

AGENDA WITH COMMENTARY

**GUTHRIE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MONTHLY MEETING
802 EAST VILAS
GUTHRIE, OKLAHOMA**

**MONDAY
AUGUST 8, 2016
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda:.....Pages 5-45
All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:**
 - A. Minutes of regular meeting held on July 11, 2016**
 - B. Minutes of special meeting held on July 14, 2016**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Encumbrances for General Fund #'s 154-226, Building Fund #'s 46-68, Casualty and Flood Insurance Recovery Fund #1 and Activity Fund Reports**
 - F. Fuel Bid**

**G. Out-of-State Trip Requests:
Marty Jones and FFA Students-American Royal Livestock Show-Kansas
City, MO-October 19-23, 2016**

H. Declare listed items as surplus

I. Contracts/Agreements under \$10,000

**1. Special Services Agreement with United Community Action Head Start for
2016-2017.....Pages 31-40**

Commentary:

This is our annual renewal agreement with Head Start to provide Special Education Services to eligible students age 3-5 which is required by federal regulations. This agreement does not place any additional financial expenses on Guthrie Schools. A complete explanation is in your packet. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**2. Contract with Oklahoma Department of Career and Technology for Full-
Time Adult Career and Technology Education Programs for 2016-2017
Pages 41-42**

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2016-2017 school year. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**3. Agreement with YMCA of Greater Oklahoma City for facility use of Fogarty
Elementary for 2016-2017.....Pages 43-45**

Commentary:

This will be the third year the YMCA has been in charge of the School Age Care Program. We have already approved an agreement for facility use at Cotteral Elementary and this agreement expands the program for after school care to Fogarty Elementary as well. This agreement allows the District and the YMCA to have this arrangement for one year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

**A. Recommendation, consideration and action to calculate the 2016-2017 school year
by instructional hours.....Page 46**

Commentary:

We have done this for the last 7 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon Teen Risk Avoidance and Character Education (TRACE) for 9th grade students.....Page 47

Commentary:

This is a program for 9th grade students based on Choosing the Best Curriculum. This will be the 4th year for the program to be offered. High School Principal Chris LeGrande feels the program is highly effective in promoting goal setting as well as being instrumental in encouraging students to make good choices. The program is free and is led by Ms. Stephany Cleek of Crossroads Clinic. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon agreements with the City of Guthrie for School Resource Officers for 2016-2017.....Pages 48-54

Commentary:

These agreements with the City of Guthrie will provide School Resource Officers (SRO's) for the District during the months school is in session. The SRO's will be funded by the City of Guthrie for 2016-2017. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon change order for Graco Roofing and Construction, LLC.....Pages 55-56

Commentary:

This change order refers to a deduction of \$25,000.00 for the unused contingency allowance for the first phase of the Bond Series . **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon School Bus Rider's Handbook for 2016-2017.....Pages 57-68

Commentary:

This handbook was already approved at the July 11, 2016 Board Meeting. It is being resubmitted today after a change in disciplinary procedures was reconsidered. **Cody Thompson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon revision to Policy F-6 Guthrie Public Schools Wellness Policy.....Pages 69-74

Commentary:

This revision is necessary to be in compliance with the provisions of the federal Healthy and Hunger Free Kids Act.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 10. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, teacher negotiations for 2016-2017, Administrator’s Handbook and Salary Schedule for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board’s return to open session**
 - C. **Statement of minutes of executive session**
- 11. **Vote on action as set out on the Personnel Reports.....Pages 75-76**
- 12. **Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule-not including the Superintendent-for 2016-2017.....Pages 77-87**

Commentary:

This handbook was previously approved at the July 11, 2016 Board Meeting. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 14. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 15. **Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 11, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 11, 2016

Board Members Present: Jennifer Bennett-Johnson, Gail Davis, Terry Pennington, Travis Sallee, Tina Smedley and Sharon Watts

Board Member Late: Janna Pierson

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of Personnel/Secondary Ed
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Jessica Callaway, Director of Child Nutrition
Shelley Toon-Daves, Route Supervisor
Jean Watts, Deputy Minutes Clerk

1. The meeting was called to order by President Watts.
2. Members Jennifer Bennett-Johnson, Gail Davis, Terry Pennington, Travis Sallee, Tina Smedley, and Sharon Watts were present for roll call.

Member Janna Pierson was not present for roll call.
3. A quorum was established.
4. President Watts asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Watts asked everyone present to join her in a Moment of Silence.
- 6A. President Watts asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there were no citizens registered to speak to the Board.

- 6B. President Watts called for any comments to the Board by Board members.**

There were no comments to the Board by Board members.

- 7. President Watts called for the Superintendent's Reports.**

Superintendent Simpson reported on the following:

Offered condolences to the family of Willie Young who passed away Sunday evening. Coach Young was an educator and coach for Guthrie Public Schools for 28 years.

Announced a Special Board Meeting date of Thursday, July 14, 2016 for the purpose of receiving an update from The Stacy Group and discussing the selection of a construction delivery method for the new Guthrie Elementary School.

Updated the Board on the progress of summer cleaning at the sites. Although Central Elementary is under construction, they will be ready for the beginning of school. Dr. Simpson continues to check the sites weekly.

Stated that these current financial times are different and difficult. There is a staff member on the personnel report being considered for rehire tonight that was previously non-renewed. Thanks to donations from community members, this position has been completely funded and this teacher is being considered for rehire for 2016-2017.

Member Pierson arrived at 7:06 p.m.

- 8. President Watts called for any items to be removed on the Consent Agenda for discussion.**

Agenda Item 8A, Minutes of regular meeting held on June 13, 2016, was pulled from the Consent Agenda by Bennett-Johnson and Agenda Item 8B, Minutes of special meeting held on June 21, 2016, was pulled from the Consent Agenda by Pennington.

A motion was made by Sallee and seconded by Smedley to approve the Consent Agenda excluding Item 8A, Minutes of regular meeting held on June 13, 2016 and Item 8B, Minutes of special meeting held on June 21, 2016.

The motion carried with 7 ayes and 0 nays.

A motion was made by Sallee and seconded by Bennett-Johnson to approve Agenda Item 8A of the Consent Agenda.

The motion carried with 5 ayes and 2 abstentions-Members Bennett-Johnson and Pierson abstaining.

A motion was made by Smedley and seconded by Davis to approve the Agenda Item 8B of the Consent Agenda.

The motion carried with 6 ayes and 1 abstention-Member Pennington abstaining.

- 9A. President Watts called for recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie.**

A motion was made by Davis and seconded by Smedley to approve the application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie.

The motion carried with 7 ayes and 0 nays.

- 9B. President Watts called for recommendation, consideration and action upon School Bus Rider's Handbook for 2016-2017.**

A motion was made by Pierson and seconded by Davis upon approval of the School Bus Rider's Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9C. President Watts called for recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2016-2017.**

A motion was made by Smedley and seconded by Bennett-Johnson to approve the School Bus Driver's and Monitor's Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9D. President Watts called for recommendation, consideration and action upon Activity Fund Handbook for 2016-2017.**

A motion was made by Pierson and seconded by Smedley to approve the Activity Fund Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9E. President Watts called for recommendation, consideration and action upon Jr. High School Student Handbook for 2016-2017.**

A motion was made by Smedley and seconded by Sallee to approve the Jr. High School Student Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9F. President Watts called for recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.**

A motion was made by Smedley and seconded by Bennett-Johnson to approve the Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9G. President Watts called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2016-2017.**

A motion was made by Smedley and seconded by Davis to approve the Guthrie High School Course Description Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9H. President Watts called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2016-2017.**

A motion was made by Bennett-Johnson and seconded by Pierson to approve the loan agreement with the Child Nutrition Fund for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9I. President Watts called for recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2016-2017.**

A motion was made by Davis and seconded by Smedley to approve the agreement with Great Plains Coca-Cola Bottling Company for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9J. President Watts called for recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2016-2017.**

A motion was made by Smedley and seconded by Bennett-Johnson to approve the agreement with Imperial Vending for snack vending for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 9K. President Watts called for recommendation, consideration and action upon renewing contract with Image Works of Oklahoma, Inc. for District copiers.**

A motion was made by Pierson and seconded by Smedley to approve the contract with Image Works of Oklahoma, Inc. for District Copiers.

The motion carried with 7 ayes and 0 nays.

- 9L. President Watts called for receiving bids for the purchase of \$11,000,000 Building Bonds, Series 2016 of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

Discussion followed.

A motion was made by Bennett-Johnson and seconded by Smedley to approve the receiving of bids for the purchase of \$11,000,000 Building Bonds, Series 2016 of the District and vote

to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders which is Hutchinson, Shockey, Erley and Co. at 2.052817%.

The motion carried with 7 ayes and 0 nays.

- 9M. President Watts called for consideration and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$11,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “Building Bonds, Series 2016”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.

A motion was made by Pierson and seconded by Smedley to approve a resolution providing for the issuance of general obligation bonds in the sum of \$11,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “Building Bonds, Series 2016”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.

The motion carried with 7 ayes and 0 nays.

10. President Watts called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, Support Personnel Handbook for 2016-2017, Administrator’s Handbook and Salary Schedule for 2016-2017 and teacher negotiations for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.

- 10A. A motion was made by Smedley and seconded by Bennett-Johnson to go into executive session.

The motion carried with 7 ayes and 0 nays. Executive session began at 7:59 p.m.

- 10B. President Watts acknowledged the Board’s return to open session at 8:31 p.m.

- 10C. President Watts stated that in executive session only those items listed in Agenda Item 10 were discussed and no votes were taken.

