provided and completed by participating students on the progress report form or other documents developed by the Contractor or required by DRS;
  10. provide monthly documentation to DRS counselor, such as progress reports and attendance reports;
  11. provide an initial ITP within 60 calendar days of admission to the DRS counselor;
  12. **provide ITP and 90-day Progress Report regularly (or at least every 3 months);**
  13. **provide final report at the conclusion of the school year;** and
  14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

#### **D. DRS's Obligations**

The DRS counselor shall:

1. provide the Contractor written authorization prior to the initiation of services for each student approved for the WAT program;
2. provide to the Contractor a signed copy of each client's IPE within 30 days of beginning the WAT program;
3. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
4. provide payment to the Contractor for work adjustment training as set forth in Paragraph III. A, in a timely manner when provided with progress reports and timesheets for processing;
5. serve as a member of the transition team and help make decisions regarding experiences and transition out of the WAT program;
6. organize work schedules to be available to confer with the Contractor, the students in the program, parents, employers and other partners in the process;

7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
8. provide technical assistance to the Contractor;
9. make regular visits to the WAT program, either at the facility or in the community to observe activities and client progress;
10. work with the school staff/teachers to maintain a list of all authorized participating students, the vocational goal, experiences, skills learned, and areas for further development, at least one time per semester or updated as new students join or vocational goals change; and
11. ensure the Contractor is submitting accurate monthly time sheets and progress reports, including documentation of transition services or pre-employment transition services (as completed).

### **III. Compensation**

#### **A. Contract Amount**

In consideration of the satisfactory performance of said services, the DRS shall pay the Contractor at the following fixed rates:

1. The DRS shall pay a fixed rate to the Contractor up to \$375.00 per month for half day (3 hour) training periods, \$250.00 per month for 2 hour per day training periods, or \$125.00 per month for 1 hour per day training periods per individual client. The Contractor shall be paid at the full amount for clients who participate in trainings for at least 61% of school days in each month. A school day is defined as a day in which school is in session and students are expected to be in attendance. Snow days do not count as school days. Participation of 60% or less must be prorated accordingly. For example, if a student was present 12 out of the 20 possible school days in a month (i.e., 60%) and was in the program daily for at least 2 hours (i.e., \$250), the Contractor would bill the DRS for \$150.00 (i.e., 60% of \$250). A school month begins effective the first day the student is authorized to attend. For example, if school starts August 1, but the student is not authorized to attend until August 15, the school days that month available to that student begin on August 15.
2. For all school months containing fewer than 10 school days, the DRS shall pay to the Contractor on a prorated daily rate per individual client. The daily rates to be utilized are as follows.
  - Daily rate for clients participating for 3 hours at \$375.00 per month-- \$18.75 per day.
  - Daily rate for clients participating for 2 hours at \$250.00 per month-- \$12.50 per day.
  - Daily rate for clients participating for 1 hour at \$125.00 per month-- \$6.25 per day.
3. For example, if a student was present 9 out of the 9 school days for the

month of December (100% of the days in the short month) and was in the program daily for at least 3 hours (which would be at the \$375.00 per month amount), the Contractor would bill the DRS at a daily rate of \$18.75 for each day (i.e., \$168.75, which is \$18.75 times 9 school days).

4. This daily rate is to account for the months in which a school incurs a long holiday or significant break of any kind in which the students would not be attending school the typical number of days in a month (i.e., an average of 20 school days), and to account for schools that go year-round.
5. A student is considered in attendance for the day if the student is present at least 50% of the time that day that they are designated to be in Work Adjustment Training. For example, if a student is enrolled in Work Adjustment Training for 3 hours per day, and they are present in the program for at least 1 ½ hours of the program that day, they are considered in attendance. If they are present less than that amount of time due to illness or other reason, they are considered not in attendance. If they are enrolled in 2 hours, they would need to be present for at least 1 hour that day, and for 1 hour of enrollment, they would need to be present for at least a half an hour that day to be counted in attendance. Billing invoices must be adjusted if a student averages less time during the month than which he or she was originally authorized (e.g., a student who is authorized 3 hours a day who really ends up averaging about 2 hours a day over the month shall only be billed at 2 hours that month).
6. Time in WAT begins when instruction or employment readiness/practice begins and ends when said instruction/readiness ends. Breaks are not allowable billed time for DRS WAT programs. Travel time to get to the WAT facility does not count toward billable time.
7. There are no "free/excused" absences that may still be billed for by the Contractor. Daily student attendance must be counted.
8. The school Contractor providing WAT for its students and the Community Rehabilitation Provider (CRP) providing WAT services to students are responsible for providing transportation for DRS transition clients to and from community employment activities (unless other arrangements are made between the school and CRP) and may not seek reimbursement from the DRS for travel expenses. Schools are responsible for transporting their students to and from the CRP who is providing the WAT program for their students.
9. If an individual does not participate in training during any given month, payment shall not be made for that month. Payment shall be made upon submission of properly completed and approved progress reports and time sheets documenting 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 and accepted by the DRS pursuant to the Contract.
10. The Contractor may use funds to develop, enhance, and implement the WAT program. All funds paid to the Contractor by DRS must be put back into the program and used for implementing the program. Examples of ways in which funds may be spent include, but are not limited to:

- a. WAT staff salaries and compensation package;
  - b. facility and maintenance costs;
  - c. substitutes to cover staff when at trainings;
  - d. training costs for WAT staff to attend the Annual Oklahoma Transition Institute (OTI), job coach training, and other training relevant to fulfilling the requirements of the WAT contract (and may include registration fees, hotel, per diem, mileage, and parking for WAT staff);
  - e. curriculum;
  - f. gas for transporting DRS clients to and from community businesses for the required minimum 6 community visits;
  - g. WAT vehicle maintenance, repairs, and depreciation;
  - h. program materials; and
  - i. uniforms or protective clothing and equipment required by community business partners.
11. DRS funds shall NOT be used to purchase food without the written permission from the DRS TC and solely for the purpose of teaching independent living skills. DRS shall only authorize the use of funds for food in situations in which independent living skills are taught to DRS clients, and the clients have a role in planning the menu, preparing shopping lists, budgeting, shopping, preparing and cooking, serving, and cleaning after the skills instruction; and
12. Upon request, the Contractor shall submit to the DRS TC an expenditure report or other proof of purchase/payment for expenditures of DRS funds.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice documenting the provision of services and/or receipt of a proper claim for reimbursement of travel expenses pursuant to the contract for services, timesheets, and progress reports documenting the provision of services to issue payment to the Contractor. Invoices/claims, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. 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. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

DRS cannot make payment for services that are not pre-approved in writing by the DRS counselor.

All students who are placed in the Work Adjustment Training program must be active VR/VS clients and have a trial work plan and/or an Individualized Plan of Employment (IPE) in place in order for the training facility to be paid a fixed rate.

### **C. Lapse Of Invoices/Claims**

Proper invoices 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. Such certification is a

material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **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 is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-

year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

#### **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, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) 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 for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the 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 nor, if applicable, any 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. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

## **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 the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313)

and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **T. Contract Jurisdiction**

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

#### **U. Severability**

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

#### **V. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

#### **W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

#### **X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

#### **Y. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result

of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or
- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

## **Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

## **AA. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

## **BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and
  
2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD, is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippe Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*).

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.



## Appendix A


### Key Points of the DRS Work Adjustment Training Contract

1. The Contractor must obtain written preauthorization from the DRS counselor before initiating services for students.
2. Students may participate 1 hour per day (\$125 per month to the Contractor), 2 hours per day (\$250 per month to the Contractor), or 3 hours per day (\$375 per month to the Contractor).
3. Students may participate in WAT for a maximum 24 cumulative months, as pre-approved by the DRS counselor. Additional WAT training exceeding the maximum 24 cumulative months MUST be pre-approved by the DRS Counselor. .
4. The team must meet to determine when the student can transition out of WAT and into a less restrictive employment experience.
5. A minimum of 6 community employment experiences must be completed for each student.
6. DRS shall reimburse the Contractor for the amount invoiced based on student attendance and prorated accordingly.
7. Documents required for payment:
  - a. the monthly timesheet; and
  - b. the progress report(s).
  - c. These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
8. WAT Payment Process:
  - a. school sends individual student Progress Report and Time Sheet to the DRS counselor;
  - b. the DRS counselor authorizes payment to the Contractor;.
  - c. the DRS counselor enters payment amount;
  - d. the DRS State Office sends a check to the Contractor;
  - e. the State of Oklahoma has forty-five (45) days from receipt of proper timesheets and progress reports to make payment to the Contractor;
  - f. additional required documents:
  - g. initial ITP within 60 days submitted to counselor;
  - h. **provide ITP and 90-day Progress Report regularly (or at least every 3 months); and**
  - i. **provide final report at the conclusion of the school year.**

## Appendix B

### Resources to Assist in Program Implementation

#### **Free Resources**

1. Autism Speaks (IL Skills)  
[https://www.autismspeaks.org/sites/default/files/docs/ttk2\\_independent\\_living.pdf](https://www.autismspeaks.org/sites/default/files/docs/ttk2_independent_living.pdf)
  2. Interagency Autism Coordinating Committee  
<https://iacc.hhs.gov/resources/transition/websites/>
  3. Oklahoma Department of Rehabilitation Services – Transition Services  
<https://oklahoma.gov/okdrs/students/transition.html>
  4. Center for Parent Information & Resources  
<https://www.parentcenterhub.org/transition-starters/>
  5. National Technical Assistance Center on Transition – NTACT The Collaborative  
<https://transitionta.org/topics/secondary-education/transition-planning/>
  6. Biz Kids (Money Management)  
<http://bizkids.com/>  
<http://bizkids.com/students>  
<http://moneytalks4teens.ucanr.edu/>  
<http://www.themint.org/teens/index.html>
  7. CaseyLifeskills (Money, Home, and Food Management)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_PAYAModule1.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_PAYAModule1.pdf)
  8. CaseyLifeskills (Moving Out on Your Own)  
[http://www.casey.org/media/CLS\\_ResourceGuides\\_subdocs\\_imgettingready.pdf](http://www.casey.org/media/CLS_ResourceGuides_subdocs_imgettingready.pdf)
  9. University of Oklahoma Zarrow Institute On Transition & Self-Determination
    - a. Self-Determination Assessments for Transition  
<https://www.ou.edu/education/zarrow/resources/assessments>
    - b. Self-Determination Curriculum  
<https://www.ou.edu/education/zarrow/resources/curriculum>
    - c. Transition Education Materials
    - d. <https://www.ou.edu/education/zarrow/resources/curriculumPreferenceIndicators>  
  
<https://ouhsc.edu/thecenter/Publications/Publication-Details/personal-preference-indicators>
  - d. Informational PowerPoint and other resources
    - a. <https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5vocOT2A4wKP6kq6iMrFczPEk/edit?usp=sharing>
    - b.  [DRS WAT Presentation \(1\).pptx](#)
10. Minnesota Literacy Council (Employment Readiness)  
<http://mnliteracy.org/tools/employment-readiness-curriculum>

#### **Resources for Purchase**

11. Conover Company (Functional Skills)  
[https://www.conovercompany.com/downloads/fss\\_brochure.pdf](https://www.conovercompany.com/downloads/fss_brochure.pdf)
12. University of Oklahoma Zarrow Center for Learning Enrichment Resources

- a. Transition Assessments  
<https://tagg.ou.edu/tagg/>
- 13. Brigance Transition Skills  
<http://www.curriculumassociates.com/products/detail.aspx?title=BrigTSA>
- 9. Attainment Company  
<https://www.attainmentcompany.com/>

**Resources for Driving Readiness**

[Children's Hospital of Philadelphia readiness](#)

[Quizlet Driver Readiness flashcards](#)

[DriveWell Info and Resources for Drivers](#)

<https://teendriversource.research.chop.edu/learning-to-drive/driving-with-neurodevelopmental-differences>

<https://spectrum360.org/driving-and-teenagers-on-the-spectrum-is-your-child-ready/>

<https://www.safetyfirstfl.com/specialneeds.html>






# Bixby WAT Contract

Final Audit Report

2025-05-14

Created:	2025-05-14
By:	Tracy Keeley (tracy.keeley@okdrs.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQM_el5fCb1CDPVC6MW-PWcRTI0eNnJC

## "Bixby WAT Contract" History

-  Document created by Tracy Keeley (tracy.keeley@okdrs.gov)  
2025-05-14 - 3:33:20 PM GMT
-  Document emailed to Kim Schein (kschein@bixbyps.org) for signature  
2025-05-14 - 3:33:25 PM GMT
-  Email viewed by Kim Schein (kschein@bixbyps.org)  
2025-05-14 - 3:43:46 PM GMT
-  Document e-signed by Kim Schein (kschein@bixbyps.org)  
Signature Date: 2025-05-14 - 3:44:17 PM GMT - Time Source: server
-  Agreement completed.  
2025-05-14 - 3:44:17 PM GMT



## TEAM PROFESSIONAL SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between TEAM Professional Services, Inc., an Oklahoma corporation with offices located at 8165 South Mingo Road, Ste. 100, Tulsa, Oklahoma 74133 ("Provider") and \_\_\_\_\_, a \_\_\_\_\_, with offices located at \_\_\_\_\_ ("School").

