

Bixby Board of Education Regular Meeting  
Bixby Public Schools  
Bixby Public Schools Administrative Center, 23 S Riverview, Bixby, OK 74008  
Thursday, August 14, 2025 6:00 PM  
Meeting Live Stream Link: <http://bixbyps.info/youtube>

1. **Call Meeting to Order/Roll Call**
2. **Reports to The Board**
  - 2.1. Superintendent's Report - Lydia Wilson
  - 2.2. Special Recognition
    - 2.2.1. Spartan Coin Of Excellence
      - Melissa Lytle - OK State Teacher of the Year Top Ten Finalist
      - Traeton Dansby - Robotics Hall of Fame
  - 2.3. Teaching and Learning Report - Dinah Benavides
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 #1-14. (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 July 17, 2025 Regularly Scheduled Board Meeting
  - 4.2. Activity Fund Summary of Accounts and Transfer Requests
  - 4.3. Encumbrances and Change Orders for FY 2026 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers
  - 4.4. Renewal of an agreement with their YMCA GO Club to provide after-school care at designated elementary sites for the 2025-26 school year at no cost to the district.

- 4.5. Approval of a Memorandum of Understanding with Junior Achievement of Oklahoma, Inc. for the 2025-2026 fiscal year.
- 4.6. Approval of a Memorandum of Understanding with Glenpool Public Schools for JROTC for the 2025-2026 fiscal year.
- 4.7. Approval of a contract with Facilitron, Inc. for online facilities rental for the 2025-2026 fiscal year.
- 4.8. Approval of a Memorandum of Understanding with Connect and Restore for counseling services for the 2025-26 school year.
- 4.9. Approval of a Memorandum of Understanding with Oklahoma State University for Field Clinical Experiences for the 2025-2026 fiscal year
- 4.10. Approval of Out of State trip request as presented:
  - BHS Cheer
  - BHS Girls Basketball
  - BHS JROTC (3 trips)
- 4.11. Medical Leave - Support - North Elementary - 8/12/25 to 9/8/25
- 4.12. FMLA - Certified - North Elementary - 8/12/25 to 11/7/25
- 4.13. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.14. Employment, Resignation, Retirement - Support Personnel - per attached

#### **5. Finance**

- 5.1. Discussion and possible board action to approve the employment of Stephen L. Smith Corporation as financial consultants to Bixby Public Schools for the 2025-2026 fiscal year.
- 5.2. Discussion and possible board action to approve a reimbursement agreement between the General Fund and the Child Nutrition Fund for the 2025-2026 fiscal year.
- 5.3. Discussion and possible board action to approve a new activity fund account for Bixby West Elementary Music.
- 5.4. Discussion and possible board action to approve a new activity fund account for Bixby West Elementary PE.

#### **6. Teaching and Learning**

- 6.1. Presentation of the report of findings from Spring 2025, by Stetson and Associates, prepared by Dr. Frances Stetson. Discussion item only. No action required.
- 6.2. Discussion and possible board action to approve an agreement with Slawson Psychological Services, LLC for the 2025-2026 fiscal year.

#### **7. Operations**

- 7.1. Discussion and possible board action to approve an agreement at no cost to the district with the OK Department of Rehabilitation Services for Work Adjustment Training programs for students who qualify for such services from October 1, 2025 through September 30, 2026.
- 7.2. Discussion and possible board action to approve an agreement at no cost to the district with the OK Department of Rehabilitation Services for School Work Study programs for students who qualify for such services from October 1, 2025 through June 30, 2026.

- 7.3. Discussion and possible board action to approve a Memorandum of Understanding with the Tulsa City-County Health Department for emergency use of Bixby High School in the event of a mass community need for the 2025-26 school year.
- 7.4. Discussion and possible board action to approve a Memorandum of Understanding with Oral Roberts University for counseling internships for the 2025-26 school year.
- 7.5. Discussion and possible board action to approve a change to the Academic Calendar for MS on December 5, 2025 to provide a virtual distance learning day of instruction due to the International Robotics Competition hosted there.
- 7.6. Discussion and possible board action to approve the Fundraisers for the 2025-2026 fiscal year.
- 7.7. Discussion and possible board action to participate in the OTEP program for the 2025-2026 fiscal year.
- 7.8. Discussion and possible board action to approve a contract with Student Assurance Services to offer voluntary student athletic insurance coverage at no cost to the district for the 2025-26 fiscal year.
- 7.9. Discussion and possible board action to approve an agreement with Parchment by Instructure at a cost of \$8,404.00 for the 2025-2026 fiscal year.
- 7.10. Discussion and possible board action to approve revised Policy 2124: Procedures for Documenting and Reporting Child Abuse, Neglect and Exploitation.
- 7.11. Discussion and possible board action to approve new Policy 2174: Release Time Courses.
- 7.12. Discussion and possible board action to approve Policy 3128: Flags and National Anthem to align with new OK legal requirements.
- 7.13. Discussion and possible board action to approve declaring items as surplus to be disposed of per 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. **None**

## 9. **Miscellaneous**

### 10. **Executive Session**

- 10.1. Discussion and possible board action to move into executive session to discuss the evaluation of the Superintendent.
- 10.2. Vote to acknowledge return to open session.
- 10.3. Statement by Board president of executive session minutes.

### 11. **New Business**

### 12. **Vote to adjourn**





Name of person posting this agenda

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

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

Bixby Public Schools Administrative Center, 23 S Riverview, Bixby, OK 74008

Bixby Board of Education Regular Meeting  
Thursday, July 17, 2025  
Bixby Public Schools Administrative Center  
23 S Riverview  
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Pablo Aguirre: Present

Justin Cheatham: Present

Matt Dotson: Absent

Julie Prox: Present

Amanda Stephens: Absent

Present: 3, Absent: 2.

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

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

2.1. Superintendent's Report - Lydia Wilson

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

3.1. Speakers must identify themselves.

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

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

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

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

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

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

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

Proper questions from members of the public may be referred to the Superintendent for later report to the Board.

**4. General Consent Agenda - Discussion and possible board action to approve consent agenda items #1-13. (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 #1-13 as presented. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

4.1. Minutes of June 2, 2025 Regularly Scheduled Board Meeting

4.2. Minutes of June 26, 2025 Special Board Meeting

4.3. Activity Fund Summary of Accounts and Transfer Requests

4.4. Encumbrances and Change Orders for FY 2025 and FY 2026 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, and Bond Funds 31-39 per attached encumbrance registers

4.5. Approval of an agreement with the University of Tulsa Nursing School for clinical rotations for the 2025-2026 fiscal year

4.6. Approval of a contract with Superior Pest Control at a cost of \$1,495 per month for the 2025-2026 fiscal year

4.7. Approval of an amended contract with Pathways Behavior Therapy, LLC for behavioral analysis services for the 2025-2026 fiscal year

4.8. Approval of an agreement with GoGuardian for the 2025-2026 fiscal year at a cost of \$40,463.00

4.9. Approval of an agreement with Community Care for an Employee Assistant Program for the 2025-2026 fiscal year

4.10. Approval of an agreement with American Checked for background screening services for the 2025-2026 fiscal year

4.11. Approval of Bixby Public Schools Handbooks as presented for the 2025-2026 fiscal year

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

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

## 5. Finance

5.1. Discussion and possible board action to approve a contract with StateWide Commercial Cleaning Company for Athletic Department janitorial services at a cost of \$260,640.00 for the 2025-2026 fiscal year.

Approval of a contract with StateWide Commercial Cleaning Company for Athletic Department janitorial services at a cost of \$260,640.00 for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

5.2. Discussion and possible board action to approve two contracts with the City of Bixby for four School Resource Officers for the 2025-2026 fiscal year at a cost of \$275,733.28.

Approval of two contracts with the City of Bixby for four School Resource Officers for the 2025-2026 fiscal year at a cost of \$275,733.28. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

5.3. Discussion and possible board action to approve an Indemnification and Hold Harmless Agreement with Oklahoma Natural Gas Company for the ONG meter at the Bixby 9th Grade Center.

Approval of an Indemnification and Hold Harmless Agreement with Oklahoma Natural Gas Company for the ONG meter at the Bixby 9th Grade Center. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

5.4. Discussion and possible board action to approve an agreement with Pepsi for the 2025-2026 fiscal year.

Approval of an agreement with Pepsi for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

5.5. Discussion and possible board action to approve an increase in Child Nutrition student meal prices for Breakfast and Lunch meals per the attached memo for the 2025-2026 fiscal year.

Approval of increasing the Child Nutrition prices as follows: Breakfast for all from \$1.75 to \$2.00 and Lunch - Prek-6 from \$2.90 to \$3.00 Middle School from \$3.10 to \$3.25 High School from \$3.35 to \$3.45 Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

## **6. Teaching and Learning**

6.1. Discussion and possible board action to approve an agreement with Turnitin for the 2025-2026 fiscal year at a cost of \$17,826.00 to be paid from the 1:1 Activity Fund account.

Approval of an agreement with Turnitin for the 2025-2026 fiscal year at a cost of \$17,826.00 to be paid from the 1:1 Activity Fund account. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

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

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

6.2. Discussion and possible board action to approve an agreement with Edpuzzle for the 2025-2026 fiscal year at a cost of \$21,282.15 to be paid from the 1:1 Activity Fund account.

Approval of an agreement with Edpuzzle for the 2025-2026 fiscal year at a cost of \$21,282.15 to be paid from the 1:1 Activity Fund account. Passed with a motion by Julie Prox and a second by Justin Cheatham.

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

Yea: 3, Nay: 0, Absent: 2

6.3. Discussion and possible board action to approve canceling the original contract with Teachers College and approving a new contract for summer professional development services with them at a cost of \$15,200.00 to be paid from federal funds.

Approval of canceling the original contract with Teachers College and approving a new contract for summer professional development services with them at a cost of \$15,200.00 to be paid from federal funds. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

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

Yea: 3, Nay: 0, Absent: 2

6.4. Discussion and possible board action to approve the expansion of the contract with Khan Academy to add the Middle School at no cost to the district for the 2025-2026 fiscal year.

Approval of the expansion of the contract with Khan Academy to add the Middle School at no cost to the district for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

## 7. Operations

7.1. Discussion and possible board action to approve Lydia Wilson and Kendall Still as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2025-2026 fiscal year.

Approval of Lydia Wilson and Kendall Still as the authorized representatives of Bixby Public Schools and as such, empowered to execute agreements on behalf of the District with the Oklahoma State Department of Education, the U.S. Department of Education, and agencies that may be prerequisites to the operation of State and Federal Programs for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.2. Discussion and possible board action to approve the following handbooks for the 25-26 school year: Elementary/Intermediate Student Handbook; Secondary Student Handbook; Student-Parent Athletic Handbook; Certified Staff Handbook; Support Staff Handbook.

Approval of the following handbooks for the 25-26 school year: Elementary/Intermediate Student Handbook; Secondary Student Handbook; Student-Parent Athletic Handbook; Certified Staff Handbook; Support Staff Handbook Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.3. Discussion and possible board action to approve changes to the following policies for the 25-26 school year: 2108 Student Transfers; 2116 Administration of Medicine and Sunscreen to Students; 2124 Procedures for Documentation of Child Abuse, Neglect and Exploitation; 2128 Lettering Qualifications: Athletics; 2156 Wireless Telecommunication Devices; 3100 School Calendar; 3126 Retention; 4101 Nondiscrimination; 4102 Procedures for Filing a Grievance; 5101 Open Records; 6102 Annual Budget.

Approval of the changes to the following policies for the 25-26 school year: 2108 Student Transfers; 2116 Administration of Medicine and Sunscreen to Students; 2124 Procedures for Documentation of Child Abuse, Neglect and Exploitation; 2128 Lettering Qualifications: Athletics; 2156 Wireless Telecommunication Devices; 3100 School Calendar; 3126 Retention; 4101 Nondiscrimination; 4102 Procedures for Filing a Grievance; 5101 Open Records; 6102 Annual Budget Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.4. Discussion and possible board action to approve an agreement with The Tunnel Rat for services for the 25-26 fiscal year at a cost of \$3,178.00 per month.

Approval of an agreement with The Tunnel Rat for services for the 25-26 fiscal year at a cost of \$3,178.00 per month. Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.5. Discussion and possible board action to approve the closing of the 9th Grade Center NJHS Activity Fund account and transferring the funds to the High School NHS Activity Fund account per the attached email from Curtis Whiteley

Approval of closing the 9th Grade Center NJHS Activity Fund account and transferring the funds to the High School NHS Activity Fund account in the amount of \$449.06 per the attached email from Curtis Whiteley Passed with a motion by Julie Prox and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.6. Discussion and possible board action to approve an agreement with Zendesk for the 2025-2026 fiscal year at a cost of \$63,990.00 to be paid from the General Fund.

Approval of an agreement with Zendesk for the 2025-2026 fiscal year at a cost of \$63,990.00 to be paid from the General Fund. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.7. Discussion and possible board action to approve the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, Sports You, Wrestling IQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride 360/MyRide K-12, Peachjar, and Clever.

Approval of the following platforms for use by school employees in official communications to students: Google Classroom, Google Suite, Canvas, BPS school email (school-issued Google account), Thrillshare/Apptegy, Sports You, Wrestling IQ, Hudl, Talking Points, Propio, Office 365, FiveStar, Ride 360/MyRide K-12, Peachjar, and Clever. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.8. Discussion and possible board action to renew an agreement with PowerSchool as the district Student Information System at a cost of \$151,561.65 for the 2025-2026 fiscal year.

Approval of an agreement with PowerSchool as the district Student Information System at a cost of \$151,561.65 for the 2025-2026 fiscal year. Passed with a motion by Pablo Aguirre and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

7.9. Discussion and possible board action to approve Campus Smart as the Prime Vendor for Child Nutrition for the 2025-2026 fiscal year.

Approval of correcting the name to U. S Foods as the Prime Vendor for Child Nutrition for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

Approval of U S Foods as the Prime Vendor for Bixby Child Nutrition for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

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

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.10. Discussion and possible board action to approve Frontier Produce as the Child Nutrition produce vendor for the 2025-2026 fiscal year.

Approval of Frontier Produce as the Child Nutrition produce vendor for the 2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.11. Discussion and possible board action to approve Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2025-2026 fiscal year.

Approval of Simple Simon's Pizza as the Child Nutrition pizza vendor for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Julie Prox.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.12. Discussion and possible board action to approve Hiland Dairy as the Child Nutrition Milk Vendor for the \$2025-2026 fiscal year.

Approval of Hiland Dairy as the Child Nutrition Milk Vendor for the \$2025-2026 fiscal year. Passed with a motion by Julie Prox and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

7.13. Discussion and possible board action to approve BugBros MultiFamily Pest Control as the Child Nutrition pest control vendor for the 2025-2026 fiscal year.

Approval of BugBros MultiFamily Pest Control as the Child Nutrition pest control vendor for the 2025-2026 fiscal year Passed with a motion by Pablo Aguirre and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

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

Approval of declaring items as surplus to be disposed of in accordance with the State Laws of Oklahoma. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Pablo Aguirre: Yea  
Justin Cheatham: Yea  
Matt Dotson: Absent  
Julie Prox: Yea  
Amanda Stephens: Absent  
Yea: 3, Nay: 0, Absent: 2

## **8. Human Resources**

8.1. Discussion and possible board action to approve Lydia Wilson, Kendall Still, and Brenda Shaw as Title IX and Discrimination Complaint Coordinators for Bixby Public Schools for the 2025-2026 fiscal year.

Approval of Lydia Wilson, Kendall Still and Brenda Shaw as Title IX and Discrimination Complaint Coordinators for Bixby Public Schools for the 2025-2026 fiscal year. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

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

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

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

**9. Miscellaneous - No items this month**

**10. New Business**

**11. Vote to adjourn**

At 7:38 p.m. approval to adjourn. Passed with a motion by Justin Cheatham and a second by Pablo Aguirre.

Pablo Aguirre: Yea

Justin Cheatham: Yea

Matt Dotson: Absent

Julie Prox: Yea

Amanda Stephens: Absent

Yea: 3, Nay: 0, Absent: 2

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

**2025-2026  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2025-2026**

BROOKE ALBERT	TEACHER	NORTH INTERMEDIATE	08/12/2025
RUTHANNE ALLEN	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
ASHLEY BAYOUTH	COUNSELOR	WEST ELEMENTARY	08/05/2025
TAMRA BIRD	TEACHER	NORTH ELEMENTARY	08/12/2025
KRISTIN BROWN	ASST PRINCIPAL	EAST INTERMEDIATE	07/16/2025
ANGELA BRUCE	COUNSELOR	MIDDLE SCHOOL	08/05/2025
DESTINY CHRONISTER	TEACHER	EAST ELEMENTARY	08/12/2025
JOHN COONS	TEACHER	MIDDLE SCHOOL	08/12/2025
MICHELLE DILLINGHAM	TEACHER	WEST INTERMEDIATE	08/12/2025
ROBERT EUSTICE	TEACHER	HIGH SCHOOL	08/12/2025
MADISEN EVATT	TEACHER	EAST INTERMEDIATE	08/12/2025
ERICA EWY	TEACHER	MIDDLE SCHOOL	08/12/2025
ERIN GALLAGHER BEFFA	TEACHER	EAST INTERMEDIATE	08/12/2025
AINSLEY GIBSON	TEACHER	EAST ELEMENTARY	08/12/2025
KIDD GOMEZ	TEACHER	MIDDLE SCHOOL	08/12/2025
SUZANNE GRASS	TEACHER	EAST ELEMENTARY	08/12/2025
HALEY GRIFFITH	TEACHER	EAST ELEMENTARY	08/12/2025
GARY GUNCKEL	TEACHER	HIGH SCHOOL	08/12/2025
MALIA HAUGHT	TEACHER	NORTH INTERMEDIATE	08/12/2025
JAIME HENDERSON	COUNSELOR	HIGH SCHOOL	08/01/2025
MICHELLE JENNINGS	TEACHER	EAST INTERMEDIATE	08/12/2025
LAUREN KEY	TEACHER	EAST INTERMEDIATE	08/12/2025
CONNER KIRTLEY	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
AUTUMN KLUGH	ASST PRINCIPAL	WEST INTERMEDIATE	07/16/2025
CHELSEA LIVELY	TEACHER	HIGH SCHOOL	08/12/2025
CLAIRE MALISZEWSKI	TEACHER	CENTRAL ELEMENTARY	08/12/2025
GRACE MANNIN	TEACHER	NORTH INTERMEDIATE	08/12/2025
BRITTANY MCNUTT	PSYCHOLOGIST	DISTRICT	08/05/2025
KRISTIN POLLACK	TEACHER	HIGH SCHOOL	08/12/2025
MILDAY SIMMONS	TEACHER	EAST ELEMENTARY	08/12/2025
ALEXIS SPAIN	TEACHER	CENTRAL ELEMENTARY	08/12/2025
GREGORY STANZAK	TEACHER	HIGH SCHOOL	08/12/2025
AARON STRUCK	TEACHER	WEST INTERMEDIATE	08/12/2025
TERESA TURNER	TEACHER	HIGH SCHOOL	08/12/2025
MIKAYLA VANDERWEGE	TEACHER	HIGH SCHOOL	08/12/2025
JOSHUA WANN	TEACHER	9TH GRADE CENTER	08/12/2025

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

BENJAMIN WATON	ASST DIRECTOR SPED	ADMINISTRATION	07/01/2025
RYANN WATSON	PRINCIPAL	EAST ELEMENTARY	07/16/2025

**CERTIFIED ADJUNCT TEACHER**

RYLIE LITTLEJOHN	INTERMEDIATE MATH	HIGH SCHOOL	08/12/2025
KIDD GOMEZ	MID-LEVEL SCIENCE	MIDDLE SCHOOL	08/12/2025
BRITTANY HUNT	ELEMENTARY ED	CENTRAL INTERMEDIATE	08/12/2025
DARBY CHURCH	ENGLISH	9TH GRADE CENTER	08/12/2025
BASMA AFFINTY	US GOV'T/OKLA HISTORY	9TH GRADE CENTER	08/12/2025

**RESIGNATION AGREEMENTS**

NOEL RUNYAN	DEAN OF STUDENTS	MIDDLE SCHOOL	06/30/2025
TABITHA STILL	COUNSELOR	WEST INTERMEDIATE	06/30/2025

**TERMINATIONS**

**2025-2026  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

**ADJUNCT EMPLOYMENT**

**EMPLOYMENT 2025-2026**

ASHLEY BINGER	PARAPROFESSIONAL	CENTRAL INTERMEDIATE	08/12/2025
RYAN BRANDT	PARAPROFESSIONAL	EAST INTERMEDIATE	08/12/2025
BEATRIZ CARBRERA	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
CALAH CHILDERS	PARAPROFESSIONAL	EAST ELEMENTARY	08/12/2025
KANDICE CLEMENSON	BE WELL COACH	HIGH SCHOOL	08/12/2025
JOSHUA ELDRIDGE	ROUTING COORDINATOR	TRANSPORTATION	07/01/2025
PAIGE EMBERSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/12/2025
PINESE HOLT	PARAPROFESSIONAL	CENTRAL ELEMENTARY	08/12/2025
HARMONY INBODY	PARAPROFESSIONAL	NORTH ELEMENTARY	08/12/2025
TONYA LOVITT	PARAPROFESSIONAL	NORTH INTERMEDIATE	08/12/2025
LAUREN MORGAN	PARAPROFESSIONAL	9TH GRADE CENTER	08/12/2025
HANIN PERVAIZ	2HR AIDE	EAST ELEMENTARY	08/12/2025
JULIE SANDERS	PARAPROFESSIONAL	EAST INTERMEDIATE	08/12/2025
ALYSSA SCHAWO	PARAPROFESSIONAL	WEST INTERMEDIATE	08/12/2025
DARIA VERSHYLENKO	PARAPROFESSIONAL	WEST INTER/EAST INTER	08/12/2025

**RESIGNATIONS**

ALEX BELL	SHIPPING/RECEIVING	MAINTENANCE	06/12/2025
GREG MCLAUGHLIN	MAINTENANCE	MAINTENANCE	06/27/2025
HUNTER YONCE	CUSTODIAN	MAINTENANCE	06/18/2025
VANGIE ARELLANO	PARAPROFESSIONAL	WEST INTERMEDIATE	05/22/2025
THERESA COOK	2HR AIDE	WEST INTERMEDIATE	05/22/2025
ERIN LOVITT	VIRTUAL SUPP. COORD.	LEARNING CENTER	05/22/2025
ALLISON MAYNARD	CHILD NUTRITION	CHILD NUTRITION	05/23/2025
JERED YOKUM	BUS DRIVER	TRANSPORTATION	05/22/2025
HEATHER HUDSON	PARAPROFESSIONAL	CENTRAL ELEMENTARY	05/22/2025
CHRISTINE WINDSHEIMER	PARAPROFESSIONAL	CENTRAL ELEMENTARY	05/22/2025
STEFANIE ESPARZA	PARAPROFESSIONAL	WEST ELEMENTARY	05/22/2025
JALISSA REEVES	PARAPROFESSIONAL	WEST INTERMEDIATE	05/22/2025

**REASSIGNMENTS**

**TERMINATIONS**

JOSE COLON	CHILD NUTRITION	CHILD NUTRITION	05/23/2025
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**Bixby Public Schools****Encumbrance Register**

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2025	53787	BANK OF AMERICA VISA	DISTRICT PURCHASES	200,000.00
11	2	07/01/2025	3839	AMAZON.COM, LLC	DISTRICT PURCHASES	265,616.19
11	3	07/01/2025	1718	TULSA WORLD	CLASSIFIED ADS 000	445.04
11	4	07/01/2025	6335	MHC KENWORTH - TULSA	TRUCK RENTAL/PARTS 051	12,215.23
11	5	07/01/2025	61020	FROST OIL COMPANY	UNLEADED/DIESEL FUELS 051	226,986.58
11	6	07/01/2025	1076	MUNICIPAL ACCOUNTING SYSTEMS, INC.	SOFTWARE FEES / FORMS 000	25,719.00
11	7	07/01/2025	58751	TYLER TECHNOLOGIES, INC	TRANSPORTATION SOFTWARE 051	38,437.57
11	8	07/01/2025	4241	T & W TIRE	TIRES FOR TRANSPORTATION 051	40,000.00
11	9	07/01/2025	176	BIXBY TELEPHONE COMPANY	PHONE SVCS/CABLE LOCATING 000	105,069.61
11	10	07/01/2025	181	BLUE RIBBON FORMS, INC.	PRINTING-CKS/FORMS/ENV/LTR 000	7,525.63
11	11	07/01/2025	3826	ROTARY CLUB OF BIXBY	MEMBERSHIP DUES 000	325.00
11	12	07/01/2025	70260	OK TEACHERS RETIREMENT SYSTEM	TEACHER RETIREMENT FIX 000	209.52
11	13	07/01/2025	58099	PROJECT LEAD THE WAY	PLTW GATEWAY PARTICIPATION 000	9,150.00
11	14	07/01/2025	385	CUMMINS SOUTHERN PLAINS, LLC	PARTS FOR TRANSPORTATION 051	26,155.11
11	15	07/01/2025	2025	WELDON PARTS, INC.	PARTS TRANSP 051	14,531.06
11	16	07/01/2025	59586	PERRY WEATHER LLC	WEATHER SENTRY SUBSCRIPTION 036	3,470.94
11	17	07/01/2025	58958	JARVIS INC	NIGHT SECURITY SERVICES 000	53,178.72
11	18	07/01/2025	7529	INDUSTRIAL WELDING AND TOOL SUPPLY	AG SUPPLIES 412 / MAINT 050	4,871.75
11	19	07/01/2025	3776	WHEELER METALS, INC	VOAG SUPPLIES 412	780.38
11	20	07/01/2025	1223	OKLAHOMA TURNPIKE AUTHORITY	PIKEPASS - SCHOOL VEHICLES 051	5,250.76
11	21	07/01/2025	1233	O'REILLY AUTOMOTIVE STORES, INC.	PARTS - TR/M 050/051	1,600.66
11	22	07/01/2025	1245	THE PAPERWORK COMPANY	PRINT 000/036/030	4,187.16
11	23	07/01/2025	61527	MARCIA BRENNER ASSOCIATES LLC	REPORT CREATOR PLUG IN FOR POWERSCHOOL SIS 030	29,515.00
11	24	07/01/2025	60250	LEVEL DATA LLC	REAL TIME REPORTS 030	20,550.40
11	25	07/01/2025	1417	ROSENSTEIN, FIST & RINGOLD	LEGAL SERVICES 000	59,196.97
11	26	07/01/2025	70041	INTERNAL REVENUE SERVICE CENTER	3RD PARTY DISABILITY TAX 000	2,834.15
11	27	07/01/2025	1418	ROSS TRANSPORTATION	BUS PARTS FOR TRANSP 051	43,251.38
11	28	07/01/2025	1449	SAM'S CLUB DIRECT	SUPPLIES 000, 051, 412	150.00
11	29	07/01/2025	1678	TIRE BARN, INC.	TIRE REPAIRS - 051/050	11,345.00
11	30	07/01/2025	54924	QUADIENT LEASING USA INC	LEASE PAYMENT - 000	14,799.64
11	31	07/01/2025	319	CITY OF BIXBY	SRO FOR BHS CAMPUS 000	198,906.20
11	32	07/01/2025	59356	ALLIED TOWING OF TULSA	TOWING SERVICE - 051	5,783.77
11	33	07/01/2025	2713	OKLAHOMA HEALTH CARE AUTHORITY	STATE SHARE MEDICAID PAYMENTS 698	44,261.99

