

Bixby Board of Education Special Meeting
Monday, November 16, 2020 Bixby Board of Education Special Meeting
Administrative Building 109 N. Armstrong Bixby, OK 74008
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present

Matt Dotson: Present

Tristy Fryer: Present

Julie Prox: Present

Amanda Stephens: Present

Present: 5.

1. As required by Sec. 311, Title 25 of the Oklahoma Statutes, notice is hereby given the Board Education of Independent School District No.4, Tulsa County, Oklahoma, will hold a Special Meeting on Monday, November 16, 2020 at 6:00 p.m. at the BPS Administrative Center, 109 N. Armstrong, Bixby, OK.
2. Call meeting to Order/Roll Call
3. **Reports to The Board**
 1. **Special Recognition**
 1. Community Partner Award - ESS
 2. Spartan Spirit Award - Bixby School Nurses
 3. Spartan Coin of Excellence - Kate Bradley, All-State Softball, Oklahoma High School Fastpitch Softball Coaches Association
 4. Spartan Coin of Excellence - Cayden Dawson, Cross Country
 5. Spartan Coin of Excellence - Aubrey McNiel, National Merit Semifinalist
 2. Superintendent's Report - Rob Miller
 3. Facilities Update - Gabe Hayes
 4. Budget and Finance Update - Mike Anthony
 5. Special Education Update - Janice Rogers
4. **Comments from the Public - None**
 1. Speakers must identify themselves.

2. Each Speaker is given a maximum of three (3) minutes.
 3. In order to avoid repetitious information, a single spokesperson will be selected by groups desiring to address the board.
 4. Total time allocated to this item is thirty (30) minutes.
 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.
 6. Speakers may not use profanity at a School Board meeting. Patrons conducting themselves in this manner may be asked to leave the meeting.
 7. The president reserves the right to interrupt this section and move to the next item.
 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.
5. **General Consent Agenda - Discussion, consideration and vote to approve or not to approve Items #5.1-5.10. (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 #5.1- 5.10. (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.) Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

1. Minutes of October 8, 2020 Regularly Scheduled Board Meeting
 2. Minutes of October 23, 2020 Special Board Meeting
 3. Activity Fund Summary of Accounts and Transfer Requests
 4. Encumbrances and Change Orders for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease and Bond Funds 31-39 per attached encumbrance registers
 5. Approval of an Independent Contractor Agreement with Prep Plus LLC for ACT preparation classes for the 2020-2021 fiscal year
 6. Approval of a contract renewal with Community Care Employee Assistance Program for the 2020-21 fiscal year.
 7. Approval of a contract renewal with Intrado Communications for the 2020-21 fiscal year.
 8. Report on the Annual State Department of Education evaluation of the Alternative Education Program
 9. Employment, Resignation, Retirement - Certified Personnel - per attached
 10. Employment, Resignation, Retirement - Support Personnel - per attached
6. **Finance**
1. Presentation of the 2019-2020 Audit by Jenkins & Kemper, CPAs. Information only. No action required by the Board of Education.
7. **Teaching and Learning**
1. Review of Comprehensive Exit Report and College Remediation Report. Information only. No action required by the Board of Education.
 2. Discussion, consideration and vote to approve or not to approve a contract with the YWCA for Student Support Services.

Approval of a contract with the YWCA for Student Support Services. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin
Cheatha Ye
m:

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie
Prox: Yea

Amand
a
Stephen Yea
s:

Yea: 5, Nay: 0

8. **District Services**

1. Discussion, consideration and vote to approve or not to approve the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the Calendar Year 2021.

Approval of the Bixby Public Schools Board of Education Notice of Schedule of Regular Meetings for the Calendar Year 2021. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin
Cheatha Ye
m:

Matt
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda Stephens: Yea

Yea: 5, Nay: 0

2. Discussion, consideration, and vote to approve or not to approve a Letter of Agreement with Hanover Research Council L.L.C. for research, data collection and analysis, and benchmarking associated with the Bixby High School Visioning Process.