WHEREAS, Provider and its Affiliates provide their customers with access to a range of drug testing services, training and compliance offerings, including drug and alcohol screening of students;

WHEREAS, School, which has or will adopt a drug and/or alcohol testing policy, desires to access certain testing services described herein, and Provider desires to provide School access to such offerings, subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

### 1. Definitions.

**"Affiliate"** of a Person means any other Person that directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with, such Person.

**"Authorized Users"** means School's employees, consultants, contractors, and agents who are authorized by School to access and use the Services under the rights granted to School pursuant to this Agreement.

**"Documentation"** means any manuals, instructions, or other documents or materials that the Provider provides or makes available to School in any form or medium and which describe the functionality, components, features, or requirements of the Services or Provider IP, including any aspect of the installation, configuration, integration, operation, use, support, or maintenance thereof.

**"Law"** means any statute, law, ordinance, regulation, rule, code, order, constitution, treaty, common law, judgment, decree, or other requirement of any federal, state, local, or foreign government or political subdivision thereof, or any arbitrator, court, or tribunal of competent jurisdiction.

**"Parent"** means the legal or biological parent, guardian, custodian, or other individual legally entitled to make decisions on behalf of any Student under eighteen (18) years of age.

**"Permitted Use"** means any permissible use of the Services by the School or an Authorized User.

**"Personal Information"** means information that the School, an Authorized User, or a Student provides or for which School provides access to Provider, or information which Provider creates or obtains on behalf of School, in accordance with this Agreement that: (i) directly or indirectly identifies an individual (including, for example, names, signatures, addresses, telephone numbers, email addresses, and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, employee identification numbers, government-issued identification numbers, passwords or PINs, user identification and account access



credentials or passwords, financial account numbers, credit report information, student information, biometric, genetic, health, or health insurance data, answers to security questions, and other personal identifiers), in case of both subclauses (i) and (ii), including Sensitive Personal Information as defined herein.

**"Testing Policy"** means any student drug and/or alcohol testing policy existing or adopted by the School.

**"Provider IP"** means the Services, the Documentation, and any and all intellectual property provided to School or any Authorized User or Student in connection with the foregoing. For the avoidance of doubt, Provider IP does not include Student Data.

**"Provider Systems"** means the information technology infrastructure used by or on behalf of Provider in performing the Services, including all computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by Provider or through the use of third-party services.

**"Sensitive Personal Information"** means an individual's (i) government-issued identification number, including Social Security number, driver's license number, or state-issued identification number; (ii) financial account number, credit report information, or credit, debit, or other payment cardholder information, with or without any required security or access code, personal identification number, or password that permits access to the individual's financial account; or (iii) biometric, genetic, health, or health insurance data.

**"Services"** means drug and/or alcohol testing services and related offerings described in Exhibit A.

**"Student"** means any individual, regardless of age, enrolled at School's institution who is required or requested to submit to screening for alcohol, illegal drugs or other banned substances in accordance with the terms and conditions contained in the Policy.

**"Student Data"** means information, data, and other content, in any form or medium, that is collected, downloaded, or otherwise received, directly or indirectly from the School, an Authorized User, or a Student by, through or in connection with Provider's provision of the Services. For the avoidance of doubt, Student Data does not include information reflecting the access or use of the Services by or on behalf of School, an Authorized User, or a Student.

**"School Systems"** means the School's information technology infrastructure, including computers, software, hardware, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services.

**"Third-Party Materials"** means materials and information, in any form or medium, including any open-source or other software, documents, data, content, specifications, products, equipment, or components of or relating to the Services that are not proprietary to Provider.

**"Third-Party Products"** means any third-party products described in Exhibit A provided with or incorporated into the Services such as Clinic or MRO Services.

## 2. Services.

Move forward faster.

Rev. 2025-05-05 | 2

- 2.1 Testing; Specimen Collection. Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider will designate an approved vendor(s) to perform drug and alcohol screening as and when ordered by School by written work order for a Permitted Use. The vendor(s) shall be licensed medical professionals or technicians who have been trained with respect to collection and chain of custody and control procedures. School shall be responsible for selecting the Student(s) to be tested consistent with, and subject to, the criteria set forth in the Policy. Provider shall be responsible for processing sample results and maintaining privacy with respect to test results, which shall be reported to the School and its Authorized Users in accordance with the terms of this Agreement.
- 2.2 Access and Use to Web-Based Applications. Subject to and conditioned on School's and its Authorized Users' compliance with the terms and conditions of this Agreement, Provider may grant School a non-exclusive, non-transferable (except in compliance with Section 11.3) right to access and use certain web-based applications in connection with its provisions of the Services during the Term, solely for use by the School and its Authorized Users. Such use is limited to School's internal use. If access to the web-based applications described in this Section 2.2 is granted, Provider shall provide to School the access credentials within a reasonable time following the Effective Date.
- 2.3 Documentation License. Provider hereby grants to School a non-exclusive, non-sublicensable, non-transferable (except in compliance with Section 11.3) license to use the Documentation during the Term solely for School's internal business purposes in connection with its use of the Services.
- 2.4 Service and System Control. Except as otherwise expressly provided in this Agreement, as between the parties: Provider has and will retain sole control over the operation, provision, maintenance, and management of the Provider IP; and School has and will retain sole control over the operation, maintenance, and management of, and all access to and use of, the School Systems, and sole responsibility for all access to and use of the Provider IP by any Person by or through the School Systems or any other means controlled by School or any Authorized User or Student, including any: (i) information, instructions, or materials provided by any of them to the Services or Provider; (ii) results obtained from any use of the Services or Provider IP; and (iii) conclusions, decisions, or actions based on such use. *Notwithstanding anything to the contrary in this Agreement, all Services, including all processing of School Data by or on behalf of Provider shall be provided solely from within, and on computers, systems, networks, and other infrastructure located in, the United States.*
- 2.5 Reservation of Rights. Provider reserves all rights not expressly granted to School in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to School or any third party any intellectual property rights or other right, title, or interest in or to the Provider IP or Third-Party Materials.
- 2.6 Changes. Provider reserves the right, in its sole discretion, to make any changes to the Services and Provider IP that it deems necessary or useful to (a) maintain or enhance the quality or delivery of Provider's services to its Schools; or (b) to comply with applicable Law. Without limiting the foregoing, either party may, at any time during the Term, request in writing changes to the Services. The parties shall evaluate and, if agreed, implement all such requested changes in a change order signed by both parties. No requested changes will be effective unless and until memorialized in a written change order signed by both parties.
- 2.7 Subcontractors. Provider may from time to time in its discretion engage third parties to perform Services (each, a "Subcontractor").
- 2.8 Suspension or Termination of Services. Provider may, directly or indirectly, suspend, terminate, or otherwise deny School's, any Authorized User's, Student's, or any other Person's access to or use of



all or any part of the Services or Provider IP, without incurring any resulting obligation or liability, if: (a) Provider receives a judicial or other governmental demand or order, subpoena, or law enforcement request that expressly or by reasonable implication requires Provider to do so; (b) any vendor of Provider has suspended or terminated Provider's access to or use of any Third-Party Products required to enable School to access the Services; or (c) Provider believes, in its good faith and reasonable discretion, that School or any Authorized User has failed to comply with any material term of this Agreement, or accessed or used the Services beyond the scope of the rights granted or for a purpose not authorized under this Agreement; or (d) this Agreement expires or is terminated. This Section 2.8 does not limit any of Provider's other rights or remedies, whether at law, in equity, or under this Agreement.

3. **Use Restrictions.** School shall not use the Services for any purposes beyond the scope of the access granted in this Agreement. School shall not at any time, directly or indirectly, and shall not permit any Authorized Users to use the Services or Documentation in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or privacy right of any person, or that violates any applicable Law.
4. **School Responsibilities.**
  - 4.1 **General.** School is responsible and liable for all uses of the Services and Documentation resulting from access provided by School, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, School is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by School will be deemed a breach of this Agreement by School. School shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Services, and shall cause Authorized Users to comply with such provisions.
  - 4.2 **Third-Party Products.** Provider may from time to time make Third-Party Products available to School. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions and the applicable flow through provisions referred to in Exhibit A. If School does not agree to abide by the applicable terms for any such Third-Party Products, then School should not install or use such Third-Party Products.
  - 4.3 **Appropriate Consents.** School is responsible for obtaining any and all necessary consents from Students and/or Parents, to the extent required by any and all applicable Law or under the terms and conditions of the Policy.
  - 4.4 **Indemnification.** School shall indemnify and hold harmless Provider, its officers, employees, agents and Subcontractors from any and all claims, liabilities, damages, costs, and expenses, including without limitation, attorney's fees, arising from or related to School's adoption and implementation of the Policy, any disciplinary measures or action taken by the School in response to a positive test result, or School's noncompliance with any of the terms of this Agreement.
5. **Security.**
  - 5.1 **Information Security.** Provider will employ security measures in accordance with Provider's data privacy and security policy as amended from time to time.
  - 5.2 **School Control and Responsibility.** School has and will retain sole responsibility for: (a) all School Data, including its content and use; (b) all information, instructions, and materials provided by or on behalf of School or any Authorized User or Student in connection with the Services; (c) School's



information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by School or through the use of third-party services ("School Systems"); (d) the security and use of Sensitive Personal Information; and (e) all access to and use of the Services and Provider IP and all conclusions, decisions, and actions based thereon.