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	34	07/01/2025	58446	TEAM PROFESSIONAL SERVICES	DRUG TESTING FOR DISTRICT 000	7,995.00
11	35	07/01/2025	61237	KHAN ACADEMY INC	STUDENT TUTORING SERVICE 000	3,455.00
11	37	07/01/2025	53630	IMAGINE LEARNING, LLC	LICENSES FOR STUDENTS 572	4,750.00
11	38	07/01/2025	774	VERHOEF INFORMATION SOURCES, LLC	BACKGROUND CHECKS 000	11,886.00
11	39	07/01/2025	57740	ESS SOUTH CENTRAL, LLC	SUBSTITUTE TEACHERS 000	924,734.82
11	40	07/01/2025	54923	NORTHEASTERN STATE UNIVERSITY	JOB FAIR 000	390.00
11	41	07/01/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	EQUIP LEASE/COPIES /REPAIRS 000	176,210.00
11	42	07/01/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	COPIER SUPP000/010/011/012	3,243.64
11	43	07/01/2025	58654	SOFTCHOICE CORPORATION	LICENSE FEE 030	40,538.65
11	44	07/01/2025	60099	FOUR LOCV LLC	NATIVE AMERICAN CULTURE CLASS 561	200.00
11	45	07/01/2025	58321	GOGUARDIAN	GOGUARDIAN LICENSE 000	40,463.00
11	46	07/01/2025	2272	LOWE'S	PARTS/SUPPLIES - 030/050/000/051/006/412/090	1,907.61
11	47	07/01/2025	51933	AMERICANCHECKED, INC.	BEST VOLUNTEERS BCKGRD 000	15,000.00
11	48	07/01/2025	55232	TULSA COUNTY ASSESSOR	VISUAL INSPECTION REIMB 000	167,874.37
11	49	07/01/2025	52803	OKLAHOMA SECRETARY OF STATE	NOTARY BOND FEE - 000	20.00
11	50	07/01/2025	99999	BIXBY PUBLIC SCHOOLS	COPY/TRANSPORTATION/POSTA GE (ALL SCHOOLS)	11.00
11	51	07/01/2025	3770	UMB BANK	AGENT FEES FOR BLDG BONDS 000	1,300.00
11	53	07/01/2025	55958	BPA NATIONAL CENTER	ANNUAL AFFILIATION FEES 412- 316	500.00
11	54	07/01/2025	3318	MARK ALLEN CHEVROLET	REPAIR SCHOOL VEHICLES 051	1,723.29
11	55	07/01/2025	57210	PROPIO LS, LLC	PHONE INTERPRETER 000	1,491.60
11	56	07/01/2025	4366	JOSTENS INC	BHS GRAD MT'LS 000	8,426.55
11	57	07/01/2025	61547	W TWO PLUS LLC	REPAIR FUEL TANKS - 051	5,000.00
11	58	07/01/2025	5609	BIXBY METRO CHAMBER OF COMMERCE	MEMBERSHIP DUES, ETC 000	3,216.00
11	59	07/01/2025	3497	EDUCATIONAL TESTING SERVICE	TESTING FOR PARAPRO 000	1,100.00
11	60	07/01/2025	1729	UNITED ENGINES, INC.	BUS REPAIRS 051	8,834.85
11	61	07/01/2025	60083	SERVICE OKLAHOMA	TAGS FOR VEHICLES 051	387.00
11	62	07/01/2025	1139	FINIS BRUCE RAGSDALE	ASBESTOS INSPECTIONS 050	650.00
11	63	07/01/2025	59463	MALTSBERGER INDUSTRIAL PROPANE	PROPANE 050	275.00
11	64	07/01/2025	4505	CINTAS CORPORATION	UNIFORMS/MATS/TOWEL 050/051	24,579.10
11	65	07/01/2025	4130	OKLAHOMA CORPORATION COMMISSION	FUEL STORAGE TANK REGIS 051	50.00
11	66	07/01/2025	5641	WAGONER COUNTY TREASURER	DISTRICT REVALUATION 000	1,351.62
11	67	07/01/2025	54083	FOLLETT SCHOOL SOLUTIONS LLC	DESTINY RENEWAL 030	13,796.61
11	68	07/01/2025	56227	CDW-G 2	Fortinet Support / LITTLE SIS Renewal 030	1,835.00
11	69	07/01/2025	2042	CRW CONSULTING LLC	ERATE CONSULTING & APP 030	4,000.00

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	70	07/01/2025	3223	POWERSCHOOL GROUP LLC	POWERSCHL SERVER - SPANISH 030 TALENT ED 000	151,561.65
11	71	07/01/2025	283	CCOSA - PROFESSIONAL DEVELOPMENT PR	CONFERENCE REG 000	10,898.00
11	72	07/01/2025	2290	OSSBA	MEMBERSHIP DUES 000 / EMPLOYMENT SVS	9,327.00
11	73	07/01/2025	1171	OKASBO	MEMBERSHIP DUES 000	375.00
11	74	07/01/2025	2748	OSAG	WORKERS COMP INS 000	179,960.00
11	75	07/01/2025	52905	VERIZON WIRELESS	WIRELESS DATA 000	2,559.02
11	76	07/01/2025	59812	KORI NEELY	Group Counseling/ Collaboration 621	5,950.00
11	77	07/01/2025	7042	THE ARROW GROUP	ADMINISTRATORS BONDS 000	5,525.00
11	78	07/01/2025	70505	LAWSON PRODUCTS, INC	DISTRICT SUPPLIES 051	2,492.58
11	79	07/01/2025	2290	OSSBA	OSSBA CONFERENCE REGIS 000	7,350.00
11	80	07/01/2025	2989	OSIG	PROP/CASUALTY/VEHICLE INS 000	1,357,705.00
11	81	07/01/2025	58176	SCHOOLSAFEID LLC	SOFTWARE/SUPP 000	6,253.39
11	82	07/01/2025	60904	QUALITY PETROLEUM INC	OIL FOR TRANSPORTATION 051	8,196.22
11	83	07/01/2025	633	GREAT EXPECTATIONS NSU	TRAINING DAYS 541	4,000.00
11	84	07/01/2025	56025	AMERICAN RED CROSS	CPR CLASSES 022/027	2,007.00
11	85	07/01/2025	7830	ADVANTAGE GRAPHICS INC.	CUTTING MACH REPAIR- COPY 000	458.36
11	86	07/01/2025	4345	A.S.A.P. BATTERY SERVICE	BATTERIES FOR TRANSP 051 & MAINT 050	12,844.74
11	87	07/01/2025	55856	FIELDHOUSE GEAR, INC	Senior shirts/JOM 563	662.50
11	88	07/01/2025	2481	TULSA AUTO SPRING COMPANY	SPRING REPAIR 051	3,800.52
11	89	07/01/2025	61288	GEO-COMM INC	SCHOOL SAFETY SERVICE 376	45,000.00
11	90	07/01/2025	52385	WIRELESS TECHNOLOGIES, INC	RADIO EQUIPMENT - 050	375.00
11	91	07/01/2025	5609	BIXBY METRO CHAMBER OF COMMERCE	BUY BIXBY CAMPAIGN 000	650.00
11	92	07/01/2025	61560	JORDAN NAGEL	GAS REIMBURSEMENTS 000	60.00
11	93	07/01/2025	5188	ULINE	MAINTENANCE SUPPLIES 050	4,277.15
11	94	07/01/2025	59893	CONNECT AND RESTORE, LLC	Counseling/consultation services 621	14,250.00
11	95	07/01/2025	61563	DILLON DOBBINS	GAS REIMBURSEMENTS 000	60.00
11	96	07/01/2025	2993	EMPLOYEE EVALUATION SYSTEMS, INC.	INFORMATION STORAGE SYSTEM -000	15,023.25
11	97	07/01/2025	913	LIBERTY FLAGS	FLAGS FOR THE DISTRICT - 050	1,447.20
11	98	07/01/2025	55863	COSTCO WHOLESALE CORP	DISTRICT PURCHASES/FEEES - 050/000/367	323.07
11	99	07/01/2025	7527	TULSA CLEANING SYSTEMS	PARTS/SVS - BUS WASHER 051	2,351.45
11	100	07/01/2025	56349	JENKINS & KEMPER	AUDIT WORK FOR ADMIN - 000	14,100.00
11	101	07/01/2025	61562	BROCK HIME	GAS REIMBURSEMENTS 000	60.00
11	102	07/01/2025	1856	WALMART COMMUNITY	School & Office Supplies 005	712.87
11	103	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES 000/050/051/005	259.93
11	104	07/01/2025	60027	RAS TECHNOLOGY CONSULTANTS INC	Custom Reports Subscription 030	790.00

## Encumbrance Register

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	105	07/01/2025	1856	WALMART COMMUNITY	CLOTHING, SHOES AND OTHER MISC ITEMS-511	1,448.84
11	107	07/01/2025	55850	OSI ENVIRONMENTAL	USED OIL AND FILTER PICK UP 051	70.00
11	108	07/01/2025	633	GREAT EXPECTATIONS NSU	COACHING DAYS 541	18,000.00
11	109	07/01/2025	57112	APPTEGY	APP DEVELOPMENT 000	14,442.75
11	110	07/01/2025	56434	JOSTENS	JOM SENIORS CAP AND GOWN 563	2,197.80
11	111	07/01/2025	59330	IMAGINE LEARNING LLC	VIRTUAL SCHOOL PROGRAM - 000	64,025.00
11	112	07/01/2025	3224	OKLAHOMA NOTARY "DISCOUNT" ASSOC.	NOTARY BONDS - 000	191.90
11	113	07/01/2025	52249	OKLAHOMA ASSOC FOR PUPIL TRANSPORT.	REGISTRATION FEE 051	500.00
11	114	07/01/2025	56227	CDW-G 2	TECH NEEDS FOR THE DISTRICT 030/000	1,474.65
11	115	07/01/2025	59331	EDUCATORSHANDBOOK.COM	DISTRICT LICENSE 098	10,970.00
11	116	07/01/2025	61564	JENNA BURKERT	GAS REIMBURSEMENTS 000	60.00
11	117	07/01/2025	8035	IXL LEARNING INC	IXL RENEWAL 000	90,568.75
11	118	07/01/2025	21426	CHRISTA MONTGOMERY	GAS REIMBURSEMENTS 000	60.00
11	119	07/01/2025	55410	PUBLIC CONSULTING GROUP - EDUCATION	MEDICAID REIMBURSEMENT MEDICAID BILLING 698	9,675.40
11	120	07/01/2025	57382	COMMUNITYCAREHMO, INC.	EMPLOYEE ASSISTANCE PROGRAM 000	7,291.20
11	121	07/01/2025	53954	CONTRACT PAPER GROUP INC	COPY PAPER FOR THE DISTRICT 000	14,840.00
11	122	07/01/2025	52270	PEARSON	BILLING FOR Q INTERACTIVE 698	6,820.37
11	123	07/01/2025	58928	EDUCATIONAL PRODUCTS, INC	SCHOOL SUPPLIES PRE-K-6 JOM 563	14,000.00
11	124	07/01/2025	6317	MOBILIZED VISION LLC	VISION SERVICES FOR SPED STUDENTS 621	10,686.25
11	125	07/01/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SERVICE AND REPAIR 000	20,349.98
11	126	07/01/2025	493	EMPIRE TRUCK REBUILDERS, INC.	BUS REPAIRS 051	2,500.00
11	127	07/01/2025	60840	ROCKET ALUMNI SOLUTIONS INC	DIGITAL WALL OF FAME 000	2,400.00
11	128	07/01/2025	2290	OSSBA	EMPLOYMENT SERVICES (WAS OPSUCA) 000	13,390.00
11	129	07/01/2025	55299	HOUGHTON MIFFLIN HARCOURT PUB CO	AMIRA LICENSES 367	37,575.00
11	130	07/01/2025	1707	COUNTY ELECTION BOARD SECRETARY	ELECTION SERVICES 000	28,367.12
11	131	07/01/2025	60843	HD SUPPLY INC	MISC SUPPLIES 050	47,865.67
11	132	07/01/2025	59771	WILLIAM S ROWLAND	PIANO TUNING SERVICE 000	160.00
11	133	07/01/2025	60853	MOTOR MOUTH THERAPY LLC	THERAPY SERVICES EH 698	17,460.00
11	134	07/01/2025	7601	LOREN MONTGOMERY	GAS REIMBURSEMENTS 000	60.00
11	135	07/01/2025	52846	MICHAEL K MARSHALL	SUBSCRIPTIONS 541	200.00
11	136	07/01/2025	56974	DOUG HENNIGAN	GAS REIMBURSEMENTS 000	60.00
11	137	07/01/2025	60479	SPARTAN SIGNS INC	SIGNS FOR TRANSPORTATION 051	500.50

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	138	07/01/2025	59810	SWANK MOVIE LICENSING USA	K12 STREAMING & LICENSING 030	10,600.00
11	139	07/01/2025	59410	STEPHEN MOSS	GAS REIMBURSEMENTS 051	60.00
11	140	07/01/2025	59170	MADISON ECKERT	GAS REIMBURSEMENTS 051	60.00
11	141	07/01/2025	59132	RAY BLAKE	GAS REIMBURSEMENTS 051	60.00
11	142	07/01/2025	57153	VICTORIA MEADOWS	GAS REIMBURSEMENTS 051	60.00
11	143	07/01/2025	7773	MABEE CENTER	BHS GRADUATION 000	29,831.13
11	145	07/01/2025	55823	MCDANIEL ACORD, PLLC	LEGAL SERVICES 000	128.68
11	146	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES FOR JOM 563	5,000.00
11	147	07/01/2025	1856	WALMART COMMUNITY	Supplies 099	1,000.00
11	148	07/01/2025	59431	LISA HARRIS	GAS REIMBURSEMENTS 051	60.00
11	149	07/01/2025	58603	CROWN LIFT TRUCKS	TRANSPORTATION REPAIRS 051/050	791.16
11	150	07/01/2025	60849	PATHWAYS BEHAVIOR THERAPY	Contracted Services 621	73,827.66
11	151	07/01/2025	55855	VIZAVANCE	VISION SCREENING 027	800.00
11	152	07/01/2025	59717	JONATHAN SUTMILLER	GAS REIMBURSEMENTS 051	60.00
11	153	07/01/2025	5463	LEARNING A-Z	RAZ-PLUS RENEWAL 621	5,302.00
11	154	07/01/2025	51624	ALPHA AWARDS	NAME TAGS FOR 000/030/050/051	662.00
11	155	07/01/2025	59142	ROBINSON GLASS OF TULSA INC	GLASS REPLACEMENT FOR TRANSPORTATION 051	400.84
11	156	07/01/2025	59739	DAVISON FUELS & OIL LLC	FUEL FOR THE DISTRICT 051	7,067.45
11	157	07/01/2025	5140	UNITED SUBURBAN SCHOOLS ASSOC.	CONFERENCE FEES 000	1,650.00
11	158	07/01/2025	59318	PENSION SOLUTIONS, INC	457-403 PLANS INSTALLATION COST 000	100.00
11	159	07/01/2025	59766	DEREK SEROWSKI	GAS REIMBURSEMENTS 051	60.00
11	160	07/01/2025	8275	NATIONAL BUS SALES	PARTS FOR BUS REPAIRS 051	70,090.95
11	161	07/01/2025	1856	WALMART COMMUNITY	SUPPLIES AND MATERIALS 561	5,403.43
11	162	07/01/2025	60594	BRITTANY ROBISON	GAS REIMBURSEMENTS 051	60.00
11	163	07/01/2025	60257	BRENNA HUMPHREY	GAS REIMBURSEMENTS 051	60.00
11	164	07/01/2025	60025	JORDAN PERCEFUL	GAS REIMBURSEMENTS 051	60.00
11	165	07/01/2025	59766	DEREK SEROWSKI	GAS REIMBURSEMENTS 051	60.00
11	166	07/01/2025	56482	ID WHOLESALER	1 YR Renewal Cloudbadging ID Card Software 030	1,439.64
11	167	07/01/2025	7831	A BEST BRAKE & CLUTCH, LLC	BRAKE REPAIRS FOR THE DISTRICT 051	7,059.70
11	168	07/01/2025	59284	ZENDESK INC	ZENDESK SUITE SUBSCRIPTION 030	38,640.00
11	169	07/01/2025	60252	REALLY GREAT READING COMPANY, LLC	Open PO for training 621	2,000.00
11	170	07/01/2025	55130	SUPERIOR TERMITE & PEST CONTROL	BED BUG & LICE TREATMENT ONLY 050	1,170.00
11	171	07/01/2025	60797	ALAINA WRIGHT	GAS REIMBURSEMENTS 051	60.00
11	172	07/01/2025	59258	ZEPTIVE INC	ANNUAL SOFTWARE & LICENSING	98.00
11	173	07/01/2025	60939	DAVID ZIMMERMAN	GAS REIMBURSEMENTS 051	60.00
11	174	07/01/2025	60899	JAMIE MEHAS	GAS REIMBURSEMENTS 051	60.00

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11	175	07/01/2025	60767	OCAS, LLC	TRAINING 000	600.00
11	176	07/01/2025	60364	MARA ALEXANDRA MICHAEL	Contractor, planners, IEP 621	65,566.71
11	177	07/01/2025	60254	RED ROVER	EMPLOYEE PORTAL 000	12,161.52
11	178	07/01/2025	2732	TREAT'S SOLUTIONS, LLC	SOAP FOR DISTRICT 050	10,800.00
11	179	07/01/2025	59967	BRAVED	BRAVED 094	35,500.00
11	180	07/01/2025	60416	CLCD, LLC	CLASSROOM LIBRARY BOOK REVIEWING SERVICE 000	6,052.50
11	182	07/01/2025	58955	SECURE DOCS INC	SIGNERS 621	5,416.00
11	183	07/01/2025	60128	TEACHTOWN	enCore K-12 Student Software 621	44,785.00
11	184	07/01/2025	60759	AERO IT SOLUTIONS LLC	FortiGate-600E 1 Year Enterprise Protection 030	9,544.91
11	185	07/01/2025	58734	BEARCOM	REPAIRS ON EQUIPMENT 051	4,000.00
11	186	07/01/2025	60959	NAPA AUTO PARTS	SUPPLIES FOR TRANSPORTATION 051	3,651.32
11	187	07/01/2025	61019	RYLIE LITTLEJOHN	GAS REIMBURSEMENTS 051	60.00
11	188	07/01/2025	61050	GRIMSLEY'S INC	SOAP DISPENSERS 050	30,523.50
11	189	07/01/2025	2387	STAPLES CREDIT PLAN	SUPPLIES 000	500.00
11	190	07/01/2025	21368	KGEB - AMERICA	GRADUATION AUDIO/VIDEO 000	2,750.00
11	191	07/01/2025	61022	BRADY COMPANIES LLC	MAINTENANCE SUPPLIES 050	150,970.70
11	192	07/01/2025	60943	CONNOR WHITHAM	GAS REIMBURSEMENTS 051	60.00
11	193	07/01/2025	56625	BILL KNIGHT FORD	KEYS FOR BUS'S 051	1,000.00
11	194	07/01/2025	60941	MICHAEL DANIEL	GAS REIMBURSEMENTS 051	60.00
11	195	07/01/2025	60940	DEAN WILSON	GAS REIMBURSEMENTS 051	60.00
11	196	07/01/2025	61293	D&H UNITED FUELING SOLUTIONS INC	REPAIR FUELD TANKS - 051	500.00
11	197	07/01/2025	61325	STETSON & ASSOCIATES	CONSULTING SERVICES 000	18,132.18
11	198	07/01/2025	61396	SHEILA K REED	ANNUAL EMPLOYEE PHYSICALS 000	7,500.00
11	199	07/01/2025	59319	GO POWER SCHOOLS LLC	ANNUAL MAINTENANCE FEE 000	6,000.00
11	200	07/01/2025	61560	JORDAN NAGEL	GAS REIMBURSEMENTS 051	60.00
11	201	07/01/2025	1856	WALMART COMMUNITY	MISC PURCHASES 621	1,000.00
11	500	07/01/2025	5592	ADMIRAL EXPRESS LLC	SUPPLIES - 000/030/051	3,455.08
11	501	07/01/2025	5592	ADMIRAL EXPRESS LLC	COPY CENTER SUPPLIES 000	6,151.11
11	502	07/01/2025	5592	ADMIRAL EXPRESS LLC	INDIAN ED SUPPLIES - 561	3,934.08
11	503	07/01/2025	5592	ADMIRAL EXPRESS LLC	SPED SUPPLIES - 006/697	207.31
11	504	07/01/2025	5592	ADMIRAL EXPRESS LLC	NE MISC SUPPLIES 003	1,767.42
11	505	07/01/2025	5592	ADMIRAL EXPRESS LLC	EE MISC SUPPLIES - 010	3,223.84
11	506	07/01/2025	5592	ADMIRAL EXPRESS LLC	CE MISC SUPPLIES - 001	6,696.08
11	507	07/01/2025	5592	ADMIRAL EXPRESS LLC	BMS MISC SUPPLIES - 004	1,080.89
11	508	07/01/2025	5592	ADMIRAL EXPRESS LLC	CI MISC SUPPLIES - 002	682.36
11	509	07/01/2025	5592	ADMIRAL EXPRESS LLC	9TH MISC SUPPLIES 011	673.51
11	510	07/01/2025	5592	ADMIRAL EXPRESS LLC	BHS OFFICE SUPPLIES 005	982.51
11	511	07/01/2025	5592	ADMIRAL EXPRESS LLC	NI - MISC SUPPLIES 009	1,767.25
11	512	07/01/2025	5592	ADMIRAL EXPRESS LLC	EI MISC SUPPLIES 012	90.82
11	513	07/01/2025	5592	ADMIRAL EXPRESS LLC	WE - MISC SUPPLIES 007	7,837.67
11	514	07/01/2025	5592	ADMIRAL EXPRESS LLC	WI - MISC SUPPLIES 008	2,305.52

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11	515	07/01/2025	5592	ADMIRAL EXPRESS LLC	JOM MISC SUPPLIES 563/564	3,491.35
11	516	07/01/2025	5592	ADMIRAL EXPRESS LLC	ALT ED SUPPLIES 099	100.00
11	517	07/21/2025	5592	ADMIRAL EXPRESS LLC	Classroom Supplies 412-316-705	750.00
11	530	07/01/2025	2771	MIKE ANTHONY	REIMB TRAVEL/PURCHASES - 000	354.97
11	531	07/01/2025	59412	BRENDA SHAW	REIMB TRAVEL/PHYSICAL/CCOS 000	500.00
11	532	07/01/2025	58961	DEBBIE LEWIS	REIMBURSE TRAVEL 000	500.00
11	533	07/01/2025	61155	JACE CALDWELL	REIMBURSE GAS - 000	224.00
11	535	07/01/2025	60876	KENDALL STILL	PERDIEM 000	500.00
11	536	07/02/2025	59625	RHONDA TAYLOR	REIMBURSE TRAVEL 000	272.50
11	537	07/01/2025	55248	LINDA RICKS	TRAVEL REIMB 000	200.00
11	538	07/02/2025	56104	CODY COONCE	REIMBURES TRAVEL 000	1,100.00
11	539	07/01/2025	53741	DANIEL DEITZ	PER DIEM 000	40.00
11	540	07/01/2025	53742	JESSICA JERNEGAN	REIMBURSE TRAVEL 000	500.00
11	541	07/01/2025	7978	JOHN STOCKTON	REIMBURSE TRAVEL TO OFFICE ON WEEKENDS 000	200.00
11	543	07/01/2025	59487	LYDIA WILSON	REIMB TRAVEL/PURCHASES - 000	224.00
11	544	07/01/2025	6187	CHERYL WILKINSON	REIMB TRAVEL/PURCHASES - 000/541	450.00
11	545	07/01/2025	59275	KATHY GILLIAM	PER DIEM 561	500.00
11	546	07/01/2025	61559	BENJAMIN WATSON	roll over-Per Diem 613	120.00
11	547	07/01/2025	56673	STEVEN SCOTT	REIMB TRAVEL/PURCHASES - 030	500.00
11	548	07/01/2025	56733	DINAH BENAVIDES	PER DIEM CCOSA CONFERENCE 000/613	620.00
11	549	07/01/2025	3303	AMY RENEAU	REIMB TRAVEL/PURCHASES - 030	500.00
11	550	07/01/2025	4352	ROWLAND VERNON	REIMBURSEMENTS 004	2,000.00
11	551	07/01/2025	1677	TINA FRANCIS	REIMBURSE TRAVEL 561	500.00
11	700	07/01/2025	61532	CASEY JORDAN	ASSISTANT GIRLS WRESTLING COACH (MONTHLY) 021	4,280.00
11	701	07/01/2025	60874	ALAINA WRIGHT	VARSITY HEAD STUNT COACH (MONTHLY) 021	13,840.00
11	702	07/01/2025	60910	DAVID ZIMMERMAN	HEAD VARSITY BOYS SWIM COACH (MONTHLY) 021	12,840.00
11	703	07/01/2025	61375	BRILEY TURNHAM	MIDDLE SCHOOL HEAD DANCE COACH (MONTHLY) 021	2,675.00
11	704	07/01/2025	21435	RENEE HAACK	8TH GRADE VOLLEYBALL COACH 021	2,407.50
11	705	07/01/2025	61567	CORDELIA BRAY	VARISY ASSISTANT DANCE COACH 021	4,815.00
11	706	07/01/2025	60374	TREY ODAM	ASSISTANT WRESTLING COACH (MONTHLY) 021	2,675.00
11	707	07/01/2025	60918	RACHEL ZIMMERMAN	VARSITY ASSISTANT SWIM COACH (021)	3,210.00
11	708	07/01/2025	60348	RICHARD KYLE EVANS	VARSITY BOYS ASSISTANT SOCCER COACH 021	2,942.50
11	711	07/01/2025	60431	MICHAEL DANIEL	VARSITY GIRLS HEAD COACH (MONTHLY) 021	5,885.00

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11	712	07/01/2025	60848	PHIL HOLLAND	MIDDLE SCHOOL ASSISTANT TENNIS COACH 021 (MONTHLY)	6,420.00
11	713	07/01/2025	59238	DEREK SEROWSKI	HEAD VOLLEYBALL COACH 021	8,827.50
11	714	07/01/2025	61568	MATTHEW A FUNK	MS HEAD BOYS SOCCER COACH (MONTHLY) 021	1,200.00
11	715	07/01/2025	60927	BRETT HERBSTER KOLMAN	VARSITY BOYS ASSISTANT SOCCER COACH 021	2,942.50
11	716	07/01/2025	60873	CARA ROGERS	ASSISTANT CHEER COACH (MONTHLY) 021	4,500.00
11	718	07/01/2025	60879	JAMIE HARMON-HUFF MEHAS	JV ASSISTANT CHEER/STUNT COACH 021	5,280.00
11	719	07/01/2025	59666	ERIN FLANNERY RODEN	VARSITY ASST JV/8TH GRADE VOLLEYBALL COACH 021	5,617.50
11	720	07/01/2025	61575	MASON NAIFEH	VARSITY WRESTLING ASSISTANT COACH (MONTHLY) 021	8,132.00
11	721	07/01/2025	60240	MIKE INCREMONA	9TH GRADE ASSISTANT FOOTBALL COACH 021 (MONTHLY)	3,745.00
11	722	07/01/2025	61569	CASSIDY H BLACKSHARE	MS CHEER SPONSOR 021	1,070.00
11	723	07/01/2025	60286	KATHERINE LEE WILEY	VARSITY ASSISTANT/JV VOLLEYBALL COACH 021	3,210.00
11	724	07/01/2025	60506	EPHRAIM REDDEN	ASSISTANT JV BASEBALL COACH (MONTHLY) 021	3,531.00
11	725	07/01/2025	60265	MACEY DIONNE TURLEY	VARSITY ASST FAST PITCH SOFTBALL (MONTHLY) 021	8,132.00
11	726	07/01/2025	61101	DALLAS BEELER	VARSITY ASST BASEBALL COACH 021	4,173.00
11	727	07/01/2025	59614	KARI RIANE ANDERSON	VARSITY ASSISTANT VOLLEY BALL COACH 021 (MONTHLY)	3,210.00
11	728	07/01/2025	59744	BRANDON KYLE COGAN	JV WHITE- HEAD BASEBALL COACH 021	4,173.00
11	730	07/01/2025	60900	DARRELL E BEELER	VARSITY ASSISTANT BASEBALL COACH 021	4,173.00
11	1000	07/01/2025	61011	SHERRY MCMILLAN	CONTRACTED SERVICES 000	1,000.00
11	1001	07/01/2025	61417	OPSRC	OPSRC MEMBERSHIP FEE 000	2,500.00
11	1002	07/01/2025	61542	DUSTIN EDWARD HOWARD	CONSULTING FEE (INNOVATION LAB) 000	2,325.00
11	1003	07/01/2025	61548	CHRISTOPHER RODRIGUEZ	CREATIVE HUB CONSULTING FEE (INNOVATION LAB) 000	3,075.00
11	1006	07/01/2025	1856	WALMART COMMUNITY	FACS Supplies 412-314-705	5,000.00
11	1007	07/01/2025	444	DOC'S FOOD STORES, INC	FACS Supplies 412-314-705	1,000.00
11	1008	07/01/2025	56745	RESPONSIVE LEARNING, LP	TLE Recertification Training 005	90.00
11	1009	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	OK Summit Registration 412-316- 705	400.00
11	1010	07/01/2025	53545	LORI HEARD	Travel Reimbursement OK Summit Conf 412-316-705	100.00
11	1011	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	REGISTRATIONS FOR AUGUST CONFERENCE 421	750.00
11	1012	07/01/2025	3953	CLAUDE NEON FEDERAL SIGNS, INC.	STATEWIDE REIMBURSED FOR DAMAGE SIGN 000	2,490.90

