

Bixby Board of Education Special Meeting

Bixby Public Schools

North Elementary, North Elementary, 7101 East 121st St. S., Bixby, OK 74008

Friday, January 30, 2026 8:30 AM

Meeting Live Stream Link: <http://bixbyps.info/youtube>

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board of Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Friday, January 30, 2026 at 8:30 a.m. at North Elementary, 7101 East 121st St. S., Bixby, OK.

2. Call meeting to Order/Roll Call

3. BPS Curriculum Showcase - Tour of select facilities by the Board of Education led by the Superintendent and staff. Sites will be visited in the order provided below. No action is required by the Board of Education.

1. North Elementary: 7101 East 121st St. S., Bixby, OK 74008

2. East Elementary: 11901 East 131st St. S., Broken Arrow, Ok 74011

3. Central Intermediate: 9401 East 161st St. S., Bixby, OK 74008

4. 9th Grade Center: 301 South Riverview Dr., Bixby, OK 74008

5. Bixby Learning Center: 601 South Riverview Dr., Bixby, OK 74008

6. BPS Administrative Center: 23 South Riverview Dr., Bixby, Ok 74008

4. LUNCH BREAK

5. Discussion and possible board action to approve an agreement with Glenpool Conference Center for the rental of the center for the Employee Appreciation Banquet on April 4, 2026, at a cost of \$4,800.

6. Presentation of Financial Report. Information only. No action required by the board.

7. Vote to Adjourn





Name of person posting this agenda

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

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

North Elementary, North Elementary, 7101 East 121st St. S., Bixby, OK 74008

## Proposal No. 889

*GCC Rental Proposal & Agreement*

**\$4,800.00**



Glenpool Conference Center

### Proposal for Your Review and Signature

#### Client

No Client Assigned

#### Proposal Date

01/07/2026

#### Introduction/Terms

This Agreement dated is entered into by and between the Glenpool Industrial Authority, an Oklahoma Statutory Trust, d/b/a the Glenpool Conference Center Bixby Public Schools , 12205 S. Yukon Ave., Glenpool, OK 74033 ("Lessor" or "Conference Center" or "Event Venue" as applicable) and [Renter/Organization/Client] Bixby Public Schools ("Lessee" or "Client" as applicable)

The Glenpool Conference Center hereby agrees to rent the Conference Center to Bixby Public Schools for BPS Employee Appreciation Banquet on Sat, Apr. 4, 2026 10:00 AM - 10:00 PM in the following rooms GCC - Hall A, Sat, Apr. 4, 2026, 10:00 AM - 10:00 PM,GCC - Hall B, Sat, Apr. 4, 2026, 10:00 AM - 10:00 PM,GCC - Foyer, Sat, Apr. 4, 2026, 10:00 AM - 10:00 PM .

Bixby Public Schools

Contact: Jessica Jernegan

**Reservations:** A NON-REFUNDABLE deposit, paid to GCC, of \$250 or half of the room rental if the room rental does not exceed \$250, will be required to reserve any day. The remaining balance is due 15 days before the event. All payments made to GCC are final and non-refundable. If lessee fails to pay before their due date a 20% late fee will be applied for the remaining balance on the event. The deposit will be applied to the total balance – Lessee will be responsible for all damages and/or violations of Conference Center policy, to be assessed immediately following event.

**Rental Time:** The time that is rented from the Glenpool Conference Center includes: any set up or preparation to take place before the event, the time of the actual event and any time needed to clean up after the event to the standard set by the GCC guidelines. All parties must be removed from the facility by the end of the rental time stated in the GCC Formal Agreement. That would include anyone not associated with GCC such as DJ's, bands, decorators, rental companies, etc... A penalty fee of \$250 will be charged to the lessee for every hour over the agreed-upon time. The rental time frame cannot exceed 2 am.

**Termination/Cancelation** Termination or cancelation of this Agreement by Lessee without a minimum of 60 days' notice will result in a cancelation fee of the room rental total, and forfeiture of any payments made to the Glenpool Conference Center, under any circumstances, or for any reason. As provided by paragraph 1, the deposit will not be refundable in any event of termination. No exemptions.

**Tables and Chairs** GCC will provide its own 6 ft & 8 ft rectangle tables and 60-inch round tables and banquet chairs. The facility can accommodate banquet-style seating for up to 500 guests. If the lessee needs more tables or chairs than GCC has on-site, they can be rented in. Ask GCC for quote. Set-up and tear down of tables and chairs on Sunday through Thursday can be done by the Conference Center Staff for \$3 per table and \$1 per chair. Friday and Saturday events are subject to separate set-up and tear-down fees of \$3 per table and \$1 per chair.