## 6. **Fees and Payment.**

- 6.1 **Fees.** School shall pay Provider the fees set forth in Exhibit A in accordance with this without offset or deduction.
- 6.2 **Taxes.** All Fees and other amounts payable by School under this Agreement are exclusive of taxes and similar assessments. Without limiting the foregoing, School is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by School hereunder, other than any taxes imposed on Provider's income.
- 6.3 **Payment.** School shall pay all Fees within thirty (30) days after the date of the invoice therefore. School shall make payments electronically or to TEAM Professional Services, PO Box 720534, Norman, OK 73070 or such other address or account as Provider may specify in writing from time to time. If School fails to make any payment when due, without limiting Provider's other rights and remedies, Provider may charge interest on the past due amount at the rate of 1.5% per month, calculated daily and compounded monthly.
- 6.4 **Fee Increases.** Provider may increase Fees no more than once annually for any contract year after the first contract year of the Initial Term, by providing written notice to School at least sixty (60) calendar days prior to the commencement of that contract year, and Exhibit A will be deemed amended accordingly.
- 6.5 **Reimbursable Expenses.** School shall reimburse Provider for out-of-pocket expenses incurred by Provider in connection with performing the Services ("Reimbursable Expenses"), including any costs relating to Third-Party Products or Subcontractor services provided with or incorporated into the Services.

7. **Confidentiality.** From time to time during the Term, either Party may disclose or make available to the other Party sensitive or proprietary information that is marked, designated or otherwise identified as "confidential" (collectively, "Confidential Information"). Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-disclosure with regard to



Confidential Information are effective as of the Effective Date and will expire five years from the date first disclosed to the receiving Party; provided, however, with respect to any Confidential Information that constitutes Sensitive Personal Information, such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to protection under applicable Law.

## 8. **Intellectual Property Rights.**

8.1 Provider IP. School acknowledges that, as between School and Provider, Provider owns all right, title, and interest, including all intellectual property rights, in and to the Provider IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

8.2 School Data. Provider acknowledges that, as between Provider and School, School owns all right, title, and interest, including all intellectual property rights, in and to the School Data. School hereby grants to Provider a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the School Data and perform all acts with respect to the School Data as may be necessary for Provider to provide the Services to School.

## 9. **Representations and Warranties.**

9.1 Provider Representations, Warranties, and Covenants. Provider represents, warrants, and covenants to School that Provider will perform the Services using personnel of required skill, experience, and qualifications and in a professional and workmanlike manner in accordance with generally recognized industry standards for similar services and will devote adequate resources to meet its obligations under this Agreement.

9.2 School Representations, Warranties, and Covenants. School represents, warrants, and covenants to Provider that School owns or otherwise has and will have the necessary rights and consents in and relating to the School Data so that, as received by Provider and Processed in accordance with this Agreement, they do not and will not infringe, misappropriate, or otherwise violate any intellectual property rights, or any privacy or other rights of any third party or violate any applicable Law.

9.3 DISCLAIMER OF WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT, ALL SERVICES AND PROVIDER IP ARE PROVIDED "AS IS." PROVIDER SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. WITHOUT LIMITING THE FOREGOING, PROVIDER MAKES NO WARRANTY OF ANY KIND THAT THE SERVICES OR PROVIDER IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET SCHOOL'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM, OR OTHER SERVICES, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE. ALL THIRD-PARTY MATERIALS ARE PROVIDED "AS IS" AND ANY REPRESENTATION OR WARRANTY OF OR CONCERNING ANY THIRD-PARTY MATERIALS IS STRICTLY BETWEEN SCHOOL AND THE THIRD-PARTY OWNER OR DISTRIBUTOR OF THE THIRD-PARTY MATERIALS.

9.4 Audit Rights and Required Records. Each party agrees to maintain complete and accurate records during the Term and for a period of five years or as required by federal or state law after the termination or expiration of this Agreement with respect to matters necessary for accurately determining amounts due hereunder. Either party may, at its own expense, on reasonable prior notice,



periodically inspect and audit the other party's records with respect to matters covered by this Agreement.

## 10. **Term and Termination.**

- 10.1 **Initial Term.** The initial term of this Agreement commences as of the Effective Date and, unless terminated earlier pursuant any of the Agreement's express provisions, will continue in effect until from such date (the "Initial Term").
- 10.2 **Renewal Term.** This Agreement will automatically renew for up to additional successive term[s] unless earlier terminated pursuant to this Agreement's express provisions or either party gives the other party written notice of non-renewal at least 30 days prior to the expiration of the then-current term (each a "Renewal Term" and, collectively, together with the Initial Term, the "Term").
- 10.3 **Termination.** In addition to any other express termination right set forth elsewhere in this Agreement: Provider may terminate this Agreement, effective on written notice to School, if School: (i) fails to pay any amount when due hereunder, and such failure continues more than thirty (30) days after Provider's delivery of written notice thereof; or (ii) breaches any of its obligations under this Agreement. Either party may terminate this Agreement, effective on written notice to the other party, if the other party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) days after the non-breaching party provides the breaching party with written notice of such breach; and either party may terminate this Agreement, effective immediately upon written notice to the other party, if the other party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency Law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.
- 10.4 **Effect of Termination or Expiration.** Upon expiration or earlier termination of this Agreement, School shall immediately discontinue use of the Provider IP. No expiration or termination will affect School's obligation to pay all Fees that may have become due before such expiration or termination, or entitle School to any refund.
- 10.5 **Surviving Terms.** The provisions set forth in the following sections, and any other right or obligation of the parties in this Agreement that, by its nature, should survive termination or expiration of this Agreement, will survive any expiration or termination of this Agreement: Section 3, Section 7, Section 9.2, Section 10, Section 12, Section 11.4, this Section 11.5, and Section 12.

## 11. **Miscellaneous.**

- 11.1 **Further assurances.** On a party's reasonable request, the other party shall, at the requesting party's sole cost and expense, execute and deliver all such documents and instruments, and take all such further actions, as may be necessary to give full effect to this Agreement.
- 11.2 **Relationship of the Parties.** The relationship between the parties is that of independent contractors. Nothing contained in this Agreement shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have authority to contract for or bind the other party in any manner whatsoever.
- 11.3 **Entire Agreement.** This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter

of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

- 11.4 Assignment. School shall not assign or otherwise transfer any of its rights, or delegate or otherwise transfer any of its obligations or performance under this Agreement, in each case whether voluntarily, involuntarily, by operation of law, or otherwise, without Provider's prior written consent, which consent shall not be unreasonably withheld, conditioned, or delayed. No assignment, delegation, or transfer will relieve School of any of its obligations or performance under this Agreement. Any purported assignment, delegation, or transfer in violation of this Section is void. This Agreement is binding upon and inures to the benefit of the parties hereto and their respective successors and permitted assigns.
- 11.5 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.
- 11.6 No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other Person any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
- 11.7 Amendment and Modification; Waiver. No amendment to or modification of this Agreement is effective unless it is in writing and signed by an authorized representative of each Party. No waiver by any Party of any of the provisions hereof will be effective unless explicitly set forth in writing and signed by the Party so waiving. Except as otherwise set forth in this Agreement, (i) no failure to exercise, or delay in exercising, any rights, remedy, power, or privilege arising from this Agreement will operate or be construed as a waiver thereof and (ii) no single or partial exercise of any right, remedy, power, or privilege hereunder will preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.
- 11.8 Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the parties hereto shall negotiate in good faith to modify this Agreement so as to affect the original intent of the parties as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.
- 11.9 Governing Law; Dispute Resolution. The parties agree to cooperate with each other in an attempt to resolve any dispute, controversy, or claim (a "Dispute") arising out of or in connection with this Agreement. If the parties are not able to resolve the Dispute, they agree to submit the Dispute to mediation to be conducted in accordance with the American Arbitration Association ("AAA") mediation rules for commercial disputes. If the parties are not able to resolve the dispute by means of mediation, the parties hereby agree the Dispute shall be referred to and determined by binding arbitration, as the sole and exclusive remedy of the parties as to the Dispute, conducted in accordance with the AAA arbitration rules for commercial disputes. The arbitrator (the "Arbitrator") shall use the substantive laws of Oklahoma, excluding conflicts laws and choice of law principles, in construing and interpreting this Agreement. The Arbitrator shall be selected by agreement of the parties, or, in the event the parties cannot agree, appointed by the AAA in accordance with its rules for



commercial disputes. The arbitration shall be in Tulsa, Oklahoma, and the proceedings shall be conducted and concluded as soon as reasonably practicable, based upon the schedule established by the Arbitrator. The decision of the Arbitrator pursuant hereto shall be final and binding upon parties. The parties hereby agree that this Section shall not preclude, limit or otherwise restrict a party from seeking immediate equitable relief against the other party in connection with this Agreement, including without limitation, a restraining order or an injunction, when the facts, circumstances and/or possible damages warrant such action.

11.10 Counterparts. This Agreement may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TEAM Professional Services, Inc.

By:

Name: Tammy Person

Title: Vice President of Operations

School Name:

By: \_\_\_\_\_

Name:

Title:



## Exhibit A - TEAM Professional Services Pricing

DRUG & ALCOHOL TESTING SERVICES	PRICING
NON-DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)	\$18
DOT LAB-BASED URINE DRUG TEST (LAB, COLLECTION, MRO)	\$40
DOT/ NON-DOT BREATH ALCOHOL TEST	\$18
<b>CONFIRMATION FOR NON-NEGATIVE LAB-BASED TEST</b>	<b>\$27</b>
OTHER FEES	PRICING
<b>ADDITIONAL COLLECTOR FEE</b> (applies when an additional collector is requested for less than 15 collections to be performed)	\$150/COLLECTOR**
<b>MILEAGE</b> (applies for locations over 20 miles)	\$1/mile

*\*The in-clinic rates outlined above are for tests completed in TEAM's Tulsa Clinic location. The on-site rates outlined above are for onsite testing events performed by TEAM Professional Services.*

*\*\*This fee may also be assessed if the number of tests represented during scheduling changes so that it significantly impacts the collectors needed during the event.*



Sherry McIntyre <smcintyre@bixbyps.org>

## Bus Purchases

1 message

Wed, May 28, 2025 at 2:17 PM

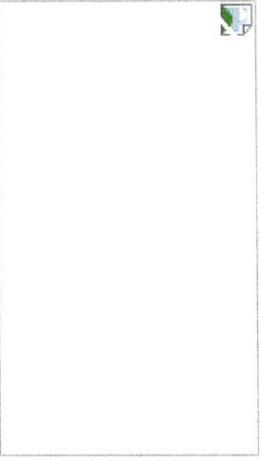
Gabe Hayes <gahayes@bixbyps.org>

To: Rob Miller <rmiller@bixbyps.org>, Sherry McIntyre <smcintyre@bixbyps.org>, Mike Anthony <manthony@bixbyps.org>, Maricela Hanseth <mhanseth@bixbyps.org>

I am recommending the purchase of 2 route buses at \$136,319 each and 1 lift bus at \$158,991 at from Ross Transportation state bid SW110. The total cost is \$431,629.

Bids are attached.