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11	1013	07/01/2025	61450	MCKENNA EDDINGS	PER DIEM GYTO 511	140.00
11	1014	07/01/2025	60933	KELSEY LANE	PER DIEM GYTO 511	140.00
11	1015	07/01/2025	60895	AMANDA RUTHERFORD	PER DIEM GYTO 511	458.24
11	1016	07/01/2025	61446	MADISON ENGLS	PER DIEM GYTO 511	140.00
11	1017	07/01/2025	60555	RACHEL MORIE	PER DIEM GYTO 511	234.17
11	1018	07/01/2025	61447	ALEANA J LANE	PER DIEM GYTO 511	140.00
11	1019	07/01/2025	60893	ALISON BEACH	PER DIEM GYTO 511	140.00
11	1021	07/01/2025	61449	PATRICIA BEAVERS	PER DIEM GYTO 511	140.00
11	1022	07/01/2025	61448	ELAINA MARTIN	PER DIEM GYTO 511	140.00
11	1023	07/01/2025	54923	NORTHEASTERN STATE UNIVERSITY	APSI REGISTRATIONS 541	150.00
11	1024	07/01/2025	59560	MICHAEL SHAW	Per Diem, July Nashville Conference 412-312-705	492.90
11	1025	07/01/2025	61246	DAVID MEYER	Per Diem, July Harvard Conference 005	520.32
11	1027	07/01/2025	2766	MARDEL'S	SCHOOL SUPPLIES 009	200.00
11	1028	07/01/2025	59487	LYDIA WILSON	2025 NDSC Convention 621	500.00
11	1029	07/01/2025	3294	MELISSA LYTLE	Per Diem 621	120.00
11	1030	07/01/2025	57399	LIBBY MCNAMARA	2025 NDSC CONVENTION 621	502.20
11	1031	07/01/2025	53807	LIBBY VANDOLAH	2025 NDSC CONVENTION- DALLAS 621	120.00
11	1032	07/01/2025	60920	AMERICAN PLANT PRODUCTS & SERVICES	Potting Soil	853.60
11	1033	07/01/2025	54987	OKLA ASSOC OF CAREER & TECH	OK Summit Registration 412-317- 705	275.00
11	1034	07/01/2025	60877	DANIAL KARNES	Travel Reimbursement 412-317- 705	100.00
11	1035	07/01/2025	51624	ALPHA AWARDS	TEACHER NAME TAGS 009	500.00
11	1036	07/01/2025	57575	OATECA	Annual License 621	1,200.00
11	1037	07/01/2025	5336	STARFALL EDUCATION FOUNDATION	Membership 621	355.00
11	1038	07/01/2025	60252	REALLY GREAT READING COMPANY, LLC	School Subscriptions 621	5,750.00
11	1039	07/01/2025	55185	LEXIA LEARNING SYSTEMS, INC.	Reading Subscription Renewal 621	3,450.00
11	1040	07/01/2025	5463	LEARNING A-Z	Raz Plus Renewal	5,456.00
11	1042	07/01/2025	60949	KATELYN SNOW	PER DIEM NURSE CONFERENCE 027	120.00
11	1043	07/01/2025	58980	TIA MORROW	PER DIEM NURSE CONFERENCE 027	120.00
11	1044	07/01/2025	56737	TORY KRAUS	PER DIEM NURSE CONFERENCE 027	120.00
11	1045	07/01/2025	57663	ARDATH LAMB	PER DIEM NURSE CONFERENCE 027	120.00
11	1046	07/01/2025	59503	TRACY STEPHENS	PER DIEM NURSE CONFERENCE 027	120.00
11	1047	07/01/2025	3839	AMAZON.COM, LLC	BOOK ORDER FOR CE 511	40.95
11	1048	07/01/2025	58702	HEGGERTY PHONEMIC AWARENESS	LICENSE RENEWAL FOR CE 511	445.00
11	1049	07/01/2025	59236	CURRICULUM ASSOCIATES, LLC	ELEVATION PLATFORM FY26 572	10,513.75

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11	1050	07/01/2025	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	HMH PD SESSIONS - READING STRUCTURED LITERACY 367	8,400.00
11	1051	07/01/2025	52270	PEARSON	FY26 TESTING MATERIALS FOR GIFTED PROGRAM 020	4,407.94
11	1052	07/01/2025	57264	ESGI, LLC	RENEWAL LICENSES FOR CE FY26 511	6,734.00
11	1053	07/01/2025	58210	JOURNEYED.COM INC	Adobe Licenses 412-316-705	2,500.00
11	1054	07/01/2025	59330	IMAGINE LEARNING LLC	LICENSE RENEWAL AND PD FY26 572	4,950.00
11	1055	07/01/2025	59802	TEACHERS CLG READING & WRITING	CONTRACTED SERVICES FOR PD 541	15,200.00
11	1056	07/01/2025	61282	CHARBRICE EVANS	PERDIEM FOR TRAVEL 412-315-505	112.00
11	1057	07/02/2025	60606	THE ART OF EDUCATION UNIVERSITY LLC	FLEX CURRICULUM 6 YEAR TERM 333/000	61,416.00
11	1058	07/02/2025	58686	SCHOOL SPECIALTY	School Items 003	1,000.00
11	1059	07/02/2025	1856	WALMART COMMUNITY	School supplies, educational items 003	500.00
11	1060	07/02/2025	52012	KATHERYNE B. PAYNE EDUCATIONAL CTR	REGISTRATION FEES FOR K CARDWELL 367	1,360.00
11	1061	07/02/2025	52916	SCHOLASTIC MAGAZINES	Scholastic Magazine 007	5,194.75
11	1062	07/02/2025	57023	L & M OFFICE FURNITURE	INNOVATION LAB FURNITURE 000	4,373.34
11	1063	07/02/2025	1856	WALMART COMMUNITY	Walmart General fund purchases 002	300.00
11	1064	07/02/2025	51624	ALPHA AWARDS	Name tags for 25-26 002	300.00
11	1065	07/02/2025	1856	WALMART COMMUNITY	Classroom Supplies 412-314-505	200.00
11	1066	07/02/2025	58734	BEARCOM	Walkies & Batteries 007	1.00
11	1068	07/02/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	Printer Expenses 007	1.00
11	1069	07/02/2025	58702	HEGGERTY PHONEMIC AWARENESS	Subscription 007	2,489.00
11	1070	07/02/2025	60759	AERO IT SOLUTIONS LLC	MOUNTING BRACKETS	332.65
11	1071	07/07/2025	55895	FISLERDATA, LLC	School Subscription 9/25-9/26 011	369.00
11	1072	07/07/2025	52916	SCHOLASTIC MAGAZINES	Scholastic News/Sciencespin 008	2,912.19
11	1073	07/07/2025	1856	WALMART COMMUNITY	Misc Supplies 011	200.00
11	1074	07/07/2025	8035	IXL LEARNING INC	IXL LIVE: SCHOOL EDITION PD 541	3,600.00
11	1075	07/07/2025	70080	STUDIES WEEKLY, INC	WEBINAR SESSION FOR PD 541	500.00
11	1076	07/07/2025	58530	SAVVAS LEARNING COMPANY	MY PERSPECTIVES PD 541	3,700.00
11	1077	07/07/2025	52916	SCHOLASTIC MAGAZINES	Storey, Garrett, Osburn, Slater 009	900.00
11	1078	07/07/2025	59275	KATHY GILLIAM	PER DIEM GOVERNANCE CONFERENCE 511	500.00
11	1079	07/07/2025	54406	MARENEM INC	New classroom sets 001	499.47
11	1080	07/10/2025	624	GOPHER SPORTS	PE Equipment 012	500.00
11	1081	07/10/2025	2017	LAKESHORE LEARNING MATERIALS	New K rooms 000	100.00
11	1082	07/10/2025	70080	STUDIES WEEKLY, INC	STUDIES WEEKLY MATERIALS 333	29,418.92
11	1083	07/10/2025	58450	QUAVERMUSIC.COM	MUSIC CURRICULUM K-5 333	38,220.00

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11	1084	07/10/2025	57137	BEDFORD, FREEMAN & WORTH	AP ECONOMICS MATERIALS 333	192.00
11	1085	07/10/2025	59764	LAB-AIDS, INC	SCIENCE AND GLOBAL ISSUES BIOLOGY, 333	15,106.39
11	1086	07/10/2025	5643	CENGAGE LEARNING	MATH BOOKS GR 1-4 333	12,852.00
11	1087	07/10/2025	58702	HEGGERTY PHONEMIC AWARENESS	LITERACY SUPPLIES 333	658.56
11	1088	07/10/2025	7145	ARCHWAY MKT SVS - BOOK DEPOSITORY	HMH INTO READING K-6 333	2,036.69
11	1089	07/10/2025	1667	THOMPSON SCHOOL BOOK DEPOSITORY	LEVELED READER BUNDLES 333	11,040.96
11	1090	07/14/2025	60257	BRENNA HUMPHREY	Travel Reimbursement 412-314- 705	440.00
11	1091	07/14/2025	51624	ALPHA AWARDS	New Hire Name tags	1.00
11	1092	07/14/2025	55566	CEV MULTIMEDIA, LTD	Ag. Curriculum 412-311-705	3,250.00
11	1093	07/16/2025	61029	VISTA HIGHER LEARNING INC	EL PL IMPLEMENTATION PD 572	3,000.00
11	1094	07/16/2025	57106	MEGAN DELAY	Ok Summit Reimbursement 412- 314-705	160.00
11	1096	07/21/2025	58714	BIXBY PUBLIC SCHOOLS - PRINTSHOP	SRA PRINT ORDER 367	34,000.00
11	1097	07/21/2025	52901	HEATHER WITHEM	Travel Reimbursement 412-316- 705	100.00
11	1098	07/21/2025	60259	ELIZABETH FRISILLO	Educational Purchases for School 003	500.00
11	1099	07/21/2025	6788	H&H PRINTER SERVICES	Toner Cartridges 412-316-705	2,268.00
11	1100	07/21/2025	55185	LEXIA LEARNING SYSTEMS, INC.	REGISTRATIONS FOR LETRS PD 511	1,450.00
11	1101	07/21/2025	57100	LESSONPIX CUSTOM LEARNING MATERIALS	621-Subscription Renewal	680.40
11	1102	07/21/2025	61514	ROBERT K BOST	HEARING OFFICIAL FEES 621	1,000.00
11	1103	07/21/2025	55185	LEXIA LEARNING SYSTEMS, INC.	LETRS CONNECT 1 YR LICENSE 367	189.00
11	1104	07/25/2025	58734	BEARCOM	WALKIES FOR THE DISTRICT 376	47,214.90
11	1105	07/25/2025	61605	PARCHMENT AN INSTRUCTURE COMPANY	TRANSCRIPT SERVICES 000	8,404.00
11	1106	07/21/2025	61607	EDYNAMIC LP	MS LEARNING LIBRARY 333/004	5,600.00
11	1107	07/21/2025	1856	WALMART COMMUNITY	Yearly PO 001	50.00
11	1108	07/21/2025	70099	OKLAHOMA FFA ASSOC.	Membership & Convention Registration 311	2,444.00
11	1109	07/21/2025	59236	CURRICULUM ASSOCIATES, LLC	ELLEVATION STRATEGIES 572	10,513.75
11	1110	07/21/2025	60982	INSPIRING YOUNG LEARNERS INC	Yearly subscription 001	278.00
11	1111	07/21/2025	555	FLINN SCIENTIFIC, INC.	Science Classroom Supplies 005	300.00
11	1112	07/21/2025	7057	PREFERRED BUSINESS SYSTEMS LLC	poster paper and ink 003	1,000.00
11	1113	07/21/2025	51624	ALPHA AWARDS	staff name tags 003	200.00
11	1114	07/21/2025	56274	FCCLA	Dues 412-314-505	524.00
11	1115	07/21/2025	1276	HERTZBERG-NEW METHOD, INC.	Library Books 015	4,660.00
11	1116	07/21/2025	57264	ESGI, LLC	15 license 25-26 school year 010	3,885.00
11	1117	07/21/2025	52916	SCHOLASTIC MAGAZINES	25-26 renewals 010	2,700.00
11	1118	07/21/2025	57038	LIGHTHOUSE ELECTRIC LLC	ACADEMIC 4 CAM ADD (INNOVATION LAB) 000	2,573.32

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1120	07/30/2025	633	GREAT EXPECTATIONS NSU	GE coaching days 002	1,500.00
11	1121	07/30/2025	5336	STARFALL EDUCATION FOUNDATION	25-26 renewal 010	355.00
11	1122	07/30/2025	3102	REALITY WORKS	HS FACS ORDER 421	14,013.02
11	1123	07/30/2025	3102	REALITY WORKS	HS AG ORDER 421	2,191.95
11	1124	07/30/2025	60640	CHARACTERSTRONG LLC	PREK-6 TIER 1 RENEWAL V24 FY26 552	9,992.00
11	1125	07/30/2025	53286	TEACHERS PAY TEACHERS	Classroom Materials 099	45.00
11	1126	07/30/2025	61604	THE RAILROAD YARD INC	Classroom Supplies 412-311	5,268.96
<b>Non-Payroll Total:</b>						<b>\$6,599,836.14</b>
<b>Payroll Total:</b>						<b>\$919,874.39</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$7,519,710.53</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	1168	OG&E	ELECTRIC	1,400,000.00
21	2	07/01/2025	1326	PUBLIC SERVICE COMPANY OF OKLAHOMA	ELECTRIC	350,000.00
21	3	07/01/2025	4382	OKLAHOMA NATURAL GAS COMPANY	GAS	125,000.00
21	4	07/01/2025	2412	CITY OF TULSA	SEWER SVS - NORTH/NI	25,000.00
21	5	07/01/2025	319	CITY OF BIXBY	WATER SVS	200,000.00
21	6	07/01/2025	60384	CLEARWATER ENTERPRISES LLC	NATURAL GAS	50,000.00
21	7	07/01/2025	2730	AMERICAN WASTE CONTROL	TRASH SERVICE 050	105,000.00
21	8	07/01/2025	60122	INTEGRITY FIRE LLC	FIRE ALARM & SPRINKLER INSPEC	28,920.28
21	9	07/01/2025	3071	GRAYBAR ELECTRIC	MATERIALS FOR DISTRICT WIDE NEEDS	4,703.44
21	10	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	ANNUAL DNA FUSION SOFTWARE RENEWAL	5,908.00
21	12	07/01/2025	52073	VARSITY COURT CARE	SAND, SCREEN, RECOAT GYM FLOOR HS AND MS	25,000.00
21	13	07/01/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	SUPPLIES FOR DISTRICT	13,731.51
21	14	07/01/2025	5188	ULINE	SUPPLIES FOR DISTRICT	2,023.09
21	15	07/01/2025	60843	HD SUPPLY INC	MACHINE REPAIR/SUPPLIES	2,551.02
21	16	07/01/2025	2272	LOWE'S	SUPPLIES FOR THE DISTRICT	34,129.75
21	17	07/01/2025	1963	SHERWIN-WILLIAMS COMPANY	PAINT FOR THE DISTRICT	2,319.33
21	18	07/01/2025	695	HEATWAVE SUPPLY	DISTRICT SUPPLIES	32,723.61
21	19	07/01/2025	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL SUPPLIES FOR DISTRICT	2,765.75
21	20	07/01/2025	3617	TALK RADIO LLC	WALKIES FOR DISTRICT	24,000.00
21	21	07/01/2025	53787	BANK OF AMERICA VISA	MATERIALS FOR DISTRICT	40,520.16
21	22	07/01/2025	1232	O'CONNOR COMPANY INC.	SUPPLIES NEEDED FOR DISTRICT	6,386.31
21	23	07/01/2025	7133	P & K EQUIPMENT, INC	REPAIR PARTS FOR MOWERS - 050	282.98
21	24	07/01/2025	59542	ENVIRONMENTAL LOOP SERVICE	REPAIRS ON GEOTHERMAL 000	28,579.00
21	25	07/01/2025	1547	SOUTHWEST DRIVES, INC.	PARTS FOR MAINTENANCE	500.00
21	26	07/01/2025	54777	EWING	MULCH FOR PLAYGROUNDS	21,081.26
21	27	07/01/2025	58971	KONE INC	ELEVATOR SERVICE FOR DISTRICT	35,000.00
21	28	07/01/2025	927	LOCK-DOC, INC.	SUPPLIES FOR THE DISTRICT	8,340.88
21	29	07/01/2025	5612	STATE OF OKLAHOMA DEPT OF LABOR	LICENSE FOR DISTRICT	300.00
21	30	07/01/2025	8025	TRACTOR SUPPLY COMPANY	SUPPLIES FOR THE DISTRICT	1,280.67
21	31	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	FIRE & ALARM MONITORING/FIRE INSPECTIONS	31,836.76
21	33	07/01/2025	4748	ROBINSON GLASS	GLASS FOR DISTRICT	4,691.35
21	34	07/01/2025	60031	SLK LAWN AND LANDSCAPE INC	MOWING FOR THE DISTRICT	141,803.90
21	35	07/01/2025	55143	MICHAEL EMBRY	BOND FOR MICHAEL W EMBRY	200.00
21	36	07/01/2025	56429	BIXBY OUTDOOR POWER EQUIPMENT	SUPPLIES FOR THE DISTRICT	500.00
21	37	07/01/2025	56765	CARRIER ENTERPRISE, LLC	SUPPLIES FOR DISTRICT	1,000.00
21	38	07/01/2025	59951	EEL GROUP, LLC	DISTRICT FILTERS	16,978.77

## Bixby Public Schools

### Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	39	07/01/2025	111	BANK OF OKLAHOMA	LEASE PAYMENT - NEW ADMIN BUILDING	322,500.00
21	40	07/01/2025	55130	SUPERIOR TERMITE & PEST CONTROL	DISTRICT PEST CONTROL	30,164.00
21	41	07/01/2025	59279	HARNESS ROOFING INC	DISTRICT NEEDS	11,433.32
21	42	07/01/2025	3839	AMAZON.COM, LLC	MISC MAINTENANCE SUPPLIES 050/318	11,629.80
21	43	07/01/2025	60479	SPARTAN SIGNS INC	SIGNS FOR THE DISTRICT	3,062.00
21	44	07/01/2025	3152	OVERHEAD DOOR OF TULSA	OVERHEAD DOOR REPAIR	700.00
21	45	07/01/2025	60515	KARCHER NORTH AMERICA INC	FIXING FLOOR MACHINE	4,518.66
21	46	07/01/2025	61382	SOVEREIGN BANK	HVAC CONTROL SYSTEM	309,615.64
21	47	07/01/2025	57038	LIGHTHOUSE ELECTRIC LLC	REPAIRS FOR THE DISTRICT	9,999.00
21	48	07/01/2025	55300	KUBOTA CONSTRUCTION EQUIPMENT	TRACTOR SUPPLIES	250.00
21	50	07/01/2025	58214	SPECTRUM PAINT COMPANY, INC	PAINT FOR THE DISTRICT	6,094.70
21	51	07/01/2025	61305	INDIAN CAPITAL TECHNOLOGY CENTER	SCISSOR LIFT TRAINING	840.00
21	52	07/01/2025	5989	HYDROWORX INTERNATIONAL, INC.	POOL SERVICE PLAN	6,900.00
21	53	07/01/2025	961	MAGIC REFRIGERATION	SUPPLIES FOR THE DISTRICT	1,199.79
21	54	07/01/2025	56057	ES2	A/C REPAIRS AND REPROGRAMMING CONTROLLERS	500.00
21	55	07/01/2025	6435	LOCKE SUPPLY	PLUMBING SUPPLIES FOR THE DISTRICT	5,000.00
21	56	07/01/2025	3742	OKLAHOMA STATE DEPART. OF HEALTH	SWIMMING POOL/THERAPY POOL LICENSE	150.00
21	57	07/01/2025	2618	TRU GREEN	LAWN CARE	16,642.88
21	58	07/01/2025	59781	AAAC WILDLIFE REMOVAL	RACCOON REMOVAL	598.00
21	60	07/01/2025	60331	AMERICAN LEAK DETECTION	LEAK DETECTION SERVICES	1,000.00
21	61	07/01/2025	58646	YORK PLUMBING	SUPPLIES-SERVICES FOR THE DISTRICT	18,476.46
21	62	07/01/2025	57666	MARTIN FISCHER PAINTING	PAINTING SERVICES	500.00
21	63	07/01/2025	60573	ADVANCED POOL AND HOME REPAIR	POOL SUPPLIES/REPAIRS	998.46
21	64	07/01/2025	61188	BURGESS COMPANY	Tornado Resistant Coiling Door Inspection & Maint	540.00
21	65	07/01/2025	236	BUILDERS SUPPLY, INC.	SUPPLIES FOR MAINTENANCE	500.00
21	66	07/01/2025	59152	COOK'S APPLIANCE INC	SUPPLIES FOR MAINTENANCE	500.00
21	67	07/01/2025	59688	HOLDERS TOTAL SECURITY	LOCKSMITH	2,474.70
21	68	07/01/2025	58781	STATEWIDE COMMERCIAL CLEANING CO	CLEANING SERVICES DISTRICT	1,505,886.00
21	69	07/01/2025	816	JOHNSTONE SUPPLY OF TULSA	SUPPLIES FOR DISTRICT	18,135.81
21	70	07/01/2025	59031	ALPHA MECHANICAL SERVICES LLC	HVAC SERVICE FOR DISTRICT	500.00
21	71	07/01/2025	59261	LENNOX INDUSTRIES INC	SUPPLIES FOR MAINTENANCE	500.00
21	72	07/01/2025	59161	SUNSTATE EQUIPMENT CO LLC	EQUIPMENT RENTAL	113.25
21	73	07/01/2025	1077	MURRAY WOMBLE, INC.	MAINTENANCE SUPPLIES	1,432.00
21	74	07/01/2025	1449	SAM'S CLUB DIRECT	MAINT PURCHASES	491.68

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	76	07/01/2025	59235	WHITE SEPTIC CLEANING	Plumbing for district	2,890.00
21	77	07/01/2025	59254	THE TUNNEL RAT	GOPHER SERVICE HS, MS, CI	33,996.00
21	78	07/01/2025	61047	CENTRAL POWER SYSTEMS & SERVICES	SEMI-ANNUAL INSPECTIONS FOR SHELTER SPACES	2,390.00
21	79	07/01/2025	58448	WINDOWS XPRESS	WINDOW CLEANING FOR DISTRICT	21,825.00
21	80	07/01/2025	2509	TULSA WINNELSON COMPANY	PLUMBING SERVICE FOR THE DISTRICT	500.00
21	81	07/01/2025	59649	PCC CLEANING & RESTORATION	MOLD CHECK FOR DISTRICT	16,759.40
21	82	07/01/2025	59914	DUVALL PLUMBING HEATING & COOLING	PLUMBING SERVICES	990.00
21	83	07/01/2025	60333	AAON INC	MAINTENANCE PARTS	625.80
21	84	07/01/2025	59923	GLOBE PROMOTIONS LLC	GLOVES FOR MAINTENANCE	1,575.00
21	85	07/01/2025	7387	WATKINS SAND	SAND FOR THE DISTRICT PLAYGROUNDS	250.00
21	86	07/01/2025	60094	NATIONAL LOCK SUPPLY INC	STOCK DOOR ARMS	2,008.60
21	201	07/29/2025	58032	HERC RENTALS INC	BOOM LIFT RENTAL TO REPLACE P ON VIDEO BOARD	880.01

<b>Non-Payroll Total:</b>	<b>\$5,151,593.78</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$5,151,593.78</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2025	717	HILAND DAIRY COMPANY	MILK PRODUCTS FOR CAFETERIA	334,427.87
22	2	07/01/2025	216	BROOKS GREASE SERVICE, INC.	GREASE REMOVAL FOR CAFETERIAS	9,662.80
22	3	07/01/2025	61113	CURTIS RESTAURANT SUPPLY	TOOLS & EQUIPMENT	5,000.00
22	4	07/01/2025	61207	MCCOMBS REFRIGERATION	REPAIR EQUIPMENT	4,868.75
22	5	07/01/2025	724	HOBART CORPORATION	PARTS/REPAIRS FOR CAFETERIAS	19,077.08
22	6	07/01/2025	60122	INTEGRITY FIRE LLC	FIRE EQUIPMENT INSPECTIONS	3,325.63
22	7	07/01/2025	1995	OKLAHOMA DEPT. OF HUMAN SERVICES	ASSESSMENT FEE COMMODITIES	9,752.82
22	8	07/01/2025	5592	ADMIRAL EXPRESS LLC	CAFETERIA OFFICE SPLIES	2,322.60
22	9	07/01/2025	56637	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE MAINT.	22,181.00
22	10	07/01/2025	58486	PEPSI	DRINKS FOR THE CAFETERIA	19,825.35
22	11	07/01/2025	1715	TULSA TECHNOLOGY CENTER	ServSafe Class for Managers	150.00
22	13	07/01/2025	55118	BARE METAL STANDARD OKLAHOMA	CAFETERIA CLEANING	6,838.00
22	14	07/01/2025	59164	ASIAN FOOD SOLUTIONS / COMIDA VIDA	Commodity Food For Students	1,377.50
22	15	07/01/2025	57667	NUTRI-LINK TECHNOLOGIES, INC	CLOUD SERVICE	1,450.00
22	16	07/01/2025	60446	FRONTIER PRODUCE INC	SUPPLIES FOR THE DISTRICT	149,079.98
22	17	07/01/2025	51751	U.S. FOOD SERVICE, INC	SUPPLIES FOR THE DISTRICT	1,532,425.90
22	18	07/01/2025	51653	TYSON PREPARED FOODS, INC	SUPPLIES FOR THE DISTRICT	57,825.32
22	19	07/01/2025	114	BARLOW EDUCATION MANAGEMENT SVS.	CHILD NUTRITION CONSULTANT	3,300.00
22	20	07/01/2025	59660	BUGBROS MULTIFAMILY, LLC	PEST CONTROL FOR CAFETERIAS	7,500.00
22	21	07/01/2025	55124	COSTLEY ENTERPRISES NO. 90, INC	FOOD	88,656.00
22	22	07/01/2025	7042	THE ARROW GROUP	285 - BONDS FOR CHILD NUTRITION DEPT	2,100.00
22	23	07/01/2025	51650	FRECKLES FROZEN CUSTARD	FROZEN YOGURT FOR THE CAFETERIAS	2,392.00
22	24	07/01/2025	2272	LOWE'S	CAFETERIA REPAIR SUPPLIES	1,000.00
22	25	07/01/2025	961	MAGIC REFRIGERATION	CAFETERIA REPAIRS	1,233.28
22	26	07/01/2025	99999	BIXBY PUBLIC SCHOOLS	REIMBURSE GF	1,100,000.00
22	27	07/01/2025	53578	SCHOOL NUTRITION ASSOC OF OKLAHOMA	SNA MEMBERSHIP RENEWAL	1,547.00
22	28	07/01/2025	56827	BERNARD FOOD INDUSTRIES, INC.	285 - FOOD FOR CAFETERIAS	8,914.56
22	29	07/01/2025	53787	BANK OF AMERICA VISA	PURCHASES/TRAVEL FOR CHILD NUTRITION	7,000.00
22	31	07/01/2025	2657	CONTINUING EDUCATION OPERATIONS	FOOD SERVICE MANAGER CERTIFICATION COURSE	169.00
22	32	07/01/2025	444	DOC'S FOOD STORES, INC	SUPPLIES	500.00
22	33	07/01/2025	57742	EMS LINQ INC	WEB SUBSCRIPTION AND TRAINING	2,632.83
22	34	07/01/2025	6435	LOCKE SUPPLY	CHILD NUTRITION SUPPLIES	182.91
22	35	07/01/2025	58457	EKON-O-PAC	CHILD NUTRITION SUPPLIES	330.00
22	36	07/01/2025	57829	THE BRENMAR COMPANY	SUPPLIES FOR THE DISTRICT	4,530.60
22	37	07/01/2025	210	BROKEN ARROW ELECTRIC SUPPLY	ELECTRICAL MATERIALS FOR CAFETERIAS	190.94
22	38	07/01/2025	53697	NATIONAL FOOD GROUP	FOOD FOR KITCHENS	10,416.00