11. President Watts called for a vote on action as set out on the Personnel Reports.

A motion was made by Davis and seconded by Smedley to approve action as set out on the Personnel Reports.

The motion carried with 7 ayes and 0 nays.

12. **President Watts called for recommendation, consideration and action upon Support Personnel Handbook for 2016-2017.**

A motion was made by Davis and seconded by Bennett-Johnson to approve the Support Personnel Handbook for 2016-2017.

The motion carried with 7 ayes and 0 nays.

13. **President Watts called for recommendation, consideration and action upon Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2016-2017.**

A motion was made by Smedley and seconded by Davis to approve the Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2016-2017.

The motion carried with 7 ayes and 0 nays.

14. **President Watts called for recommendation, consideration and action to accept any resignations offered since the posting of the agenda.**

Superintendent Simpson stated he had received the resignation of Pat Hughes, Director of Alternative Education. The resignation is effective July 11, 2016.

A motion was made by Pierson and seconded by Davis to accept the resignation of Pat Hughes.

The motion carried with 7 ayes and 0 nays.

15. **President Watts called for discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**

Superintendent Simpson stated there was no new business.

16. **A motion was made by Smedley and seconded by Davis to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:35 p.m.

Jana Frey, Minutes Clerk

E. Sharon Watts, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
JULY 14, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 14, 2016

Board Members Present: Jennifer Bennett-Johnson, Gail Davis, Tina Smedley, Terry Pennington, Janna Pierson, Travis Sallee and Sharon Watts

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of Personnel/Secondary Ed
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Cody Thompson, Director of Operations

1. The meeting was called to order by President Watts.
2. Members Jennifer Bennett-Johnson, Gail Davis, Tina Smedley, Terry Pennington, Janna Pierson, Travis Sallee and Sharon Watts were present for roll call.
3. A quorum was established.
4. President Watts asked everyone to stand and join her in the Pledge of Allegiance.
5. President Watts asked everyone to stand and join her in a Moment of Silence.
6. President Watts called for an update on the current Bond Projects by The Stacy Group.

Sean Willis of the The Stacy Group presented an update of the status of the current bond projects. These updates, which included handouts, referenced aspects of the Central Elementary renovations. He also stated that the replacement of windows will begin once school begins.

7. President Watts called for discussion, consideration and possible action on selection of a construction delivery method for the new Guthrie Elementary School.

Discussion followed.

Information was presented, including a handout, stating differences and similarities

between a General Contractor construction delivery method as well as a Construction Manager at Risk construction delivery method.

President Watts called for a vote on action on selection of a construction delivery method for the new Guthrie Elementary School.

A motion was made by Pierson and seconded by Bennett-Johnson to approve action of selecting a Construction Manager at Risk as the delivery method for the new Guthrie Elementary School.

The motion failed with 2 ayes and 5 nays-Members Davis, Sallee, Pennington, Smedley and Watts voting nay-Members Pierson and Bennett-Johnson voting aye.

A motion was made by Sallee and seconded by Davis to select a General Contractor as the construction delivery method for the new Guthrie Elementary School.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

8. A motion was made by Smedley and seconded by Sallee to adjourn the meeting.

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 7:48 p.m.

Jana Frey, Minutes Clerk

E. Sharon Watts, Board President

WARRANTS PAID

GENERAL FUND:

2015-2016 \$ 497,390.14
2016-2017 \$591,938.90

GIFTS & ENDOWMENTS FUND:

\$1,000.00

INS. LOSS RECOVERY FUND:

BUILDING FUND:

2015-2016 \$ 37,752.16
2016-2017 \$ 17,625.80

CHILD NUTRITION FUND:

2015-2016 \$ 35,477.37
2016-2017 \$ 10,322.96

BOND FUND:

\$123,181.43

SCHOLARSHIPS:

89ers & Smithson – F&M Bank

Balance \$ 6,902.33

Keri Fisher – F&M Bank

Balance \$ 5,000.00

Paula Bearden – F&M Bank

Balance \$ 5,313.34

Randy Biggs - F&M Bank

Balance \$ 2,000.00

Total Monies in F&M Bank \$ 5,467,100.81

Pledged \$ 250,000.00 FDIC

Pledged \$ 9,495,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
August 8, 2016**

- | | |
|---------------------|---------------------------------------|
| a. Fogarty PTO, 808 | Friday Snack Shack sales |
| b. Fogarty PTO, 808 | Student store |
| c. Fogarty, 809 | Otis Spunkmeyer cookie brochure sales |
| d. HS Stuco, 899 | Back to school t-shirt sales |

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM



RECEIVED
7/29/16

Date of Request: 7/26/2016 Site Name: Fogarty

Acct. Name & #: PTO 808 Current Unobligated Account Balance: 10,936.99

a.

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)

Friday Snack Shack

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Please supply the following information:

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
capri sun, snacks per attached

Manufacturer: _____

Purpose for which funds will be used:

Classroom supplies, student field trips, student testing incentives, student of the month incentives, purchase of supplies for future fundraisers, other needed supplies & incentives

Name of Vendor: Guthrie Confectionary & Labbett

Address of Vendor: PO Box 337 Guthrie OK & PO Box 137 San Antonio Texas

Items to be purchased in order to conduct the fundraiser:

snacks and capri sun

- a. Estimated INCOME: 8000.00
- b. Less Estimated EXPENSE: 4000.00
- c. Estimated PROFIT: 5000.00

NOTES:

First day of Fundraiser: September 2, 2016 Last Day of Fundraiser: May 19, 2017

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? will be sold discounted during field day at end of year

Are school district facilities required? no If yes, a facility use permit must be completed.

Sponsor's Signature: Tiffany Ingram Date: 7/27/16

Principal's Signature: Nawsha K. Jodd DS Date: 7/27/16

Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 7/26/2016 Site Name: Fogarty

Acct. Name & #: PTO 808 Current Unobligated Account Balance: 10,936.99 B



RECEIVED
7-29-16

b.

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)

student store
pencils, erasers, ribbons, note books, seasonal themed items

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Please supply the following information:

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

n/a

Manufacturer: n/a

Purpose for which funds will be used:

Classroom supplies, student field trips, student testing incentives, student of the month incentives, purchase of supplies for future fundraisers, other needed supplies & incentives

Name of Vendor: Jaguar Fundraising, Oriental Trading, WalMart & Dollar Tree

Address of Vendor: 6682 Stone Valley Dr Edmond, OK; 14502 Des Moines IA 50306; PO BOX 530934 Atlanta GA, 30353; Prosperity Bank Credit Card

Items to be purchased in order to conduct the fundraiser:

Student store items to be sold

- a. Estimated INCOME: 2500.00
- b. Less Estimated EXPENSE: 1000.00
- c. Estimated PROFIT: 1500.00

NOTES:

First day of Fundraiser: September 2, 2016 Last Day of Fundraiser: May 19, 2017

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? will be sold discounted during field day at end of year

Are school district facilities required? no If yes, a facility use permit must be completed.

Sponsor's Signature: Tiffany Ingram Date: 7-27-16

Principal's Signature: Marsha B. Jedd DS Date: 7-27-16

Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM



RECEIVED
7/29/16

Date of Request: 7/26/2016 Site Name: Fogarty

Acct. Name & #: Activity 809 Current Unobligated Account Balance: 14,263⁹⁵/₀₈

C.

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
brochure sale of Otis
Spunkmeyer cookies

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
frozen cookie dough

Manufacturer: Otis Spunkmeyer

Purpose for which funds will be used:
school furniture, vacuums, classroom supplies, other needed supplies

Name of Vendor: Club's Choice

Address of Vendor: PO Box 307 Eau Claire, WI 54702

Items to be purchased in order to conduct the fundraiser:
n/a

a. Estimated INCOME:	<u>12000.00</u> <u>27,000⁰⁰</u>	NOTES:
b. Less Estimated EXPENSE:	<u>0</u> <u>15,000⁰⁰</u>	
c. Estimated PROFIT:	<u>12000.00</u>	

First day of Fundraiser: September 6, 2016 Last Day of Fundraiser: September 30, 2016

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? This is a pre-paid sale

Are school district facilities required? no If yes, a facility use permit must be completed.

Sponsor's Signature: _____ Date: _____

Principal's Signature: Marsha K. Todd PS Date: 7-27-16

Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

RECEIVED
7-29-16

Date of Request: 7/25/16 Site Name: HS

Acct. Name & #: 899- Stuco Current Unobligated Account Balance: \$ 3944.90 ag

d.

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)

Back to school sale (T-shirts from previous years will be sold)

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator>

Please supply the following information:

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

n/a

Manufacturer: n/a

Purpose for which funds will be used:

Help students get to Stuco State and District

Name of Vendor: n/a

Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser:

Items were purchased in previous years.

- a. Estimated INCOME: 200.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 200.00

NOTES:

First day of Fundraiser: Aug 19, 2016 Last Day of Fundraiser: Oct. 2016

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? Will be re-sold next year.

Are school district facilities required? yes If yes, a facility use permit must be completed.