--  
Gabe Hayes  
gahayes@bixbyps.org



### 2 attachments

 **Bixby-BID-2026MY-77 Passenger-BBCV3507-Gasoline-AC.pdf**  
284K

 **Bixby-Bid-BBCV2311-Lift-Gas-AC-2026MY.pdf**  
308K



2500 South Meridian • Oklahoma City, OK 73108-1744  
 Office: 405-681-6691 • Toll Free: 800-965-7677 • Fax: 405-681-6693

DISTRIBUTORS OF **BLUE BIRD** SCHOOL BUSES

**Corporate Office**  
 Ryan Ross, General Manager

**Oklahoma Bus Sales**  
 Ryan Ross, Sales Representative

**BID TO:** Bixby Public Schools  
**ADDRESS:** 109 North Armstrong Street  
**CITY/STATE/ZIP:** Bixby, Oklahoma 74008

**CONTACT:** Mr. Gabe Hayes, Trans. Dir.  
**TELEPHONE:** 918-366-2279  
**BID DUE DATE:** immediate

**GENERAL DESCRIPTION: State Bid Contract SW110**

2026 Model Year, Blue Bird VISION Conventional (Type C) School Bus, Model BBCV2311

26 Passenger Capacity – (ADA) LIFT BUS – Gasoline Powered

Chassis and Body manufactured by Blue Bird Body Company

**SPECIFICATIONS:**

<b>AIR CONDITIONER:</b>	126,000 Total BTU: FRT & Rear Bulkhead Mounted Evaporators w/ Skirt mounted Condensers
<b>ALTERNATOR:</b>	280 amp, Leece-Neville, 12 volt
<b>AXLES, SPRINGS &amp; SHOCK ABSORBERS:</b>	10,000# rating, oil lubed bearings
Front axle:	8,500# capacity, "Softek" Parabolic tapered leaf
Front springs:	21,000# capacity, 5.29:1 ratio, oil lubed bearings
Rear axle:	<b>21,000# Air Ride Rear Suspension</b>
Rear (air):	<b>Air Dryer: Bendix AD-9 &amp; Drain Valve: DV-2 automatic, heated, on wet tank</b>
Rear air suspension equip:	Direct acting, front and rear
Shocks absorbers:	112DB Safety alarm - operates while in reverse gear
<b>BACKUP ALARM:</b>	Three (3), 12 volt, Group 31, 2100 cca rating, enclosed with sliding tray & locking latch & battery cut-off switch
<b>BATTERIES:</b>	<b>Meritor Air Drum Brakes: 5" FRT / 7" Rear w/ Anti-lock (ABS)</b>
<b>BRAKE SYSTEM:</b>	Bendix AD-9 Air Dryer, DV-2 Automatic, Heated Drain Valve installed on Air Wet tank & Automatic Slack Adjusters (Meritor)
	Dust Shields, Brakes, front and rear
	9" diameter x 3" wide, internal expanding, transmission mounted w/ interlock
<b>BUMPER:</b>	Front-15" x 3/16" steel & Rear-12" x 3/16" steel
<b>CAMERA (Body):</b>	<b>FRT and Rear Exterior View In Instrument Cluster w/ Switch</b>
<b>CERTIFICATION:</b>	Colorado Rack and Load & Kentucky Pole Test Certified
	Altoona Tested and Validated
<b>CHILD REMINDER:</b>	<b>Blue Bird Sleeping Child Check System, Warning Light Activated</b>
<b>CIRCUIT PROTECTION:</b>	Manual resetting circuit breakers on body circuits
<b>COWL STEPS &amp; GRIP HANDLES:</b>	Mounted LH & RH at windshield
<b>DOORS:</b>	Entrance: Double Outward type with <b>Air Powered Door Controls w/ (3) position switch</b>
	Entrance door laminated glass tinted 70% light transmittal
	3-step step-well with <b>gray rubber, studded step treads</b>
	Rear center mounted with upper/lower glass, tinted 30% light transmittal
	Retainer to hold door open
	Black self-skinning foam
	Entrance door equipped with key lock
	Rear door equipped with sliding bolt interlock
<b>ELECTRONIC STABILITY CONTROL:</b>	<b>Included</b>
<b>EMERGENCY EQUIPMENT:</b>	Per Oklahoma Requirements
	5lb Fire Extinguisher, First Aid Kit, Warning Devices, Body Fluid Cleanup Kit, Seat Belt Cutter, <b>Evac-Aide Blanket</b>
<b>EMERGENCY EXITS:</b>	
Roof Hatches:	(2) Advantage combination escape hatch/vents
Push-out windows:	Vertical Hinged, two (2) per side – four (4) per body

ENGINE:		Ford®, 7.3L, V-8 Engine, 2025 Ford Gasoline Calibration
	Number of Valves/Cylinders:	Two (2) Valve
	Cylinder Block Material / Cylinder Head Material:	Cast Iron / Aluminum
	Oil Capacity / Type:	8.0 quarts / 5W-30
	Horsepower rating:	335hp @ 3750rpm
	Torque rating:	468 lb-ft @ 3750rpm
	Governor, Road Speed:	75MPH
ENGINE COOLING SYSTEM:		De-aeration system with tank & sight glass -34 Degrees Fahrenheit, POAT, Yellow
ENGINE EQUIPMENT:		Engine warning system, low oil pressure/high water temperature <b>Cruise Control</b> Advanced Fuel System Filtration Electronically Controlled Fuel Pump Firewall Insulation, Driver's Area Full Acoustic headlining, FRT to rear
	<b>ROUSH® Clean Tech Technology:</b>	
ENGINE NOISE REDUCTION:		<b>Primary Ford:</b> Piping Catalytic Converter, Muffler and mounting hardware Tailpipe exits through rear bumper Heavy Duty Black Rubber with aluminum trim
EXHAUST:		
FLOOR COVERING:		5/8" Marine grade plywood subflooring over steel floor, <b>affixed with screws</b>
FUEL TANK:		60 gallon capacity, mounted between frame rails -- <b>ORVR Equipped</b> Floor mounted inspection plate, Locking fuel tank access door
GAUGES:		Speedometer, trip-odometer, tachometer, seven-digit odometer, clock, voltmeter Oil pressure, coolant temperature, transmission temperature, fuel gauge
GLOVE BOX / CONSOLE:		Glove Box-below windshield, right side w/ latch & Console Mounted armrest
HEADROOM:		Extra height headroom, 77 inches (6'5") at center aisle
HEATERS:	Left front heater & defroster:	90,000/btu
	Step-well heater & defroster:	50,000/btu
	Rear wall mounted heater (RH side):	80,000/btu
	Heater water booster pump:	12 volt, on/off switch
	Dual defroster fans:	Mounted upper center & upper left, 2-speed switch
HOOD & FENDERS:		Fiberglass tilting hood & fenders
HORNS:		Dual electric horns
INSULATION:		Fiberglass/mineral wool, full body insulated
LETTERING:		Name of school district on beltline <b>GVWR, Capacity &amp; Height - Exterior</b> Two (2) clear lens, 4" -rear, <b>LED</b>
LIGHTS:	Backup lights:	Two (2) amber lens, grommet mount -front, / Two (2) red lens, grommet mount -rear, <b>LED</b>
	Clearance lights:	Three (3) amber lens, grommet mount -front / Three (3) red lens, grommet mount -rear, <b>LED</b>
	Identification lights:	Two (2) amber lens -front, fender mounted / Two (2) amber lens, 7" -rear, <b>LED</b>
	Directional lights:	One (1) amber lens, per side, <b>LED</b>
	Directional lights, side:	Two rows, mounted above passenger seats, Incandescent
	Dome lights:	Single dome light, for driver's area, separate switch <b>LED</b>
	Headlights:	Doran 16-light monitor mounted in driver area
	Monitor:	<b>Exterior Light Test w/ Switch</b> Interior, operates with door control, <b>LED</b>
	Pre-Trip:	Two (2) red lens, 4" & Two (2) red lens, 7" -rear, <b>LED</b>
	Step-well light:	Roof Mounted, <b>LED</b> , wired to separate switch
	Stop & Tail lights:	<b>Eight (8) light system, non-sequential, LED with hoods</b>
	Strobe Light:	ROSCO Accustyle 8"x17" Detent
	Warning lights:	Rearview exterior mirrors have black powder coated steel brackets ROSCO, Eye-Max-LP Asymmetric Shaped Mirrors Bell-Mount brackets for Cross-view Mirrors
MIRRORS:	Exterior rearview:	<b>All exterior mirrors are electrically heated, Rearview (exterior) are heated &amp; remote controlled</b> 6"x30" flat mirror, padded edge
	Exterior cross-view:	Black rubber mud flaps, front and rear Black rubber fenders at rear wheel-housing opening National School Bus Yellow with black trim <b>White</b>
	Interior rearview:	<b>Two (2) year discoloration &amp; Five (5) year adhesion</b> Side, 20-gauge, 19/3/4" Skirts
MUD FLAPS & FENDERS:		Roof sheets, constructed of 20-gauge galvanized steel (window header to window header) Rain visor <b>embossed</b> in roof sheet
PAINT:	Exterior:	Ceiling panels: 22-gauge steel, double-hemmed w/ rivet installation (No screws) 12 volt, mounted in switch panel, for cell phone, etc. AM-FM-USB-BT-AUX-PA Radio with (8) interior speakers 3M™ reflective vinyl, yellow
	Exterior roof:	
	Warranty (Paint):	
PANELS:	Exterior:	"SCHOOL BUS" in 8" black letters on 3M™ yellow reflective background, Front and Rear Side & rear marker strips, marker strip surrounds each emergency exit Four (4) double-ribbed, 16-gauge steel exterior body rub rails, <b>painted black</b>
	Interior:	
POWER SOCKET:		
RADIO:		
REFLECTIVE TAPE:		
RUB RAILS:		
SEATS:	Passenger:	<b>(13) 36" DOT approved IMMI High Back School Bus Bench Seats – Track Mounted</b> <b>Two (2) 3-PT seat belt positions &amp; two (2) Integrated Child Seats (ICS) per seat</b> Grey Fire Block Upholstery w/ Tilting / Locking Bottom Cushions National Hi-back seat, AIR type with RH armrest Charcoal Cloth Upholstery, Orange Shoulder harness & lap belt restraint <b>Hydraulic power, tilt &amp; telescoping wheel, 50 degree wheel cut</b> 18" octagon sign w/flashing red lights, electric, <b>LED. Strobe</b> 6.5"x30", Green plexi-glass, padded edge Rocker type switches w/noise suppression switch Kumho 255/70R22.5, <b>Tubeless Radial</b> , Highway tread, LRH Kumho, 255/70R22.5, <b>Tubeless Radial</b> , Highway tread, LRH 22.5 x 8.25, 10-Stud, Hub Piloted, Disc Rims Dual hooks, front and rear, chassis frame mounted
	Upholstery:	
	Driver:	
STEERING:		
STOPARM:		
SUNVISOR:		
SWITCHES:		
TIRES & RIMS:	Front:	
	Rear:	
	Rims:	
TOW HOOKS:		
TRANSMISSION:		<b>Ford®, 6R140 - 6 Speed Automatic, Calibrated for "Power-shift" (Performance)</b> High efficiency fluid filter and thermostatically controlled cooler circuit Premium Low viscosity transmission fluid Underneath body fully undercoated, installed before mounting
UNDERCOATING:		
VIDEO SURVEILLANCE:		<b>Safety Vision with six (6) Lens</b>

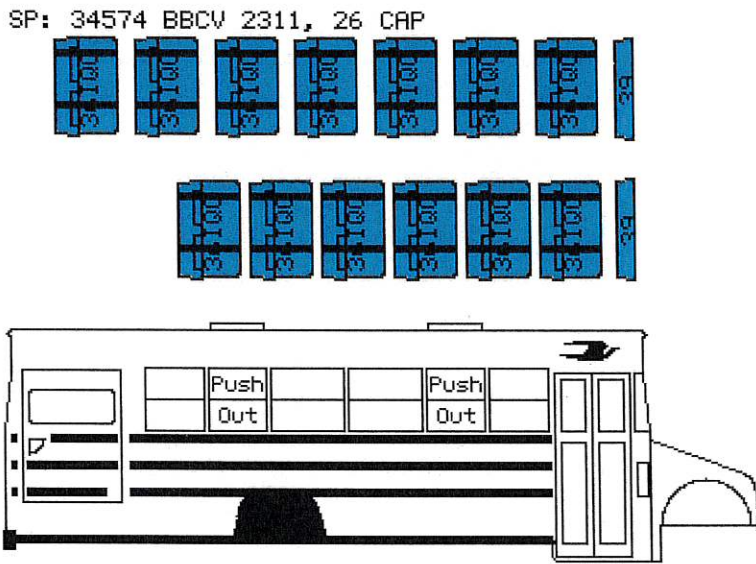
**WINDOWS:** Side, split sash: Tinted to allow 30% light transmittal  
 Rear, fixed panel: Tinted to allow 30% light transmittal  
 Entrance Door-& Driver Window: Tinted to allow 70% light transmittal  
**WINDSHIELD:** Two (2) piece curved, shaded  
**WINDSHIELD WIPERS:** Electric, intermittent speed, w/washers  
**WIRING:** Chassis: Multiplex Chassis wiring w/ LED readout on module  
 Body: Colored and continuously number coded in molding on top of side windows  
**WHEELBASE:** 189" wheelbase