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	39	07/01/2025	60016	RANSOM'S BBQ LLC	BBQ Sauce for Students MIO	800.00
22	40	07/01/2025	52424	BEN E KEITH - OKLAHOMA	FOOD FOR CAFETERIA	5,882.58
22	41	07/01/2025	60689	JOBLETICS PRO INC	Subs for the Kitchens	69,405.59
22	42	07/01/2025	61592	FRANKE COFFEE SYSTEMS AMERICAS, LLC	REPAIRS ON COFFEE MACHINES	1,000.00
22	43	07/01/2025	58521	GENERAL PARTS	OVEN REPAIR	1,463.89
22	44	07/01/2025	58968	SEA LEVEL SOCIAL, LLC	SOCIAL MEDIA MANAGEMENT SERVICE	7,862.40
22	45	07/01/2025	60517	BETTER DAY FARMS, LLC	FARM TO SCHOOL PRODUCE	3,000.00
22	46	07/01/2025	3742	OKLAHOMA STATE DEPART. OF HEALTH	KITCHEN LICENSE RENEWALS	1,425.00
22	47	07/01/2025	57740	ESS SOUTH CENTRAL, LLC	CHILD NUTRITION SUBS	500.00
22	48	07/01/2025	58969	E-CONTROL SYSTEMS, INC	MONITORING SOFTWARE	2,400.00
22	49	07/01/2025	51624	ALPHA AWARDS	Name Tags for employees	348.00
22	50	07/01/2025	3839	AMAZON.COM, LLC	MISC PURCHASES	5,400.36
22	51	07/01/2025	56586	ECOLAB INC	filters for Kitchens	5,516.61
22	52	07/01/2025	61265	SHE BREWS COFFEE	For the Coffee Bar	530.00
22	53	07/01/2025	1232	O'CONNOR COMPANY INC.	CAFETERIA REPAIRS	2,303.41
22	55	07/01/2025	54035	OSWALT RESTAURANT SUPPLY	Equipment for kitchens	30,976.20
22	56	07/01/2025	60417	RYADD LLC	DIPPIN DOTS	19,728.00
22	57	07/01/2025	1856	WALMART COMMUNITY	GLUTEN FREE ITEMS	250.54
22	58	07/01/2025	55856	FIELDHOUSE GEAR, INC	CHILD NUTRITION SUPPLIES	1,500.00
22	59	07/01/2025	2396	HAGAR RESTAURANT SERVICE, INC.	CHILD NUTRITION SUPPLIES	1,846.84
22	60	07/01/2025	60116	CENTRAL RESTAURANT PRODUCTS	CHILD NUTRITION SUPPLIES	6,706.84
22	61	07/01/2025	816	JOHNSTONE SUPPLY OF TULSA	CHILD NUTRITION SUPPLIES	269.74
22	62	07/01/2025	61022	BRADY COMPANIES LLC	SUPPLIES	5,154.44
22	100	07/01/2025	58969	E-CONTROL SYSTEMS, INC	INTELLIGATE KIT	671.00
22	200	07/01/2025	60124	ELIA MUNOZ	REIMBURSE PERMIT/MILEAGE	446.61
22	201	07/01/2025	55906	MONTIE SMITH	REIMBURSE PERMIT/MILEAGE	343.20
22	202	07/01/2025	60285	CAMMIE BRINKMAN	REIMB MILEAGE/PERMIT	500.00
22	203	07/01/2025	60330	RONNA MUNSON	REIMBURSE MILEAGE/PERMIT	200.00
22	204	07/01/2025	60967	MATTHEW YBARRA	REIMBURSE MILEAGE/PERMIT	1,000.00
22	205	07/01/2025	59847	JENNIFER HERNANDEZ	REIMB MILEAGE/PERMIT	272.27
22	206	07/01/2025	60968	HEATHER CACOPERDO	REIMBURSE PERMIT/MILEAGE	515.16
22	207	07/01/2025	61618	VUNG KIM	REIMB MILEAGE/PERMIT	50.00
22	208	07/01/2025	61233	TANA GREENLEE	REIMB MILEAGE/PERMIT	200.00
22	209	07/01/2025	58870	DIVINA RODGERS	REIMBURSE MILEAGE/PERMIT	312.00
22	210	07/01/2025	60969	NANCY RODGERS	REIMBURSE PERMIT/MILEAGE	412.89
22	211	07/01/2025	60971	TAMMY TRICKETT	REIMB MILEAGE/PERMIT	259.80
22	212	07/01/2025	60972	AMBER MCKINNEY	REIMB MILEAGE/PERMIT	300.00
22	213	07/01/2025	55905	KELLY ANDERSON	REIMBURSE PERMIT/MILEAGE	740.60
22	214	07/01/2025	60279	ALICIA PORTER	REIMB MILEAGE/PERMIT	1,050.00
22	215	07/01/2025	61616	LUZ REY	REIMBURSE MILEAGE/PERMIT	50.00
22	216	07/01/2025	60973	KELLI JACKSON	REIMB MILEAGE/PERMIT	343.62
22	217	07/01/2025	58962	THERESIA MORGAN	REIMB MILEAGE/PERMIT	200.00
22	218	07/01/2025	61614	LAURA LOPEZ	REIMBURSE MILEAGE/PERMIT	50.00

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Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	219	07/01/2025	56558	HELEN HURST	REIMB MILEAGE/PERMIT	4,631.72
22	220	07/01/2025	4043	SELINA GARMAN	REIMB MILEAGE/PERMIT	681.73
22	221	07/01/2025	58502	JENNY REED	MILEAGE REIMBURSEMENT	1,057.80
22	222	07/01/2025	60976	MANDI BALDTRIP	REIMBURSE PERMIT/MILEAGE	2,050.00
22	223	07/01/2025	60977	MARY SCARPA	REIMBURSE PERMIT/MILEAGE	307.70
22	224	07/01/2025	60978	ROBERT TATUM	REIMBURSE PERMIT/MILEAGE	252.80
22	225	07/01/2025	61615	EVANGELINA ROCHA	REIMBURSE MILEAGE/PERMIT	50.00
22	227	07/01/2025	61617	JENNIFER VILLEGAS	REIMBURSE MILEAGE/PERMIT	50.00
22	228	07/01/2025	61016	LUCERO GUERRERO	PERMIT REFUND	50.00
22	229	07/01/2025	59636	REBECCA SOWERS	REIMBURSE PERMIT/MILEAGE	50.00
22	230	07/01/2025	56808	CASSIE COFFETT	REIMB MILEAGE/PERMIT	50.00
22	231	07/01/2025	57688	LORELEY RIZIK	REIMBURSE PERMIT/MILEAGE	50.00
22	232	07/01/2025	61130	TIM BRUMAGHIN	REIMBURSE MILEAGE/PERMIT	300.00
22	233	07/01/2025	61619	DIM NUAM	REIMBURSE MILEAGE/PERMIT	50.00
22	234	07/01/2025	61132	SANDRA VARGAS	REIMBURSE PERMIT/MILEAGE	50.00
22	235	07/01/2025	61620	MELISSA DEFFENBAUGH	REIMBURSE MILEAGE/PERMIT	50.00
22	236	07/01/2025	61134	EDITH CASTRO	REIMBURSE PERMIT/MILEAGE	200.00
22	237	07/01/2025	61030	ANTONIA PEREZ DE LARA	REIMBURSE MILEAGE/PERMIT	200.00
22	238	07/01/2025	59635	SANDRA MARQUEZ	REIMB MILEAGE/PERMIT	257.00
22	239	07/01/2025	61621	YENETTE MANRIQUEZ	REIMBURSE MILEAGE	50.00
22	240	07/01/2025	7103	MARIA CHAIREZ	REIMB MILEAGE/PERMIT	50.00
22	241	07/01/2025	61622	NICK HULSE	REIMBURSE MILEAGE	60.00
22	242	07/01/2025	61313	ALICIA SERNA	REIMBURSE MILEAGE	60.00
22	243	07/01/2025	61623	BEATRIZ CABRECA	REIMBURSE MILEAGE	60.00
22	300	07/28/2025	61598	TAMARA NGUYEN	LUNCH ACCOUNT REFUND	23.20
22	301	07/28/2025	61599	BRITTANY RHODES	LUNCH ACCOUNT REFUND	148.00
22	302	07/31/2025	61597	LAURA LOUSER	LUNCH ACCOUNT REFUND	90.30

<b>Non-Payroll Total:</b>	<b>\$3,615,303.56</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$3,615,303.56</b>
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**Bixby Public Schools****Encumbrance Register****Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 31 2025 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>
31	1	07/01/2025	58067	MAGNUM CONSTRUCTION, INC	EI ROOM SPLIT	29,533.00
31	2	07/01/2025	59279	HARNES ROOFING INC	BIG WHITEY ROOF COATING (MAIN AREA)	99,344.00
31	3	07/01/2025	57928	SB CUSTOM PAINTING, LLC	PRESSBOX PAINTING	26,700.00
31	4	07/01/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	HS ROTC/ESPORTS MEDIA CENTER REMODEL	26,064.00
31	5	07/01/2025	59279	HARNES ROOFING INC	DISTRICT REPAIRS	50,000.00
31	6	07/01/2025	1580	STEPHEN L. SMITH CORP.	CONSULTING FEE AND LEGAL SERVICES	72,453.20
31	7	07/01/2025	54889	OKLAHOMA TULSA PARTS (TRANE)	COMPRESSORS WRESTLING ROOM	2,761.22
31	8	07/01/2025	61136	FIREHOUSE CONCRETE COATINGS	OLD HS MEDIA CENTER EPOXY FLOORING	17,400.00
31	10	07/02/2025	61463	REDBUD COMMERCIAL FLOORING	NORTH LOBBY SELF LEVELING	13,887.00
31	11	07/02/2025	111	BANK OF OKLAHOMA	2022 LEASE PAYMENT	8,100,000.00
31	12	07/02/2025	55155	UMB BANK, N.A.	2018 LEASE PAYMENT	11,627,374.59
31	13	07/02/2025	111	BANK OF OKLAHOMA	BOND TRUST FEE - ADMIN LEASE	2,500.00
31	14	07/07/2025	59171	KENDRICK EXCAVATING LLC	CROSS COUNTRY 1 MILE TRACK	4,400.00
31	15	07/14/2025	59649	PCC CLEANING & RESTORATION	MOLD REMEDIATION - CE	7,534.32
31	16	07/17/2025	61022	BRADY COMPANIES LLC	2 floor machines: WE - 9GC	13,243.74
31	17	07/21/2025	59279	HARNES ROOFING INC	ESPORTS/ROTC LEAK REPAIRS	4,150.00
31	18	07/21/2025	59279	HARNES ROOFING INC	COAT ESPORTS AND ROTC ROOFS	7,620.00
31	19	07/21/2025	59279	HARNES ROOFING INC	ROTC METAL	1,900.00
31	20	07/21/2025	59542	ENVIRONMENTAL LOOP SERVICE	MS FACS GEOTHERMAL PUMP REPLACEMENT	6,823.00
31	21	07/21/2025	59542	ENVIRONMENTAL LOOP SERVICE	MS BLUE GYM GEOTHERMAL PUMP REPLACEMENT	6,823.00
31	22	07/22/2025	1232	O'CONNOR COMPANY INC.	ECM board at East Elementary room W107	541.88
31	23	07/22/2025	816	JOHNSTONE SUPPLY OF TULSA	mini splits at the soccer facility	8,429.81
31	24	07/24/2025	57666	MARTIN FISCHER PAINTING	POOL BUILDING INTERIOR	11,400.00
31	25	07/24/2025	59542	ENVIRONMENTAL LOOP SERVICE	DISTRICT NEEDS	30,000.00
31	26	07/28/2025	59542	ENVIRONMENTAL LOOP SERVICE	MS PUMPS FOR LIBRARY	13,646.00
31	27	07/28/2025	59542	ENVIRONMENTAL LOOP SERVICE	MS BAND PUMPS 1-2	13,646.00
31	28	07/28/2025	59649	PCC CLEANING & RESTORATION	NE REMEDIATION	13,829.09
31	29	07/28/2025	56430	BARNETT MUSIC EXCHANGE	MARCHING INSTRUMENTS	19,442.67
31	30	07/31/2025	53787	BANK OF AMERICA VISA	BEST BUY TV'S	1,199.98
<b>Non-Payroll Total:</b>						<b>\$20,232,646.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$20,232,646.50</b>

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 32 1 2024 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>
32	1	07/01/2025	61544	COMMERCIAL DOOR TULSA	NEW ROLLING STEEL DOOR - PRESS BOX	16,364.00
32	2	07/01/2025	61545	HELLAS CONSTRUCTION INC	SYNTHETIC HS TRACK REPARATION	80,500.00
32	3	07/01/2025	6208	APPLE EDUCATIONAL SALES	LEASE PAYMENT FOR IPADS PAYMENT 2/3	541,565.50
32	4	07/02/2025	927	LOCK-DOC, INC.	LOCKS FOR 9TH GRADE GYM	3,776.40
32	5	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM ACCESS	21,268.74
32	7	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM INTRUSION	6,899.94
32	8	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM CAMERAS	24,132.77
32	9	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	MEDIA CENTER RENOVATION	826.45
32	10	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	WHITEY FORD RENO FA ADD	357.51
32	11	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	MIDDLE SCHOOL INTERCOM	3,635.00
32	12	07/02/2025	57038	LIGHTHOUSE ELECTRIC LLC	PANIC BUTTONS 9TH GRADE CENTER	2,266.27
32	14	07/03/2025	3071	GRAYBAR ELECTRIC	HS ESPORTS - NEW OUTLETS	342.17
32	15	07/03/2025	3071	GRAYBAR ELECTRIC	ELECTRICAL SUPPLIES 2ND FLOOR EI	466.15
32	16	07/09/2025	60573	ADVANCED POOL AND HOME REPAIR	REPLACE POOL PUMP IN SWIMMING POOL	11,017.00
32	17	07/10/2025	61463	REDBUD COMMERCIAL FLOORING	NE CLASSROOM 110 FLOORING	1,500.00
32	18	07/21/2025	57038	LIGHTHOUSE ELECTRIC LLC	9TH GRADE GYM DATA INTERCOM	9,930.00
<b>Non-Payroll Total:</b>						<b>\$724,847.90</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$724,847.90</b>

**Bixby Public Schools**

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, 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>
<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: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 34 2 2024 TRANSPORTATION

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

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 35 2022 GENERAL PURPOSE

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

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 36 2022 TRANSPORTATION

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

# Bixby Public Schools

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 37 2023 TRANSPORTATION

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

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 38 2023 GENERAL PURPOSE

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

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

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): BOND 39 2 2024 GENERAL PURPOSE

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/01/2025	56227	CDW-G 2	PLUGABLE USB 3.0	184.90
39	2	07/01/2025	58646	YORK PLUMBING	CE SEWER LINE REPAIR	4,600.00
39	3	07/01/2025	60346	Z FLOOR CO LTD	CE GYM FLOOR	7,950.00
39	4	07/01/2025	60903	LONG PAINTING COMPANY	WEST FIRE LANE	6,500.00
39	5	07/01/2025	59171	KENDRICK EXCAVATING LLC	NE CONCRETE SIDEWALKS BUS LOADING AREA	7,800.00
39	6	07/01/2025	61239	CWC INTERIORS	NI MUSIC ROOM FLOORING DEMO	10,233.00
39	7	07/01/2025	61321	OKLAHOMA COMMERCIAL CONSTRUCTION	MILL WORK PRE K HALL - CE	15,284.00
39	8	07/01/2025	59171	KENDRICK EXCAVATING LLC	EI GRAVEL PARKING AREA W SIDE OF BUILDING	9,870.00
39	9	07/01/2025	60903	LONG PAINTING COMPANY	OLD HS MEDIA CENTER REPAINT (ROTC-ESPORTS)	9,850.00
39	11	07/01/2025	60903	LONG PAINTING COMPANY	HS TENNIS FENCE - REPAINT	14,500.00
39	12	07/01/2025	58067	MAGNUM CONSTRUCTION, INC	ADA RAMP CE PLAYGROUND	9,233.00
39	13	07/01/2025	61543	SOUTHERN DEMOLITION	INTERIOR DEMO OF EXISTING CMU WALLS - ATHLETICS	1,930.00
39	14	07/01/2025	60759	AERO IT SOLUTIONS LLC	POINT TO POINT WIFI SETUPS - HS/AG BARN	5,106.72
39	15	07/01/2025	3953	CLAUDE NEON FEDERAL SIGNS, INC.	3 QUOTES INSTALL - REMOVED WHEN PAINTED WE	1,425.00
39	16	07/02/2025	3839	AMAZON.COM, LLC	NEW FINE ARTS OFFICE SPACE FURNITURE	4,546.66
39	17	07/03/2025	6208	APPLE EDUCATIONAL SALES	STAFF IPADS	1,759.00
39	18	07/03/2025	59563	BLUUM OF TEXAS, LLC	newline tvs	25,480.00
39	19	07/07/2025	59142	ROBINSON GLASS OF TULSA INC	9TH GRADE BROKEN GLASS REPLACEMENT	1,177.00
39	20	07/07/2025	61581	OFFICE INTERIORS LLC	WE CAFETERIA TABLES	5,488.60
39	21	07/10/2025	57023	L & M OFFICE FURNITURE	CI NEW CONFERENCE ROOM	4,564.00
39	22	07/10/2025	6208	APPLE EDUCATIONAL SALES	IPADS	1,077.95
39	23	07/28/2025	56430	BARNETT MUSIC EXCHANGE	MARCHING INSTRUMENTS	13,182.33
39	24	07/28/2025	60624	ACS PLAYGROUND ADVENTURES INC	MS AWNING REPLACEMENT	5,339.00

<b>Non-Payroll Total:</b>	<b>\$167,081.16</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$167,081.16</b>

### Bixby Public Schools

#### Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Fund(s): SINKING FUND 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/01/2025	61546	ALETHA FARRIS	PAYMENT OF JUDGMENT 000	5,978.18
<b>Non-Payroll Total:</b>						<b>\$5,978.18</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$5,978.18</b>

**MEMORANDUM OF  
UNDERSTANDING**

between

**Bixby Public Schools**

and

**YMCA of Greater Tulsa and the Bixby Daily Family**

**YMCA, GO Club**

This **MEMORANDUM OF UNDERSTANDING** is hereby made and entered into by and Between **Bixby Public Schools Bixby, Oklahoma**, hereinafter referred to as “the District” , and **YMCA of Greater Tulsa**, hereinafter referred to as “YMCA” .

**I. PURPOSE**

The purpose of this agreement is to provide an out-of-school-time program for students. GO Club offers activities that encourage children to be fit and healthy for life. A YMCA professional will teach games and activities that are centered on physical fitness. In addition, teamwork, nutrition, and tutoring will be integrated into the program daily.

The staff will utilize the CATCH Kids Club (CKC) after-school curriculum in conjunction with the YMCA of Greater Tulsa after school model GO Club curriculum. CATCH Kids Club uses a coordinated approach to help children adopt healthy dietary and physical activity behaviors by positively changing the health environments of recreation programs, schools and homes.

**II. MUTUAL BENEFITS AND INTERESTS**

Benefits to the District include better health for its students, and in turn better attendance and engagement in learning about healthy lifestyles and 21st century skills.

Benefits to YMCA include fulfillment of their corporate mission by providing outreach to students through lessons that include self-esteem, nutrition, education, physical activity, and positive attitude.

**III. WORKING AGREEMENT**

**A. YMCA will:**

1. Provide all labor, equipment, supplies, and other materials necessary for the performance of the program.
2. Provide contracts with partners working with the program, subject to the approval of Bixby Public Schools.
3. Provide all Bixby Public School Staff and Administration who have a child enrolled in the GO Club program with a 20% discount off the total monthly price.
4. **Payment.** The YMCA will pay the District the sum of \$ 10.00 **per site** per month as a usage fee for the facilities. Payments shall be due in full on **June 1, 2026** for the preceding academic year for the following months: September, October, November, December, January, February, March, April, and May.

**B. The District will:**

1. Provide adequate space for the program at each site.
2. Provide janitorial services for the spaces provided.
3. Provide the YMCA with updated Building Fire Inspections for the respective program locations every 2 years to align with DHS guidelines.

**IV. PRIVACY AND SECURITY**

- A.** Recognizing the District's interest in providing the most secure environment possible for its students, the YMCA agrees it will act under this Memorandum in compliance with 70 O.S §6-101.48. Specifically:
1. YMCA will not permit any person under its authority, whether employee or volunteer, from coming on to school premises for any activity covered by this Memorandum if that person is currently registered or required to register under the Oklahoma Sex Offenders Registration Act, or the Mary Rippy Violent Crime Offenders Registration Act; and
  2. YMCA agrees that where work is to be performed by a company employee which would otherwise be performed by a school employee on a full-time or part-time basis, the company shall not permit any person(s) from performing work on school premises if said person(s) has been convicted in this state, the United States, or another state of a felony offense unless then (10) years has elapsed since the date of the criminal conviction or the employee has received a presidential or gubernatorial pardon for the offense.
- B.** YMCA's agreement to and acceptance of this Memorandum as evidence by the signature(s) below serves as YMCA's statement of compliance with the requirements of paragraph A of this section, as required by 70 O.S. Section 6-101.48(B).
- C.** YMCA agrees to require persons under its authority to register through the District's visitor tracking system and clearly display the printed visitor badge while performing activities described in this Memorandum on school premises.
- D.** YMCA agrees to protect the privacy of student information and educational records in accordance with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).
1. A student's social security number or student identification number, race/ethnicity, citizenship, nationality, gender, grades, or class schedule is always protected information which should solely be used internally and even then only when essential and among authorized individuals, and which should never be shared with any third party.
  2. Other records that are directly related to a student or students are also considered educational records that are protected under FERPA. These can be items that contain a student's name, or several students' names, or information from which an individual student or students can be personally (individually) identified. Educational records include files, documents and materials in whatever medium (handwriting, print, monitor screen, tapes, disks, film, microfilm, microfiche or notes) that

contain information directly related to students and from which students can be personally identified. No educational record should ever be shared with a third party without expressed written permission from the parent or guardian (if the student is under the age of 18), or the student (if the student is age 18 or older).

3. YMCA agrees that no one under its authority shall gather, release, or make public in any way any information related to or that could lead to identification of a student. This includes taking photographs, making recordings (video and/or sound) collecting student's written or oral statements, or using records made in connection with the activities that are the subject of this Memorandum. The only exception is where written permission for gathering, releasing, or otherwise using the types of information described in this paragraph is obtained from the parent (if the student is under the age of 18), or the student (if the student is age 18 or older).

- E. YMCA and the District agree that their employees and volunteers under their authority will conduct themselves in a professional and ethical manner and in accordance with District policies and procedures.

## **V. LIABILITY AND INDEMNIFICATION**

YMCA agrees to defend, save, indemnify, and hold the District harmless from any alleged claims, claims, demands, causes of action, liability, loss, damages, and/or injury arising out of or incident to any acts, omissions, negligence, or willful misconduct of YMCA's personnel, employees, agents, contractors, or volunteers in connection with the performance of the activities described in this Memorandum.

## **VI. INSURANCE**

During the term of this Agreement, the YMCA will carry and maintain in full force a policy of commercial general liability insurance in such amounts and with a company or companies acceptable to the District. Before beginning performance of the Services under this Agreement, the YMCA shall provide the District with a certificate evidencing the existence of a policy of insurance naming the YMCA as the insured and the District as an additional insured in a minimum amount of \$50,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident, or occurrence, \$125,000 to any claimant for personal injury or death arising out of a single act, accident or occurrence and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The insurance coverage shall not be subject to any deductible or retention. The Certificate of Insurance shall provide that the insurance earner will give the District ten (10) days written notice prior to any cancellation of the insurance coverage for any reason, including non-payment of the premium. In the event the insurance is cancelled or permitted to lapse, the District shall have the right to cancel this agreement without prior notice. The YMCA further agrees to furnish the District with evidence of workers compensation coverage and unemployment insurance to the extent required by Oklahoma Law. The YMCA insurance shall, in all events, be primary over the District's insurance.

## **VII. COMPLIANCE WITH LAW**

The YMCA will obtain all the permits/licenses required to conduct the program described in this Agreement and will comply with all applicable workers compensation, employers liability and other federal, state, county and municipal laws, ordinances, rules and regulations. Without limiting the generality of the foregoing provision, the YMCA will comply with all workplace safety rules and hazard communications promulgated under the Occupational Health and Safety Act by the Occupational Health and Safety Administration (“OSHA”) including, but not limited to, regulations governing employee training and the maintenance of material safety data sheets on any hazardous chemicals used in the performance of the Services or to which any employee maybe exposed while on the job.

## **VIII. SIGNMENT**

This agreement may not be assigned by the YMCA with the District’s prior written consent.

## **IX. POINTS OF CONTACT**

The principal address for Bixby Public Schools is 109 N. Armstrong, Bixby, Oklahoma 74008.

The principal address for the YMCA is 5400 S. Olympia Ave. Tulsa, OK 74107

Primary contact person for Bixby Public Schools:

Lydia Wilson, Superintendent of Schools  
23 South Riverview Dr  
Bixby, OK 74008  
918.366.2200  
[lwilson@bixbyps.org](mailto:lwilson@bixbyps.org)

Primary contact person for the YMCA:

Matt Hancock, COO  
5400 S. Olympia Ave.  
Tulsa, OK 74107  
918.728.3987  
[mhancock@ymcatulsa.org](mailto:mhancock@ymcatulsa.org)

## **X. GENERAL**

- A. YMCA agrees that the activities it undertakes under this Memorandum are not intended to provide services to the District and that it will not seek compensation from the District in connection with its participation in these activities.

- B. YMCA agrees that it will not claim or imply that the District endorses the sale or purchase of its services. This Memorandum in no way restricts either party from participating in any activity with other public or private agencies, organizations, or individuals.
- C. Nothing in this Memorandum authorizes or is intended to obligate the District to expend, exchange, or reimburse funds, services, or supplies, or transfer anything else of value.
- E. All agreements within this Memorandum 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.
- F. This Memorandum takes effect on August 1, 2025, or on execution and approval by the District Board of Education of the District, whichever occurs last, and ends on May 31, 2026. Renewal of this agreement requires the proper execution of a new agreement by the District Board of Education. Either party may cancel this agreement on thirty (30) days notice to the other party, in writing, by certified mail or personal delivery.
- G. **EMPLOYEE BACKGROUND CHECK:** The YMCA hereby certifies to the District that the YMCA has caused an investigation into the criminal background of each employee assigned to provide Services on District premises. On the basis of this investigation, the YMCA represents and warrants to the District that no employee providing Services on District premises during or after normal school hours and YMCA program hours has been convicted in this state, the United States, or another state of (i) any sex offense subject to the Sex Offenders Registration Act or the Mary Rippy Violent Crime Offenders Registration Act in this state or similar law of another state, or the Federal Sex Offender Registration Provision; or (ii) any unpardoned felony offense within the last 10 years.

## **XI. TIMES AND LOCATIONS**

- A. The YMCA will provide care for all calendar school days in session for the 2025-2026 academic year, unless agreed upon, in advance by the District and the YMCA..

***East Elementary & East Intermediate:*** Days school is in session at agreed upon times. Location: Gymnasium, Cafeteria, Elementary Playground, West Dressing Room

***North Elementary:*** Days school is in session at agreed upon times. Location: Room 112, Room 118, Room 123, Cafeteria, and Playground

***Central Elementary:*** Days school is in session at agreed upon times. Location: Commons, Playground, and N122

***West Elementary & West Intermediate:*** Days school is in session at agreed upon times. Location: Cafeteria, Elementary Gymnasium (may have limited availability), Playground

Both the District and YMCA agree to the above Memorandum.  
Witnessed:

**BIXBY PUBLIC SCHOOLS**

**YMCA**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



2025-

2026

## Memorandum of Understanding

Between Junior Achievement of Oklahoma, Inc. and:

**School District: Bixby Public Schools**

**School &/or Grade: Bixby Middle School (8th Grade)**

**School Administrator: Tara Gordon**

The goal of this *Memorandum of Understanding* (MOU) is to ensure a successful partnership between Junior Achievement of Oklahoma (JA) and Bixby Public Schools in the execution of JA Inspire for all 8<sup>th</sup> grade students for the 2025-2026 school year. This MOU is designed to outline the responsibility of each partner to ensure maximum benefit to students as well as accountability to the generous donors providing funding for this JA Inspire learning experience.

### Terms:

#### **JA Responsibilities**

- Provide JA Inspire curriculum that aligns to Oklahoma State standards for ICAP requirements.
- Provide necessary training to educators to prepare them to present the program. The training will be provided in a written format as well as a training video.
- Promote partnership with the school district to increase awareness of the successful partnership between each school, area business volunteers, and Junior Achievement of Oklahoma
- Provide a quality learning experience that will allow the students to explore a range of opportunities across a variety of career sectors.
- Provide students an opportunity to explore post high school education and training options.
- Communicate with schools and/or district to ensure a successful collaboration and JA Inspire program delivery.