Approval of a Letter of Agreement with Hanover Research Council L.L.C. for research, data collection and analysis, and benchmarking associated with the Bixby High School Visioning Process. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea

Matt Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda: Yea

Stephen
s:

Yea: 5, Nay: 0

3. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval of declaring items as surplus to be disposed of according to Oklahoma Statutes. Passed with a motion by Julie Prox and a second by Justin Cheatham.

Justin
Cheatha Yea
m:

Matt
Dotson: Yea

Tristy Fryer: Yea

Julie Prox: Yea

Amanda
Stephen Yea
s:

Yea: 5, Nay: 0

9. **Human Resources** - No items this meeting

10. **Vote to adjourn**

At 7:53 p.m. approval of a motion to adjourn. Passed with a motion by Julie Prox and a second by Matt Dotson. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin
Cheatham: Yea

Matt
Dotson: Yea

Tristy
Fryer: Yea

Julie Prox: Yea

Amanda
Stephens: Yea

Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

Bixby Board of Education Regular Meeting
Thursday, October 8, 2020
Administrative Center
109 N Armstrong St
Bixby, OK 74008

Attendance Taken at 6:00 PM.

Justin Cheatham: Present
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 5.

1. Call Meeting to Order/Roll Call

2. Reports to the Board

2.1. Special Recognition

2.1.1. Spartan Spirit Award - Cheryl Wilkinson, Justin Brady, Cody Coonce, and Laura DeWoody

2.2. Superintendent's Report - Rob Miller

2.3. Operations Update - Gabe Hayes

2.4. Budget and Finance Update - Mike Anthony

3. Comments from the Public

3.1. Speakers must identify themselves.

3.2. Each Speaker is given a maximum of three (3) minutes.

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, consideration and vote to approve or not to approve Items #4.1-4.15. (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 #4.1-4.15 as presented. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

4.1. Minutes of September 10, 2020 Regularly Scheduled Board Meeting

4.2. Activity Fund Summary of Accounts and Transfer Requests

4.3. Encumbrances and Change Orders for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease and Bond Funds 31-39 per attached encumbrance registers

4.4. Approval of the request to participate in the 2020-2021 Buy Bixby Program with the Bixby Metro Chamber

4.5. Approval of an agreement with Oklahoma Secondary School Activities Association for conducting a Pilot Cooperative Activities Program

4.6. FMLA - West Intermediate - Certified - 11/12/20 to 12/3/20

4.7. FMLA - North Elementary - Certified - 12/15/20 to 1/25/21

4.8. Medical Leave - Child Nutrition - Support - 9/15/20 to 2/11/21

4.9. FMLA - Transportation - Support - 9/16/20 to 10/7/20

4.10. Medical Leave - Child Nutrition - Support - 8/31/20 to 2/8/21

- 4.11. FMLA - High School - Certified - 9/8/20 to 12/31/20
- 4.12. Medical Leave - District - Support - 10/6/20 to 11/9/20
- 4.13. Medical Leave - Child Nutrition - Support - 8/26/20 to 1/8/21
- 4.14. Employment, Resignation, Retirement - Certified Personnel - per attached
- 4.15. Employment, Resignation, Retirement - Support Personnel - per attached

5. Finance

5.1. Discussion, consideration and vote to approve or not to approve an agreement with Mabrey Bank for sponsorship activities with Bixby Public Schools.

Approval of an agreement with Mabrey Bank for sponsorship activities with Bixby Public Schools. Passed with a motion by Julie Prox and a second by Matt Dotson.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5.2. Discussion, consideration and vote to approve or not to approve updates to Activity Fundraisers for the 2020-2021 fiscal year.

Approval of the updates to the Activity Fundraisers for the 2020-2021 fiscal year. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5.3. Discussion, consideration and vote to approve or not to approve an activity fund account for the West Elementary PTO.