**WHEELCHAIR LIFT EQUIPMENT:**

Interlock (hydraulic): Brake interlock control, lift door controlled  
**Lift:** BRAUN, NCL1000FIB3451-2 (1,000LB Capacity)  
 Lift Door: RH side / rear mounted, 47" wide w/ rub-rails & tempered dark tinted glass  
 Light(s): Exterior: Boarding, Lift Door, LED  
 Interior: Lift Door Area, Incandescent  
 Restraints: Four (4) sets of Q-Straint, QRT-MAX, Retractable type  
**Floor:** Flat Floor Design – Full Tracks on LH and RH sides  
 Wall: Wall Tracks, mounted above side windows (LH and RH) for shoulder belt installation  
**Capacity:** 26 seated passengers, two (2) per seat – Track Mounted

*Please Review Floor-plan for Seating Placement and Wheelchair Positions*

**WARRANTY:** Blue Bird Body & Chassis: Blue Bird 5 year/100,000 mile Limited Warranty  
 Ford® / ROUSH® Clean Tech: Powertrain / Fuel System: Five (5) year/Unlimited mile, Limited Warranty



.....  
 This School Bus MUST meets the State of Oklahoma and Federal School Bus requirements, **effective for date of manufacture.**  
 .....

TOTAL UNIT COST, FOB: School \$158,991.00, per unit

SW110 – State Contract Pricing  
**SW110**  
**Contract ID# 5033**  
**Supplier ID #: 0000377141**

**A.3.8: Type C, 43-48 Passenger @ \$127,212.00, per bus**  
**H.8.1.1: Chassis**  
 Air Brake Package  
 Additional Chassis Equipment  
 2026MY, Ford Engine Calibration

**H.8.1.2 Body Options**  
 Flat Floor / Complete Track Flooring (LH & RH), (2) additional Q-Straint Restraints, IMMI 3PT/ICS seating (26), 1000lb Ricon lift Upgrade,  
 Air PKG – Door & Driver's Seat  
 Additional Body Equipment  
 2026MY, Blue Bird STD Equipment Upcharge

**H.8.1.3 Dealer Installed Options:** Safety Vision (6) lens Camera System  
**H.8.1.3 Dealer Installed Options: 2025 Steel and Aluminum Tariff (05/20/25): \$3,250.00**  
**H.9.1.1 Alternative Fuels – Gasoline Deduct - \$1,200.00**

ESTIMATED DELIVERY TIME: -----

**210 – 270 Days Upon PO**

.....

Ryan Ross  
ROSS TRANSPORTATION, Inc.

BID ACCEPTED BY SCHOOL DISTRICT OFFICIAL

05/27/2025  
Date of Bid

Date of Acceptance



2500 South Meridian • Oklahoma City, OK 73108-1744  
 Office: 405-681-6691 • Toll Free: 800-965-7677 • Fax: 405-681-6693

DISTRIBUTORS OF **BLUE BIRD** SCHOOL BUSES

**Corporate Office**  
 Ryan Ross, General Manager

**Oklahoma Bus Sales**  
 Todd Miller, Sales Representative

**BID TO:** Bixby Public Schools  
**ADDRESS:** 109 North Armstrong Street  
**CITY/STATE/ZIP:** Bixby, Oklahoma 74008

**CONTACT:** Mr. Gabe Hayes, Trans. Dir.  
**TELEPHONE:** 918-366-2279  
**BID DUE DATE:** immediate

**GENERAL DESCRIPTION: State Bid Contract SW110**

2026 Model Year, Conventional (Type C) School Bus

77 Passenger Capacity – Gasoline Powered

**SPECIFICATIONS:**

<b>ALTERNATOR:</b>		280 amp, Leece Neville, 12 volt
<b>AXLES, SPRINGS &amp; SHOCK ABSORBERS:</b>		12,000# rating, oil lubed bearings
	Front axle:	10,000# capacity, "Softek" Parabolic tapered leaf
	Front springs:	23,000# capacity, 5.29:1 ratio, oil lubed bearings
	Rear axle:	23,000# capacity
	Rear Spring:	
	Shocks absorbers:	Direct acting, front and rear
<b>BACKUP ALARM:</b>		112DB Safety alarm - operates while in reverse gear
<b>BATTERIES:</b>		Three (3), 12 volt, Group 31, 2100 cca rating, enclosed with sliding tray & locking latch
<b>BODY ELECTRIC PANEL:</b>		Battery Disconnect Switch w/ Red Label
<b>BRAKE SYSTEM:</b>		Exterior under driver window, with key lock
		Meritor Air Drum Brakes: 5' FRT / 7' Rear w/ Anti-lock (ABS)
		Dust Shields, Brakes, front and rear
	Parking Brake:	9" diameter x 3" wide, internal expanding, transmission mounted w/ interlock
<b>BUMPERS:</b>		Front-15" x 3/16", steel – Rear -12" x 3/16", steel
<b>CAMERA (BODY):</b>		FRT and Rear Exterior View In Instrument Cluster w/ Switch
<b>CERTIFICATION:</b>		Colorado Rack & Kentucky Pole Test Certified
		Altoona Tested
<b>CHILD REMINDER:</b>		Sleeping Child Check System, Warning Light Activated
<b>CIRCUIT PROTECTION:</b>		Manual resetting circuit breakers on body circuits
<b>COWL STEPS &amp; GRIP HANDLES:</b>		Mounted LH & RH at windshield
<b>DOORS:</b>	<b>Entrance:</b>	Double Outward type with Air Powered Door Control & three (3) position switch
		Entrance door laminated glass, tinted 70% light transmittal
		3-step step-well with gray rubber, studded step treads
	Exit:	Rear center mounted with upper/lower glass, tinted 30% light transmittal
		Retainer to hold door open
	Header Pad: (Entrance & Rear Exit Door):	Black self-skinning foam
	Vandal Locks:	Entrance door equipped with key lock
		Rear door equipped with sliding bolt interlock
<b>EMERGENCY EQUIPMENT:</b>	Per Oklahoma Requirements	
		5lb Fire Extinguisher, First Aid Kit, Warning Devices, Body Fluid Cleanup Kit & Seatbelt Cutter
<b>EMERGENCY EXITS:</b>		
	Roof Hatches:	Two (2) Advantage combination escape hatch/vents
	Push-out windows:	Vertical Hinged, two (2) per side – four (4) per body
<b>ENGINE:</b>		Ford®, 7.3L, V-8 Engine, Gasoline Powered, 2025 Ford Engine Calibration
	Number of Valves/Cylinders:	Two (2) Valve
	Cylinder Block Material / Cylinder Head Material:	Cast Iron / Aluminum
	Oil Capacity / Type:	8.0 quarts / 5W-30
	Horsepower rating:	335hp @ 3750rpm
	Torque rating:	468 lb-ft @ 3750rpm
	Governor, Road Speed:	75MPH

ENGINE COOLING SYSTEM: De-aeration system with tank & sight glass  
-34 Degrees Fahrenheit Antifreeze

ENGINE EQUIPMENT: Engine warning system, low oil pressure/high water temperature  
**Cruise Control**  
Advanced Fuel System Filtration  
Electronically Controlled Fuel Pump  
Firewall Insulation, Driver's Area  
**Ceiling panels acoustic headlining FRT to Rear**  
**Primary Ford: Piping Catalytic Converter, Muffler and mounting hardware**  
Aluminized Tailpipe exits through rear bumper  
Heavy Duty Gray Rubber with aluminum aisle trim  
5/8" Marine Grade plywood subflooring over steel floor, affixed with screws  
**100 gallon capacity, mounted between frame rails w/ ORVR**  
Floor mounted inspection plate, locking fuel tank access door  
Speedometer, trip-odometer, tachometer, seven-digit odometer, clock, voltmeter, ammeter  
Oil pressure, coolant temperature, transmission temperature, fuel gauge  
Glove box - below windshield, right side w/ latch & Console mounted armrest  
Extra height headroom, 77 inches (6'5") at center aisle  
90,000/btu  
50,000/btu  
80,000/btu  
12 volt, on/off switch  
Mounted upper center & upper left, 2-speed switch  
Fiberglass tiling hood & fenders  
Dual electric horns  
Fiberglass/mineral wool, full body insulated  
Name of school district on beltline  
**GVWR, Capacity & Height - Exterior**  
Two (2) clear lens, 4" -rear, **LED**  
Two (2) amber lens, grommet mount -front / Two (2) red lens, grommet mount -rear, **LED**  
Three (3) amber lens, grommet mount -front / Three (3) red lens, grommet mount -rear, **LED**  
Two (2) amber lens -front, fender mounted / Two (2) amber lens, 7" -rear, **LED**  
One (1) amber lens, per side, **LED**  
Two rows, mounted above passenger seats, 15-candle power - Incandescent  
Single dome light for driver's area, separate switch - Incandescent  
**LED**

**ROUSH® Clean Tech Technology:**

ENGINE NOISE REDUCTION:

EXHAUST:

FLOOR COVERING:

FUEL TANK:

GAUGES:

GLOVE BOX / CONSOLE:

HEADROOM:

HEATERS: Left front heater & defroster:  
Right front heater & defroster:  
Rear under seat heater:  
Heater water booster pump:  
Dual defroster fans:

HOOD & FENDERS:

HORNS:

INSULATION:

LETTERING:

LIGHTS: Backup lights:  
Clearance lights:  
Identification lights:  
Directional lights:  
Directional lights, side:  
Dome lights:  
Headlights:  
Monitor:  
Pre-Trip:  
Step-well light:  
Stop & Tail lights:  
Strobe Light:  
Warning lights:

**LUGGAGE:** Double Door Luggage Boxes (RH & LH Sides), Mid-mounted, 28.40cu.ft. per box w/ Locks  
**ROSCO, Accustyle, 8x17 Detent**

MIRRORS: Exterior rearview:  
Exterior cross-view:  
Interior rearview:

MUD FLAPS & FENDERS:

PAINT: Exterior:  
Exterior roof:  
Warranty (Paint):

PANELS: Exterior:  
Interior:

POWER SOCKET:

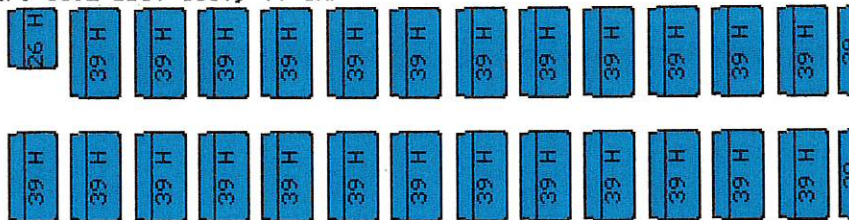
RADIO:

REFLECTIVE TAPE:

RUB RAILS:

SEATS: Passenger:  
Upholstery:  
Driver:

SP: 8392 BBCV 3507, 77 CAP



STEERING: Charcoal Cloth Upholstery, Orange shoulder harness & lap belt restraint  
**Hydraulic power, tilt & telescoping wheel, 50 degree wheel cut**  
STOPARM: 18" octagon sign w/flashing red lights, electric, **LED - Strobing**  
SUNVISOR: 6.5"X30", Green plexi-glass, padded edge  
SWITCHES: Rocker type switches w/ latching noise suppression switch  
TIRES & RIMS: Front: Kumho KRS12E, 11R22.5, Tubeless Radial, LRH, Highway tread  
Rear: Kumho KR23, 11R22.5, Tubeless Radial, LRH, Traction tread  
Rims: 22.5 x 8.25, 10-Stud, Hub Piloted, Disc Rims  
Dual hooks, front and rear, chassis frame mounted

TOW HOOKS:

TRANSMISSION: Ford®, 6R140 - 6 Speed Automatic, Calibrated for "Power-shift" (Performance)

High efficiency fluid filter and thermostatically controlled cooler circuit  
Premium Low viscosity transmission fluid  
Underneath body fully undercoated

UNDERCOATING:

VIDEO SURVEILLANCE SYSTEM:

Safety Vision w/ six (6) lens

WINDOWS:

Side, split sash:  
Rear, fixed panel:  
Entrance Door-& Driver Window:

Tinted to allow 30% light transmittal  
Tinted to allow 30% light transmittal  
Tinted to allow 70% light transmittal

WINDSHIELD:

Two (2) piece curved, shaded safety plate

WINDSHIELD WIPERS:

Electric, intermittent speed, w/washers

WIRING:

Chassis:  
Body:

Multiplex chassis wiring w/ LED readout on module  
Colored and continuously number coded in molding on top of side windows

WHEELBASE/TURNING RADIUS:

Dimensions

Over All Length w/ Bumpers: 496.04 (4'1'34") *Note: Does not include cross-over mirrors*

280" wheelbase

WARRANTY:

Blue Bird Body & Chassis:  
Ford® / ROUSH® Clean Tech: Powertrain / Fuel System:

Five (5) year/100,000 mile **Limited Warranty**  
Five (5) year/Unlimited miles Warranty

This School Bus must meet the State of Oklahoma and Federal School Bus requirements, **effective for date of manufacture.**

TOTAL UNIT COST, FOB: School-----

**\$136,319.00 per unit**

SW110 – State Contract Pricing

A.1.8: Type C, 72 - 77 Passenger @ \$108,867.00, per

H.8.1.1: Chassis

Air Brake Package  
Additional Chassis Equipment  
2025MY, Ford Engine Calibration

H.8.1.2: Body

BBCV3310 model to BBCV3507 model  
Additional Body Equipment  
2026MY, Blue Bird STD Equipment Upcharge

H.8.1.3 Dealer Installed Options: Safety Vision (6) lens Camera System

H.8.1.3 Dealer Installed Options: 2025 Steel and Aluminum Tariff ( as of 05/20/25): \$3,250.00

H.9.1.1 Alternative Fuels – Gasoline Deduct - \$1,200.00

ESTIMATED DELIVERY TIME: -----

**180 – 210 Days Upon PO**

Ryan Ross  
ROSS TRANSPORTATION, Inc.

BID ACCEPTED BY SCHOOL DISTRICT OFFICIAL

05/23/2025  
Date of Bid

Date of Acceptance



## POLICY 2173

## RIGHTS UNDER FERPA (Family Educational Rights and Privacy Act)

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are as follows:

1. The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access.

Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading or in violation of student privacy rights.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or otherwise in violation of student privacy rights. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or in violation of student privacy rights.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. ~~One (1)~~ Exceptions that permit disclosure **under FERPA** without consent **are for the following reasons:** ~~to~~

- School officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student participating in a school service program or serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- Upon request, the District discloses education records without consent to officials of another District in which a student seeks or intends to enroll.
  - Disclosures may also be made related to some judicial orders or lawfully issued subpoenas.
  - Health and safety of the student or other individuals is in jeopardy because of an emergency.
  - Juvenile Justice Systems ability to effectively serve the students, as specified by law.
  - The Federal Comptroller General, the US Department of Education or the Oklahoma State Department of Education accesses records necessary for an audit or evaluation of a federal program or the enforcement or compliance with federal regulations
  - The LEA has designated information as “directory information” under the conditions of FERPA unless parents have advised the district to the contrary in accordance with District procedures. The following information is considered “director information:”
    - Student’s name
    - Names of parents
    - Grade Level
    - Participation in officially recognized activities and sports
    - Weight and Height of members of athletic teams
    - Photograph
    - Degrees, honors, and awards received
  - An agency caseworker or representative of a child welfare agency may access a student’s education records when the caseworker/representative has the right to access the student’s case plan when the agency/organization is legally responsible for the student’s care and protection. Identification will be requested from the caseworker or other representative or tribal organization and sign the access of record form.
  - The Oklahoma Department of Human Services is conducting a child abuse/neglect investigation of the child who is the suspect of the record.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-USA-LEARN (1-800-872-5327)

*Adopted: April 10, 2025*  
*Revised: June 2, 2025*

**EXTENDED SCHOOL YEAR**

Extended school year ("ESY") services are special education and related services provided to a child with a disability (ages 3 through 21) beyond the District's normal school year in accordance with the child's IEP that are necessary for the child to receive a free appropriate public education in accordance with state standards and the Individuals with Disabilities Education Act, as amended ("IDEA"). It is the District's intent to make ESY services available at no cost to each child with a disability who is determined to need the services in accordance with this policy.

The IEP team for each child with a disability will determine his or her need for ESY services, regardless of the child's categorical disability. The IEP team will determine **if ESY services are needed annually** ~~need in a timely manner~~ to ensure that each child consistently receives a free appropriate public education.

~~The purpose of ESY services is to ensure that each child receives meaningful educational benefits.~~ **The goal of ESY services is to assist students with disabilities with the emergence and maintenance of specific IEP goals addressed during the school year preceding ESY. The ESY services for special education students provide a different focus than that of a general education summer school program.** To determine whether a child needs ESY services, the IEP team will consider the following factors as relevant to the child:

- The child's degree of impairment;
- The child's actual/predicted degree of regression;
- The child's actual/predicted time necessary for recoupment of skills;
- Ability of parent to provide educational structure at home
- The child's rate of progress;
- The child's behavioral problems;
- The child's physical problems;
- The availability of alternative resources;
- The ability of the child to interact with nondisabled children;
- The area(s) of the child's curriculum that require continuous attention;
- The child's vocational needs;
- The least restrictive environment for services; and
- Other relevant factors as determined by the IEP team.

In making the determination, the IEP team will collect, review and analyze existing information and pertinent data, including, but not limited to, the child's impairment, educational history and present levels of academic achievement and functional educational performance, which could include the following:

- Criterion-referenced and ~~standardized~~ **norm-referenced** tests, including pre-test and post-test data of a student's progress;
- ~~Functional assessments used in natural environments (home, community, work and school);~~ **Physical, mental, and emotional health factors**
- ~~An analysis of data collected on a regular basis;~~ **Data on observed performance**
- **Anecdotal records**

- History
- Evaluations of those areas involving related services;
- Parent, student, teacher, and/or service provider information;

If the IEP team determines that the child needs ESY services, it will complete appropriate documentation, such as the IEP/Review **and ESY Determination Form**, to reflect the child's ESY program and placement. The IEP team will identify which goal(s) and objectives/benchmarks, if any, will be addressed by the child's ESY services. The IEP team will not unilaterally limit the type, amount, or duration of ESY services but will instead determine those services on an individual basis in accordance with state and federal law and regulations and this policy. **If the IEP team determines that a special education student does not require ESY services in order to receive FAPE, then the school district is under no obligation to provide such services or to include them in the IEP.**

**REFERENCE: 70 O.S. § 13-101**

Adoption Date: November 13, 2000

Revision Date: September 8, 2008

Revision Date: April 10, 2025

**Revision Date: June 2, 2025**

## **Policy 3137 CHILD FIND, LOCATION, SCREENING, AND EVALUATION, NOTICE TO PARENTS**

The Bixby Public School district in accordance with Individuals with Disabilities Act, the Oklahoma State Department of Education, Section 504 of the Rehabilitation Act, and Title II of the American with Disabilities Act will make a continuing effort to locate any children in the district ages 3-21 who may be disabled and/or developmentally delayed who are not currently being served by the school. State law recognizes the following qualifying categories: autism, deaf-blindness, hearing impairment, other health impairment, ~~serious~~ emotional disturbance, specific learning disability, intellectual disability, multiple disability, orthopedic impairment, speech or language impairment, traumatic brain injury, visual impairment, or developmental delay.

Anyone knowing a child who might be in need of services is asked to notify the special education director, principal, or counselor.

This notice is to inform parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by the local school district in coordination with the Oklahoma State Department of Education. The District will coordinate with other agencies, private **schools, state institutions, child care or treatment facilities**, and charter schools within the District geographical boundaries. Some private schools may qualify for federal funds. Public awareness of the opportunities available to home-schooled or highly mobile or homeless students will be promoted as well.

Personally identifiable information shall be collected and maintained in a confidential manner in carrying out the following activities:

### **Referral**

Preschool children, ages 3–5, and students enrolled in K–12 who are suspected of having disabilities that may require special education and related services may be referred for screening and evaluation through the local schools. Local school districts coordinate with the Sooner Start Early Intervention Program in referrals for eligible students beginning at three (3) years of age.

### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history, interviews, observations, and specially developed readiness or educational screening instruments.

### **Evaluation**

Under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and Title II of the Americans with Disabilities Act, evaluation means procedures used in accordance with federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. Written consent of the parent or legal guardian for such evaluation must be on file with the local school district prior to any child receiving an initial evaluation for special education and related services.

### Procedural Safeguards

The District will employ procedural safeguards regarding the identification, evaluation, or educational placement of persons who, because of disability, need or are believed to need special instruction or related services. District personnel will notify parents or guardians of any evaluation or placement actions, and parents or guardians will be allowed to examine the student's records. The District will provide parents or guardians with a copy of their Procedural Safeguards (parent rights) when the District takes any action with respect to the identification, evaluation, or educational placement of the student.

### Collection of Personally Identifiable Information

Educational records containing personally identifiable information collected by the schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Policies and Procedures for Special Education in Oklahoma. School districts develop and implement a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the local school administrator.

*Adoption Date: February 10, 2022*

*Revision Date: April 10, 2025*

*Revision Date: June 2, 2025*

## RELEASED TIME COURSES (DRAFT 2)

The board of education will approve released time courses for elective credit or for participation without credit. A released time course is defined by law as a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off school property. **This includes, but is not limited to, courses seeking elective credit.**

Any independent entity that would like to offer a course to be considered for elective credit shall discuss the proposal with the superintendent or the superintendent's designee. The proposal shall include a course syllabus, a calendar of when the course will be offered, the methods of assessment utilized in the course, the qualifications of the course instructor, and a template written consent form that will be provided by the independent entity to parents or legal guardians for student's enrollment in the released time program. The school superintendent, principal for the school site where the student is enrolled, or their designees, shall have reasonable discretion over the scheduling and timing of released time courses.

The superintendent shall then present the item to the board of education to consider at a lawfully convened meeting under an appropriately worded agenda item.