#### **District/School/Educator Responsibilities**

- Communicate the partnership and the investment made by area donors/businesses to participating school representatives for their understanding of the community investment into their students.
- Educators at each school location agree to participate in the training that is provided to them by the JA Inspire Team.
- Educators at each school location agree to review the JA Inspire Teacher Guide and the Student Guide.
- Educators at each school location agree to have their students participate in the pre and post survey that is part of the curriculum.
- **JA has reserved and secured resources for all 8<sup>th</sup> grade students at the in-person career fair.** Should there be changes in the number of participating students, these changes should be communicated to the JA Inspire Team immediately.
- Educators agree to report via email the final numbers to the JA Inspire Team as soon as they have completed the program. This communication should include the following:
  - How many students received the JA Inspire curriculum?
  - Did the students take advantage of any of the additional activities that are part of the JA Inspire curriculum? If yes, please state how many activities.
- Follow federal and other applicable copyright, trademark and trade secret laws with respect to the JA Inspire curriculum and related materials. By signing below, the school district, its representatives, including teachers and volunteers, acknowledge the copyrighted nature of the JA Inspire curriculum, and specifically agree that there shall be no copying, or scanning, or storage, use or dissemination by



any

other means (in electronic or otherwise) of

format

JA Inspire materials without the advance written consent of JA.

**JA Inspire has 3 different implementation models described below. Each school and/or educator will choose the model that works best for them at either the district or school level. Participating educators will then follow steps outlined in the selected model only.**

- Model 1 - In person only: Educators agree to teach classroom curriculum to the students attending the in-person event in February 2026 (Tulsa). Following the in-person experience the students will complete session seven.
- Model 2: In person and online: Educators agree to teach classroom curriculum prior to the students attending the in-person event in February 2026 (Tulsa). Following the in-person experience the students will complete session seven. In addition, educators agree to schedule time for each of the students to continue their exploration in the JA Here to Career site.
- Model 3: Online only: Educators agree to teach sessions one through five prior to the students exploring careers on the JA Here to Career site. They also agree to have each student complete session seven prior to closing out the curriculum for the year.

This MOU will begin on the signed date and extend through *June 30, 2026*.  
*Shannan Beeler*

Date: May 29, 2025 /

Date:

Shannan Beeler, JA of Oklahoma

School Administrator



**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 black ink that reads "Shannan Beeler".

---

**Shannan Beeler**  
**President**

ACKNOWLEDGED:

Bixby Public Schools

---

**Name:**  
**Title:**



Memorandum of Understanding  
2025-26  
Bixby Public Schools

This formal Memorandum of Understanding is made and entered into by Bixby Public Schools, hereinafter, referred to as BPS, and Glenpool Public School, hereinafter referred to as GPS. By this agreement, BPS and GPS express a shared commitment to increase opportunities for the students at GPS by offering JROTC on the campus of BPS. By clarifying policies and procedures, the institutions seek to assist students from GPS in completing coursework through the BPS JROTC program.

Agreement Provisions:

BPS will provide the facility to house the program.

Students under the supervision of BPS faculty during their time on BPS campus will work with GPS faculty in communication of attendance, grades, behavior, and academic progress while enrolled in JROTC.

BPS will provide all necessary materials for an effective experience.

GPS will provide transportation to BPS campus for students.

GPS will allow promotion of the program with input from the site administrator at GPS.

This agreement is subject to change by BPS or GPS.

This agreement will be review annually by the appropriate personnel at each institution. This review will take place in the spring in order to incorporate program changes for the subsequent academic year. Any revision to the original MOU will be communicated to all the signatories of the original agreement as well as appropriate individuals at both institutions.

This agreement will be a continued until written notification is made by either institution to the other institution for termination.

This document is an agreement between Bixby Public Schools and Glenpool Public Schools. It is designed to create a partnership whereby GPS students have the opportunity to participate in JROTC at the BPS High School campus.

  
\_\_\_\_\_  
Bixby Public Schools

8-4-2025  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Glenpool Public Schools

\_\_\_\_\_  
Date

**Bixby Public Schools and Facilitron, Inc.  
Online Facilities Rental Storefront Agreement**

This Online Facilities Rental Storefront Agreement (this "Agreement") is made and entered into as of \_\_\_\_\_, 20\_\_\_\_ (the "Effective Date"), by and between Bixby Public Schools (the "Client"), and Facilitron, Inc., a Delaware corporation (the "Company"). The Client and the Company may be referred to herein individually as a "Party" and collectively as the "Parties".

**W I T N E S S E T H**

- A. WHEREAS, the Company is the operator of an Internet website that provides its customers with a web storefront for the presentation and rental of facilities; and
- B. WHEREAS, the Client desires to present and rent its facilities on a web storefront hosted by the Company ("the "Client Facilities Rental Storefront") upon the terms and subject to the conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the Parties agree as follows:

**A G R E E M E N T**

1. **Definitions.** As used in this Agreement, the following terms, when capitalized, shall have the following meanings:
- (a) **"Company Site"** shall mean the Company's website maintained at [www.facilitron.com](http://www.facilitron.com) and any successor or supplemental locations.
  - (b) **"Client Site"** shall mean Client's website maintained at: [www.bixbyps.org](http://www.bixbyps.org) and any successor or supplemental locations.
  - (c) **"End Users"** shall mean individuals or outside group representatives as well as any employee, contractor or agent of Client who uses the Online Facilities Rental Storefront to rent Client Facilities.
  - (d) **"Client Facilities"** shall mean the facilities that the Client intends to rent.
  - (e) **"Online Facilities Rental Storefront"** shall mean the website and e-commerce platform on the Company Site provided to Client by the Company for the purpose of renting Client Facilities to End-Users in accordance with existing Client's board policy.
  - (f) **"Services"** shall mean the act of setting up and populating Online Facilities Rental Storefront and Client Facilities for presentation and rental, providing additional offerings facilitating rental transactions, such as liability insurance, taking rental orders, processing of payments and disbursements, and providing customer support.
  - (g) **"Transaction"** as used in the Exhibit "A" herein shall mean the total of each reservation that an End-User makes by using the Online Facilities Rental Storefront. For example, if a reservation is made that includes twenty (20) uses of a Client Facility, the "Transaction" will be the total costs associated with all twenty (20) uses.

## 2. Grant of Rights.

(a) Grant of Rights to Company. The Client hereby grants Company the non-exclusive right to present and rent Client Facilities to End-Users in accordance with the provisions of this Agreement during the Term.

(b) Appointment of the Company as Limited Payment Collection Agent for the Client. The Client hereby appoints Company as the Client's limited payment collection agent solely for the purpose of accepting rental and service payments from End Users. The Client agrees that payment made by an End User through Company, shall be considered the same as a payment made directly to the Client, and the Client will make the facilities and services available to the End User in the agreed-upon manner as if the Client has received the fees. The Client agrees that Company may, in accordance with the cancellation policy selected by the Client (i) permit the End User to cancel the booking and (ii) refund (via Company) to the End User that portion of the fees specified in the applicable cancellation policy. The Client understands that Company accepts payments from End Users as the Client's limited payment collection agent and that Company's obligation to pay the Client is subject to and conditioned upon successful receipt of the associated payments from End Users. In accepting appointment as the limited authorized agent of the Client, the Company assumes no liability for any acts or omissions of the Client.

(c) Pricing and Payment Terms. The Client shall determine the pricing for its facilities rental, application, equipment usage, custodial and other associated services provided by the Client (the "Client Fee"). **Company shall withhold a commission from the Client or charge End Users a service fee, as determined by the Client pursuant to Exhibit "A", which is attached hereto and incorporated herein by reference.** Notwithstanding the foregoing, in no event shall the aggregate fees to be charged to End Users exceed those limits set forth in Oklahoma law or Client's board policies. Company shall remit all collected Client Fee payments for completed rentals minus any applicable commission and any End User refunds by a check to the Client on a monthly basis, and such funds must be sent by Company to Client by the 20<sup>th</sup> day of the following month.

(d) Audit. Upon at least ten (10) calendar days prior written demand to Company, the Client shall have the right, at its own cost and expense, to audit Company's books, records, and accounts for the sole purpose of verifying payments reported under Section 2(c). Company shall provide all such relevant books, records, and accounts to Client upon such demand. If Client (through its certified public accountant or other appropriate auditor) concludes that additional amounts were owed during the audited period, the Company shall pay such additional amounts within thirty (30) calendar days of the date the Client delivers to Company such accounting firm's written report so concluding. The fees charged by such accounting firm shall be paid by the Client; provided, however, if the audit discloses that the payments payable by Company for such period are more than thirty percent (30%) of the amounts actually paid for such period, then the Company shall pay the reasonable fees and expenses charged by such accounting firm in addition to any additional amounts owed.

## 3. Scope of Services.

Company shall be responsible for (a) designing and hosting facility rental websites equipped with rental application and payment processing for each facility, (b) maintaining the websites and calendar to ensure that the sites are functional and usable, (c) providing PCI compliant payment processing, (d) providing account management and customer service personnel as are reasonably necessary to perform, maintain and manage the Services, (e) coordinating all administrative functions associated with the Services, and (f) conducting any other operations reasonably necessary to perform the Services. Company shall comply with all industry standards, any Client rules and regulations concerning the use of Client Facilities, Client's reasonable requests, and all applicable law.

4. Client Obligations.

(a) Solely for purposes of conducting the Services, Client shall use commercially reasonable efforts to assist Company in performing the Services by providing access to its staff, facilities, and updated rental availability data in a timely manner.

(b) The Client shall use commercially reasonable efforts to provide on its website and other communications, at its discretion, instructions, links, and other information to promote the Services therein.

5. No Transfer of Intellectual Property Rights. The Client and the Company acknowledge and agree that no transfer of any proprietary technology, inventions, developments, improvements, art, ideas, art form, or the like, including, but not limited to patents, patent applications, trademarks, copyrights or trade secrets (collectively, "Intellectual Property"), is intended in connection with this Agreement. Each Party's ownership interest in any Intellectual Property owned or licensed by such Party as of the date of this Agreement or acquired by it during the Term of this Agreement is not, and shall not be affected by the terms of this Agreement.

6. Trademarks: Client Marks and Company Marks.

(a) Subject to the terms and conditions of this Agreement, the Client grants Company a nonexclusive, non-transferable, revocable license to use the Client's trademarks ("Client Marks") solely on the Online Facilities Rental Storefront and in connection with any promotions, marketing and press releases relating to the Services contemplated under this Agreement. The Client Marks are, and shall remain, the sole property of Client. Upon termination of this Agreement or of the herein granted license for any reason, the Company shall promptly discontinue use of the Client Marks.

(b) Subject to the terms and conditions of this Agreement, Company grants Client a nonexclusive, non-transferable, revocable license to use the Company's trademarks and servicemarks (the "Company Marks") in connection with marketing rental of the Client Facilities and any related services. The Company Marks are, and shall remain, the sole property of the Company. Client recognizes the Company's title to the Company Marks. Client shall use commercially reasonable efforts not to do or suffer to be done any act or thing which will in any way impair the rights of the Company and to the Company Marks. It is understood that Client shall not acquire and shall not claim any title to the Company Marks adverse to the Company by

virtue of the license granted herein, it being the intention of the Parties that use of the Company Marks by Client shall at all times inure to the benefit of the Company. Upon termination of this Agreement or of the herein granted license for any reason, Client agrees to promptly discontinue use of the Company Marks except that historical records may remain and be subject to internet access and/or public records requests.

7. Privacy Policy.

Company shall ensure that any collection, use of or disclosure of any individual, aggregate and/or personally-identifiable customer data and information about the End Users by Company complies with all applicable laws and regulations, including, but not limited to the Children's Online Privacy Protection Act of 1998 (15 U.S.C. §§ 6501, et seq.), the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. §§ 1232g, et seq.) and related regulations, relevant State law, and with Client's privacy policy and the Company's privacy policy (the "Privacy Policy"). Company shall post throughout the Term of this Agreement, on at least the main page of the Online Facilities Rental Storefront, a copy or link to the Privacy Policy. The Privacy Policy must be prominently published on the web page and provide adequate notice, disclosure and choice to users regarding Company's collection, use and disclosure of user information. Company shall ensure that the Privacy Policy does not create any liability to Client for the use of any customer or user data by either Party in any manner.

8. Confidentiality.

(a) Confidential Information. For purposes of this Agreement, "Confidential Information" shall mean any information disclosed by a Party hereto (the "Disclosing Party") to the other Party ("Recipient"), either directly or indirectly, in writing or by inspection of tangible objects (including without limitation documents, prototypes, samples, plant and equipment), which is designated as "Confidential," "Proprietary" or would reasonably be regarded as being of a confidential nature or, if disclosed orally, is identified as confidential or proprietary at the time of its disclosure to the Recipient or would reasonably be regarded as being of a confidential nature; provided, however, that any information relating to financial, product and business plans and strategies shall be deemed to be Confidential Information whether or not so designated. Notwithstanding the foregoing, Confidential Information shall not include any information which (i) was publicly known and available in the public domain prior to the time of disclosure to the Recipient by the Disclosing Party; (ii) becomes publicly known and available in the public domain after disclosure to the Recipient by the Disclosing Party through no action or inaction of Recipient; (iii) Recipient is able to demonstrate by documentary evidence that the Confidential Information was lawfully in the possession of Recipient at the time of disclosure by the Disclosing Party; (iv) is independently developed by Recipient, provided Recipient can show by documentary evidence that such development was accomplished by or for Recipient without any use or beneficial reference to any Confidential Information of the Disclosing Party; (v) is disclosed pursuant to legal, judicial or administrative proceeding or as otherwise required by law, provided that (A) Recipient gives reasonable prior notice to the Disclosing Party to allow it to seek a protective or similar order preventing or restricting the disclosure of such information, and (B) such information shall be deemed not to be Confidential Information only to the extent

that such disclosure is compelled by such proceeding or law and only for the purpose of complying with such proceeding or law; or (vi) has been approved in writing for disclosure by the Disclosing Party.

(b) **Duty to Hold in Confidence.** Each Recipient agrees that, to the extent permitted by law, it will preserve in strict confidence and secure against accidental loss any Confidential Information disclosed by the Disclosing Party to Recipient. In preserving the Disclosing Party's Confidential Information, Recipient will use the same standard of care it would use to secure and safeguard its own Confidential Information of similar importance, but in no event less than reasonable care. Any permitted reproduction of the Disclosing Party's Confidential Information shall contain all confidential or proprietary legends that appear on the original.

(c) **Permitted Disclosures.** To the extent permitted by law, Recipient shall permit access to the Disclosing Party's Confidential Information solely to its employees, agents and contractors who have a need to know such information for purposes of the Recipient's performance of the Agreement. Except as permitted by law or in the exercise of the rights granted under this Agreement, Recipient shall not disclose or transfer any Confidential Information to any third party, without the specific prior written approval of the Disclosing Party.

(d) **Obligation to Return Confidential Information.** Recipient acknowledges that the Disclosing Party retains ownership of all Confidential Information disclosed or made available to Recipient. Accordingly, upon any termination, cancellation or expiration of this Agreement, or upon the Disclosing Party's request for any reason (other than in violation of this Agreement), Recipient shall return promptly to the Disclosing Party the originals and all copies (without retention of any copy) of any written documents, tools, materials or other tangible items provided by the Disclosing Party to the Recipient containing or embodying Confidential Information.

## 9. Representations and Warranties.

(a) **Client Representations and Warranties.** Client represents and warrants to the Company as of the Effective Date that:

(i) **Authority.** Client has power and authority to execute and deliver this Agreement and to perform its obligations hereunder, and has by all necessary action authorized the execution and delivery of this Agreement and the performance of its obligations hereunder.

(ii) **No Conflicts.** The execution, delivery and performance by Client of this Agreement and each other agreement, document, or instrument now or hereafter executed and delivered by Client pursuant thereto or in connection herewith will not: (A) conflict with or violate any provision of any law, rule, regulation, authorization or judgment of any governmental authority having applicability to Client or its actions; or (B) to the best knowledge of Client, materially conflict with or result in any breach of, or constitute a default under, any note, security agreement, commitment, contract or other agreement, instrument or undertaking to which Client is a party or by which any of its property is bound.

(b) **Company Representations and Warranties.** The Company represents and warrants to Client as of the Effective Date that:

(i) Corporate Authority. The Company is a corporation duly organized, validly existing, and in good standing under the laws of the jurisdiction of its incorporation, has the corporate power and authority to execute and deliver this Agreement and to perform its obligations hereunder, and has by all necessary corporate action authorized the execution and delivery of this Agreement and the performance of its obligations hereunder.

(ii) No Conflicts. The execution, delivery and performance by the Company of this Agreement and each other agreement, document, or instrument now or hereafter executed and delivered by the Company pursuant thereto or in connection herewith will not: (A) conflict with or violate the articles of incorporation or bylaws of the Company or any provision of any law, rule, regulation, authorization or judgment of any governmental authority having applicability to the Company or its actions; or (B) to the best knowledge of the Company, materially conflict with or result in any breach of, or constitute a default under, any note, security agreement, commitment, contract or other agreement, instrument or undertaking to which the Company is a party or by which any of its property is bound.

(iii) Binding Obligation. When executed and delivered by the Company and Client, this Agreement will be valid and legally binding obligation of the Company in accordance with its terms, subject to bankruptcy, reorganization, insolvency, moratorium and similar laws and to general principles of equity which are within the discretion of courts of applicable jurisdiction.

(iv) Confidentiality Agreements. The Company has and will maintain with all the Company employees, agents, and consultants, written agreements sufficient to enable the Company to perform its obligations hereunder with confidentiality terms at least as restrictive as those provided for the Parties under this Agreement.

(v) Non-infringement. The Company represents and warrants that the Company Site and the Online Facilities Rental Storefront do not knowingly infringe any Intellectual Property Rights of any third party.

#### 10. Termination.

(a) Term. The initial term of this Agreement shall be **twelve (12)** months from the Effective Date (the "Term"). Company will be the provider of Client Facilities Rental Storefronts for the Term, unless terminated early per Paragraph 10(b). Thereafter, this Agreement shall continue on a month-to-month basis unless terminated by either Party as set forth in Paragraph 10(c).

(b) Termination for Breach. In the event of a material breach of this Agreement by a Party (the "Breaching Party"), expressly including Company's failure to abide by the payment and reporting terms as set forth in the Agreement, this Agreement may be terminated by the non-breaching Party, effective upon delivery of written notice to the Breaching Party, unless within seven (7) business days after receiving written notice of such breach from the non-breaching Party the Breaching Party cures such breach (or agrees with the non-breaching Party on a plan to cure such breach, which agreement shall not be unreasonably withheld, conditioned or delayed by the non-breaching Party).

(c) Other Termination. Following the Term the Client or Company may terminate this Agreement at any time for any reason without cause. Written notice by the Client shall be sufficient to stop further performance of services by the Company. In the event of early termination, the Company shall be paid for satisfactory work performed to the date of termination. The Client may then proceed with any work-product, materials, and information completed by the Company in any manner the Client deems proper.

(d) Survival. Notwithstanding anything to the contrary in this Agreement, the provisions of Sections 5, 6 and 8 shall survive the expiration or earlier termination of this Agreement.

11. General Provisions.

(a) Limitation of Liability. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY OR ITS AFFILIATES ON ANY CAUSE OF ACTION RELATING TO THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR SPECULATIVE DAMAGES, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR USE, BUSINESS INTERRUPTION, OR LOSS OF GOODWILL, IRRESPECTIVE OF WHETHER SUCH DAMAGES ARISE UNDER CONTRACT, TORT, STATUTE, OR OTHERWISE AND WHETHER OR NOT THE PARTY HAS ADVANCE NOTICE OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. COMPANY'S LIABILITY HEREUNDER SHALL BE LIMITED TO THE TRANSACTION FEES RECEIVED BY THE COMPANY DURING THE TERM OF THIS AGREEMENT.

(b) Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld, conditioned or delayed, except that this Agreement may be assigned by any Party without the consent of the other Party (i) to any of the Party's majority-owned or controlled subsidiary entities or (ii) to any other entity resulting from the sale, merger, reorganization or other transfer of all or substantially all of the business or assets of the Party or its majority-owned or controlled subsidiary entities. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective successors and permitted assigns.

(c) Headings. The section headings appearing in this Agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or extent of such section or in any way affect the Agreement.

(d) Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which will be considered an original, but all of which together will constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signatures thereon provided such signature page is attached to any other counterpart identical thereto except having additional signature pages executed by the other Party. Counterparts may be delivered by email or facsimile provided that original executed counterparts are delivered to the recipient within the next three (3) business days following the email or facsimile transmission.

(e) Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

If to Client: Bixby Public Schools  
109 N. Armstrong Street  
Bixby, OK 74008  
Attn:  
Telephone: (918) 366-2200

If to the Company: Chief Executive Officer  
Facilitron, Inc.  
PO Box 1935  
Los Gatos, CA 95031-1935  
Telephone: 800-272-2962

Notice delivered by hand shall be deemed to have been received by the addressee on the date delivered. Notice given by registered or certified mail, return receipt requested, shall be deemed to have been received by the addressee on the date marked on the receipt. Notice given electronically or by confirmed facsimile shall be deemed to have been received by the addressee on the business day following the day on which it was sent.

(f) Entire Agreement. This Agreement and the Exhibits hereto are the complete agreement of the Parties relating to the subject matter hereof. This Agreement supersedes and governs any other prior or collateral agreements with respect to the subject matter hereof. Any amendment to this Agreement or any modification of any term of this Agreement must be in writing and be executed by an authorized officer of each Party.

(g) Governing Law, Dispute Resolution and Exclusive Venue. This Agreement shall be governed by and construed under the laws of the State of Oklahoma, without reference to conflict of laws principles. The parties waive any objection to exclusive jurisdiction and venue in the state and federal courts located in Tulsa County, Oklahoma.

(h) Severability. The illegality or unenforceability of the whole or any part of the provisions of this Agreement will not affect the continued operation of the remaining provisions of this Agreement.

(i) Waiver. The failure of either Party at any time to insist upon strict performance of any of the terms and conditions contained in this Agreement will not be deemed a waiver of its right at any time thereafter to insist upon strict performance.

(j) Independent Contractors. The relationship of the Parties established by this Agreement is that of independent contractors, and nothing contained in this Agreement shall be construed to (i) give either Party the power to direct and control the day-to-day activities of the other, (ii) constitute the Parties as partners, joint venturers, co-owners or otherwise as participants in a joint or common undertaking, or (iii) allow either Party to create or assume any obligation on behalf of the other Party for any purpose whatsoever.

(k) Force Majeure. Neither Party to this Agreement shall be held responsible for any failure or delay in performance under this Agreement where such performance is rendered impracticable by any act of war, compliance with laws, governmental acts or regulations, fire, flood, other natural disaster, epidemic, strikes and other causes similar to those listed, in each

case where failure to perform is beyond the control, and not caused by the negligence of the non-performing Party ("Force Majeure").

(l) No Third Party Beneficiaries. Unless otherwise expressly provided, no provision of this Agreement are intended or shall be construed to confer upon or give to any person or entity other than the Parties any rights, remedies or other benefits under or by reason of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their representatives thereunto duly authorized as of the date first written above.

"CLIENT"

"COMPANY"

Bixby Public Schools

Facilitron, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

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

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

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

## **EXHIBIT "A"**

### **Company Fees**

The Client shall determine the pricing for its facilities rental, application, equipment usage, custodial and other associated services provided by the Client (the "Client Fee").

**The Client agrees to pay the Company a commission of 10% of the total Client Fee amount per Transaction which shall be deducted from the client's payment.** Company shall remit all collected Client Fee payments for completed rentals minus applicable commission and any End User refunds to the Client on a monthly basis, and such funds must be sent by Company to Client by the 20<sup>th</sup> day of the following month. **Any changes to the applicable commission rate shall be effective for all usages of Client Facilities occurring on or after the Effective Date of this Agreement.**

**Minimum Annual Rental Volume.** In the event that the total Client Fee payments for completed rentals during a 12-months period (the "Actual Rental Volume") are less than \$20,000 (the "Minimum Rental Volume") the Client agrees to pay the Company 10% of the difference between the Minimum Rental Volume and the Actual Rental Volume. The Company shall invoice the Client 30 days after the end of the 12-months period.



# Connect and Restore

Professional Therapy and Neurofeedback Services

## Memorandum of Understanding

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

- A. School District desires to employ Connect and Restore to provide counseling, professional development, and consultation services in School District's schools during the 25-26 school year in the position of Counseling Provider.
- B. Connect and Restore desires to accept employment by Bixby Independent School District as Connect and Restore under the terms of this MOU.

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

1. **Employment of Connect and Restore:** School District employs Connect and Restore to perform counseling and consultation services in School District's school system.
2. **Compensation.** For all counseling and consultation services performed under this contract, the compensation for the term of this agreement, 2025-2026 school year is \$150 per hour for counseling services, professional development, or staff consultation pending district funding and request during the school year.
3. **Term.** If not terminated earlier, the term of this agreement will automatically expire at the end of School District's school year (May, 2026), or at the time of depletion of available funds, whichever occurs first.
4. The parties specifically agree that this agreement is NOT subject to the Oklahoma Continuing Contract Law and that no action needs to be taken by the board of education of the School District to non-renew Connect and Restore or terminate this contract. Connect and Restore acknowledges and understands that she would not have been hired by the School District without Connect and Restore's agreement as to automatic expiration of this agreement.

Connect and Restore further acknowledges that the limitation on the term of this agreement to the current school year was a material inducement to the School District's entering into this agreement.

BY SIGNING THIS MOU, THE PARTIES ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

- A) THIS MOU DOES NOT CREATE ANY PROPERTY INTEREST OF ANY KIND OR AT ANYTIME
- B) THIS MOU DOES NOT CREATE ANY RIGHT TO A DUE PROCESS HEARING OF ANY KIND OR AT ANYTIME



# Connect and Restore

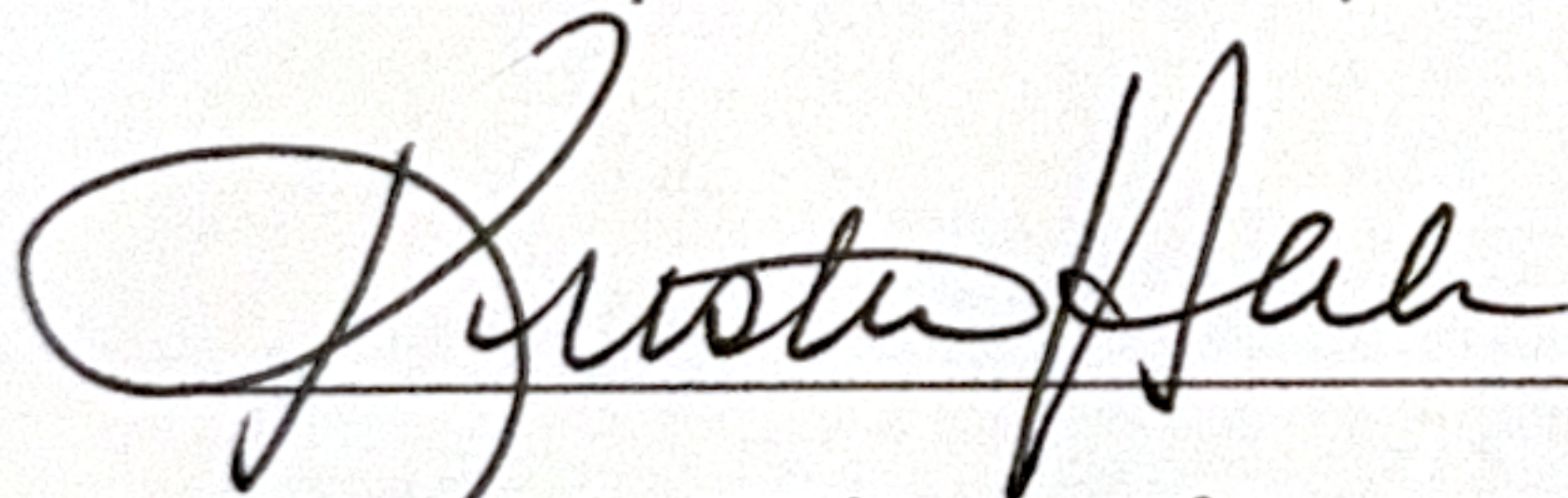
Professional Therapy and Neurofeedback Services

C) THIS MOU AND THE CORRESPONDING COMPENSATION UNDER THIS AGREEMENT MAY BE TERMINATED BY THE SCHOOL DISTRICT AT ANY TIME WITH OR WITHOUT CAUSE, IT BEING SPECIFICALLY AGREED AND UNDERSTOOD THAT THIS AGREEMENT IS AN AGREEMENT AT WILL; AND

D) IN THE EVENT THIS AGREEMENT IS TERMINATED, CONNECT AND RESTORE'S COMPENSATION SHALL ALSO IMMEDIATELY TERMINATE.