Approval of an activity fund account for the West Elementary PTO. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5.4. Discussion, consideration and vote to approve or not to approve an activity fund account for the West Intermediate PTO.

Approval of an activity fund account for the West Intermediate PTO. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

6. Teaching and Learning

Approval of a contract with Empower Academy for educational services. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

7. School Operations - No items this month

8. District Services

8.1. Discussion, consideration and vote to approve or not to approve an additional contract with Entrust One for cleaning services for the 2020-2021 fiscal year as presented.

Approval of an additional contract with Entrust One for cleaning services for the 2020-2021 fiscal year as presented. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

8.2. Discussion, consideration and vote to approve or not to approve declaring items as surplus to be disposed of according to Oklahoma Statutes.

Approval of declaring items as surplus to be disposed of according to Oklahoma Statutes as presented. Passed with a motion by Amanda Stephens and a second by Justin Cheatham.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

9. Human Resources

9.1. Discussion, consideration, and vote to approve or not to approve addenda with ESS for the 2020-21 fiscal year.

Approval of addenda with ESS for the 2020-2021 fiscal year as presented. Passed with a motion by Julie Prox and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

9.2. Discussion, consideration, and vote to approve or not to approve changes to School Board Policy 4104, Teacher Ethics.

Approval of the changes to School Board Policy 4104, Teacher Ethics. Passed with a motion by Tristy Fryer and a second by Justin Cheatham.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

10. Miscellaneous

10.1. Discussion, consideration, and vote to approve or not to approve a contingency fee agreement with the Frantz Law Group, APLC, to provide legal services in connection with pursuing claims for damages associated with JUUL and Electronic Cigarette (e-cigarette) litigation.

Approval of a contingency fee agreement with the Frantz Law Group, APLC, to provide legal services in connection with pursuing claims for damages associated with JUUL and Electronic Cigarette (e-cigarette) litigation. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

10.2. Discussion, consideration and vote to approve or not to approve a resolution of the Bixby Board of Education to the Tulsa County Election Board calling for an annual school board election of member of Board of Education office, Number 1, which has a five-year term of office. Primary Election to be held at the regular voting places within Bixby School District on the 9th day of February, 2021, only if three or more candidates file for the position. General Election shall be held on April 6, 2021, under the following circumstances: if only two candidates file for the position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidates in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

Approval of a resolution of the Bixby Board of Education to the Tulsa County Election Board calling for an annual school board election of member of Board of Education office, Number 1, which has a five-year term of office. Primary Election to be held at the regular voting places within Bixby School District on the 9th day of February, 2021, only if three or more candidates file for the position. General Election shall be held on April 6, 2021, under the following circumstances: if only two candidates file for the position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no

candidates in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m. Passed with a motion by Julie Prox and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

11. New Business

12. Vote to adjourn

At 7:50 p.m. approval of a motion to adjourn. Passed with a motion by Amanda Stephens and a second by Julie Prox.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

CERTIFIED PERSONNEL EMPLOYMENT

TEMPORARY CONTRACT

Roy Hunter

Indian Ed Tutor

VIRTUAL COURSE TEACHER

CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

SUPPORT PERSONNEL
RESIGNATION

Laami Bataluna	FS Assistant	Eff. October 14, 2020 East Elem/Int
Charlotte Devoe	Paraprofessional	Eff. October 5, 2020 High School
Teresa Fox	Paraprofessional	Eff. September 10, 2020 Middle School
Krista Burke Sessions	Playground Aide	Eff. September 18, 2020 West Elementary
Bobbie Harjo	Paraprofessional	Eff. September 17, 2020 Central Elementary
Sandy Jay	PreK Para	Eff. October 7, 2020 East Elementary
Kimberly Quillman	EL Para	Eff. September 18, 2020 Middle School
Denise Wood	Athletic Secretary	Eff. September 9, 2020 High School
Kim Yates	PreK Para	Eff. September 10, 2020 East Elementary

TERMINATED

Submitted to the Board of Education
October 8, 2020

Bixby Board of Education Special Meeting
Friday, October 23, 2020
Bixby West Elem/Intermediate Media Center
14901 S. Harvard Ave.
Bixby, OK 74008

Attendance Taken at 12:10 PM.