Sponsor's Signature: [Signature] Date: 7/25/16

Principal's Signature: [Signature] DS Date: 7-26-16

Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 154 - 226

PO No	Date	Vendor No	Vendor	Description	Amount
154	07/01/2016	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEB SITE HOSTING FOR 2016-17	5,350.00
155	07/06/2016	17980	TRANSPAR GROUP INC.	CONSULTING SERVICES TO TRANSPORTATION	8,000.00
156	07/06/2016	80772	ELDONA S WOODRUFF	MILEAGE REIMBURSEMENT FOR 2016-17	1,000.00
157	07/06/2016	82157	LISA C WOODS	MILEAGE REIMBURSEMENT FOR 2016-17	500.00
158	07/06/2016	80796	JAMIE LYNN MUNGAI	HOME BOUND MILEAGE FOR 2016-17	750.00
159	07/06/2016	12173	LAMPTON WELDING SUPPLY COMPANY, INC	PROPANE BOTTLE LEASE AND SUPPLIES FOR 2016-17	3,500.00
160	07/06/2016	17940	PROSPERITY BANK	SUMMER CONFERENCE REGISTRATION/VO-AG/HS	1,155.00
161	07/06/2016	16819	CEV	ONLINE CURRICULUM FOR 2016-17/VO-AG/HS	850.00
162	07/06/2016	10087	AMERICAN PLANT PRODUCTS & SERVICE I	SUPPLIES/HORTICULTURE/HS	1,601.00
163	07/06/2016	12394	LOWE'S COMPANIES, INC.	BLANKET FOR SUPPLIES/VO-AG/HS	750.00
164	07/06/2016	13229	QUILL CORPORATION	OFFICE SUPPLIES/HAMBY/HS	3,000.00
165	07/06/2016	42795	APRIL NEICHOLE KECK	VI CONTRACT	1,200.00
166	07/06/2016	17996	CHRISTINE E HAYES	SPEECH THERAPY CONTRACT	2,200.00
167	07/06/2016	42541	TERESA EWING	PT CONTRACT	5,000.00
168	07/07/2016	43788	WAGONER PUBLIC SCHOOLS	PARTS/REPAIRS TO AG TRUCK	80.45
169	07/11/2016	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR 2016-17	40,000.00
170	07/13/2016	10599	OK DEPT OF CAREER & TECH EDUCATION	TEXTBOOKS/VO-AG/HS	1,245.00
171	07/13/2016	12910	OFFICE DEPOT, INC.	OFFICE FURNITURE/VO-AG/HS	899.91
172	07/13/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/VO-AG/HS	872.79
173	07/13/2016	12686	TERESA JONES	PRINTING FOR 2016-17/HS	800.00
174	07/13/2016	43786	GILL'S WASTE OIL, LLC	DISPOSAL OF OIL FILTERS FOR 2016-17	300.00
175	07/13/2016	15203	TRUMAN ARNOLD COMPANY	UNLEADED FUEL PER BID/TRANSPORTATION	1,682.90
176	07/13/2016	17549	SCHOOLDUDE.COM, INC.	TRIPDIRECT FOR 2016-17	2,193.98
177	07/18/2016	42992	PALEN MUSIC CENTER, INC.	BLANKET FOR SUPPLIES/REPAIRS/BAND/HS	600.00
178	07/18/2016	17398	EDMOND MUSIC, INC.	BLANKET FOR SUPPLIES/REPAIRS/BAND/HS	2,000.00
179	07/18/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/BAND/HS	900.00
180	07/18/2016	13130	BETROLD ENTERPRISES, INC.	BLANKET FOR SUPPLIES/BAND/HS	600.00
181	07/18/2016	42261	ASHTON FORSTON	GUARD TECHNICIAN/BAND/HS	1,400.00
182	07/18/2016	43637	PEYTON E ALEXANDER	MARCHING TECHNICIAN/BAND/HS	900.00
183	07/18/2016	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES/VO-AG/HS	150.00
184	07/19/2016	14207	WALMART COMMUNITY	\$100.00/T. BRONK/HS	100.00

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 154 - 226

PO No	Date	Vendor No	Vendor	Description	Amount
185	07/19/2016	12910	OFFICE DEPOT, INC.	\$100.00/M. JONES/HS	100.00
186	07/19/2016	12910	OFFICE DEPOT, INC.	\$100.00/C.DRAKE/HS	100.00
187	07/19/2016	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	BUS DRIVER PHYSICALS/TRANSPORTATION	1,200.00
188	07/19/2016	43790	NANCY L BLACKWELDER	TRAINING VIDEOS/TRANSPORTATION	465.00
189	07/19/2016	17913	ANTHONY CRUZ	SUPPLIES/REPAIRS/TRANSPORTATION	300.00
190	07/20/2016	14207	WALMART COMMUNITY	\$100.00/K. BARRETT/HS	100.00
191	07/20/2016	14207	WALMART COMMUNITY	\$100.00/.S. SIMEK/HS	100.00
192	07/20/2016	15571	STAPLES ADVANTAGE	\$100.00/L. SMITH/HS	100.00
193	07/20/2016	14207	WALMART COMMUNITY	\$100.00/M. FREDRICKSON/CAMPBELL/HS	200.00
194	07/20/2016	12447	MARDEL, INC.	\$100.00/M. BALL/GUES	100.00
195	07/20/2016	14207	WALMART COMMUNITY	\$100.00/E. BERTELS	100.00
196	07/26/2016	12910	OFFICE DEPOT, INC.	\$100.00/E. WOODARD/HS	100.00
197	07/26/2016	14207	WALMART COMMUNITY	\$100.00/ A. MOFFIITT/HS	100.00
198	07/26/2016	12910	OFFICE DEPOT, INC.	\$100.00/M. FIELDS/HS	100.00
199	07/26/2016	14207	WALMART COMMUNITY	\$100.00/P. KINZIE/HS	100.00
200	07/27/2016	14207	WALMART COMMUNITY	\$100.00/T. WOODY/HS	100.00
201	07/27/2016	80046	CAROLYN A BELL	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
202	07/27/2016	80069	TAMMY L BLEWETT	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
203	07/27/2016	81574	ANGIE KAYE SMEDLEY	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
204	07/27/2016	80657	MARYLYN S STEFFENSEN	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
205	07/27/2016	82326	JUDEE A KOCH	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
206	07/27/2016	83798	SONYA ALECIA ARNOLD	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
207	07/27/2016	83755	ANNA DANIELLE FREDERICK	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
208	07/27/2016	83761	TINA MICHELLE JORDAN	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
209	07/27/2016	82250	SUSAN KAY MURRAY	TRAVEL REIMBURSEMENT FOR 2016-17	500.00
210	07/27/2016	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 2016-2017	400.00
211	07/27/2016	15112	AIC MEDICAL	CALIBRATE AUDIOMETERS/SPECIAL ED	450.00
212	07/27/2016	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARAPRO ASSESSMENT	400.00
213	07/27/2016	16496	LINDA BRACK JOHNSON	PYSCHOLOGICAL EVALUATION SERVICES CONTRACT	10,000.00
214	07/27/2016	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR SPECIAL ED EMPLOYEES VACCINATIONS	250.00

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 154 - 226

PO No	Date	Vendor No	Vendor	Description	Amount
215	07/27/2016	42687	CPI	YEARLY CPI RECERTIFICATION FEE	150.00
216	07/27/2016	13229	QUILL CORPORATION	BLANKET FOR OFFICE SUPPLIES	500.00
217	07/27/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/SPECIAL ED	500.00
218	08/01/2016	12686	TERESA JONES	BUSINESS CARDS/DISCIPLINE BOOKLETS/TRANSPORTATION	351.00
219	08/01/2016	14207	WALMART COMMUNITY	\$100.00/T. KURIGER/HS	100.00
220	08/01/2016	17901	SYN-TECH SYSTEMS, INC.	FUEL SYSTEM MAINT. AGREEMENT FOR 2016-17/TRANSP.	495.00
221	08/01/2016	40767	NEW ACADEMY HOLDING CO. LLC	LAP COUNTERS/TRANSPORTATION	240.00
222	08/01/2016	80486	SHERYL D MILES	EXPENSE REIMB. 2016-2017	250.00
223	08/01/2016	11244	FAST SIGNS	PARKING/HANDICAP SIGNS/TRANSPORTATION	132.66
224	08/01/2016	83904	JESSICA N PETTY	REIMBURSEMENT FOR OKACTE CONFERENCE EXPENSES	176.00
225	08/01/2016	14207	WALMART COMMUNITY	\$100.00/A. MOORE/HS	100.00
226	08/01/2016	17940	PROSPERITY BANK	BLANKET FOR OUT OF TOWN FUEL/VO-AG/HS	500.00
Non-Payroll Total:					\$112,440.69
Payroll Total:					\$0.00
Report Total:					\$112,440.69

Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 7/1/2016 - 6/30/2017, PO Range: 46 - 68