At the board meeting, the board of education will evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. The secular criteria utilized to evaluate the released time course ~~are limited to:~~ **shall include but not be limited to:**

1. The amount of classroom instructional time.
2. The course syllabus ~~which reflects requirements and materials utilized in the course.~~ **and instructional materials.**
3. Methods of assessment that will be utilized in the course.
4. The qualifications of the course instructor.
5. **The projected number of participants and its impact on scheduling and district operations.**
6. **Any financial or administrative burden, including an assessment of what constitutes "de minimis" cost.**
7. **Any other secular criteria deemed relevant by the Board.**

If a course is approved ~~for elective credit,~~ students may be excused from school to attend the released time course for no more than three class periods per week or a maximum of 125 class periods per school year. **The release period includes travel time to and from the instructional site.**

In order for the student to be eligible to participate in the released time program and receive an excused absence, the following must occur:

1. The student's parent or legal guardian must provide written consent prior to the student's participation in the released time course.
2. ~~No school funds may be expended, and no school district personnel, equipment, or resources may be involved in providing the instruction.~~ No school funds may be expended, and no school district personnel, equipment, or resources may be involved in providing the instruction. The independent entity must submit an annual statement verifying compliance.
3. The independent entity must maintain attendance records ~~for students and make them available to the school district and board of education.~~ and submit them to the school district at the end of each semester or upon request.
4. Transportation provided to and from the place of instruction is the sole responsibility of the independent entity, of ~~the independent entity~~, the student, or the student's parent or legal guardian.
5. ~~The independent entity or the student's parent or legal guardian indemnifies the school district and holds it harmless with regard to any conduct that does not occur on school property under the control or supervision of the school district, and the independent entity maintains adequate insurance for that purpose.~~
5. The independent entity or parent/guardian must indemnify the school district and provide a certificate of insurance naming the district as an additional insured with minimum coverage of \$1,000,000 per occurrence.
6. The student assumes responsibility for any missed schoolwork. ~~as a result of the excused absence.~~
7. ~~The student may not be excused to participate in a released time course during any class in which the subject matter being taught is subject to state assessments.~~ Students may not be excused from any class in which the subject matter is assessed under state-mandated assessments per 70 O.S. §1210.508. The superintendent or designee will determine relevant courses each year.

Students who participate in released time courses are considered in attendance in the school district, and the time is calculated as a part of the school day. Upon successful completion of the course, elective credit will be provided to students when the work completed is substantiated by a transcript from the independent entity providing the course.

The board of education reserves the right to revoke approval of any released time course upon evidence of noncompliance with policy requirements. Revocation may occur after review by the Board at a lawfully convened meeting.

The school district, board of education, and school employees shall not be liable for any claim arising or occurring as a result of a student's participation in a released time program when the student is not under the control or supervision of the school district.

LEGAL REFERENCE: 70 O.S. §11-101.3

*Adoption Date: June 2, 2025*



## Proposal for Janitorial Services

May 6<sup>th</sup>, 2025

Ms. Adrienne Malone  
**Bixby Public Schools**  
23 S. Riverview Dr  
Bixby, Oklahoma 74008  
918-366-2386  
[Amalone@bixbyps.org](mailto:Amalone@bixbyps.org)

Dear Mrs. Malone,

I would like to thank you for allowing StateWide Commercial Cleaning Company the opportunity to submit this janitorial proposal. StateWide Commercial Cleaning Co. is a full service, locally owned, and operated company. We have fully trained, supervised and uniformed cleaning crews with the ability to provide you with services when and how you want it.

This customized janitorial proposal has the following:

**Service Agreement**  
**Service Schedule**

Please do not hesitate to contact me if you have any questions.

Sincerely,

Sean Quillen  
**StateWide Commercial Cleaning Co.**  
918-632-0515 office  
918-734-0077 cell  
[sean@statewide-ok.com](mailto:sean@statewide-ok.com)  
[www.statewide-ok.com](http://www.statewide-ok.com)



## Service Agreement

Scheduled service shall be provided at:

**Bixby Public Schools  
23 S. Riverview Dr  
Bixby, Oklahoma 74008**

StateWide Commercial Cleaning Company ("StateWide") in response to specifications for service required by **Bixby Public Schools** ("BPS") for the premises listed above, shall, for consideration and in accordance with the terms and conditions listed in this Service Agreement, provide BPS with the services listed below and in Service Schedule, subject to written signature approval by both StateWide and BPS.

StateWide agrees to provide the services listed in the Service Schedule for the following areas:

### **Administration Building**

#### **First Floor:**

Entrances, lobby, (2) training rooms, (2) conference rooms, work room, mail room, (15) offices, break room, file room, (2) stairwells, elevator, hallways and (4) restrooms.

#### **Second Floor:**

(13) Offices, conference room, break room, hallways and (2) restrooms.

#### **Exterior:**

Designated trash.

Service requested in the areas listed above shall be provided **five** nights per week.

Service shall be provided on: **Monday, Tuesday, Wednesday, Thursday and Friday**

Service shall be performed after **5:00 pm and completed by 1:00 am.**

### **Special Instructions:**

- 1) StateWide's Night Managers will perform the cleaning (former BPS full time custodians and/or StateWide management). BPS will be provided the names and appropriate information of each StateWide employee that will be performing the cleaning prior to entering the Administration Building after business hours.
- 2) The HR office shall remain locked always except during the cleaning process.
- 3) If monthly Board Meetings occur, StateWide agrees to perform the cleaning tasks per BPS's instructed times. If BPS directs StateWide to touch up and/or perform cleaning prior to such Board Meetings StateWide shall do so as well as after such Board Meetings. This process shall be determined by BPS later and may change from time to time per BPS's directions.



**Service Agreement**  
(Terms and Conditions)

1. The term of this Service Agreement shall be month to month, either party may terminate this Service Agreement by providing the other party a thirty-day written notice.
2. All scheduled services shall be performed as described in this Service Agreement except for school closings; such as legal holidays, building closings, extreme bad weather, etc.
3. Any storage space provided by BPS for the purpose of storing StateWide's equipment and supplies will be kept clean, neat and orderly always.
4. BPS agrees to provide all bin liners, restroom soap and paper products.
5. StateWide agrees to supply the equipment and cleaning chemicals needed to fulfill the terms of this Service Agreement.
6. StateWide agrees to provide trained, uniformed, insured and supervised labor. Training and supervision of all StateWide labor shall include the following: a complete walk-thru of the facility, a thorough understanding of the service schedule, cleaning techniques, safety, security procedures and the BPS's expectations.
7. StateWide agrees to maintain excellent communication with BPS to ensure BPS satisfaction is being met on each scheduled service through on-site visits, inspections and BPS service calls.
8. StateWide's agrees to report any security breach, damage, breakage, and/or visible plumbing problems that are noticed during scheduled services to BPS immediately in writing or to an emergency contact.
9. The nightly service amount to be paid by the BPS under the terms of this Service Agreement may be increased or decreased as the size of the areas being serviced increase or decrease, or the level or frequency of services required change. Any revision to this Service Agreement affecting the level or type of service provided, or the amount to be paid by the BPS, must first be approved in writing and by written signature from both parties.
10. StateWide shall invoice BPS for services on the last day of each calendar month that services are to be provided. Payment is due NET 30 days.
11. During the term of this Service Agreement or in the event of termination for any cause, BPS agrees not to solicit employment or services of any StateWide employees, independent contractors or other authorized representatives of StateWide for a period of twelve months from the last date of service.
12. The laws of the state of Oklahoma shall govern this Service Agreement.



**Bixby Public Schools  
Administration Building  
Service Schedule**

**Nightly Services: Monday – Friday**

**All Areas:**

- Empty wastebaskets and replace liners when soiled.
  - Spot clean walls of spillage next to wastebaskets.
- Restock hand soap and paper towels.
- Spot clean fingerprints and smudges from moving glass doors.
- Clean and sanitize open areas of all countertops, tabletops and furniture.
  - Do not move papers and items
- Clean, sanitize and polish water fountains.
- Vacuum all rugs and/or carpets.
- Sweep and wet mop hard surface floors.
- Shut and lock designated office doors.

**All Restrooms:**

- Empty wastebaskets and replace liners.
- Clean, sanitize and polish sinks, fixtures, toilets, urinals, countertops and mirrors.
- Spot clean walls of spillage next to wastebaskets and dispensers in the restrooms.
- Dust tops of partition walls.
- Restock hand soap, paper towels and tissue.
- Sweep and wet mop hard surface floors.

**Weekly Services: Friday**

**All Areas:**

- Dust windowsills, mini blinds and ceiling vents.
- Spot clean interior partition glass.
- Detail vacuum under desks, thoroughly behind doors, in corners, etc.

**Special Services: Upon Request by BPS**

**Carpeted Areas:**

- Hot water extract carpets.

**Restrooms:**

- Kaivac all fixtures, mirrors, walls and partitions.
- Machine scrub ceramic tile floors and grout.



**Service Agreement**  
(Signature Page)

In consideration of StateWide completing the terms, conditions and scheduled services as described in this Service Agreement and Service Schedule, BPS agrees to pay the Nightly Rate of:

**\$140.00**

After review of the terms, conditions and Service Schedule in this Service Agreement, BPS hereby agrees with the terms, conditions and Service Schedule presented to us by StateWide.

This Service Agreement shall have a start date of \_\_\_\_\_, 2025 and shall continue until terminated as set forth in this Service Agreement.

**Bixby Public Schools**

**StateWide Commercial Cleaning Co.**

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

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

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

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

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

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



## Proposal for Janitorial Services

May 6<sup>th</sup>, 2025

Ms. Adrienne Malone  
**Bixby Public Schools**  
23 S. Riverview Dr.  
Bixby, Oklahoma 74008  
918-366-2386  
[amalone@bixbyps.org](mailto:amalone@bixbyps.org)

Dear Ms. Malone,

I would like to thank you for allowing StateWide Commercial Cleaning Company the opportunity to submit this janitorial proposal. StateWide Commercial Cleaning Co. is a full service, locally owned, and operated company. We have fully trained, supervised and uniformed cleaning crews with the ability to provide you with services when and how you want it.

This customized janitorial proposal has the following:

**Service Agreement**  
**Service Schedule**  
**Equipment and Supplies**  
**Monthly Detail Cost**

Please do not hesitate to contact me if you have any questions.

Sincerely,

Sean Quillen  
**StateWide Commercial Cleaning Co.**  
918-632-0515 office  
918-734-0077 cell  
[sean@statewide-ok.com](mailto:sean@statewide-ok.com)  
[www.statewide-ok.com](http://www.statewide-ok.com)



## Service Agreement

Scheduled service shall be provided at:

**Bixby Public Schools  
23 S. Riverview Dr.  
Bixby, Oklahoma 74008**

StateWide Commercial Cleaning Company ("StateWide") in response to specifications for service required by **Bixby Public Schools** ("BPS") for the premises listed below, shall, for consideration and in accordance with the terms and conditions listed in this Service Agreement, provide BPS with the services listed in Service Schedule.

StateWide agrees to provide the services listed in the Service Schedule for the following campuses:

### **High School Campus:**

High School Academic Building  
Old High School Building - West Wing  
ROTC  
Band Building  
Science Building

### **9th Grade Campus:**

North Building  
South Building  
Brassfield Building

### **Middle School Campus:**

7th Grade Building  
8th Grade Building

### **Central Campus:**

Central Elementary Building  
Central Intermediate Building

### **East Campus:**

East Elementary Building  
East Intermediate Building

### **North Campus:**

North Elementary Building  
North Intermediate Building

### **West Campus:**

West Elementary Building  
West Intermediate Building



For the “**Campuses**” listed above StateWide agrees to provide the services listed in the Service Schedule for the following areas:

**Entrances, lobbies, offices, classrooms, faculty lounges, media centers, art rooms, science labs, band rooms, choir rooms, gymnasiums, hallways, stairwells, elevators and restrooms.**

Service requested in the areas listed above shall be provided five nights per week.