Justin Cheatham: Present
Matt Dotson: Present
Tristy Fryer: Present
Julie Prox: Present
Amanda Stephens: Present
Present: 5.

1. Call Meeting to Order/Roll Call

2. School Board and Superintendent Roles and Communications - Dr. Ann Caine, OSSBA.
Discussion only. No action required by the Board of Education.

Dr. Ann Caine discussed with the Board various questions that the members may have and how to handle them. Discussion only. No action was taken by the Board of Education.

3. Current and projected bond status for Bixby Public Schools. Discussion only. No action required by the Board of Education.

Jordan Smith, Stephen L. Smith Corporation, discussed future bond issues and answered the Board Members questions. Discussion only. No action was required by the Board of Education.

4. Discussion, consideration and vote to approve or not to approve Encumbrances for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease and Bond Funds 31-39 per attached Encumbrance registers.

Approval of Encumbrances for FY 2021 General Fund, Building Fund, Child Nutrition Fund, Sinking Fund, Bond-Lease and Bond Funds 31-39 per attached Encumbrance registers. Passed with a motion by Tristy Fryer and a second by Amanda Stephens.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

5. District Strategic Plan, Implementation Timeline, and Process. Discussion only. No action required by the Board of Education.

Rob Miller discussed with the Board the District Strategic Plan, Timeline and Process. Discussion only. No action required by the Board of Education.

6. Vote to adjourn

At 4:07 pm. approval of adjourning. Passed with a motion by Amanda Stephens and a second by Tristy Fryer.

Justin Cheatham: Yea
Matt Dotson: Yea
Tristy Fryer: Yea
Julie Prox: Yea
Amanda Stephens: Yea
Yea: 5, Nay: 0

President

Vice President

Clerk

Member

Member

CERTIFIED PERSONNEL EMPLOYMENT

Shelly Stringer

Spec Ed Teacher

Eff. October 20, 2020
High School

TEMPORARY CONTRACT

VIRTUAL COURSE TEACHER

CERTIFIED PERSONNEL RESIGNATION AGREEMENTS

Martha Peters

Chemistry

Eff. December 18, 2020
High School

SUPPORT PERSONNEL
EMPLOYMENT FOR THE 2020-2021 SCHOOL YEAR
SUBJECT TO JOB ASSIGNMENT BY THE SUPERINTENDENT

Megan Baker	Para	Eff. October 20, 2020 North Elementary
Celeah Caldwell	PreK Para	Eff. October 9, 2020 East Elementary
Bianca Castillo	Custodian	Eff. October 23, 2020
Whitney Crow	PreK Para	Eff November 9, 2020 North Elementary
Jamie Hancock	Para	Eff. November 11, 2020 West Intermediate
Bobbie Harjo	Para	Eff. November 12, 2020 Central Elementary
Janet Johnson	FS Assistant	Eff. October 10, 2020
Laurance LeMay	Driver	Eff. October 29, 2020 District Wide
Paula McClendon	Driver	Eff. November 9, 2020 District Wide
Michael Owens	Custodian	Eff. October 19, 2020
Brenda Redding	FS Assistant	Eff. November 5, 2020
Sandy Schwemmer	Para	Eff. October 27, 2020 North Elementary
Madison Simpson	Bus Aide	Eff. November 5, 2020 District Wide
Connie Six	Safety Systems Tech	Eff. November 16, 2020 District Wide
Allison Skipper	PreK Para	Eff. October 20, 2020 East Elementary