PO No	Date	Vendor No	Vendor	Description	Amount
46	07/05/2016	11511	H & H ENTERPRISES INT'L WIGS	FLOOR WAX FOR DISTRICT	1,000.00
47	07/13/2016	83965	CODY THOMPSON	MILEAGE REIMBURSEMENT FOR 2016-2017	1,000.00
48	07/18/2016	11626	HOME DEPOT/GEFC	DISTRICT CEILING TILES/MAINTENANCE	652.80
49	07/18/2016	12568	MAINTENANCE SUPPLY CO, INC.	WET VAC/MAINTENANCE	515.00
50	07/18/2016	17417	HYDRONIC SYSTEMS, INC.	VENTILATOR FOR GUES DISH ROOM	865.00
51	07/18/2016	17663	EVANS ENTERPRISES, INC.	CIRCULATING PUMP FOR CENTRAL	1,829.29
52	07/19/2016	16667	CDW DIRECT LLC	ASUS CHROME BIT/VO-AG/HS	316.00
53	07/19/2016	43719	Best Buy Stores, L.P.	DRONES/VO-AG/HS	1,309.52
54	07/21/2016	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	4,000.00
55	07/21/2016	12326	LOGAN COUNTY ASPHALT CO.,INC.	PAVING MATERIAL FOR BUS PARKING LOT	4,430.00
56	07/21/2016	14674	HOMETOWN RENTAL & FEED, INC.	EQUIPMENT RENTAL PAVING HS PARKING LOT	250.00
57	07/21/2016	43791	DONNELLY RESOURCES, INC	BUILDING CLEANING FOR CENTRAL & FOGARTY	1,600.00
58	07/26/2016	14288	WINSUPPLY OF OKLAHOMA CITY	DRAIN AUGER/MAINTENANCE	1,768.94
59	07/26/2016	14288	WINSUPPLY OF OKLAHOMA CITY	WATER HEATER/HIGH SCHOOL	500.00
60	07/26/2016	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	8,000.00
61	07/27/2016	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	5,000.00
62	07/27/2016	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING SUPPLIES	4,000.00
63	07/27/2016	17719	TKE CORPORATION	ELEVATOR AND LIFT REPAIRS	2,000.00
64	08/01/2016	10234	MAKER'S GLASS, INC.	REPLACE 13 WINDOWS IN HIGH SCHOOL ANNEX	5,310.00
65	08/02/2016	14189	VOSS ELECTRIC SUPPLY CO.	LIGHT COVERS FOR LOCKER ROOM AT HIGH SCHOOL	805.00
66	08/02/2016	17417	HYDRONIC SYSTEMS, INC.	IN LINE PUMP FOR CENTRAL	2,289.00
67	08/02/2016	12326	LOGAN COUNTY ASPHALT CO.,INC.	ROTO MILL AND REMOVAL OF ASPHALT	3,300.00
68	08/02/2016	12326	LOGAN COUNTY ASPHALT CO.,INC.	4" ASPHALT	3,800.00
Non-Payroll Total:					\$54,540.55
Payroll Total:					\$0.00
Report Total:					\$54,540.55

Purchase Order Register

Options: Year: 2016-2017, Fund: CASUALTY/FLOOD INS. RECOVERY, Date Range: 7/1/2016 - 6/30/2017, PO Range: 1 - 1


PO No	Date	Vendor No	Vendor	Description	Amount
1	07/13/2016	15568	BODY WORX	REPAIRS TO WRECKED EXPEDITION #36/TRANSPORTATION	3,909.40
Non-Payroll Total:					\$3,909.40
Payroll Total:					\$0.00
Report Total:					\$3,909.40

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
07/31/2016

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (07/01/16)	\$415,371.53	Balance per bank statement as of (07/31/16)	\$419,130.90
Add Receipts	\$ 5,264.33	Add Deposits in Transit	\$ 375.00
Less Checks Written	\$ 2,456.96	less O/S Checks	\$ 1,327.00
Adjustments		*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$418,178.90	Balance per Ledger	\$418,178.90

Adjustment/Correction explanations:

This information is accurate and correct to the best of my knowledge.



 Activity Fund Clerk

8-1-16

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2016 - 7/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$99.00	\$0.00	\$99.00	\$0.00	\$99.00
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$13,164.38	\$0.00	\$13,164.38	\$0.00	\$13,164.38
803 CENTRAL PTO	\$0.00	\$0.00	\$6,206.67	\$0.00	\$6,206.67	\$0.00	\$6,206.67
804 COTTERAL PTO	\$0.00	\$0.00	\$4,516.70	\$0.00	\$4,516.70	\$2,382.00	\$2,134.70
805 COTTERAL ACTIVITY	\$0.00	\$0.00	\$11,679.87	\$0.00	\$11,679.87	\$0.00	\$11,679.87
806 COTTERAL FACULTY	\$0.00	\$0.00	\$418.06	\$0.00	\$418.06	\$0.00	\$418.06
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$10,936.99	\$0.00	\$10,936.99	\$0.00	\$10,936.99
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$14,263.95	\$0.00	\$14,263.95	\$0.00	\$14,263.95
810 FOGARTY FACULTY	\$0.00	\$0.00	\$163.37	\$0.00	\$163.37	\$0.00	\$163.37
812 GUES ACTIVITY	\$0.00	\$27.78	\$18,608.42	\$0.00	\$18,636.20	\$0.00	\$18,636.20
813 GUES FACULTY	\$0.00	\$0.00	\$676.42	\$0.00	\$676.42	\$0.00	\$676.42
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$18,975.08	\$0.00	\$18,975.08	\$0.00	\$18,975.08
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65	\$0.00	\$64.65
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$311.54	\$0.00	\$311.54	\$0.00	\$311.54
819 ATHLETICS JUNIOR HIGH	\$0.00	\$10.00	\$8,080.09	\$0.00	\$8,090.09	\$1,705.90	\$6,384.19
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$1,960.31	\$0.00	\$1,960.31	\$0.00	\$1,960.31
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$1,196.85	\$0.00	\$1,196.85	\$0.00	\$1,196.85
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$1,978.10	\$0.00	\$1,978.10	\$0.00	\$1,978.10
823 JR HIGH ACCOUNT	\$0.00	\$0.00	\$2,634.14	\$0.00	\$2,634.14	\$0.00	\$2,634.14
824 JR HIGH FACULTY	\$0.00	\$0.00	\$724.36	\$0.00	\$724.36	\$0.00	\$724.36
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$6,028.30	\$0.00	\$6,028.30	\$2,559.50	\$3,468.80
826 LEARN 2 LOVE	\$0.00	\$10.00	\$2,281.37	\$0.00	\$2,291.37	\$0.00	\$2,291.37
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$7,388.04	\$0.00	\$7,388.04	\$0.00	\$7,388.04
830 STUCO JH	\$0.00	\$0.00	\$3,041.32	\$0.00	\$3,041.32	\$0.00	\$3,041.32
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$1,960.45	\$0.00	\$1,960.45	\$0.00	\$1,960.45
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$1,495.90	\$0.00	\$1,495.90	\$0.00	\$1,495.90
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$40.10	\$0.00	\$40.10	\$0.00	\$40.10
851 ART CLUB HS	\$0.00	\$0.00	\$6,846.81	\$0.00	\$6,846.81	\$0.00	\$6,846.81
852 ATHLETICS HS	\$0.00	\$756.00	\$46,082.54	\$0.00	\$46,838.54	\$16,557.20	\$30,281.34
853 HS CHEER	\$0.00	\$735.00	\$3,146.38	\$2,000.00	\$1,881.38	\$520.00	\$1,361.38
854 FOOTBALL CAMP	\$0.00	\$0.00	\$1,182.25	\$0.00	\$1,182.25	\$600.00	\$582.25
855 TENNIS HS	\$0.00	\$0.00	\$11,928.78	\$0.00	\$11,928.78	\$0.00	\$11,928.78
856 GHS LIBRARY	\$0.00	\$0.00	\$1,641.54	\$0.00	\$1,641.54	\$0.00	\$1,641.54
857 YOUTH & GOVERNMENT HS	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$0.00	\$0.00	\$185.99	\$0.00	\$185.99	\$0.00	\$185.99
859 BAND (OPERATING) HS	\$0.00	\$800.00	\$9,805.73	\$0.00	\$10,605.73	\$120.00	\$10,485.73
860 CLASS OF 2016 HS	\$0.00	\$0.00	\$1,132.55	\$0.00	\$1,132.55	\$0.00	\$1,132.55
861 CLASS OF 2017 HS	\$0.00	\$0.00	\$4,292.93	\$0.00	\$4,292.93	\$0.00	\$4,292.93
862 CLASS OF 2018 HS	\$0.00	\$0.00	\$4,713.76	\$0.00	\$4,713.76	\$0.00	\$4,713.76
863 CLASS OF 2019 HS	\$0.00	\$0.00	\$2,315.95	\$0.00	\$2,315.95	\$0.00	\$2,315.95
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$1,126.77	\$0.00	\$1,126.77	\$0.00	\$1,126.77
868 CLASS OF 2015	\$0.00	\$240.00	\$0.00	\$0.00	\$240.00	\$0.00	\$240.00
869 ENGLISH CLUB	\$0.00	\$0.00	\$1,428.33	\$0.00	\$1,428.33	\$0.00	\$1,428.33
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$1,565.30	\$0.00	\$1,565.30	\$0.00	\$1,565.30
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$3,041.65	\$0.00	\$3,041.65	\$0.00	\$3,041.65
873 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$42,806.37	\$0.00	\$42,806.37	\$7,675.00	\$35,131.37
877 FFA HS	\$0.00	\$788.00	\$14,229.23	\$0.00	\$15,017.23	\$3,525.00	\$11,492.23
878 FCCLA (FHA) HS	\$0.00	\$0.00	\$429.14	\$0.00	\$429.14	\$0.00	\$429.14
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$1,647.23	\$0.00	\$1,647.23	\$0.00	\$1,647.23
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$2,875.00	\$0.00	\$2,875.00	\$0.00	\$2,875.00
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$943.77	\$0.00	\$943.77	\$0.00	\$943.77