Service shall be provided on the following nights:

**Monday, Tuesday, Wednesday, Thursday and Weekend**

Service shall be provided after school hours.



1. The term of this Service Agreement shall from August 12, 2025 thru May 22, 2026.
2. StateWide agrees to perform all scheduled services listed in this Service Agreement, unless circumstances caused by weather or other conditions beyond the control of StateWide occur that prevent scheduled services from being completed in a safe and proper manner.
3. StateWide agrees to dedicate a District Night Manager along with a minimum of 2 Night Supervisors to coordinate, train and manage StateWide's employees performing the cleaning tasks in this Service Agreement.
4. StateWide shall provide BPS with TimeStamp correction pictures within 24 hours of any complaints received from BPS.
5. StateWide agrees to report any security breach, damage, breakage, and/or visible plumbing problems that are noticed during scheduled services to BPS immediately, in writing or to an emergency contact if necessary (ex: malfunctioning soap dispensers, light out, roof leaks, etc.).
6. Any storage space provided by BPS for the purpose of storing StateWide's equipment and supplies will be kept clean, neat and orderly always.
7. BPS agrees to provide all bin liners, restroom soap and paper products.
8. StateWide agrees to provide trained, uniformed, insured and supervised labor. Training and supervision of all StateWide labor shall include the following: a complete walk-thru of the facility, a thorough understanding of the service schedule, cleaning techniques, safety, security procedures and the BPS's expectations.
9. StateWide agrees to maintain excellent communication with BPS to ensure BPS satisfaction is being met on each scheduled service through on-site visits, inspections and BPS service calls.
10. The amount to be paid by the BPS under the terms of this Service Agreement may be increased or decreased as the size of the areas being serviced increase or decrease, or the level or frequency of services required change. Any revision to this Service Agreement affecting the level or type of service provided, or the amount to be paid by the BPS, must first be approved in writing and by written signature from both parties.
11. StateWide shall invoice BPS for services on the last day of each calendar month that services are to be provided. Payment is due NET 30 days.
12. During the term of this Service Agreement or in the event of termination for any cause, BPS agrees not to solicit employment or services of any StateWide employees, independent contractors or other authorized representatives of StateWide for a period of twelve months from the last date of service.
13. The laws of the state of Oklahoma shall govern this Service Agreement.



## **Bixby Public Schools Service Schedule**

### **Nightly Services:**

**All classrooms, offices, faculty lounges, media centers, art rooms, science labs, band rooms and choir rooms.**

- Empty trash receptacles and replace liners.
- Clean and sanitize sinks and countertops.
- Spot clean classroom door glass and side panel glass.
- Vacuum carpets and BPS issued area rugs.
- Detail sweep all hard surface floors.
- Wet mop hard surface floors.

**All entrances, lobbies, hallways, elevators and stairwells.**

- Empty trash receptacles and replace liners.
- Clean, sanitize and polish water fountains.
- Spot clean glass in the main entrances.
- Vacuum carpets and floor mats.
- Detail sweep all hard surface floors.
- Auto Scrub hard surface floors.
- Wet mop hard surface floors that are not accessible with an auto scrubber.

**All restrooms:**

- Empty trash receptacles and replace liners.
- Clean and sanitize sinks, fixtures, toilets, urinals, countertops, mirrors and showers.
- Spot clean walls of spillage next to wastebaskets and dispensers in the restrooms.
- Sweep hard surface floors.
- Wet mop hard surface floors.
- Weekly Kaivac cleaning of restrooms.

**All gymnasiums:**

- Empty trash receptacles and replace liners.
- Detail sweep all hard surface floors.
- Auto Scrub all hard surface floors weekly (Wednesday night).
- Wet mop hard surface floors that are not accessible with an auto scrubber.

**Summer Break: (June and July 2025)**

- Hot water extract all carpets and BPS issued rugs.
- Cylindrical machine scrub all restroom ceramic tile and grouted floors.
- Kaivac all restrooms with hard surface walls.
- Cylindrical machine scrub all ceramic tile and grouted entrance and hallway floors.
  - Brassfield, CE, CI, NI and Old HS.
- Machine scrub and apply LVT floor finish.
  - NE hallways and cafeteria
  - EE 2nd Floor hallways



**On Call Services:**

- Carpets and rugs.
  - Hot water extract to remove spills, urine, vomit, etc.
- Ceramic tile and grouted restroom floors
  - Cylindrical machine using tile and grout chemicals to remove soap, grime and urine buildup

**Special Notes:**

- BPS agrees to place trash receptacles outside of doors and in the hallways nightly.
- Offices may place trash at one collection point inside of the common office area.
- BPS agrees that trash must be placed in receptacles and/or marked "Trash".
- BPS agrees that boxes must be broken down and marked "Trash".
- BPS agrees that sinks will need to be empty in order to be cleaned.
- BPS agrees to stack all classroom chairs nightly.
- Classrooms where chairs are not stacked will only receive open floor cleaning.



**Bixby Public Schools  
Equipment and Supplies**

**BPS - Issued Equipment and Supplies:**

- General purpose cleaner (Halt)
- Toilet bowl chemical (NABC)
- Stainless steel polish
- Mildew remover
- Glass cleaner (Clean by Proxy)
- Neutral floor chemical (Damp Mop)
- Ajax / Comet
- Enzymes
- Brute and Dollies
- One and/or Half yard trash carts

**StateWide - Issued Equipment and Supplies:**

- Toilet bowl brushes
- Rags
- Scouring pads
- Caddy's
- Mop buckets
- Mop sticks
- Mop heads
- Dust mop frames
- Dust mop sticks
- Dust mop heads
- Rubber Maid restroom carts
- Upright vacuums
- Backpack vacuums
- Vacuum bags
- Wet floor signs
- Auto Scrubbers
- Kaivac Machines
- Hot water extraction carpet cleaning machines
- Ceramic tile and Grout cleaning machines
- Propane Burnishers
- Carpet cleaning chemicals
- Kaivac cleaning chemicals
- Ceramic tile and grout cleaning chemicals



In consideration of StateWide completing the terms, conditions and scheduled services as described in this Service Agreement and Service Schedule, BPS agrees to pay the nightly service rate of:

**\$2,110.00 High School Campus**  
**\$566.00 9th Grade Campus**  
**\$951,00 Middle School Campus**  
**\$1,032.00 Central Campus**  
**\$1,016.00 East Campus**  
**\$981.00 North Campus**  
**\$1,129.00 West Campus**  
**\$7,785.00 Total Nightly Rate**

After review of the terms, conditions and Service Schedule in this Service Agreement, BPS hereby agrees with the terms, conditions and Service Schedule presented to us by StateWide.

**Bixby Public Schools**

**StateWide Commercial Cleaning Co.**

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

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

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

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

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

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



# INVOICE INV13148

### BILL TO CUSTOMER

Bixby Public Schools (OK)  
109 N ARMSTRONG ST  
BIXBY OK 74008-4449

### INVOICE DETAILS

INVOICE DATE 07/01/2025  
DUE DATE 07/31/2025  
TERMS Net 30  
ORG ID 2002  
PO NUMBER

DESCRIPTION	END USER	START DATE	END DATE	QTY	RATE	MULT.	TOTAL
Red Rover Subscription - Time Tracking : Employees Tracking Extra Duty	Bixby Public Schools (OK)	07/01/2025	06/30/2026	0	0.59	12	\$0.00
Red Rover Subscription - Time Tracking : Employees Tracking Time	Bixby Public Schools (OK)	07/01/2025	06/30/2026	381	2.66	12	\$12,161.52

Subtotal	\$12,161.52
Total	\$12,161.52
AMOUNT DUE (USD)	\$12,161.52

### Remittance Information:

#### To Pay by ACH:

Bank: Wells Fargo Bank, 420 Montgomery St., San Francisco, CA 94104  
Routing Number: 031000503  
Account Number: 3843249164

#### To Pay by Check:

Red Rover Technologies  
PO Box 604126  
Charlotte, NC 28260

If you need a copy of our W9, you can find it here:  
<https://www.redroverk12.com/w9>.

Please note our remittance address is in Box 7 of our W9.

## Surplus

1 message

**Stephanie Butler** <stephaniebutler@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

Wed, May 14, 2025 at 12:25 PM

Hi Sherry! I put a ping pong table on the surplus form, but I don't see it on the last board minutes. Can I get it on the next board meeting?

 Surplus Items Request (Responses)

The business card is for Stephanie Butler, MS, LPC, LADC, Coordinator of Athletic Services. It features a circular photo of her on the left, a blue vertical bar with "BIXBY Home of the Spartans" text, and a red vertical bar on the right. Contact information includes phone number 918-366-2218, email stephaniebutler@bixbyps.org, and website www.bixbyps.org. The address is Home of the Spartans, 601 S Riverview Drive, Bixby, OK 74008. A Bixby logo is in the bottom right corner.

**STEPHANIE BUTLER**  
**MS, LPC, LADC**  
Coordinator of Athletic Services

📞 918-366-2218

✉ [stephaniebutler@bixbyps.org](mailto:stephaniebutler@bixbyps.org)

🌐 [www.bixbyps.org](http://www.bixbyps.org)

📍 Home of the Spartans  
601 S Riverview Drive  
Bixby, OK 74008



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## Surplus

1 message

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**Nicole Williams** <nwilliams@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

Fri, May 9, 2025 at 7:20 AM

Morning!

I have 15 old microscopes that need to be surplused at the June board meeting.

Thanks!

Nicole



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**Surplus List**

1 message

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**Helen Hurst** <hhurst@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

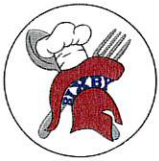
Thu, May 29, 2025 at 2:56 PM

Sherry,

Here is my Surplus List;

- 1 ea - Milk Box - Does not work properly, and it was replaced
- 2 ea - Utensil holder, do not use them anymore
- 2 ea - Robo Coupe, they no longer work
- 8 ea - Metal round salad containers - no longer use them
- 2 ea - Small Utility carts, broken
- 2 ea - shelves are rusted and need to be replaced.

Do you need any additional information?



**Helen Hurst**  
**Bixby Child Nutrition Director**  
**Bixby Public Schools**  
**OK SNA President 2023-2024**  
[hhurst@bixbyps.org](mailto:hhurst@bixbyps.org)  
**918-366-2214**



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## Surplus tables

1 message

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**Carlie Head** <chead@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

Thu, May 29, 2025 at 1:14 PM

we needs these tables surplusd there are 15 of these



**Carlie Head**  
Facilities & Maintenance Admin Assistant  
Bixby Public Schools  
918-366-2304



It's always a GREAT day to be a SPARTAN!!



**IMG\_0236.jpg**  
2337K

<b>ITEMs Surplused Technology</b>	<b>QUANTITY</b>
Phones	2
UPS	1
Daktech PCs	32
iPads	34
TVs	24
Chromebase	48
Keyboards	100
Mice	100
powercords	600
ipad cases	200
Projector	2
HP Switches	5
ELMO document camera	3
printer fax combo	1
laser toner	2
Chromebooks	509
labtec microphones	14
Orion PCs	2
Monitor	1