TEMPORARY EMPLOYMENT

Danielle Hacking Neglected Liaison

VOLUNTEER COACHING

Brent Landrum 8th Boys Basketball

SUPPORT PERSONNEL
RESIGNATION

Ashley Arnold	Custodian	Eff. October 9, 2020 9 th Grade Center
Ola Clark	Bus Driver	Eff. October 9, 2020 District Wide
Laura Crawford	Paraprofessional	Eff. October 14, 2020 East Elementary
Mark Deibert	Facility Director	Eff. October 31, 2020 District Wide
Kaylenn Fagg	FS Assistant	Eff. November 06, 2020 West Elem/Int
Joanna Jackson	Paraprofessional	Eff. October 30, 2020 High School
Lacey Johnson	Paraprofessional	Eff. November 20, 2020 High School
Terika Johnson	PreK Para	Eff. October 14, 2020 North Elementary
Anjanette Keenen	Office Asst	Eff. October 30, 2020 North Elementary
Amber King	Office Asst.	Eff. October 15, 2020 Middle School
Charles McConkey	Bus Driver	Eff. November 2, 2020 District Wide
William Noviski	Custodian	Eff. November 13, 2020 North Intermediate
Jennifer Whynot Pacheco	Para	Eff. October 16, 2020 North Elementary
Francisco Pena	Playground Aide	Eff. September 25, 2020 East Elementary
Karen Richardson	Playground Aide	Eff. Nov. 2, 2020 Central Elementary
Acelyn Smith	Custodian	Eff. November 5, 2020 West Elementary
Jana Womack	Para	Eff. November 20, 2020 West Elementary

TERMINATED

LEARN WELL.

Sherry McIntyre
Treasurer



LIVE WITH HONOR.

918.366.2211
smcintyre@bixbyps.org

SCHEDULE OF REGULAR MEETINGS
CALENDAR YEAR 2021
BIXBY BOARD OF EDUCATION
BIXBY PUBLIC SCHOOLS
ADMINISTRATIVE CENTER LOBBY
109 NORTH ARMSTRONG
BIXBY, OKLAHOMA 74008

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>
JANUARY 14	THURSDAY	6:00 P.M.
FEBRUARY 11	THURSDAY	6:00 P.M.
MARCH 11	THURSDAY	6:00 P.M.
APRIL 8	THURSDAY	6:00 P.M.
MAY 13	THURSDAY	6:00 P.M.
JUNE 10	THURSDAY	6:00 P.M.
JULY 15	THURSDAY	6:00 P.M.
AUGUST 12	THURSDAY	6:00 P.M.
SEPTEMBER 9	THURSDAY	6:00 P.M.
OCTOBER 14	THURSDAY	6:00 P.M.
NOVEMBER 11	THURSDAY	6:00 P.M.
DECEMBER 9	THURSDAY	6:00 P.M.

ROB MILLER, SUPERINTENDENT



Letter of Agreement

Date of Agreement: 11/12/2020

Client: Bixby Public Schools

Client Address: 109 N. Armstrong St., Bixby, OK 74008

Effective Date: 11/16/2020

End Date: 11/15/2021

Agreement

This agreement "Agreement" between The Hanover Research Council LLC ("Hanover Research") and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the "Research Services"), as well as the right to ask Hanover Research to expedite work of particular urgency.

All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include, but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

This Agreement hereby incorporates by reference the following terms and conditions ("Terms") that are available for review by Client online at: <http://www.hanoverresearch.com/client-services-terms-conditions-education/>. Client's signature below shall be deemed its acceptance and acknowledgement of the Terms as they related to the Research Services.

Service Fee: \$49,500

Invoicing – Net 30

11/16/2020 – \$49,500

Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third party vendor if requested. If Additional Services are estimated to cost more than \$5,000, Client shall either (1) contract directly with the third party vendor(s) for such Additional Services, or (2) pre-pay to Hanover the estimated costs for the Additional Services prior to the project kick-off.

Confirmation

Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement.

Bixby Public Schools

Hanover Research Council LLC

Signature: _____

Signature: _____

Date: _____

Date: _____