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2016 - 7/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$0.00	\$0.00	\$12,342.93	\$0.00	\$12,342.93	\$3,735.00	\$8,607.93
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$1,638.29	\$0.00	\$1,638.29	\$0.00	\$1,638.29
888 JOURNALISM HS	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67	\$0.00	\$464.67
892 MATH OF FINANCE	\$0.00	\$0.00	\$18.18	\$0.00	\$18.18	\$0.00	\$18.18
893 MU ALPHA THETA HS	\$0.00	\$100.00	\$382.99	\$0.00	\$482.99	\$0.00	\$482.99
895 JROTC HS	\$0.00	\$0.00	\$6,633.92	\$0.00	\$6,633.92	\$0.00	\$6,633.92
896 S.A.D.D. HS	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$0.00	\$0.00	\$1,711.14	\$0.00	\$1,711.14	\$0.00	\$1,711.14
898 SCIENCE CLUB HS	\$0.00	\$20.00	\$6,557.27	\$0.00	\$6,577.27	\$0.00	\$6,577.27
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$3,944.90	\$0.00	\$3,944.90	\$0.00	\$3,944.90
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$0.00	\$7,916.89	\$0.00	\$7,916.89	\$701.00	\$7,215.89
902 VOCAL HS	\$0.00	\$0.00	\$3,910.05	\$349.00	\$3,561.05	\$0.00	\$3,561.05
904 YEARBOOK HS	\$0.00	\$0.00	\$799.09	\$0.00	\$799.09	\$0.00	\$799.09
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94	\$0.00	\$440.94
911 FFA BUILDING FUND	\$0.00	\$0.00	\$17,539.67	\$0.00	\$17,539.67	\$9,889.44	\$7,650.23
912 GHS BUSINESS PROF OF AMERICA	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$0.00	\$0.00	\$1,519.39	\$0.00	\$1,519.39	\$0.00	\$1,519.39
921 BANQUET ACCOUNT	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$108.87	\$0.00	\$108.87	\$80.00	\$28.87
925 GENERAL FUND REFUND	\$0.00	\$123.60	\$33.02	\$0.00	\$156.62	\$0.00	\$156.62
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17	\$0.00	\$736.17
929 SPECIAL OLYMPICS	\$0.00	\$0.00	\$28,865.80	\$100.00	\$28,765.80	\$600.00	\$28,165.80
930 DISTRICT ELEM. PTO	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$0.00	\$1,325.00	\$0.00	\$0.00	\$1,325.00	\$0.00	\$1,325.00
933 FAVER C&C	\$0.00	\$0.00	\$70.08	\$0.00	\$70.08	\$0.00	\$70.08
934 TRANSPORTATION C&C	\$0.00	\$100.00	\$3,966.81	\$0.00	\$4,066.81	\$0.00	\$4,066.81
935 VENDING MACHINE ADMIN	\$0.00	\$48.65	\$393.20	\$0.00	\$441.85	\$278.57	\$163.28
936 GUES HONOR CHOIR	\$0.00	\$0.00	\$628.91	\$0.00	\$628.91	\$0.00	\$628.91
937 FAVER ACTIVITY	\$0.00	\$0.00	\$415.81	\$0.00	\$415.81	\$0.00	\$415.81
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$0.00	\$167.80	\$9,245.87	\$7.96	\$9,405.71	\$642.56	\$8,763.15
942 C.N. CLEARING ACCT	\$0.00	\$12.50	\$0.00	\$0.00	\$12.50	\$10,000.00	(\$9,987.50)
Total	\$0.00	\$5,264.33	\$415,371.53	\$2,456.96	\$418,178.90	\$61,571.17	\$356,607.73

**Transportation Department
Fuel Bids
2016-2017**

DATE: <u>7/13/16</u>	TIME BIDS BEGAN: <u>8:19 AM</u>	AMOUNT NEEDED: DIESEL: <u>- 0 -</u>
PO#:	TIME BIDS CLOSED: <u>8:29 AM</u>	UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	SCOTT KIT, BRIAN, CODY or HARDIN	1-866-455-3835	1.87	X
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	1.8560	
RED ROCK	JOANE or <u>TRICHA</u>	677-3373	1.8140	
TRUMAN ARNOLD COMPANIES	CASEY <u>Julian</u>	1-800-808-6500	1.682905	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
UNLEADED FUEL: <u>1000 gallons</u>	PRICE PER GALLON: <u>1.682905</u>	TOTAL AMT: <u>1,682.90</u>
DIESEL FUEL: <u>- 0 -</u>	PRICE PER GALLON: <u>- 0 -</u>	TOTAL AMT: <u>- 0 -</u>
		TOTAL PURCHASE: <u>1682.90</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Sam Buckle</u> <u>Wicki Legiz</u>	COMMENTS:
----------------------------------------------------------------------------	-----------



EMPLOYEE TRIP REQUEST

Check if Out of State

Marty Jones
Name of Employee

08/01/2016
Date

Employee's Current Assignment Agricultural Education Instructor / FFA Advisor

Title of Conference or Activity The American Royal Livestock Show

Location Kansas City, MO Date(s) of Conference Oct. 19 - 23, 2016

Full Legal Name (for air travel) James Martin Jones

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date 10/19/16 AM PM (check one) Return Date 10/23/16 AM PM (check one)

If applicable, a Field Trip / Transportation Request has been completed: Yes
(See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

As an FFA Advisor, I help to support and coach our students in the livestock arena. My attendance will ensure students are adequately prepared for success in the show ring.

Cost for attendance – EMPLOYEE expenses only. (Give a close estimate, if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$ <u>300.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$ <u>0.00</u>	
Lodging	\$ <u>500.00</u>	
Meals	\$ <u>0.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)
Total	\$ <u>995.00</u>	

Activity Fund

N/A

Activity Fund

N/A

General Fund

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris [Signature] 8-1-16
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

*Refund for toll fees, parking and ground travel requires receipt.



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date 08/01/16 Date of Activity 10/19-23/16

Destination Kansas City, MO

Class & Grade Level Sophomore - Senior

Teacher(s) Marty Jones

Names of teacher assistants or other adults attending:

Parents

Number of students 4 Number of sponsors 0

Leave Time Morning Return Time Evening

Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number 918-798-7752

Cost to be paid per student 0.00 Due when? N/A Cost to district 1000.00

Paid for by Activity Fund Yes No

Sub needed? Yes No (If yes, please complete sub request.)

Transportation request completed? Yes No

Activity information e-mailed to activities@guthrie.k12.ok.us (Send as an Attachment) Yes No

Chris Starnes
Principal Signature

8-1-16
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:

As an FFA Advisor, I help to support and coach our students in the livestock arena. My attendance will ensure students are adequately prepared for success in the show ring.

MEMORANDUM:

TO: Members of the Board of Education and Dr. Mike Simpson,
Superintendent

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Special Services Agreement with United Community Action Head
Start

DATE: July 28, 2016

Attached is an agreement with United Community Action Head Start to provide Special Education Services to eligible students age 3 -5. Through this agreement, Head Start personnel will participate in the referral, assessment, eligibility and IEP development of eligible students. Head Start will also provide services for students placed in the program by their IEP team. Through this agreement, Guthrie Public Schools will provide assessment and special education services to eligible students. This agreement does not place any additional financial expenses on Guthrie Public Schools. Federal regulations require Guthrie Public Schools to provide these special education services to all eligible children ages 3 – 5. Head Start is required to have this agreement with the local school district.

Thank you.

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Guthrie Public Schools
2016-2017**

This is a local agreement between Guthrie Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2016-2017 School Year, Guthrie Public Schools will utilize: Developmental Delay , or Categorical, _____, eligibility for Head Start age children.

Guthrie Public Schools is _____ is not using Response to Intervention (RTI) for Head Start aged (3-5) children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

v. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate)

- 1. Joint screening:-Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: -Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- 3. Shared Information-Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

vi. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K. Ricci
Head Start Director

6/21/16
Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.
Head Start Director: Kim Rice
Head Start Director's Email:
krice@ucapinc.org
Head Start Disabilities Services Manager:
Paula Brown
Head Start Disabilities Services Manager's
Email: pbrown@ucapinc.org
Disabilities Manager Address: 1601 S Main,
Stillwater, OK 74074
Disabilities Manager Phone Number: 405-747-
6681 (cell)
Head Start Fax Number: 405-707-9712
Head Start Site: PO Box 1203, Guthrie, OK
73044
Head Start Site Phone: 405-282-1257
Head Start Site Fax: 405-282-5247

LEA Superintendent: Mike Simpson
LEA Address: 802 E Vilas Ave, Guthrie, OK
73044-5228
LEA Superintendent's Phone Number: 405-
282-8900
LEA Superintendent's Fax Number: 405-282-
5904
LEA Superintendent's Email Address

Oklahoma Head Start Collaboration Office
Kay Floyd, Project Director
605 Centennial Blvd
Edmond, OK 73013
Phone 405-949-1495
Fax 405-949-0955
Email: kfloyd@okacaa.org

ACF Federal Region VI Office
Leon McCowan, Regional Administrator
1301 Young Street, Ste 917
Dallas, TX 75202
Phone: (214) 767-9648
Fax: (214) 767-3743
Email: dallas@acf.hhs.gov

ACF/ACYF/Head Start Bureau/AI/ANPB
330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047
Phone: (202) 205-8437
Fax: (202) 205-8436
AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2016-2017

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager

Center: _____ Teacher: _____

Child's Name: _____ DOB: _____

I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)

hereby give _____ Head Start/Early Head
(Name of Head Start/Early Head Start Center)

Start permission to refer my child _____ to the
(Child's Name)

_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

_____(Parent/Guardian Signature) _____(Date)

_____(Teacher Signature) _____(Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area: Communication:

___/___, Gross Motor: ___/___, Fine Motor: ___/___, Problem Solving: ___/___,

Personal-social: ___/___/ Comments: _____ Date _____

ASQSE: Indicate Total Score/Cutoff Score _____ / _____ /Date _____

Hearing _____ / _____ /Date _____ Vision _____ / _____ /Date _____
(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____
(Most Recent)

Dental _____ Date _____
(Most Recent)

Other _____ Date _____

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2017

MIKE SIMPSON, SUPERINTENDENT
 GUTHRIE SCHOOL SYSTEM
 802 E VILAS
 GUTHRIE OK 73044-5228

Date: 07/13/16

TYPE OF AID	Project Code	Income Code	AMOUNT
Program Assistance Grant	412	3812	
3.0 AG EDUCATION			33,000.00
2.0 FAM & CONSUMER SCIENCES			10,912.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			15,992.00
Summer Salary	411	3811	
3.0 AG EDUCATION			18,960.00
State Teacher Salary Reimb	411	3811	
3.0 AG EDUCATION			7,200.00
2.0 FAM & CONSUMER SCIENCES			4,000.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			4,000.00

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located.