5. Rules and Regulations. All rules and regulations of School District pertaining to its Connect and Restore are incorporated herein by reference, except that if the provisions of this agreement are contrary to any of the rules and regulations, the provisions of this agreement shall control and be prevailing

6. Miscellaneous. This MOU represents the entire understanding between the parties concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. School District has not made any promises or representations to Connect and Restore beyond the items specifically stated in this document. Without limiting the foregoing, the School District has not made any promise or commitment to Connect and Restore for a permanent service position or any preferred status for a permanent service position.

  
\_\_\_\_\_  
Kristen Hale, LPC (Owner of Connect and Restore)

8-12-25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Bixby Schools Representative

\_\_\_\_\_  
Date

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

Memorandum of Understanding  
between  
OKLAHOMA STATE UNIVERSITY  
OFFICE OF EDUCATOR SUPPORT  
and  
Bixby Public Schools  
for  
FIELD CLINICAL EXPERIENCES

This UNDERSTANDING made and entered into this day of August 1, 2025, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as “OSU OES,” and Bixby Public Schools, party of the second part, hereinafter referred to as “BIXBY PUBLIC SCHOOLS.” Oklahoma State University students participating in an approved OSU OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 BIXBY PUBLIC SCHOOLS agrees to provide the authorization, supervision, and instruction of OSU OES candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU OES and BIXBY PUBLIC SCHOOLS. OSU OES requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU OES will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require BIXBY PUBLIC SCHOOLS to accept that OSU OES candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU OES will provide the appropriate forms, collect the fees, and provide the information to BIXBY PUBLIC SCHOOLS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 BIXBY PUBLIC SCHOOLS agrees to accept OSU OES candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. BIXBY PUBLIC SCHOOLS further agrees the cooperating certified staff will give direct supervision to the OSU OES candidates assigned and will work with a faculty member assigned by the OSU OES in directing and evaluating the field or clinical experience.

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for BIXBY PUBLIC SCHOOLS certified staff who supervise OSU OES candidates. Each cooperating certified staff member who singly supervises a student teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to BIXBY PUBLIC SCHOOLS. This certificate provides a tuition waiver for the continuing professional development of certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can transfer the certificate to another BIXBY PUBLIC SCHOOLS certified, contracted staff member with the approval of the superintendent.

Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the BIXBY PUBLIC SCHOOLS certified staff following all OSU OES and district procedures. The donating certified staff member (or superintendent approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates pay only the graduate resident rate (not the online program rate).

SECTION 4 The OSU OES agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of teacher candidates and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

All OSU candidates are protected under FERPA. Mentor teachers with concerns about a candidate should communicate with their own administrator/principal and/or Dr. Kathy Thomas in the OSU OES.

SECTION 5 All field experience forms will be initially processed for each course and each semester through the OSU OES Field and Clinical Experiences office. Forms processed by the OSU OES will be given to the designated BIXBY PUBLIC SCHOOLS personnel for further processing and site placement.

SECTION 6 The OSU OES agrees to provide BIXBY PUBLIC SCHOOLS a report of the year's activities with field and clinical experiences including the schools involved, the various experiences and activities that occurred and the number of CPDs and hours awarded to BIXBY PUBLIC SCHOOLS teachers and the district.

SECTION 7 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in BIXBY PUBLIC SCHOOLS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Bixby Public Schools.

BIXBY PUBLIC SCHOOLS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of BIXBY PUBLIC SCHOOLS who are participating in the internship program with OSU. BIXBY PUBLIC SCHOOLS will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the candidates, employees, representatives or agents of Oklahoma State University. Worker's compensation coverage is not provided to the OSU candidate by Bixby Public Schools.

SECTION 8 UNDERSTANDING begins August 1, 2025, and may be renewed by memorandum of understanding between the two parties.

By: Toni Ann Ivey

Dr. Toni Ivey  
Director, Office of Educator Support  
College of Education and Human Sciences  
Oklahoma State University  
Date: \_\_\_\_5-1-2025

By: \_\_\_\_\_

Bixby Public Schools  
Date: \_\_\_\_\_



**2025-2026  
CERTIFIED PERSONNEL  
EMPLOYMENT**

**TEMPORARY CONTRACT**

SHELLY MUSSER	NEGLECTED TUTOR	DISTRICT	08/19/2025
DENNIS DEVOE	VIRTUAL MATH TEACHER	HIGH SCHOOL	08/19/2025

**VOLUNTEER COACHING**

**ADJUNCT COACHING**

**EMPLOYMENT for 2025-2026**

BASMA AFFIFY	TEACHER	9TH GRADE CENTER	08/12/2025
KIMBERLY BELIERA	TEACHER	NORTH ELEMENTARY	08/12/2025
DARBY CHURCH	TEACHER	9TH GRADE CENTER	08/12/2025
BRITTANY HUNT	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
KENNETH JACOB	TEACHER	9TH GRADE CENTER	08/12/2025
AUSTIN NEUFELD	TEACHER	9TH GRADE CENTER	08/12/2025
SHERELLE PETERS	TEACHER	CENTRAL INTERMEDIATE	08/12/2025
KELSEY PLUMMER	TEACHER	NORTH INTERMEDIATE	08/12/2025
HELENA SHIRLEY	TEACHER	HIGH SCHOOL	08/12/2025
KIMBERLY SYKORA	TEACHER	MIDDLE SCHOOL	08/12/2025
RICHELLE WARD	TEACHER	MIDDLE SCHOOL	08/12/2025
ALYSSA WINTERS	COUNSELOR	WEST INTERMEDIATE	08/05/2025

**CERTIFIED ADJUNCT TEACHER**

BROOK ALBERT	MID-LEVEL SCIENCE	NORTH INTERMEDIATE	08/12/2025
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**RESIGNATION AGREEMENTS**

ALEX ROWIN	COUNSELOR	MIDDLE SCHOOL	06/04/2025
TAMIE ANDERSON	TEACHER	HIGH SCHOOL	05/22/2025
HEATHER GUYNES	PSYCHOLOGIST	ADMINISTRATION	05/30/2025

**TERMINATIONS**

**2025-2026  
SUPPORT PERSONNEL  
EMPLOYMENT**

**VOLUNTEER COACHING**

**TEMPORARY CONTRACT**

**ADJUNCT EMPLOYMENT**

JAMIE MEHAS	JV ASST CHEER COACH	HIGH SCHOOL	08/01/2025
JAMIE MEHAS	HEAD CHEER/STUNT COACH	MIDDLE SCHOOL	08/01/2025
ALAINA WRIGHT	VARSITY HEAD STUNT COACH	HIGH SCHOOL	08/01/2025
ALAINA WRIGHT	VARSITY HEAD CHEER COACH	HIGH SCHOOL	08/01/2025
ALAINA WRIGHT	JV ASSISTANT CHEER COACH	HIGH SCHOOL	08/01/2025
BRILEY TURNHAM	HEAD DANCE COACH	MIDDLE SCHOOL	08/01/2025
CASEY JORDAN	ASSISTANT GIRLS WRESTLING COACH	HIGH SCHOOL	10/01/2025
KYLE EVANS	VARSITY BOYS ASST SOCCER COACH	HIGH SCHOOL	08/01/2025
RENEE HAACK	8TH GRADE VOLLEYBALL COACH	MIDDLE SCHOOL	07/15/2025
CORDELIA BRAY	VARSITY ASSISTANT DANCE COACH	HIGH SCHOOL	08/01/2025
TREY ODAM	ASSISTANT WRESTLING COACH	HIGH SCHOOL	10/01/2025
MIKE DANIEL	VARSITY GIRLS HEAD SOCCER COACH	HIGH SCHOOL	08/01/2025
PHIL HOLLAND	ASSISTANT TENNIS COACH	MIDDLE SCHOOL	08/01/2025
PHIL HOLLAND	VARSITY ASSISTANT GIRLS TENNIS	HIGH SCHOOL	08/01/2025
DEREK SEROWSKI	HEAD VOLLEYBALL COACH	HIGH SCHOOL	07/15/2025
DEREK SEROWSKI	8TH GRAD VOLLEYBALL COACH	MIDDLE SCHOOL	07/15/2025
MATT FUNK	HEAD BOYS SOCCER COACH	MIDDLE SCHOOL	08/01/2025
BRETT KOLMAN	VARSITY BOYS ASST SOCCER COACH	HIGH SCHOOL	08/01/2025
DAVID ZIMMERMAN	VARSITY HEAD BOYS SWIM COACH	HIGH SCHOOL	08/01/2025
DAVID ZIMMERMAN	VARSITY HEAD GIRLS SWIM COACH	HIGH SCHOOL	08/01/2025
DAVID ZIMMERMAN	HEAD SWIM COACH	MIDDLE SCHOOL	08/01/2025
CARA ROGERS	ASSISTANT CHEER COACH	HIGH SCHOOL	08/01/2025
ERIN RODEN	VARSITY ASST/JV VOLLEYBALL COACH	HIGH SCHOOL	08/01/2025
ERIN RODEN	VOLLEYBALL COACH	MIDDLE SCHOOL	08/01/2025
CASSIDY BLACKSHARE	CHEER SPONSOR	MIDDLE SCHOOL	08/01/2025
EAF REDDEN	JV BASEBALL ASSISTANT COACH	HIGH SCHOOL	08/01/2025
KATIE WILEY	VARSITY ASST/JV VOLLEYBALL COACH	HIGH SCHOOL	08/01/2025
RACHEL ZIMMERMAN	VARSITY ASSISTANT SWIM COACH	HIGH SCHOOL	08/01/2025
RACHEL ZIMMERMAN	ASSISTANT SWIM COACH	MIDDLE SCHOOL	08/01/2025
MASON NAIFEH	VARSITY ASSISTANT WRESTLING	HIGH SCHOOL	08/01/2025
MASON NAIFEH	JV HEAD BOYS WRESTLING COACH	HIGH SCHOOL	08/01/2025
DALLAS BEELER	VARSITY ASSISTANT BASEBALL COACH	HIGH SCHOOL	08/01/2025
KARI ANDERSON	VARSITY ASSISTANT VOLLEYBALL	HIGH SCHOOL	08/01/2025
MACEY TURLEY	ASSISTANT FAST-PITCH SOFTBALL	MIDDLE SCHOOL	08/07/2025
MACEY TURLEY	ASST VARSITY FAST-PITCH SOFTBALL	HIGH SCHOOL	08/01/2025
BRANDON COGAN	JV WHITE HEAD BASEBALL COACH	HIGH SCHOOL	08/12/2025
MIKE INCREMONA	ASST 9TH GRADE FOOTBALL COACH	HIGH SCHOOL	08/01/2025

**EMPLOYMENT 2025-2026**

JENNIFER BODENDOERFER	PARAPROFESSIONAL	WEST ELEM.	08/12/2025
SARAH COURTNEY	PARAPROFESSIONAL	CENTRAL ELEM.	08/12/2025
ZACHARY CRANOR	2HR AIDE	EAST ELEMENTARY	08/12/2025
MELISSA DEFFENBAUGH	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
TIFFANY HANKS	PARAPROFESSIONAL	CENTRAL ELEM.	08/12/2025
NICHOLAS HULSE	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
VUNG KIM	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025

**Submitted to the Board of Education: AUGUST 14th, 2025**

MICHAELA KESSLER	PARAPROFESSIONAL	WEST ELEM.	08/12/2025
BRUCE KLINGER	PARKING LOT ATTEND.	HIGH SCHOOL	08/12/2025
LAURA LOPEZ	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
BRIAN LOWE	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
YANETT MANRIQUEZ	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
COURTNEY MORAN	VIRTUAL SUPPORT	LEARNING CENTER	08/12/2025
VANI MUDDAGOWNI	PARAPROFESSIONAL	NORTH ELEM.	08/12/2025
MICHELLE NOON	BUS DRIVER	TRANSPORTATION	08/12/2025
DIM NUAM	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
CARRIE PEPEK	PARAPROFESSIONAL	EAST ELEM.	08/12/2025
TAMARA POTERAS	PARAPROFESSIONAL	EAST INTERM.	08/12/2025
ASHLEY PREST	PARAPROFESSIONAL	WEST INTERM.	08/12/2025
LUZ REY	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
EVANGELINA ROCHA	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
IRIS SALLEY	PARAPROFESSIONAL	NORTH ELEM.	08/12/2025
ADAM SAMARAH	BUS DRIVER	TRANSPORTATION	08/12/2025
CARRIE STACEY	PARAPROFESSIONAL	NORTH ELEM.	08/12/2025
DENZIL STAMPER	MAINTENANCE	MAINTENANCE	07/31/2025
JENNIFER VILLEGA	CHILD NUTRITION ASST	CHILD NUTRITION	08/12/2025
LEEANN WRIGHT	PARAPROFESSIONAL	CENTRAL ELEM.	08/12/2025

### **RESIGNATIONS**

KAITLIN BOEDING	PARAPROFESSIONAL	CENTRAL ELEM	05/22/2025
JORAN GREEN	PARAPROFESSIONAL	WEST ELEM	05/22/2025
ROSEMARIE LYNCH	CUSTODIAN	MAINTENANCE	07/31/2025
TONYA CRANK	PARAPROFESSIONAL	HIGH SCHOOL	05/22/2025
EVELIN SAMARAH	PARAPROFESSIONAL	NORTH ELEM	05/22/2025
LORISSA GILMORE	PARAPROFESSIONAL	EAST ELEM	05/22/2025
CLAYTON BLANCHARD	SECRETARY	CENTRAL INTERM	08/08/2025
WILLIAM LAMBERTON	PARAPROFESSIONAL	MIDDLE SCHOOL	05/22/2025
AMANDA MASSEY	TRANSPORTATION AIDE	TRANSPORTATION	05/22/2025
DAKOTA SHAW	BUS DRIVER	TRANSPORTATION	05/22/2025
MARISOL DIAZ	CHILD NUTRITION ASST	CHILD NUTRITION	05/23/2025
RYAN SPALDING	CHILD NUTRITION ASST	CHILD NUTRITION	05/23/2025
MARTHA SHROPSHIRE	CHILD NUTRITION ASST	CHILD NUTRITION	05/23/2025
COURTNEY DUPUIS	ED TECH ASST	HIGH SCHOOL	08/22/2025
TOMYA PETERS	PARAPROFESSIONAL	NORTH ELEM	08/13/2025
TONY HALE	MAINTENANCE	MAINTENANCE	08/22/2025

### **REASSIGNMENTS**

### **TERMINATIONS**

# STEPHEN L. SMITH CORP.

Registered Investment Advisor

\_\_\_\_\_, 2025

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

## Members:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. **Compensation.**

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

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

With a maximum fee of \$35,000.00.

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

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

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

- i. All expenses associated with the conduct of the bond election not borne directly by the School District.
- ii. All expenses associated with the production, distribution and dissemination of informational materials relating to the bond issue.
- iii. All expenses associated with the production, printing and distribution of the OS.
- iv. All expenses associated with the printing and delivery of actual bond certificates to the purchaser.

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

D. The above specified fee and reimbursable expenses shall be billed upon approval of the Issue by the Attorney General of the State of Oklahoma, and shall be payable upon delivery of the Bonds to the specified purchaser, and receipt of bond proceeds by the School District. In the event the bond election fails, the School District shall not be obligated to us for our services rendered to that time, but shall be obligated to reimburse us for direct, out of pocket expenses incurred by us on behalf of the School District with respect to the calling, holding and conduct of the bond election. Furthermore, if the election is held and fails, and the Board of Education calls another election within one year from that date, this Agreement shall remain in full force and effect for the fiscal year 2025-2026.

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

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

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

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

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

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

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

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

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

14. **Authority.** Each of the parties represent and warrant that they have the respective power and authority to enter into this Agreement on behalf of the parties hereto by action of the Board of Education on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

Respectfully submitted,

STEPHEN L. SMITH CORPORATION

By: \_\_\_\_\_  
Andrew B. Davis

ACCEPTED AND AGREED \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

(SEAL)

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

**DISCLOSURE STATEMENT  
OF  
MUNICIPAL ADVISOR**

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

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

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

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

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

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

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

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

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

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

**PART C – Future Supplemental Disclosures**

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

**Dated: June 5, 2018**

# Stephen L. Smith Corp.

## Firm Brochure - Form ADV Part 2A

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

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

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

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

Version Date: 03/24/2025

## Item 2: Material Changes

There are no material changes in this brochure from the last annual updating amendment of Stephen L. Smith Corp. on 03/05/2024. Material changes relate to Stephen L. Smith Corp. policies, practices or conflicts of interests only.

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## Item 4: Advisory Business

### A. Description of the Advisory Firm

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

### B. Types of Advisory Services

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

#### *Financial Consulting Services*

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

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

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

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

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

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

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

### D. Wrap Fee Programs

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

### E. Amounts Under Management

SLSC does not manage assets under management as of December 2024.

## Item 5: Fees and Compensation

### A. Fee Schedule

#### *Financial Consulting Services Fees*

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

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

**B. Payment of Fees**

*Payment of Financial Consulting Fees*

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

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

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

**D. Prepayment of Fees**

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

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

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

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

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

**Item 7: Types of Clients**

SLSC provides consulting services to the following types of clients:

- ❖ State or Municipal Government Entities and Public Trust

*Minimum Account Size*

There is no account minimum.

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

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

#### *Methods of Analysis*

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

#### *Investment Strategies*

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

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

#### *Methods of Analysis*

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

#### *Investment Strategies*

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

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

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

## **Item 9: Disciplinary Information**

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

There are no criminal or civil actions to report.

**B. Administrative Proceedings**

There are no administrative proceedings to report.

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

There are no self-regulatory organization proceedings to report.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Item 12: Brokerage Practices**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Item 15: Custody**

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

## **Item 16: Investment Discretion**

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

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

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

## **Item 18: Financial Information**

### **A. Balance Sheet**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Form ADV Part 2B – Individual Disclosure Brochure

*for*

### **Andrew Brian Davis**

Personal CRD Number: 4634378

Investment Adviser Representative

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

UPDATED: 02/27/2019

## Item 2: Educational Background and Business Experience

Name: Andrew Brian Davis Born: 1980

### Education Background and Professional Designations:

#### Education:

BS Mathematics, Oklahoma Wesleyan University - 2002

#### Business Background:

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

## Item 3: Disciplinary Information

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

## Item 4: Other Business Activities

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

### Item 5: Additional Compensation

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

### Item 6: Supervision

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

### Item 7: Requirements For State Registered Advisers

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

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

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

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

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

Form ADV Part 2B - Individual Disclosure Brochure

*for*

### **Jordan G. Smith**

Personal CRD Number: 4634226

Investment Adviser Representative

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

SEPTEMBER 15, 2014

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

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

**Education Background and Professional Designations:**

**Education:**

BA Business Administration, Harding University - 2002

**Business Background:**

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

**Item 3: Disciplinary Information**

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

**Item 4: Other Business Activities**

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

### Item 5: Additional Compensation

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

### Item 6: Supervision

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

### Item 7: Requirements For State Registered Advisers

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

A. Jordan G. Smith has NOT been involved in any of the events listed below.

1. An award or otherwise being found liable in an arbitration claim alleging damages in excess of \$2,500, involving any of the following:
  - a) an investment or an investment-related business or activity;
  - b) fraud, false statement(s), or omissions;
  - c) theft, embezzlement, or other wrongful taking of property;
  - d) bribery, forgery, counterfeiting, or extortion; or
  - e) dishonest, unfair, or unethical practices.
  
2. An award or otherwise being found liable in a civil, self-regulatory organization, or administrative proceeding involving any of the following:
  - a) an investment or an investment-related business or activity;
  - b) fraud, false statement(s), or omissions;
  - c) theft, embezzlement, or other wrongful taking of property;
  - d) bribery, forgery, counterfeiting, or extortion; or
  - e) dishonest, unfair, or unethical practices.

B. Jordan G. Smith has NOT been the subject of a bankruptcy petition in the past ten years.

# Bixby Public Schools

## LOAN AND REIMBURSEMENT AGREEMENT FOR THE CHILD NUTRITION ACCOUNT

This contract and agreement, made and entered into the **14th day of August, 2025**, by the General Fund, hereinafter referred to as GF, and the Child Nutrition Account, hereinafter referred to as CN, of the Bixby Public School District, Independent School District I-004 of Tulsa County.

The GF contracts and agrees to furnish CN the cost of **an amount not to exceed \$1,900,000.00** as a contingent liability subject to repayment as funds become available from CN. This loan agreement must ensure that CN will use these funds only for the operation and improvement of the nonprofit Child Nutrition Department. This loan agreement includes items such as indirect costs, overhead, and the coverage of end-of-year shortfalls (i.e., salaries, inventory, etc.).

The cost of property and liability insurance and utilities shall be furnished and assessed to the Child Nutrition Department above the amount of the contingent liability provided in the previous paragraph. The CN shall reimburse the GF for these costs based on the following rates for the space occupied by the Child Nutrition Department. The district shall reserve the right to make an additional cost adjustment based on unexpected market conditions or weather conditions that add additional costs to utilities or facility use.

1. Electricity: \$1.50 per square foot.
2. Natural Gas: \$0.35 per square foot.
3. Water: \$0.25 per square foot.
4. Property and Liability Insurance: \$2.00 per square foot.

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

1. Central Elementary Kitchen and Dining Room: 5,616 sf
2. Central Intermediate Kitchen and Dining Room: 8,214 sf
3. North Elementary Kitchen and Dining Room/Commons: 7,604 sf
4. North Intermediate Kitchen and Dining Room: 9,380 sf
5. Northeast Elementary Kitchen and Dining Room: 5,488 sf
6. Northeast Intermediate Kitchen and Dining Room: 5,344 sf
7. Middle School Kitchen and Dining Room: 7,111 sf
8. 9<sup>th</sup> Grade Center: 7,580 sf
9. High School Kitchen, Dining Room, and Commons: 9,441 sf
10. Central Warehouse/Receiving, Freezer: 460 sf freezer, 4000 sf warehouse, 700 sf office
11. West Elementary and Intermediate: 14,593 sf

The Child Nutrition Department agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before **June 30, 2026**.

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

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

Witness our hands the day and year first above written:

\_\_\_\_\_  
Clerk of the Board of Education

\_\_\_\_\_  
Child Nutrition Director

\_\_\_\_\_  
Superintendent

NOMENCLATURE FOR ACTIVITY ACCOUNTS  
Bixby Public Schools



SITE:

Bixby West Elementary

ACTIVITY ACCOUNT NAME:

Bixby West Elem Music

ACTIVITY ACCOUNT NUMBER:

SOURCES OF REVENUE (RECIEPTS):

Donations, after school classes, snack sales, money from parents for class items, Grants.

DESCRIPTION OF EXPENDITURES:

Instruments, musical, costumes, reimbursements for musical and class room expenses, music instrument repairs, musical props and sets, student recognition and awards, equipment updates. additional instruments.

Approved: DeWayne Patterson

Activities Director

NOMENCLATURE FOR ACTIVITY ACCOUNTS  
Bixby Public Schools



SITE:

ACTIVITY ACCOUNT NAME:

ACTIVITY ACCOUNT NUMBER:

SOURCES OF REVENUE (RECIEPTS):

Donations, after school classes  
Fundraisers, money from parents  
for activities or class items,  
grants.

DESCRIPTION OF EXPENDITURES:

PE equipment, reimbursements  
for PE activities and classroom  
expenses, PE equipment repairs,  
PE needs and supplies, student  
recognition and awards, PE equipment  
updates, additional PE equipment.

Approved: DeWayne Patterson

Activities Director

**Slawson Psychological Services, LLC**

**Paulla Slawson, M.ED, LPC**

19155 Carriage Court Mounds, OK 74047  
(580) 931-7341 paulla.slawson@gmail.com

This contractual agreement, dated \_\_\_\_\_, by and between Bixby Public Schools and Paulla Slawson, School Psychologist, LPC is to secure and provide School Psychological Services for the 2025-26 school year.

The School Psychologist agrees to provide the following services to Bixby Public School:

- Evaluate the cognitive ability, academic achievement, and adaptive functioning of referred students • Determine and utilize appropriate tests for evaluations, score and interpret test data, and record assessment data in EdPlan.
- Consult with parents/guardians and teachers and perform student observations as needed for evaluations
- Interpret assessment data for parents/guardians and IEP team members during meetings

Bixby Public School grants the School Psychologist the authority to access information, confidential and otherwise, on students referred for the services stated above on an as-needed basis.

The School Psychologist agrees to document all access to students' confidential records and to comply with all relevant federal and state confidentiality compliance requirements concerning student records.

The School Psychologist agrees to document all educational data collected, evaluation results, and rating scale results in EdPlan within the time limits set forth by OSDE & Bixby Public Schools.

All services provided under this agreement shall be per relevant federal and state statutes and regulations and follow Bixby Public School's policies and regulations.

Compensation will be paid in the amounts listed below for services provided:

- SLD assessment- including cognitive, academic achievement and adaptive assessments - \$400 • Additional assessments, if needed and per parent consent - \$100/ additional assessment
- Interpretation of test data via teleconference or in person at MEEGS - \$100

*An itemized monthly invoice is provided to the school after completion of services.*

\_\_\_\_\_  
Bixby Public School Superintendent or Designee

\_\_\_\_\_  
Paulla Slawson, M. Ed, School Psychologist, LPC

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES**

Dear Vendor:

**Please read the attached agreements and the following instructions carefully.**

1. **One (1) agreement with original signature (no signature stamps) is required**, a fully-executed agreement will be emailed back to you with the Award of Contract (Purchase Order).
2. Certificates, if included, **must have original signatures (no signature stamps) and must have the same signatures as the agreements.**
3. If changes or corrections are necessary, please line through the incorrect information and write in the correct information. **Please do not use white out or erase in any manner. Each change must be initialed by the same individual who signed the agreements.**
4. Please fill in all blanks, if any, on the agreements. If not applicable, note N/A. **Please provide a copy of the vendor license if applicable.**
5. Signed agreements and certificates must be returned as soon as possible to avoid a disruption of services. Please note that the time period from submission of the signed agreement until receipt of the Award of Contract may be several weeks. **Services must not be provided until the Award of Contract has been issued.**

Please email signed agreements and attachments to: **Kevin Randall** krandall@okdrs.gov, **Tracy Keeley** tracy.keeley@okdrs.gov, **Porsheana Brown** PBrown2@okdrs.gov, **Jeffrey Newton** Jeffrey.Newton@okdrs.gov, and cc: **Renee Sansom** rsansom@okdrs.gov or mail to: State Office, 3535 NW 58th St., Suite 500, Oklahoma City, OK 73112, ATTN: **Renee Sansom.**

If you have any questions, please call Renee at **405-212-7789**

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK ADJUSTMENT TRAINING (WAT)**

This agreement, consisting of twenty (20) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services (DRS) and

**Bixby Public Schools  
23 S Riverview Dr.  
Bixby, Oklahoma 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, 2025, whichever is the latter, through September 30, 2026. 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 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, 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 \$1,000,000 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 by the legislature or are not 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
3. 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 Rippy 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.