**Alcohol Policy** All alcohol MUST be served by a licensed and insured bartender. An Alcohol Request form must be submitted to and approved by the GCC Director 30 days before the date of the event. Lessee will provide a copy of the bartender's liquor license and insurance to the GCC Director 30 days prior to the event. Lessee will pay \$40 an hour in cash to a CLEET-certified Glenpool Police Officer, for the time frame in which the alcohol is served until the end of the rental time. This amount is to be paid by the lessee directly to the officer at the beginning of the event. Guest count determines the number of CLEET-certified Glenpool Police Officers that will be required. No one under the age of 21 may have the opportunity or be permitted under any circumstance to consume alcohol. Guests are not allowed to bring their own alcohol. Lessee will be held responsible for any violations of this policy.

**Kitchen Fees** . GCC will provide kitchen utilities only (walk-in cooler, freezer, oven, fryer, sinks and warmers). GCC does not provide any cooking or baking materials (including but not limited to pots, pans, bowls, and utensils), cleaning rags or cloths. The kitchen must be cleared of all noticeable trash and debris by the lessee or catering provider prior to leaving the building following the event. ABSOLUTELY NO FOOD DOWN THE 3 VAT SINK.

**Additional or Subsequent Charges** Any additional charges that occur after the event will be billed to the lessee. This includes, without limitation, any damages to the facility, any excessive cleaning charges necessitated by the event, GCC staff set up or tear down, any missing or damaged equipment (including rental equipment) or other personal property, and any legal charges that may result from a violation of alcohol policies.

**Liability** Glenpool Conference Center is not liable for any lost, stolen, missing, or damaged property incurred by you or your guests. Children are welcome but are to be supervised by an adult at all times. GCC is not liable and/or responsible for children before during or after the event.

**Clean Up** The lessee is required to clear all areas rented of trash and debris and to return all rented equipment from GCC clean and placed back in the service hall by the end of the rental time. Lessee is NOT required to clean bathrooms, take out trash, mop, sweep or vacuum. Excessive cleaning may result in a fee following the event. This is determined by GCC Staff members, and cleaning crew. Events using confetti will be billed for clean-up starting at a \$200 fee.

**Rental Equipment** Lessee is responsible for coordinating with GCC Staff about any rental equipment from GCC and/or from outside rental companies. All rentals MUST be picked up by the rental company by the end of the rental time. If rental equipment is not picked up by the end of the rental time lessee is subject to additional charges.

**Staff Assistance** All events will always have a GCC staff member present to assist the lessee with any facility-related needs and to unlock and/or lock the facility at the agreed start and end event times.

**Non-Profit** Organizations Non-Profit Organizations rates are available. All organizations must receive approval from the GCC Director. Non-Profit rates will not be applied to events taking place on a Friday or Saturday.

**Decorations:** Tapes such as Duct Tape, Gorilla Tape, command stripes etc... are not to be used to hang anything from the walls, or tape anything to the floor. Painter's tape is the only tape allowed to be used. NO holes are made in the walls.

| Item                               | Total             |
|------------------------------------|-------------------|
| <b>Line Items</b>                  |                   |
| GCC Room Rental<br>A, B, And Foyer | \$4,800.00        |
| Chair                              | \$0.00            |
| 60" round tables                   | \$0.00            |
| 8' Rectangle Table                 | \$0.00            |
| Bistro Tables                      | \$0.00            |
| Kitchen Usage                      | \$0.00            |
| <b>PROPOSAL TOTAL</b>              |                   |
| <b>Total</b>                       | <b>\$4,800.00</b> |

## Message

No Message

## Image Gallery

No Images

## Attached Files

No Attached Files

## Signature & Personal Verification

### IDENTITY CONFIRMATION

I, **Jesscia Jernegan**, am the person who is named as a party in this proposal or I am an authorized signatory of the party named in this proposal, and I agree to conduct business via the Internet with the other party or parties mentioned in this proposal.

### ELECTRONIC SIGNATURE ACKNOWLEDGEMENT

I acknowledge and understand that my signing and submitting of this proposal electronically is the legal equivalent of affixing my handwritten signature on the submitted proposal.

### CHOOSE A SECURITY QUESTION

-Select Question- 

### PROVIDE AN ANSWER TO YOUR SECURITY QUESTION

### TYPE YOUR NAME TO SIGN

I Agree