Total: 94,064.00
 =====

I, the Director of Finance of the State Board of Career and Technology Education, hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Lisa Batchelder

Lisa Batchelder, Finance Manager
 Oklahoma Department of Career and Technology Education

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY
CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2016-2017**

It is understood and agreed that Oklahoma career and technology education funds will be used to assist in the development and maintenance of a career and technology education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to career and technology education, state laws, and federal policies pertaining to career and technology education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, due by September 30, 2016 is one of these reports and is considered a part of this contract. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other career and technology education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Programs assistance funds received from ODCTE shall be spent on Careertech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided career and technology education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned no later than September 30, 2016 to: Debbie Hamble, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

President, Board of Education **Date**

Superintendent of Schools **Date**

Marcie Mack, Ed.D., State Director **October 2016**
ODCTE

District Name (please print)

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is enter into as of the _____ day of _____, 2016, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”) and the YMCA OF GREATER OKLAHOMA CITY (“Licensee”)

RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District’s Fogarty Elementary School (the “Facility”) solely to operate an after school program for school aged kids from grades 2nd through 6th grade (the “Permitted Use”).
- B. The School District desire to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

THEREFORE, in consideration of the following mutual promises, covenants and conditions, and intending to be legally bound, the parties agree as follows:

1. The School District agrees to allow Licensee to use and occupy the Facility from August 15, 2016 through May 31, 2017, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each “Renewal Term”). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria and playground. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee’s occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee’s use and occupancy of the Facility issued by a company or companies authorized to do business in the State of

Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall

provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

INDEPENDENT SCHOOL DISTRICT No. 1 OF
LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie
Public Schools

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

“SCHOOL DISTRICT”
YMCA OF GREATER OKLAHOMA CITY
By:

Name:

Address:

Telephone:

“LICENSEE”



Staking A Claim in Our Students' Future

Doug Ogle
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900
doug.ogle@guthrieps.net
www.guthrie.k12.ok.us

Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Executive Director of Personnel and
Secondary Education

Date: July 19, 2016

Re: 2016-17 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2016-2017 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

(405) 282-5906
FAX (405) 282-8823

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

July 26, 2016

Dr. Simpson and the Guthrie Board of Education:

The administrative team here at Guthrie High School requests that we be allowed to continue the Teen Risk Avoidance and Character Education (TRACE) program for the 2016-2017 school year. The program will once again be offered to incoming freshman via parental permission only. The program will be incorporated into the Oklahoma History classes once a week for approximately 12 weeks. We believe the TRACE program was highly effective in promoting goal setting as well as instrumental in encouraging students to make good choices. Therefore, we respectfully ask that we be granted permission to offer the curriculum a fourth consecutive year.

Sincerely,


Chris M. LeGrande

AGREEMENT

This Agreement made and entered into as of the date hereinafter set forth, by and between the City of Guthrie, Guthrie Public Works Authority, and Guthrie Economic Development Authority (hereinafter referred to as "City"), as party of the first part and the Guthrie Public Schools, a non-profit entity established for public education in Logan County, Oklahoma (hereinafter referred to as "GPS"), as party of the second part, both of whom understand this Agreement as follows:

Witnesseth:

WHEREAS, public education is a worthy investment, with immense social and economic benefits; and

WHEREAS, research show that individuals who graduate and have access to quality education throughout primary and secondary school are more likely to find gainful employment, have stable families, and be active productive citizens; and

WHEREAS, individuals who have access to quality education are also less likely to commit serious crimes, less likely to place high demands on the public health care system, and less likely to be enrolled in welfare assistance programs; and

WHEREAS, a good education provides substantial benefits to individuals and, and individual benefits are aggregated throughout a community, creates broad social and economic benefits; and

WHEREAS, investing in public education is thus far more cost-effective for the public than paying for the social and economic consequences of under-funded, low quality schools; and

WHEREAS, GPS is looking at significant personnel reduction for Fiscal Year 2016-2017 reducing its ability to positively impact the social and economic benefits for the residents of the City of Guthrie.

NOW, THEREFORE, for and in consideration of the terms, conditions and covenants herein set out, the parties hereto agree as follows:

Article I. GPS's Obligations

1. GPS shall retain three (3) existing full-time teaching positions. Existing full-time teaching positions are defined as full-time teaching positions that were filled within GPS's previous fiscal year budget but have been either scheduled to remain unfilled for 2016-2017 Fiscal Year or have been eliminated in the Fiscal Year 2016-2017 GPS Budget.
2. The annual compensation and benefits for the three (3) existing full-time teaching jobs shall be at the rates mirroring GPS's current Employee Policies and Procedures Manual.

3. GPS shall deliver to the City before March 31, 2017, a Certificate of Compliance that it is in full compliance with each of its obligations under this Agreement, including the number of existing full-time jobs retained. The City is not obligated to comply with provisions in Article 2 if GPS fails to timely submit its Certificate of Compliance.
4. The City shall have the right to inspect all relevant records of GPS as are reasonably necessary to verify compliance with all requirements of this Agreement. Such inspections shall be preceded by at least two (2) weeks' notice in writing to GPS and shall not unreasonably interfere with GPS's business activities.

Article II. City's Obligations

1. For GPS's performance pursuant to Article I. the City shall provide two (2) School Resource Officers (SROs) pursuant to the attached agreement (Exhibit A). In consideration for the City's assignment of the SROs, GPS will not be required to reimburse the City for the SROs for Fiscal Year 2016-2017.
2. The City shall make water and wastewater utilities available at costs necessary to execute the retention of three (3) existing full-time teaching positions.

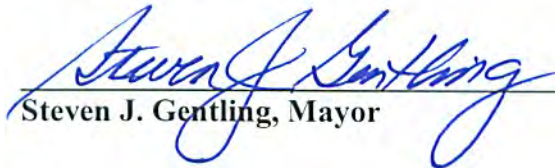
Article III. General Terms

1. The Effective Date of the Agreement is August 1, 2016. This Agreement shall become enforceable upon execution and delivery by the City and GPS.
2. If either the City or GPS should default in the performance of any obligations of this Agreement, the other party shall provide such defaulting party written notice of the default, and a minimum period of ninety (90) days after the receipt of said notice to cure such default, prior to instituting an action for breach or pursuing any other remedy for default.
3. This Agreement contains the entire agreement between the parties. All prior negotiations, discussions, correspondence, and preliminary understandings between the parties and others relating hereto are superseded by this Agreement. This Agreement may only be amended, altered or revoked by written instrument signed by the City and GPS.
4. This Agreement shall be binding on and inure to the benefit of the parties and their respective successors and assigns.
5. In the event GPS elects not to proceed with the Agreement, GPS shall notify the City in writing, and this Agreement and the obligations on the part of both parties shall be deemed terminated and of no further force or effect.
6. This Agreement is made, and shall be construed and interpreted, under the laws of the State of Oklahoma and venue shall lie in the district courts of Logan County, Oklahoma.

7. In the event any provisions of this Agreement are illegal, invalid or unenforceable under present or future laws, it is the intention of the parties that the remainder of this Agreement shall not be affected. It is also the intention of the parties that in lieu of each clause and provision that is found to be illegal, invalid or unenforceable, a provision be added to this Agreement which is legal, valid or enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

IN WITNESS WHEREOF, the parties have set their hands to the Agreement this day of July 19th, 2016, to be signed and executed on behalf of the City of Guthrie by its Mayor and duly attested by its City Clerk and signed and executed by the President of the Guthrie Public Schools, who is not a voting member of the City, and attested by the Clerk to the Board of GPS, both in duplicate.

THE CITY OF GUTHRIE



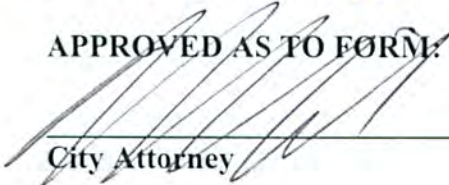
Steven J. Gentling, Mayor

ATTEST: (Seal)



Kim Biggs, City Clerk

APPROVED AS TO FORM:



City Attorney

GUTHRIE PUBLIC SCHOOLS

E. Sharon Watts, President

ATTEST: (Seal)

Tina Smedley, Clerk of the Board of Education

EXHIBIT A

AGREEMENT

This agreement made and entered into this 19th day of July, 2016 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as "District", WITNESSETH.

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a police officer in said schools.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of the disputes. The City Manager and the Chief of Police of the City shall receive from the District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of Schools for the District.

TERM OF AGREEMENT: This agreement shall be in effect as of the date the agreement is signed by both parties for a period of one calendar year and may be renewed on an annual basis.

AGENCY REPRESENTATIVES: The parties will develop procedures for ongoing meetings and will, at least annually, review and if necessary, recommend any changes.

MODIFICATION OF AGREEMENT: Modification of this agreement shall be made only by consent of both parties. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications signed by the parties.