**V. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services

Contractor

\_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Signature                      Date

Kathy Lowry, CPO  
Print Name

Dinah Benavides  
Print Name

Manager/Compliance Officer  
Title

Director of Special Education  
Title

Michelle Bowdle  
Contact Person              Telephone  
mbowdle@bixbyps.org  
Contractor's Email Address

## 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 – NTACTION 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/curriculumPreference\\_Indicators](https://www.ou.edu/education/zarrow/resources/curriculumPreference_Indicators)  
  
<https://ouhsc.edu/thecenter/Publications/Publication-Details/personal-preference-indicators>
- d. Informational PowerPoint and other resources
  - a. [https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5voc0T2A4wK\\_P6kq6iMrFczPEk/edit?usp=sharing](https://docs.google.com/spreadsheets/d/18vckr54VHZ3gdeNyiJ5voc0T2A4wK_P6kq6iMrFczPEk/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>

14. 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>

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

**Bixby Public Schools**

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VENDOR

Contract Number

\_has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

## DRS Work Adjustment Training (WAT) Monthly/90-Day Progress Report

Student Name: \_\_\_\_\_ School/Provider: \_\_\_\_\_ School Year: 20\_\_ to 20\_\_

Job Site(s)/Date(s): \_\_\_\_\_

**Progress Rating (P)**

1 = Unsatisfactory                      2 = Below Average, needs improvement                      3 = Satisfactory, but could improve  
 4 = Good, no major improvements needed                      5 = Excellent, no improvement needed

**90-Day Independence Rating (I)**

I = Independent, no prompts needed                      M = Modeling, task must be demonstrated first  
 V = Verbal, instructions must be given                      H = Hand-Over-Hand, teacher/provider must place hands over student's hands to complete task

Pre-employment Transition Services Work Skills Five Required Areas	Sept.	Oct.	Nov. 90 Day	Dec.	Jan.	Feb. 90 Day	March	April	May 90 Day
<b>1. Workplace Readiness Training/Social &amp; Independent Living</b>	P I		P I		P I		P I		
Cooperates with co-workers and supervisors									
Is courteous, and uses appropriate manners									
Accepts and responds appropriately to criticism									
Attendance and Punctuality									
Works independently									
Wears appropriate dress									
Demonstrates mature/safe work behaviors									
Follows work rules and uses breaks appropriately									
Ability to tell time/manage time									
Ability to manage money									
Understands transportation needs and available resources									
Understands safety as it relates to transportation									
<b>2. Work-Based Learning Experiences</b>									
Follows written and verbal instructions and asks for help when needed									
Responds to instructions within an appropriate amount of time									
Remembers jobs steps or asks appropriate questions when needed									
Can switch tasks without maladaptive behavior									
Remains on task in distracting environments, for increasing durations									
Asks for supplies as needed, and returns supplies at end of work period									
Completes assigned tasks with accuracy									
Asks for work upon completion of a task; is self-motivated									
Ability to adjust to change and pressure									
Demonstrates appropriate behavior in the community setting									
Ability to transfer work behaviors and skills from class to community									
<b>3. Job Exploration Counseling</b>									
Ability to utilize resources for finding available jobs									
Ability to communicate values, interests, and preferences									
Recognizes the importance of acquiring marketable skills, the purpose of work, and that work is a part of life									
Ability to voice career of choice and reasons for choosing									
<b>4. Instruction in Self-Advocacy</b>									
Understands his or her needs									
Knows what help or support needed to get needs met and be successful									
Knows how to request to needs and support in appropriate ways									
Knows how to advocate for needed accommodations and services									
<b>5. Counseling on postsecondary opportunities</b>									
Participates in career vocational assessments									
Ability to research career and postsecondary education options									
Ability to choose a postsecondary option (if appropriate)									
Identifies skills and abilities necessary for postsecondary programs									
<b>Student Participated in Assessment (student initials/mark in boxes)</b>									
<b>Initials of Person Completing Assessment</b>									

Comments:

## DRS Work Adjustment Training (WAT) Monthly Time Sheet

Student Name: \_\_\_\_\_ School/Provider: \_\_\_\_\_  
 Job Site(s)/Date(s): \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____
Date:	Date:	Date:	Date:	Date:
In: _____	In: _____	In: _____	In: _____	In: _____
Out: _____	Out: _____	Out: _____	Out: _____	Out: _____
Hours: _____	Hours: _____	Hours: _____	Hours: _____	Hours: _____

Total Days Present: _____	Total School Days in Month: _____	Percent of School Days Present: _____% <i>(Days present divided by School days)</i>
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### Option 1

If month has **10 or more school days**, and student is there 61% or more of school days, **Amount Billing \$** \_\_\_\_\_

### Option 2

If month has **10 or more school days**, and student is there 60% or fewer of the school days,

Percent of School Days Present: \_\_\_\_\_% x (either \$125, 250, or 375) = **Amount Billing \$** \_\_\_\_\_

**Option 3:** If month has **fewer than 10** school days, # of days present \_\_\_\_\_ x daily prorated amount of either (\$6.25, \$12.50, or \$18.75) per day = **Amount Billing \$** \_\_\_\_\_

Student Signature		Date:	
Work Adjustment Coordinator Signature		Date:	

**NOTE:** If the above student is not being credited with work adjustment hours, see the explanation checked below.

- Student was unable to participate due to excessive absences.
- Student was unable to participate at this time due to unacceptable employment behaviors.
- Student is no longer enrolled in the program.
- Student is not authorized for Work Adjustment Training for the next month(s).

**Signature:**

**Email:**

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

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2026 (October 1, 2025 – June 30, 2026).

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

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

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

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

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

**Services beginning October 1, 2025 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are [ccompton@okdrs.gov](mailto:ccompton@okdrs.gov) at (405) 605-9651 and [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 212-7789.

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

Thank you for your help in this matter.



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

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

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

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEAs are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

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

A handwritten signature in cursive script that reads "Renee Sansom Briscoe".

Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

A handwritten signature in cursive script that reads "Lori Chesnut".

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

**State of Oklahoma  
Department Of Rehabilitation Services  
Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

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

**RECITALS**

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

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

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

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

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

**Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:**

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

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

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

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

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

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

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

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

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

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure.

## A. Work Study Program

There are two types of Work Study through DRS:

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

## B. Other Work Opportunities

This is not a Work Study through DRS:

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

## C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

## D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

## E. Student Wage

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

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

### **III. Compensation**

#### **A. Contract Amount**

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

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

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

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

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;
- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** 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.

### **C. Lapse Of Invoices/Claims**

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

## **IV. Standard Terms**

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

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

### **B. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. 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 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 \$1,000,000 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 by the legislature or are not 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



**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

\_\_\_\_\_  
VENDOR

\_\_\_\_\_  
Contract Number

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

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

**MEMORANDUM OF UNDERSTANDING FOR PUBLIC ASSISTANCE BETWEEN  
TULSA CITY-COUNTY HEALTH DEPARTMENT AND  
BIXBY PUBLIC SCHOOLS**

This Memorandum of Understanding ("MOU") is made between the Tulsa City-County Health Department ("TCCHD"), a political subdivision of the State of Oklahoma, and Bixby Public Schools ("PARTNER") to provide physical facilities for emergency public health services.

The TCCHD is required to plan, train, and prepare for public health emergencies arising from natural or man-made causes. During such an emergency, it may be necessary to immunize or provide prophylaxis to large numbers of people in the area served by TCCHD. PARTNER possesses physical facilities that can accommodate necessary mass immunizations or prophylaxis and desires to be helpful with necessary training and handling of public health emergencies. PARTNER agrees to make available for purposes of mass immunization, prophylaxis, training, and inspection, as described herein, its facilities as described below:

The facility located at Bixby High School, <sup>601 S. Riverview Dr.</sup>~~109 North Armstrong St.~~, Bixby, OK ("FACILITY"), upon the following terms:

1. The Agreement will go into effect only if the Executive Director of the TCCHD declares the existence of a public health emergency, or upon reasonable notice by the Executive Director or Designee, to conduct an inspection or training exercise at the FACILITY.
2. PARTNER agrees to permit to the extent of its ability, and upon notification by the Executive Director of a public health emergency necessitating use of the FACILITY, the exclusive use of the FACILITY as is practicable, for the requested time period for purposes of mass immunization or prophylactic and control activities. TCCHD agrees to provide PARTNER with as much advance notice of need for the FACILITY as possible. Use of the FACILITY for training exercises will occur on dates and times and rent and for durations as mutually agreed by the parties. TCCHD and PARTNER acknowledge the duration of a public health emergency event and TCCHD's resulting need for the FACILITY will depend on the circumstances and cannot be specified with certainty. Accordingly, PARTNER agrees to allow TCCHD's use of the FACILITY for up to twelve (12) days for a public health emergency.
3. Representatives of both parties will inspect the FACILITY before use by TCCHD for a public health emergency or a training exercise and note material defects of the FACILITY or defects of any significant FACILITY equipment to be used by TCCHD. Before TCCHD vacates the FACILITY, representatives of both parties will inspect the FACILITY to

note any discrepancies between the completed inspection form and the condition of FACILITY and significant FACILITY equipment.

4. PARTNER agrees to permit the use of its equipment, including, but not limited to, office equipment, telephones, copy machines, computers, fax machines, tables, chairs, desks, cots, wheelchairs, and equipment utilized for childcare within the FACILITY, refrigerators and freezers. PARTNER agrees to provide and replenish normal and customary consumables and maintenance supplies, including but not limited to, paper towels, toilet paper and garbage bags during TCCHD's usage of FACILITY. TCCHD will bear costs for installing, maintaining and removing any radios, telephones and related automation equipment that it brings to the FACILITY. PARTNER agrees to allow TCCHD to bring into FACILITY food and beverage items for TCCHD's employees and volunteers working at the FACILITY during the public health emergency.
5. PARTNER agrees to designate three points of contact, in order to provide and assure TCCHD 24/7 availability of the designated contacts. TCCHD agrees to hold the information related to the contacts confidential to the extent allowed by law. No employment relationship between the TCCHD and PARTNER 's employees shall be created by this Agreement. PARTNER 's designated points of contact shall remain and continue as employees of PARTNER and shall not be deemed employees of PARTNER for any purpose.
6. TCPFA agrees to provide normal maintenance of the FACILITY related to air/heat, maintenance of bathroom facilities, etc. TCCHD will remove all waste associated with POD operations.
7. PARTNER agrees to allow FACILITY to be visited by TCCHD representatives and any accompanying law enforcement personnel and/or other appropriate state and federal government representatives for the development and maintenance of plans upon reasonable notification and coordination. TCCHD will perform an annual inspection of FACILITY at a mutually agreed date and time and will be accompanied on the inspection by PARTNER designated representatives.
8. PARTNER agrees to allow FACILITY to be listed in a confidential annex to the local plan for distribution of assets of the Strategic National Stockpile
9. TCCHD agrees to provide continuously at the FACILITY, during a public health emergency or training exercise, a contact person, who will perform as a POD team leader, to answer questions of PARTNER and to meet with TCPFA's designated representative periodically to evaluate the necessity for continuation of operations and to resolve operational concerns. Information, including name and access information such as cell phone number for TCCHD'S contact person and such contact person's designee, will be provided upon notification of TCCHD'S need to use the FACILITY for a public health emergency, at the time TCCHD'S use of the FACILITY commences, or, upon naming the designee.
10. The parties acknowledge that TCCHD is a governmental entity and is subject to Oklahoma constitutional debt limitations; reimbursements under this Agreement by TCCHD to PARTNER are subject to the Oklahoma Constitution.

11. TCCHD agrees that it is responsible for dismantling operations of its mass clinic and is responsible for cleaning or restoring the FACILITY, equipment or supplies to their conditions existing before TCCHD'S use.
12. The parties acknowledge that TCCHD is self-insured and is a local government entity and political subdivision with limited liability up to the maximum limits of liability under the Oklahoma Governmental Tort Claims Act.
13. This Agreement shall take effect on July 1<sup>st</sup> 2025, and remain in effect until June 30<sup>th</sup> 2028, or until otherwise agreed to by the parties. The Agreement may be terminated at any time by either party by giving 120 days' advance written notice to the other party. The Parties' contact persons are:

For TCCHD: Megan Calahan, Manager, Emergency Preparedness and Response at 918-595-4413 (office) and [mcalahan@tulsa-health.org](mailto:mcalahan@tulsa-health.org)

For PARTNER: Lydia Wilson, Superintendent at (918) 366-2200 (office) and [lwilson@bixbyps.org](mailto:lwilson@bixbyps.org)

**Tulsa City-County Health Department:**

Bruce Dart, Executive Director: Bruce Dart  
Digitally signed by Bruce Dart  
Date: 2025.07.30 08:05:12 -05'00'

Approved as to Form: Todd Maxwell  
Todd Maxwell  
2025.07.25 14:51:15 -05'00'

Todd Maxwell, Legal Counsel

**Bixby Public Schools**

Lydia A. Wilson  
Print Name: Lydia A. Wilson  
Title: Superintendent



**LEARN WELL.**

23 S. Riverview Dr.  
918-366-2200

**LIVE WITH HONOR.**

www.bixbyps.org  
Facebook: @bixbyps

**MEMORANDUM OF UNDERSTANDING  
BETWEEN ORAL ROBERTS UNIVERSITY AND BIXBY PUBLIC SCHOOLS  
Counseling Internship Program – 2025–2026 School Year**

This Memorandum of Understanding (MOU) is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between **Oral Roberts University** (hereafter “ORU”), located in Tulsa, Oklahoma, and **Bixby Public Schools** (hereafter “BPS”), located in Bixby, Oklahoma, at 23 S. Riverview.

**I. PURPOSE**

The purpose of this MOU is to establish a collaborative agreement between ORU and BPS to provide a qualified ORU student with an internship placement within BPS for the purpose of fulfilling academic requirements in the field of school counseling during the 2025–2026 academic year.

**II. TERM**

This MOU is effective for the duration of the 2025–2026 school year, beginning on or around **August 1, 2025**, and ending on or around **May 30, 2026**, unless otherwise terminated as outlined herein.

**III. RESPONSIBILITIES OF ORAL ROBERTS UNIVERSITY**

ORU agrees to:

1. Select a qualified counseling intern who has met all necessary prerequisites and background checks required for field placement.
2. Ensure the intern understands and adheres to ethical guidelines and professional standards as outlined by the American Counseling Association and the Oklahoma State Department of Education.
3. Assign a university supervisor to provide academic support, oversight, and evaluation of the intern’s performance.
4. Maintain communication with BPS regarding the intern’s progress, performance, and any concerns that may arise.
5. Ensure the intern complies with all BPS policies, including confidentiality, student safety, and professional conduct.

#### IV. RESPONSIBILITIES OF BIXBY PUBLIC SCHOOLS

BPS agrees to:

1. Provide a structured and supportive environment in which the intern can observe, participate, and develop skills in school counseling under the guidance of a certified school counselor(s).
2. Assign a qualified on-site supervisor who will provide direct supervision and evaluate the intern's performance in collaboration with ORU.
3. Permit the intern to engage in counseling-related activities that align with their academic requirements, including individual and group counseling, classroom guidance, consultation with staff and parents, and data collection.
4. Orient the intern to district policies, procedures, and expectations for professional behavior.
5. Notify ORU promptly of any concerns regarding the intern's conduct, performance, or fitness for placement.

#### V. GENERAL PROVISIONS

- **Confidentiality:** Both parties agree to maintain the confidentiality of student records and sensitive information, in compliance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.
- **Non-Employment Status:** The intern is not considered an employee of BPS and is not entitled to compensation, benefits, or insurance coverage through BPS.
- **Liability:** ORU affirms that the intern is covered under the university's liability insurance policy. BPS is not liable for any acts of negligence or misconduct on the part of the intern.
- **Termination:** Either party may terminate this agreement in writing with 14 days' notice. Immediate termination may occur in cases of serious misconduct or violation of policies.

#### VI. SIGNATURES

**For Oral Roberts University:**

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

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

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

**For Bixby Public Schools:**

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

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

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

**GROUP STUDENT BLANKET ACCIDENT INSURANCE  
TERM INSURANCE - NON-RENEWABLE**



**Ameritas Life Insurance Corp.**

A STOCK COMPANY  
LINCOLN, NEBRASKA

**THIS IS A LIMITED BENEFIT POLICY- READ YOUR POLICY CAREFULLY**

**Customer Service (800) 328-2739**

Ameritas Life Insurance Corp. of Lincoln, Nebraska (the "Company") insures persons (hereinafter called "Insureds") who are enrolled in the School (the "Policyholder") for which the required premium has been paid. The Company agrees to pay all benefits, as specifically described in this Policy, for Covered Services which result from Injury that is independent of all other causes, and that are incurred while this Policy is in force with respect to each Insured.

This Policy takes effect and terminates in accordance with the dates and at the address of the Policyholder stated below. Executed by Ameritas Life Insurance Corp. on the Policy Date.

Corporate Secretary

President

**POLICY SCHEDULE**

**POLICYHOLDER:** Bixby Public Schools  
23 S. Riverview Drive  
Bixby, OK 74008

**POLICY NUMBER:** 35-16-1513-300-042-5

**POLICY EFFECTIVE DATE:** 08/01/2025 at 12:01 a.m.

**POLICY EXPIRATION DATE:** 07/31/2026 at 11:59 p.m.; Football 12-31-2025  
Full-time: First Day of School Next Year;

**AMENDMENTS/ENDORSEMENTS:** GAE-2200(OK)Ed.-11-16; GAE-2201Ed.11-16

**MAXIMUM MEDICAL BENEFIT:** \$50,000 per Injury

**DEDUCTIBLE:** None

<b>PREMIUM:</b>	<u>Coverage</u>	<u>Each Insured</u>
	Full-Time Coverage - PK-12 (*excludes Interscholastic Sports and Football Coverage)	\$ 99.00
	Full-Time AND Interscholastic Sports Coverage - PK-12 (*excludes Football Coverage)	\$ 174.00
	School-Time Coverage - PK-12 (*excludes Interscholastic Sports and Football Coverage)	\$ 16.00
	School-Time AND Interscholastic Sports Coverage - PK-12 (*excludes Football Coverage)	\$ 91.00
	Football Coverage - 9-12	\$ 250.00
	Extended Dental Coverage - PK-12	\$ 9.00

\*Note: Interscholastic Sports coverage is for students in grades 7-12 and Football Coverage is for students in grades 9-12

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## IN FORCE COVERAGE

**Each Insured is eligible for the in force coverage described below, subject to receipt of the premium and the terms, conditions, limitations, exclusions of this Policy.**

**SCHOOL-TIME COVERAGE** - Coverage is in force for each Insured for whom the School-Time Coverage premium has been paid as set forth in this Policy for students in grades PK-12:

- a) while on the School premises during the hours and on the day's School is in regular session, and during the hours and on the days when School is not in session while the Insured is participating in or attending any Sponsored and Supervised Activity; and
- b) while away from the School premises other than traveling, if participating in a Sponsored and Supervised Extracurricular Activity; and
- c) while traveling directly to or from the Insured's residence and School for regular School sessions, or for any Sponsored and Supervised extracurricular activity in School provided transportation.

**NOTE: Includes Interscholastic Sports Coverage for students in grades 7-12 if premium is paid. Excludes Football Coverage for students in grades 9-12.**

**FULL-TIME (24-HOUR) COVERAGE** - Coverage is in force for each Insured for whom the Full-Time Coverage premium has been paid as set forth in this Policy, on a twenty-four (24) hour per day basis for students in grades PK-12. The School-Time Coverage provision will not apply.

**NOTE: Includes Interscholastic Sports Coverage for students in grades 7-12 if premium is paid. Excludes Football Coverage for students in grades 9-12.**

**INTERSCHOLASTIC SPORTS COVERAGE** - Coverage is in force for each Insured for whom the Interscholastic Sports Coverage premium has been paid as set forth in this Policy for students in grades 7-12:

- a) while practicing for or competing in Interscholastic Sports which are exclusively sponsored by the Policyholder, as a representative of the School, and while under the direct and immediate supervision of an employee of the Policyholder; and
- b) while traveling directly to or from such practice or competition in School provided transportation.

**NOTE: Excludes Football Coverage for students in grades 9-12.**

**FOOTBALL COVERAGE** - Coverage is in force for each Insured for whom the Football Coverage premium has been paid as set forth in this Policy for students in grades 9-12:

- a) while practicing for or competing in Football which is exclusively sponsored by the Policyholder, as a representative of the School, and while under the direct and immediate supervision of an employee of the Policyholder; and
- b) while traveling directly to or from such practice or competition in School provided transportation.

## BENEFITS FOR MEDICAL EXPENSES

When injury covered by this Policy results in treatment by a Licensed Physician within sixty (60) days from the date of Accident, the Company shall pay the Usual and Customary Charges (U&C) incurred for necessary Covered Services, subject to all terms, conditions, limitations and exclusions of this Policy. Benefits shall be payable for Expenses Incurred within one year from the date of Injury. The Company shall pay the scheduled benefit below for Covered Services up to the specified Maximum Medical Benefit, less any deductible, as stated in the Policy Schedule.

This Policy shall pay benefits regardless of Other Valid Coverage, if the covered claim expense is less than \$200. If the covered claim expense exceeds \$200 benefits shall be paid first by any other valid and collectible insurance including ERISA or self-funded group policy.

### SCHEDULE OF COVERED SERVICES

**(unless otherwise stated all amounts are per Injury)**

#### 1. Physician's Services

- a) **Surgical Care** (includes services for surgeon, assistant surgeon, anesthesia) – 80% U&C, up to \$2,500
- b) **Non-Surgical Care** (includes physiotherapy performed other than in the hospital; 1 visit per day) – U&C, up to \$50 per visit, maximum 6 visits

#### 2. Hospital Care

- a) **Inpatient Care**
  - **Hospital Semi-Private Room** – U&C, up to \$500 per day
  - **Hospital Miscellaneous** - 80% U&C, up to \$2,500
- b) **Outpatient Care**
  - **Facility Charges for Day Surgery** – U&C, up to \$2,500
  - **Emergency Room** - 80% U&C, up to \$500

**NOTE:** Benefits for hospital miscellaneous and outpatient care charges are limited to services not scheduled under Covered Services.

#### 3. Radiology Services

- a) **X-ray Services** (includes charges for reading) – U&C, up to \$250
- b) **Diagnostic Imaging** (includes MRI, CT Scan and bone scan, and charges for reading) – U&C, up to \$500

4. **Dental Treatment** (for repair and/or replacement of each sound and natural tooth, includes x-rays, in lieu of all other medical benefits) – U&C, up to \$250 per tooth

5. **Ambulance Services** – U&C, up to \$500

6. **Prescription Drugs** (take home) – U&C, up to \$250

7. **Motor Vehicle Injury** – Same as any Injury, up to \$2,500

8. **Orthopedic Appliance** - (when prescribed by a physician for healing) – U&C, up to \$250

9. **Eyeglasses, Contact Lenses, and Hearing Aids** (replacement when broken as a result of covered injury when medical treatment is required) – U&C, up to \$250

10. **Laboratory Services** – U&C, up to \$250

# ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS

When Injury covered by this Policy results in the following specific Losses within 180 days from the date of Accident, the Company shall pay the benefit amount below listed opposite to the specific Loss and shall be in addition to any other benefits payable under this Policy for such Accident. If the Insured sustains more than one Loss as a result of one Accident, the Company shall pay only one amount, the largest to which the Insured is entitled. Loss of a Hand or Foot means loss by severance at or above the wrist or ankle joint. Loss of Sight must be entire and irrecoverable.

Loss of Life.....	\$ 2,500
Loss of both Hands, both Feet or Sight of both Eyes.....	\$10,000
Loss of one Hand, one Foot or Sight of one Eye .....	\$ 2,500

## EXCLUSIONS

This Policy does not provide benefits for expenses resulting from:

1. Any sickness, disease, infection (unless caused by an open cut or wound), including but not limited to: aggravation of a congenital condition, blisters, headaches, hernia of any kind, mental or physical infirmity, Osgood-Schlatter disease, osteochondritis, osteochondritis dissecans, osteomyelitis, spondylolysis, slipped femoral capital epiphysis, orthodontics.
2. Injuries for which benefits are payable under Workers' Compensation or Employer's Liability Laws.
3. Any Injury involving a two or three-wheeled motor vehicle or snowmobile or any motorized or engine driven vehicle not designed primarily for use on public streets and highways, unless the insured is participating in an activity sponsored by the Policyholder.
4. Treatment for re-Injury, EXCEPT when the Insured is treatment free for a period of 180 days prior to the Policy Effective Date.
5. The practice or play of interscholastic sports grades 7-12 and/or football grades 9-12, including travel to or from such activity, practice, or play, unless such premium is paid.

## DEFINITIONS

**Accident** - means an unexpected, external and sudden event that is independent of any other cause.

**Anesthesia** - Benefits are payable for the administration of anesthesia when performed by a Physician or Certified Registered Nurse Anesthetist.

**Coinsurance** – means the percentage of eligible expenses that are payable as Benefits by the Company. The percentage is shown in the Schedule of Covered Services.

**Company** - means Ameritas Life Insurance Corp.

**Covered Services** - means the services and supplies which are 1) Medically Necessary, 2) prescribed or performed by a Physician or Hospital for treatment of an Injury, 3) not excluded by this Policy, and 4) listed or named in this Policy's Schedule of Covered Services.

**Deductible** - means the dollar amount the Insured must pay before benefits are considered. The Deductible is shown on the Policy Schedule.

**Dental Treatment** – means Dentist's fees for surgery, x-rays, and other necessary dental services as a result of Injury to a Sound and Natural Tooth.

**Diagnostic Imaging** - means the images of the body created using other forms of radiology that does not include x-ray radiographs (films), including but not limited to: computerized axial tomography (CT); magnetic resonance imaging (MRI); radionuclide imaging (nuclear medicine); bone scans; and ultrasound (US). Benefit includes the fees for interpretation or reading of imaging results and the administration of contrast material.

**Durable Medical Equipment** – means medical equipment or device which can be rented, leased or purchased and which 1) is prescribed by a Physician; 2) is primarily and customarily used to serve a medical purpose; 3) can withstand repeated use; 4) generally is not useful to a person in the absence of Injury; and 5) is used exclusively by the Insured. Replacement equipment and devices are not covered. No benefits will be paid for rental charges in excess of purchase price. Durable Medical Equipment does not include non-prescription therapy devices or medical supplies; comfort and convenience items; corrective shoes; exercise and sports equipment. A written prescription must accompany the claim when submitted.

**Expense Incurred** – means the charge made for a service, supply, or treatment that is a Covered Service under this Policy. The expense is considered to be incurred on the date the service or treatment is given or the supply is received.

**Hospital** - means an institution which 1) is licensed by the state (if required) or other laws of jurisdiction; 2) is operated for the medical care and treatment of injured persons on an inpatient basis; 3) provides 24-hour nursing services or supervised by a graduate registered nurse; 4) has medical, diagnostic and treatment facilities with major surgical facilities on its premises or available to it on prearranged basis; 5) has a staff of one or more Physicians available at all times. It is not primarily a clinic, sanitarium, nursing home, skilled nursing facility, rest home or used for custodial or educational care, or an institution that mainly provides treatment for mental illness or substance abuse.

**Injury** - means an accidental bodily Injury or injuries directly caused by specific accidental contact with another body or object while the Insured is covered under this Policy. It is unrelated to any pathological, functional, or structural disorder. The Accident must result in an Injury which begins while the Insured is covered under this Policy.

**Inpatient** – means confinement in a Hospital for at least eighteen (18) or more consecutive hours.

**Insured** – An eligible person as defined by the Policyholder who is listed or participating in the In Force Coverage provision of this Policy and for whom the proper premium has been paid.

**Intercollegiate Sports/Club/Intramural Sports:** **Intercollegiate Sports** means any athletic contest or competition, regulated by a national association, between accredited colleges or universities. The participants are sponsored by the Policyholder and are under the direct and immediate supervision of an employee of the Policyholder. It includes the practice or training for the competition and the travel to or from such practice or competition in a vehicle designated by the Policyholder, both while under the direct and immediate supervision of an employee of the Policyholder. **Club /Intramural Sports** means any athletic contest or competition by clubs or organizations that is not an Intercollegiate Sport and that may or may not be sponsored by the Policyholder. Club sports may or may not be under the direct and immediate supervision of an employee of the Policyholder.

## DEFINITIONS – Continued

**Medically Necessary** – means a Covered Service which is: 1) consistent with symptoms and diagnosis or treatment of Injury; 2) in accordance with standards of generally accepted medical practice; 3) not primarily for the convenience of the patient or Physician; and 4) most appropriate supply or level of service which can be safely provided.

**Orthopedic Appliances** – means a supportive appliance or device designed specifically for use in the correction or prevention of human deformities, defects of the skeleton, joints, or spine and which: 1) is prescribed by a Physician; 2) is primarily and customarily used to serve a medical purpose; 3) can withstand repeated use; 4) generally is not useful to a person in the absence of Injury; and 5) is used exclusively by the Insured. Replacement braces and appliances are not covered. A written prescription must accompany the claim when submitted.

**Other Valid Coverage** - means any plan providing benefits or services for medical or dental care or treatment, where such benefits or services are provided on a group basis by or under: group insurance; coverage provided by hospital or medical service organizations such as Blue Cross or Blue Shield or similar pre-paid medical service organizations; union welfare or trust plans including ERISA or self-funded group policies; employer or employee benefit plans or arrangements, whether on an insured or uninsured basis; Medicare as established by Title XVIII of the United States Social Security Act of 1965, as amended; any medical benefits coverage in group, group-type and individual automobile "no-fault" and traditional automobile "fault" type coverage; HMO (health maintenance organization); or PPO (preferred provider organization); group type contracts which are not available to the general public and can be maintained only because of membership in or connection with a particular organization or group. These types of contracts include but are not limited to; associations, franchise, or blanket policies of accident, disability or health insurance.

This policy will not cover expenses which are payable under the Insured's HMO or PPO. This Policy will pay benefits in excess of coverage provided by the Insured's HMO or PPO. If the Insured chooses not to use a preferred provider (under HMO or PPO), or does not obtain the required pre-authorization, the Company will only pay benefits for expenses incurred in excess of those expenses that would have been paid by the HMO or PPO plan, had the Insured used a preferred provider or obtained pre-authorization.

"Other Valid Coverage" does not include a state plan under Medicaid, or any plan whereby law that plan's benefits are excess to those of any private insurance plan or other nongovernmental plan.

**Physician** - means a doctor of medicine or osteopathy, or any other licensed health care provider that state law requires to be recognized as a Physician, other than the Insured or Insured's relative by blood or marriage, who is acting within the scope of such license.

**Physiotherapy** - means any form of therapeutic or manual treatment provided by a Physician, including but not limited to: physical or mechanical therapy, diathermy, ultrasonic treatment, EMS, whirlpool, heat treatments or manipulation. Includes office visit connected with the physiotherapy.

**Policyholder** – means the school, college or university, legal entity, or sponsoring organization to whom this Policy is issued, as identified in the Policy Schedule.

**Premium** – means the amount as shown on the Premium Schedule and is required to maintain coverage for each eligible Insured in accordance with the terms of this Policy.

**Prescription Drug** – means a drug which has been determined to be safe and effective by the Food and Drug Administration and which can, under federal or state law, only be dispensed when ordered by a Physician who is duly licensed to prescribe such medication.

**Residence** - means the building and grounds where the Insured lives.

**Sound and Natural Tooth** - means the major portion of the individual tooth, formed by the human body, is present. Does not include teeth that are carious, abscessed, or defective.

**Sponsored and Supervised Activity** - means any activity which is exclusively sponsored by the Policyholder and which is under the direct and immediate supervision of an employee of the Policyholder.

**Surgical Care** – means Physician's fees for surgery. Surgical procedures are identified in the Surgery section of the Physicians' Current Procedural Terminology (CPT). Unless otherwise defined in the Schedule of Covered Services, if two or more procedures are performed through the same incision or at the same operative session, the maximum amount payable for the subsequent procedure(s) will not exceed 50% of the Usual and Customary Charges for the subsequent procedure(s).

## DEFINITIONS – Continued

**Usual and Customary Charges (U&C)** - means charges for medical services or supplies for which the Insured is legally liable, and which do not exceed the average rate charged for the same or similar services or supplies in the geographic region where the services or supplies are received.

Usual and Customary Charges for Covered Services - Supplies are determined by referencing the 75<sup>th</sup> percentile of the most current survey published by Fair Health Inc. for such Covered Service.

**X-ray Services** - Covered Services includes x-ray and radiology examination, consultation and fees for interpretation or reading of X-rays and other radiology results. Diagnostic X-rays are obtained from an x-ray machine and images are recorded on radiographs (films). This benefit does not include Diagnostic Imaging if listed as a separate benefit in the Schedule of Covered Services – Supplies.

## GENERAL POLICY PROVISIONS

### ENTIRE CONTRACT; CHANGES

This Policy, including the endorsements and attached papers, if any, and the Policyholder's application constitute the entire contract of insurance. All statements made by the Policyholder shall, in the absence of fraud, be deemed representations and not warranties. No such statements will be used in defense to a claim under this Policy unless it is contained in the written application signed by, and furnished to, the Policyholder. No changes in this Policy shall be valid until approved by an executive officer of the Company and unless such approval be endorsed hereon and attached hereto. No agent has authority to change this Policy or to waive any of its provisions.

### NOTICE OF CLAIM

Written notice of claim must be given to the Company's Administrative Office within thirty (30) days after the occurrence or commencement of any loss covered by this Policy, or as soon thereafter as is reasonably possible. Notice given on behalf of the Insured or the beneficiary to the Company's Administrative Office, 333 North Main Street, Suite 300, Stillwater, MN 55082, or its authorized agent, with information sufficient to identify the Insured, shall be deemed notice to the Company.

### CLAIM FORMS

The Company, upon receipt of a notice of claim, will furnish to the claimant such forms as are usually furnished by it for filing proofs of loss. If such forms are not furnished within fifteen (15) days after the giving of such notice, the claimant shall be deemed to have complied with the requirements of the Policy as to proof of loss upon submitting, within the time fixed in the Policy for filing proofs of loss, written proofs covering the occurrence, the character and the extent of loss for which claim is made.

### PROOFS OF LOSS

Written proof of loss must be furnished to The Company's Administrative Office, 333 North Main Street, Suite 300, Stillwater, MN 55082 within ninety (90) days after the date of such loss. Failure to furnish such proof within the time required shall not invalidate nor reduce any claim if it was not reasonably possible to give proof within such time, provided such proof is furnished as soon as reasonably possible and in no event, except in the absence of legal capacity, later than one year from the time proof is otherwise required.

### TIME PAYMENT OF CLAIMS

Indemnities payable under this Policy will be paid as they accrue immediately upon receipt of due written proof of such loss.

### PAYMENT OF CLAIMS

Indemnity for loss of life will be payable in accordance with the beneficiary designation and the provisions respecting such payment which may be prescribed herein and effective at the time of payment. If no such designation or provision is then effective, such indemnities will be payable to the Insured, except that if the Insured is a minor, said indemnities may be payable to the Insured's parents, guardian, or other person actually supporting the Insured. Unless the Company is requested otherwise in writing not later than the time of filing proofs of loss, such indemnities may be paid directly to the Hospital or person rendering such services; but it is not required that the services be rendered by a particular Hospital or person. Payment so made shall discharge the Company's liability with respect to the amount of insurance so paid.

### PHYSICAL EXAMINATION AND AUTOPSY

The Company at its own expense shall have the right and opportunity to examine the person of the Insured when and so often as it may reasonably require during the pendency of claim hereunder and also the right and opportunity to make an autopsy in case of death, where it is not prohibited by law.

## GENERAL POLICY PROVISIONS - Continued

### OTHER INSURANCE WITH THIS COMPANY

Insurance effective at any one time on the Insured under a like policy or policies of the Company is limited to the one such policy elected by the Insured, or Insured's beneficiary or estate, as the case may be.

### LEGAL ACTIONS

No action at law or in equity shall be brought to recover on this Policy prior to the expiration of sixty (60) days after written proof of loss has been furnished in accordance with the requirements of this Policy and no such action shall be brought after the expiration of three (3) years after the time written proof of loss is required to be furnished in accordance with the requirements of this Policy.

### CONFORMITY WITH STATE STATUTES

Any provision of this Policy which, on its effective date, is in conflict with the statutes of the state in which the Policyholder is located on such date is hereby amended to conform to the minimum requirements.

### NON-PARTICIPATING

This Policy and Certificates issued under it are non-participating. No dividends will be paid.

## ADDITIONAL POLICY PROVISIONS

### EFFECTIVE DATE

Voluntary coverage under this Policy with respect to each Insured shall become effective on the later of the following dates:

- a) 12:01 a.m. following the date on which the required premium is actually received and dated by the Policyholder, the Company's Administrative Office, or its authorized agent; or
- b) 12:01 a.m. following the date the envelope containing the enrollment form and premium payment is postmarked by the U.S. Postal Service if not dated as specified in a) above; or
- c) 12:01 a.m. on the first day of the authorized sports or activity; or
- d) the Policy Effective Date.

Group coverage under this Policy with respect to each Insured shall become effective on the later of the following dates:

- a) 12:01 a.m. following the date the application and premium payment is received by the Company's Administrative Office or its authorized agent; or
- b) the Policy Effective Date.

The effective date of coverage for voluntary interscholastic sports that begin prior to the first day of the regular School year is the Policy Effective Date, if the premium is received by the Company's Administrative Office, the Policyholder or its authorized agent within ten (10) days of the Policy Effective Date.

### EXPIRATION DATE

Coverage under this Policy with respect to each Insured will end on the earliest of the following dates:

- a) 11:59 p.m. on the date on which the Insured ceases to be enrolled in the School if the School-Time or Interscholastic or intercollegiate sports and extracurricular activities coverage is purchased; or
- b) 11:59 p.m. on the date on which the Insured ceases to be enrolled in the Special Risk activity; or
- c) 11:59 p.m. on the last date of the period of coverage for which the premium was paid; or
- d) 11:59 p.m. on the last date of the authorized season or activity for the Interscholastic or Intercollegiate Sports, Football or Special Risk Activity or other covered Activity of the current Policy period; or
- e) 11:59 p.m. on the Policy Expiration Date.

**RIGHT OF SUBROGATION:** If the Company provides payment for benefits under this Policy in an amount greater than \$100.00, the Company will have a right to be reimbursed from any payments an Insured obtains or has right to obtain from any third party. The Company may require an assignment from the Insured of the Insured's right to recover to the extent of payments by the Company, or for the reasonable value of benefits and services provided by the Company; The Company's subrogation rights will be valid only if an Insured is fully compensated for the loss for which benefits are provided under this Policy.

**RIGHT OF RECOVERY:** Payments made by the Company which exceed the Benefits payable under this Policy may be recovered by the Company from or among any persons, firms, or corporations to or for whom such payments were made or from any insurance organizations who are obligated to pay benefits for any covered Injury or Sickness.

# GENERAL ENDORSEMENT FOR OKLAHOMA

This Endorsement is made a part of the policy to which it is attached.

## SECTION – ADDITIONAL POLICY PROVISIONS is revised as follows:

**Right of Recovery** the following text is added: The Company shall not request a refund from the claimant or health care provider more than twenty-four (24) months after the claim payment is made. This provision shall not apply 1) if the payment was made because of fraud committed by the claimant or health care provider, or 2) if the claim or health care provider has otherwise agreed to make a refund to the Company for overpayment of a claim.

The following Notice is issued with this Policy:

**WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.**

Nothing contained in this endorsement shall be held to alter, extend, vary or waive any other terms of the Policy, except as stated above. All such other terms of the Policy apply.

Executed by Ameritas Life Insurance Corp. on the Policy Date.



Corporate Secretary



President

## EXTENDED DENTAL COVERAGE ENDORSEMENT

This endorsement is made a part of this Policy to which it is attached. It provides benefits for loss resulting from an Accidental Injury to a tooth or teeth, incurred while coverage under this Policy is in force. Coverage is subject to the benefits and exclusions of this endorsement and all such other applicable terms, conditions, and limitations of this Policy.

**IN FORCE COVERAGE** – An Insured for whom the required Extended Dental Coverage premium has been paid, as set forth in this Policy, will have coverage in force on a 24-hour per day basis.

**BENEFITS** – Treatment must begin within 60 days from the date of Accident causing the dental Injury. When dental Injury results in treatment by a Dentist, the Company will pay the Usual and Customary (U&C) Charges for covered Dental Services and Supplies listed below incurred within one year from the date of the Injury. Benefits are paid up to a Maximum Benefit of \$5,000 per Injury. Benefits will be paid first by any other Valid Coverage.

**DENTAL COVERED SERVICES** – Covered dental services related to an Accidental Injury include:

1. Hospital services and supplies.
2. Necessary dental care to the tooth or teeth, including root canal treatment, examination and x-rays.
3. Dental prosthesis, including procedures performed to install them. Benefits are payable up to \$500 per Injury. Dental prostheses include but are not limited to: crowns; dentures; bridges, and implants.
4. Deferred Dental Treatment. Benefits are payable up to \$200 per tooth for the estimated cost of necessary deferred dental treatment. The Insured's attending Dentist must certify within the one year period following the date of Accident that dental treatment and/or replacement must be deferred beyond the one year period. Benefits are not payable for deferred dental prosthesis if the dental prosthesis maximum benefit limit in 3. above has been paid for the same Accident.

**EXCLUSIONS** – the Extended Dental Coverage does not provide benefits for any expense or loss resulting or complicated by:

1. Orthodontics treatment for any purpose.
2. Dental disease, including but not limited to treatment of cavities, removal of abscessed, diseased, decayed or impacted teeth or periodontal treatment.
3. Benefits for estimated deferred dental prosthesis that exceeds the dental prosthesis maximum benefit limit.

Nothing contained in this endorsement shall be held to alter, extend, vary or waive any other terms of the Policy, except as stated above.

Executed by Ameritas Life Insurance Corp. on the Policy Date.

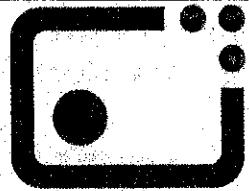


Corporate Secretary



President

New



**Parchment**  
By Instructure

**----- Transcript Services Proposal**

**Bixby Public Schools**

Pricing Valid through 8/17/2025

**NOT FOR DISTRIBUTION OUTSIDE OF DISTRICT**

**For Any Questions Please Contact Kate Fantetti**

**[Katherine.Fantetti@Parchment.com](mailto:Katherine.Fantetti@Parchment.com)**

**480-637-4607**

## ABOUT PARCHMENT

Parchment specializes in digital credentialing. Our service allows learners, academic institutions and employers to request, verify, and share credentials in simple and secure ways. Parchment's mission is to help turn credentials into opportunities. We do that by supporting all student pathways so anyone can request any credential and securely send to any destination. Through our service, School Districts have been able to provide a service that makes credentials more digital, portable and shareable.

### Annual Subscription Pricing:

- Unlimited electronic records at no cost to Current Students
- Alumni Students pays \$4.65 per record
- Third-Party Requestors pay \$12.75 per record/verification
- Print options for paper delivery at additional cost to requestor
- Surcharges can be added - 80% of surcharge is rebated back to the district

Annual Subscription Pricing: 36 Month Term	
Year 1	\$8,404.00
Year 2	\$8,824.20
Year 3	\$9,265.41

*Note: Subscription Cost can be billed on an annual basis or all upfront*

Bixby Public Schools can generate revenue through surcharges added to the requester fee.

- **Example 1: Bixby Public Schools charges \$10.00 per alumni transcript request.**
  - Parchment would retain the \$5.35 cost of each record, and a 20% processing fee on the remaining balance. **Bixby Public Schools would accrue \$4.28 per transcript request.**
- **Example 2: Bixby Public Schools charges \$30.00 per Third-Party graduation verification.**
  - Parchment would retain the \$17.25 cost of each verification, and a 20% processing fee on the remaining balance. **Bixby Public Schools would accrue \$13.80 per third-party verification.**

Note: Surcharge payments are sent monthly



Instructure, Inc.  
 6330 South 3000 East, Suite 700  
 Salt Lake City, UT 84121  
 United States

Order Form

Order: Q-472616-2  
 Date: 2025-08-08  
 Order Valid Through: 2025-09-30

Order Form for Bixby Public Schools

**Bill to Information**

Entity Name: Bixby Public Schools  
 Address: 23 S. Riverview  
 City: Bixby  
 State/Province: Oklahoma  
 Zip/Postal Code: 74008  
 Country: United States

**Billing Contact**

Name: Mike Anthony  
 Email: manthony@bixbyps.org  
 Phone: 918-366-2336

**Ship to Information**

Entity Name: Bixby Public Schools  
 Address: 15650 S. Mingo  
 City: Bixby  
 State/Province: Oklahoma  
 Zip/Postal Code: 74008  
 Country: United States

**Shipping Contact**

Name: Mike Anthony  
 Email: manthony@bixbyps.org  
 Phone: +1 918 366 2200

**Billing Information**

Billing Frequency: Annual Upfront  
 Billing Frequency Term: Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Payment Terms: Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2025-08-18	2026-08-17	Recurring	Enrollment	1	USD 8,404.00	USD 8,404.00

Year 1 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2025-08-18	2026-08-17	USD 4.65
T4	Transcript Services TPO	2025-08-18	2026-08-17	USD 12.75

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2026-08-18	2027-08-17	Recurring	Enrollment	1	USD 8,824.20	USD 8,824.20

Year 2 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2026-08-18	2027-08-17	USD 4.65
T4	Transcript Services TPO	2026-08-18	2027-08-17	USD 12.75

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S2	Transcript Services	2027-08-18	2028-08-17	Recurring	Enrollment	1	USD 9,265.41	USD 9,265.41

Year 3 Transaction Pricing:				
Reference	Description	Start Date	End Date	Price
S2	Transcript Services	2027-08-18	2028-08-17	USD 4.65
T4	Transcript Services TPO	2027-08-18	2028-08-17	USD 12.75

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 8,404.00	USD 0.00	USD 8,404.00
Year 2	USD 8,824.20	USD 0.00	USD 8,824.20
Year 3	USD 9,265.41	USD 0.00	USD 9,265.41
<b>Total</b>	<b>USD 26,493.61</b>	<b>USD 0.00</b>	<b>USD 26,493.61</b>

Reference	Products	Description
S2	Transcript Services	Learner Type: Alumni Only Delivery Method: Parchment Print and Digital Financing Option: Transaction - Requestor Pay
S2	Transcript Services	Learner Type: Current Only Delivery Method: Digital Only Financing Option: Subscription - Recurring

**Quote Special Terms**

Recurring items on this Order Form (other than any 3<sup>rd</sup> Party Products) shall automatically renew for succeeding terms of 12-month duration at an annual price increase of 5% unless either party gives the other party 60 days' written notice of its intent not to renew prior to the expiration of the then-current term.

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**Payment Processing Fee:** Subject to limitations and prior written approval of Instructure, Customer can add a surcharge to each credential request as a method of cost recovery for some or all of Customer's fees, or an auxiliary revenue source. Due to the processing fees assessed by Instructure's credit card processing vendor, there will be a 20% processing fee on all credit card (including debit) charges in excess of the credential request fee. Instructure will remit to Customer any surcharges (less any processing fees on a monthly basis, no later than 45 days following the end of each calendar month).

**Overages:** The annual subscription fee is non-refundable, and any credential requests included within the subscription must be used within each annual period of the Term. If the cumulative number of credential requests during an annual period exceeds the subscription's credential request limit, Customer will be charged an overage fee for each additional credential request at the rates specified in the applicable Order Form ("Overage Fee"). Overage Fees will be invoiced by Instructure monthly in arrears for the remainder of the then-current subscription period.

**Pricing:** Unless otherwise expressly specified in the Order Form, after the first twelve (12) months of the Agreement, Instructure, in its sole discretion, may increase the fees payable for Services under this Agreement annually. Instructure will provide at least sixty (60) days advance notice of such fees increase, which will be effective as of the date in such notice.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No): <b>Yes</b>	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number: <b>1105</b>	Please email all US state sales tax exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

<b>Bixby Public Schools</b>	
Signature:	<small>DocuSigned by:</small> <i>Mike Anthony</i> <small>89AFAD405F08405...</small>
Name:	Mike Anthony
Title:	CFO
Date:	8/8/2025

<b>Instructure, Inc. (USA/CAN)</b>	
Signature:	_____
Name:	Dea] CLM
Title:	_____
Date:	_____

In Process

**BOE POLICY****2124: PROCEDURES FOR DOCUMENTING AND REPORTING CHILD ABUSE, NEGLECT AND EXPLOITATION: REPORTING AND INVESTIGATION**

In accordance with Oklahoma law, a teacher/any person is required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511.

Bixby Public Schools fully supports this requirement and has established this policy to facilitate such reporting. Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse, **sexual battery** or neglect of any school student under the age of 18 to the Department of Human Services by telephone using the statewide DHS hotline number – 1-800-522-3511. The employee making the report shall also inform his/her immediate supervisor about the report using the district's reporting form. The supervisor shall advise the superintendent or designee that a report was made. After confirming that a report was made to DHS using the statewide DHS hotline number, as is specifically required by law, the building principal or **designee** will contact local law enforcement regarding making an additional report of the issue **to report and staff the situation**. The building principal and superintendent or designee shall likewise confirm (via copy of the report) that a report to DHS using the DHS hotline number -- 1-800-522-3511 – was made by the staff member who suspected child abuse or neglect.

Every teacher, support person, or other employee of this school district who has reason to believe that a student 18 years or older is a victim of abuse or neglect shall immediately report to local law enforcement.

A school employee with knowledge that a report was made shall not disclose information identifying the reporting person unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Child abuse and neglect that must be reported to DHS and local law enforcement can include, but are not limited to, the following: child abuse; sexual abuse/exploitation; contributing to the delinquency of a minor; trafficking; incest; forcible sodomy; taking or enticing a child away; involving a minor in participation of distribution of child sexual abuse material; facilitating, encouraging, offering or soliciting sexual conduct with a minor; causing, inducing, persuading, or encouraging a minor to engage in or securing a minor for prostitution or any other lewd or indecent act; rape/**sexual battery**; making any oral, written or electronically or computer-generated lewd/indecent proposals to a minor under the age of 16.

All district officers, employees, and school board members have a legal obligation under Oklahoma law to report to law enforcement verbal threats or acts of threatening behavior which reasonably have the potential to endanger students, school personnel, or school property. Under this policy, "threatening behavior" means any verbal threat or threatening behavior, whether or not it is directed at another person, which indicates potential for future harm to students, school personnel, or school property. If a District official, employee, or school board member reasonably believes that a person has made a verbal threat or exhibited threatening behavior which has the potential to endanger students, school personnel or school property, and – given the immediacy of the behavior – it is reasonable to do so, the individual should first report the matter to the school administration.

Instances of verbal threats or acts of threatening behavior which reasonably have the potential to endanger students,

school personnel, or school property should also be reported to the principal or other school official. This reporting obligation exists in all instances, including conduct at school or connected with school activities and conduct that happens off of school property. Accordingly, all employees have an obligation to notify the principal or other school official if for any reason the employee believes that the verbal threats or acts of threatening behavior have been made which reasonably have the potential to endanger students, school personnel, or school property.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any ~~person~~ **school employee** who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any ~~person~~ **school employee** who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

**Any school administrator or superintendent who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a felony. Any school administrator or superintendent who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a felony. Punishment for any school administrator or superintendent not reporting or interfering with reporting carries a minimum of two (2) years imprisonment; a fine of a minimum of \$20,000; and community service as determined by the court.**

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed, including if the employee reasonably believes a person is making verbal threats or exhibiting threatening behavior. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

In cases where a report to DHS has been made, the following shall apply:

- If physical indicators are present, the school nurse should review and document bruises, scratches, marks, etc.
- Following a report to DHS, if a child is fearful regarding going home, the counselor or designee will contact law enforcement and/or the BPS School Resource Officer to determine whether the child will be transported

for further investigation.

- The school shall not contact the parent, guardian, or other person responsible for the child's health or welfare prior to or following the interview for a report of abuse, unless permission for parent contact is provided by DHS or law enforcement authorities.

**Reference(s)**  
**Adoption Date**  
**Revision History**

- Revised September 2007
- Revised December 12, 2011
- Revised April 10, 2017
- Revised October 12, 2017
- Revised August 9, 2018
- Revised October 11, 2018
- Revised August 13, 2020
- Revised July 17, 2025
- Revised August 14, 2025

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## RELEASED TIME COURSES

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,~~ the student's parent or legal guardian or the student if over the age of 18 and legally independent from a parent or 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: August 14, 2025*

## BOE POLICY 3128: FLAGS AND NATIONAL ANTHEM

It is the policy of the Bixby Board of Education that the American flag and the Oklahoma flag will be flown from appropriate masts at each school site every day classes are in session, during school hours, except in bad weather and applicable to the material of the flag. The site principals shall designate appropriate individuals the responsibility for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

Inside flags will be permanently displayed in all classrooms, and instruction in the history and etiquette of the United States flag shall be given in the 8th Grade through the Social Studies curriculum.

The recitation of the Pledge of Allegiance will be required procedure in all classrooms at the beginning of each school day, as well as at special events sponsored by Bixby schools. A notice shall be posted in a conspicuous place notifying students not wishing to participate in the pledge shall not be required to do so. Students are required to remain respectfully silent if choosing not to participate in the recitation of the Pledge.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be displayed on school property at any time unless approved by administration. In the event other flags are displayed on school premises, individuals involved will be directed to remove them.

The Pledge of Allegiance will be recited and the National Anthem will be played and traditional patriotic customs observed at major sporting events sponsored by Bixby Public Schools.

<b>Reference(s)</b>	<ul style="list-style-type: none"><li>● REFERENCE: 25 O.S. §91.2, 25 O.S. §153, 70 O.S. §24-106</li></ul>
<b>Adoption Date</b>	<ul style="list-style-type: none"><li>● Adoption Date: November 13, 2000</li></ul>
<b>Revision History</b>	<ul style="list-style-type: none"><li>● Revision Date: August 13, 2001</li><li>● Revised: September 8, 2014</li><li>● Revision Date: July 15, 2021</li><li>● Revision Date: July 14, 2022</li><li>● Revision Date: July 14, 2025</li></ul>



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## Spreadsheet shared with you: "CE\_Title Surplus items, August, 2025 "

2 messages

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**Jenaan Suleiman (via Google Sheets)** <drive-shares-dm-noreply@google.com>

Wed, Aug 13, 2025 at 2:19 PM

Reply-To: Jenaan Suleiman <jsuleiman@bixbyps.org>

To: smcintyre@bixbyps.org

Cc: aflowers@bixbyps.org, kgilliam@bixbyps.org, lhaynes@bixbyps.org

## Jenaan Suleiman shared a spreadsheet




Jenaan Suleiman (jsuleiman@bixbyps.org) has invited you to **edit** the following spreadsheet:

Here are the 4 different titles of dinosaur books & there is an older Elmo (document camera) as well.

See the notes column on the items.

Let me know what else is needed.

thanks

 CE\_Title Surplus items, August, 2025

Open

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Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA  
You have received this email because jsuleiman@bixbyps.org shared a spreadsheet with you from Google Sheets.

Google Workspace

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**Leslie Haynes** <lhaynes@bixbyps.org>

Wed, Aug 13, 2025 at 2:40 PM

To: Jenaan Suleiman <jsuleiman@bixbyps.org>

Cc: aflowers@bixbyps.org, kgilliam@bixbyps.org, smcintyre@bixbyps.org

**CE - Title Surplus Items, August, 2025**

Item	Description	Title Year	Publisher	Quantity	Notes
Books	Dinosaur book - titled: Triceratops: Three Horned Giant	2013/14	Capstone Press	6	Haventt been used in the 5 years I've been at CE - The language structure is above the majority of the students we serve in Title. I've asked teachers in our building and no one is interested. So, I would like for us to be able to give these away at STEAM and/or Literacy nights.
Books	Dinosaur book - titled: Stegosaurus: Armored Defender	2013/14	Capstone Press	6	
Books	Dinosaur book - titled: Tyrannosaurus Rex: Mighty Meat-Eater	2013/14	Capstone Press	6	
Books	Dinosaur book - titled: Velociraptor: Clawed Hunter	2013/14	Capstone Press	6	
Document Camera	Elmo	2013/14	Elmo	1	Has the electric plug-in cord but does not have a connector cord from the Elmo to a device/computer. It appeared in my mailbox a couple of years ago. I have no idea where it came from or what inventory it might be on. I've not used it since its missing a cord. Sent an email to Amy Reneau about it on 8/8/25 but have not heard anything back from her yet (asking if they maybe want to try it out).

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**Surplus**

1 message

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**Carlie Head** <chead@bixbyps.org>  
To: Sherry McIntyre <smcintyre@bixbyps.org>

Mon, Aug 11, 2025 at 2:18 PM

from high school  
11 tables and 2 kitchen carts/stands



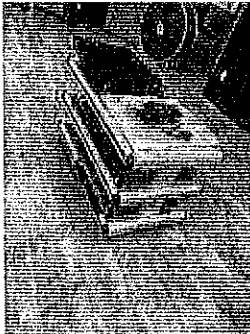
**Carlie Head**  
Facilities & Maintenance Admin Assistant  
Bixby Public Schools  
918-366-2304



It's always a GREAT day to be a SPARTAN!!

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
**3 attachments**



77636145514\_\_8D022AE2-C620-4935-9757-0750B12CAAC0.jpg  
3414K



77636147540\_\_58B33814-8602-4F4C-B479-64254682AA3C.jpg  
2776K

 **IMG\_0968.MOV**  
1455K





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## Surplus items

1 message

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**Kellan Haffner** <khaffner@bixbyps.org>  
To: "smcintyre@bixbyps.org" <smcintyre@bixbyps.org>

Tue, Jul 29, 2025 at 9:31 AM

Hi Sherry,

We are attempting to make room for all the things. We cleaned out backstage today, and we have two of these old style desks and 7 Listening Center tables that are no longer used on our site. I asked Adrienne, and she said to contact you. What else do I need to do?

Thanks so much!  
Kellan  
Get Outlook for IOS

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### 2 attachments



**IMG\_7450.jpeg**  
2425K



**IMG\_7449.jpeg**  
2690K