QUALIFICATIONS: The officer shall be duly certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators. City agrees and guarantees that the police officer will be, at all time, certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council on Law Enforcement Education and Training, the City of Guthrie, Oklahoma and as may be required by law. City warrants to District that police officer is fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

DUTIES OF SCHOOL RESOURCE OFFICERS:

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law

EXHIBIT A

- enforcement matters and school code violations originating on the assigned campus.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property.
 - D. To provide a classroom resource for law education using approved materials.
 - E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
 - F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
 - G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
 - H. The SRO will not be involved in ordinary school discipline, UNLESS it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that an SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
 - I. If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
 - J. All law enforcement agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO.
 - K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
 - L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
 - M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
 - N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:

Drugs and the law – Adult and juvenile;
Alcohol and the law – Adult and juvenile;

EXHIBIT A

Sexual assault prevention;
Safety programs – Adult and juvenile;
Assistance in other crime prevention programs as assigned.

- O. The SROs will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- P. The SROs will wear their department authorized duty weapons in accordance with department policy.

ACCESS TO EDUCATION RECORDS:

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:

- A. The SROs shall be employees of the Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as the SRO for that school.
- E. The parties shall agree in writing how many SROs will be employed during any school year.

FUNDING: In consideration for the City's assignment of a School Resource Officer in accordance with the program outlined in this agreement and the Agreement between the City of Guthrie and Guthrie Public Schools passed July 19, 2016, the District agrees to pay the sum of

EXHIBIT A

\$0.00 per officer. This amount represents the nine (9) months school is in session. If the Agreement passed July 19, 2016, is terminated for any reason, the costs associated with expected salary and all applicable benefits and premium expenses will be based on the 2016 salary and benefit expenses of the SRO. Upon renewal of this agreement funding in successive years shall be an amount as calculated above. Prior to the start of each school year, the City shall calculate the cost for the next year in accordance with this paragraph and provide notice of such to the District 45 days prior to the first day of school. Such amount shall be the new payment amount for the agreement unless the District chooses to terminate this agreement as provided below.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon sixty (60) days notice.

WITNESS OUR HANDS the day and year first above written:

“City”

By:



Mayor, City of Guthrie

7-19-16

Date

Attest:



City Clerk, City of Guthrie

“District”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools

the.stacy.group

architecture.interiors

TO: Doug Gray
Graco Roofing and Construction LLC

FROM: Sean Willis
The Stacy Group

DATE: 7.8.16

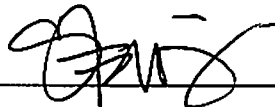
RE: Guthrie Schools Roofing Replacement
Project # 1512

The following items are being transmitted:
(3) Three copies Change Order No. 1

Remarks:
Please sign all three copies and forward to Guthrie Public Schools for signature.

Thank you.

Signed: _____



change order

Owner Architect Contractor Field Other

project: Roofing Projects

change order no.: 1

owner: Guthrie Public Schools
 802 E Vilas
 Guthrie, OK 73044

date of issuance: 7.6.16

to: Graco Roofing and Construction, LLC
 201 B NW 142nd St
 Edmond, OK 73013

architect: The Stacy Group
 222 east 10th street plaza
 Edmond, OK 73034

architect's project no.: 1512

The Contract is changed as follows:

COR #1: Deduct unused Contingency Allowance (\$25,000.00)

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum \$780,147.00
 Net change by previously authorized Change Orders \$ 0.00
 The Contract Sum prior to this Change Order was \$780,147.00
 The Contract Sum will be (decreased) by this Change Order (\$25,000.00)
 The new Contract Sum including this Change Order will be \$ 755,147.00
 The Contract Time will be unchanged by (0) Days
 The Date of Substantial Completion as of the date of this Change Order therefore unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

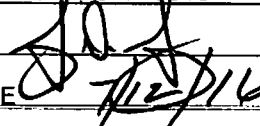
Authorized

The Stacy Group
 ARCHITECT
 222 E. 10th St. Plaza
 Address
 Edmond, OK 73034

Graco Roofing and Const. LLC
 CONTRACTOR
 201 B NW 142nd St
 Address
 Edmond, OK 73013

Guthrie Public Schools
 OWNER
 802 E Vilas
 Address
 Guthrie, OK 73013

BY 

BY 

BY _____

DATE 7-8-16

DATE 7/12/16

DATE _____



2016-2017

***School Bus Rider Handbook
with Rules and Guidelines***

Revised 6/11/2016



Guthrie Public Schools Department of Transportation School Bus Rider Guidelines

PARENT/GUARDIAN: Please keep these guidelines for future reference.

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these ~~two~~ facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the safety of all students who are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as the bus is an extension of the classroom.

We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of safe transportation.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (www.guthrieeps.net click on Departments then Transportation). Proof of residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this form and return it to the transportation office. **Your signature on the Student Rider Registration Form acknowledges that you have been advised where to locate the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with the rider policies which have been approved by the GPS Board of Directors.**

Transportation Transfer/Shuttle and Route Students

Students will ride only their assigned bus. Students will only get on and off the bus at their assigned stop. Permission may be granted to ride another bus or get off at another stop on a case by case basis and only in an emergency.

An Emergency Rider Waiver form must be filled out and approved at GPS Transportation before changes are permitted.

In town students will have the option of riding as a school-to-school transfer/shuttle rider. A school-to-school transfer rider is a student who rides in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home. Students riding shuttles inside the no ride zone from one school to another may only ride to their designated school and may not ride the bus to a stop outside of the no ride zone unless an Emergency Rider Waiver has been granted.

Transfer/Shuttle students should not be dropped off before 7:00 A.M. and never later than 7:15 A.M.

When the transfer students return in the afternoon they must immediately leave the school premises.

Transfer/Shuttle students are subject to all the rules and requirements for riding the bus. Since transfer students are only on the bus a short time (10 -15 minutes) they are subject to a **3 strikes and you are off the bus for the rest of the semester rule**. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student may be reinstated his or her bus privileges at the beginning of the second semester and may have one last chance to follow District policies on the bus.

If a Route student does not ride for two **(2)** consecutive mornings, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

BUSTER SAYS

**SEAT TO SEAT – BACK TO BACK
STAY SEATED – ARMS AROUND BACKPACK!**

BUS DISCIPLINE

It is our goal at Guthrie Public Schools to provide an orderly and safe transportation experience. Riding the bus is a privilege and as such can be granted or taken away based on the students' conduct and behavior.

Discipline is the responsibility of parents, students, teachers, bus drivers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school.

It is the bus driver's responsibility to set high standards for student behavior and to enforce the rules as they relate to transporting students.

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the quality or safety of the

transportation experience.

The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

1. Students are expected to:
 - a. behave well while on the bus
 - b. board the bus quietly,
 - c. take their assigned seats,
 - d. remain seated, sitting forward
 - e. converse quietly with their nearest neighbor.
2. The bus driver is in charge of the bus.
3. The bus driver will assign seats.
4. Student behavior is expected to be like that in the classroom.

The Rules

The violation of any of the following rules will place the student into the bus discipline system.

THE BUS DRIVER IS IN CHARGE OF THEIR BUS

(Just like the teacher in a classroom)

Student behavior is expected to be like that in the classroom

1. Cell phones and some other electronic devices (for music, and other appropriate uses) are allowed only if headphones / ear-buds are used and it does not create a disturbance on the bus. Cameras and any other device, that may disturb or distract the

driver or students are not to be used on the bus.

2. Disrespect, defiant conduct, obscene language, or gestures directed toward the driver or students can result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is asked to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their assigned bus. Students will **only** be allowed to get on or off at their assigned stop location. Permission may be granted to ride another bus or get on or off at another location on a case by case basis however, this requires a parent/guardian signed form and approved by Transportation **BEFORE** a change can take place.
5. When requested by the driver, students must immediately and correctly identify themselves. Failure to do so will result in a 3 day suspension from ALL buses.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus (never behind it) and wait for the driver to signal the student when it is safe to cross.
8. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.

9. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
10. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
13. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.
14. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather, one bottled water is permitted per student. Exceptions to this rule only apply to documented medical needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw refuse out of the windows.
15. **Aisles must be kept clear.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.

16. Large items which cannot be held in the student's lap will not be transported on the school bus; this includes large band instruments.
17. If a student does not ride for two (2) consecutive mornings, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.
18. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
19. No wearing gang colors, displaying gang tags, or making gang symbols.
20. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
21. No animals, reptiles, fish, or fowl are permitted on the bus.
22. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.

Disciplinary process: Improper Conduct

For any offense, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If a verbal warning from the driver fails to improve the student's behavior, the offense will be written up by the driver and submitted to a Transportation Supervisor. When a write up is issued, the following progressive discipline process will be in effect:

1st offense – Driver issues bus citation to the student for parent notification. A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department.

2nd offense - A letter will be sent or a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from all buses from three (3) to five (5) days. The parent or guardian will be notified of this by ~~Transportation.~~ **the school administrator or their designee.**

3rd offense – May require a conference with the student and/or parent. May also issue a mandatory suspension from all buses from six (6) days up to the remainder of the semester. The parent or guardian will be notified of this by ~~Transportation.~~ **the school administrator or their designee.**

4th offense - May issue a mandatory suspension from all buses for the remainder of the school year and possibly extended to the following school year. The parent or guardian will be notified of this by ~~Transportation.~~ **the school administrator or their designee.**

Any of the above steps may be skipped dependent on the severity of the offense. Punishments will be designed to coordinate with the appropriate building level student handbook.

Examples of Improper Conduct (All Offenses)

Examples include but are not restricted to, any of the following:

1. Yelling, or screaming
2. Putting your feet or other items in the aisle
3. Rude, disrespectful to anyone on the bus
4. Using bad words, cursing or profanity of any kind
5. Throwing things on the bus

6. Shouting or yelling out of the window.
7. Obscene gestures to other passengers or outside the bus.
8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
9. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
10. Touching or putting hands on another student in an aggressive manner.
11. Violation of safety procedure that could endanger anyone.
12. Any instance of 'horseplay'
13. Arguing with or showing disrespect to the driver
14. Not sitting in their assigned seat
15. Others as identified by transportation personnel.
16. Failure to immediately correctly identify themselves, to the driver.
17. Smoking, chewing, or possession of drugs or tobacco products
18. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
19. Tampering with bus emergency or safety equipment, video cameras or DVRs.
20. Physical assault of another person.
21. Inappropriate displays of affection.
22. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
23. Picking on other students
24. Getting on or off the bus at an incorrect location.
25. Others as identified by transportation personnel.
26. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
27. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is

without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals; soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

28. Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

There is no excuse for any offense

When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes. A parent or guardian and the appropriate school principal will be notified by Transportation. The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation and School Administration.

GUTHRIE PUBLIC SCHOOLS WELLNESS POLICY

Purpose:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievement in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

Overall Goal:

All students in Guthrie School District shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Guthrie School District are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Guthrie School District adopts this school wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

NUTRITION GUIDELINES/STANDARDS

School Meals

- Per USDA Regulations §210.10 and §220.8, school lunches and breakfasts will meet menu planning system guidelines as required by USDA.
- Per USDA Regulation §210.10, school lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulation §220.8, school breakfasts will provide 1/4 of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA.
- Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week.
- Per USDA Regulation §210.10 and §220.8, the total calories from saturated fat in school meals will be less than 10 percent when averaged over one week.
- Per USDA Regulations §210.10 and 220.8, school meals will meet the Dietary Guidelines for Americans.
Local addition(s) to mandated policy
- School staff will support and encourage student participation in the USDA school meals programs.

Other Food Items Sold on School Campuses

- Per USDA Regulation §210, Appendix B, foods of minimal nutritional value (FMNV) are prohibited from being sold or served during student meal services in the food service area where USDA reimbursable meals are served or eaten.
- Per the Child Nutrition and WIC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.

- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in elementary schools will not have access to FMNV except on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), students in middle and junior high schools will not have access to FMNV except after school, at events which take place in the evening, and on special occasions.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), diet soda, and FMNV, will be available for sale at the junior high only in vending areas outside of the cafeteria.
- Per Oklahoma Senate Bill 265 (effective school year 2007-2008), healthy food options will be provided at the high school and priced lower than FMNV in order to encourage students and staff to make healthier food choices.

NUTRITION EDUCATION

- Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as the classroom.
- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services.

Local addition(s) to mandated policy

- School staff will promote healthful eating and healthy lifestyles to students and parents.

PHYSICAL ACTIVITY

- Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in Grades K through 5 will participate in 60 minutes of physical activity each week.

Local addition(s) to mandated policy

- All playground and physical education equipment will meet the recommended safety standards for design, installation, and maintenance.
- Students and school staff will collaborate with local recreational departments and youth fitness programs to promote participation in lifelong physical activities.

SCHOOL-BASED ACTIVITIES

- Per Oklahoma Senate Bill 1627, each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment.
- Per USDA Regulations §210.12 and §227, students and parents will be involved in the NSLP. Parent and student involvement will include menu planning suggestions, cafeteria enhancement, program promotion, and other related student community support activities.

Local addition(s) to mandated policy

- Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward.
- Students will be provided with a clean, safe, enjoyable meal environment.

A significant amount of research exists showing the important roles nutrition and physical health play in student learning. To increase the likelihood for students to achieve their full academic potential, the district is committed to promoting health and wellness in all its school sites. This policy outlines the district's goals and procedures to ensure:

- Students have access to healthy foods at school in accordance with federal and state nutrition standards
- Students receive quality nutrition education to help them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school
- Individual school sites promote nutrition, physical activity and other behaviors which encourage wellness
- The community is welcome in the district's wellness program
- The smooth operation of the district's wellness program

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students.

District Wellness Committee Membership and Leadership

The district's wellness program will be coordinated by a District Wellness Officer, to be assigned by the Superintendent. Each building principal will annually designate one (1) individual at their school site to be a liaison to the district's wellness committee which will meet at least once each semester. The name of the site liaison for each building will be publicized on the district's website, in school newsletters and by other means as is determined to be appropriate. Individual sites will publicize the name and contact information for their site liaison in school newsletters, as a part of routine parent updates, and through other appropriate methods.

Although the district's wellness program is coordinated by the District Wellness Officer, the program will be based on the work of the site safe and healthy schools committees. Committees will meet once each semester during the school year for the purpose of reviewing existing wellness activities, brainstorming new activities, reviewing and assessing the district's wellness policies and procedures, and related actions in order to make recommendations to the district wellness committee. The district wellness committee will then consider the recommendations and findings of site committees for the purpose of implementing appropriate activities, programs, and policies at the district level.

Membership on the site safe and healthy schools committees will be open to interested parents, students, health care providers, social service workers and school representatives. The committees will include, minimally, the site liaison, a school administrator, and a PE teacher.

Each site safe and healthy schools committee will also focus on providing wellness resources and strategies to teachers. This will be accomplished by making recommendations to the site principal regarding health, wellness, integrating kinesthetic learning and the overall connection between wellness and learning.

Assessment, Planning and Reporting

The District Wellness Officer is responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available

on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

The site liaison will annually prepare progress reports on the implementation and progress of the plan at his/her site (including the activities conducted), and the District Wellness Officer will annually present a synopsis of this information to the board.

The District Wellness Officer will also prepare a triennial progress assessment for the board. This assessment will include information such as the extent to which individual schools are in compliance with the policy, how the district's program compares with federal standards and a description of the overall progress in attaining the district's goals.

A copy of all assessments, plans and progress reports will be available through the District Wellness Officer. The District Wellness Officer will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members.

Open Communication

The District Wellness Officer, with input and assistance from site liaisons, is expected to make an effort to involve all district families, staff, and interested community members in the district's wellness initiatives. This includes providing information to these parties regarding health and wellness, the district's policy and plan, activities, involvement opportunities, school meal standards and available child nutrition programs. This information will be communicated through a variety of methods, including publication in newsletters and on the website, at enrollment, back to school nights and similar activities.

School Meals

The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)

Participation in these programs is designed to ensure students receive plenty of fruits, vegetables, whole grains, and fat-free/low-fat milk to meet their nutrition needs. School meals are also calorically appropriate, moderate in sodium, low in saturated fat and have zero grams of trans fat.

Goals of the district's meal program include:

- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs

School meals:

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by:

- Displaying whole fruit options in attractive bowls or baskets
- Making sliced or cut fruit available daily
- Displaying daily fruit options in students' line of sight/reach
- Creatively naming vegetable options
- Bundling daily vegetable options into all grab and go meals
- Training servers to politely prompt students to select and consume the daily vegetable options with their meal
- Placing white milk in front of other beverages in all coolers
- Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
- Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)
- Using student surveys and taste testing opportunities to inform menu development, dining space decor, and promotional ideas
- Displaying student artwork in the service and/or dining areas
- Marketing menu options through daily announcements

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals:

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Child nutrition professionals administer the district's program
- Special dietary needs will be accommodated
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about available child nutrition programs

Qualifications and Training

All school nutrition employees will meet or exceed USDA hiring and annual continuing education/training requirements.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, including during mealtimes. Students may also bring and carry approved water bottles – filled only with water – throughout the day.

Competitive Foods and Beverages

Foods and beverages sold during the school day apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards. The District Wellness Officer is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

No food or beverage will be used as a reward or withheld as a punishment, unless specified in a qualified student's IEP.

The district will provide healthy food options for a variety of dietary needs at all meetings when food is provided.

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards.

The District Wellness Officer will annually provide staff and PTA representatives a list of healthy fundraising ideas.

The district encourages schools to utilize fundraisers which promote physical activity (e.g. walk-a-thons, jump rope for heart, fun runs).

Health and Nutrition Education

Good nutrition will be encouraged throughout the school day using evidence-based techniques, including creative marketing for nutritious food choices. This will create a food environment which encourages healthy eating and participation in school meal programs. Wellness committee employees and child nutrition workers will regularly consult federal and state resources for current tips and resources to implement these requirements.

All health education teachers will provide opportunities for students to practice or rehearse skills taught in their curricula.

Physical Activity

The district's physical activities include PE classes, recess, and afterschool activities. Physical activity, including recess, will not be withheld as a punishment. This does not include participation in extracurricular activities which are privilege based. The district will maintain safe and appropriate grounds and facilities to promote active students.

Physical Education Classes

All district students, except those excused due to medical necessity, will participate in age-appropriate, sequential PE classes as required by state and federal curriculum standards.

All district elementary students will participate in 90-149 minutes of physical education per week throughout the school year.

During PE class, students must be moderately to vigorously active for at least half of the class time during most or all PE class sessions.

A health unit will be taught in PE classes at each site. The curriculum for this unit will include nutrition, physical activity and general health information.

All PE classes are taught by teachers who are certified to teach PE.

Recess (Elementary School Students)

All elementary sites will offer at least twenty (20) minutes of recess every school day, except when early dismissal or similar scheduling requirements make this impractical. Recess is separate from PE classes.

Physical Activity in the Classroom

To increase attention to learning and to promote wellness, all students will be provided with brief, periodic activity breaks for stretching when possible.



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Bard, Jeri	Fogarty	Speech Language Patholo	08/16/16		6	Marlaina Cadena
Braid, Lorrie	GUES	4th Grade	08/16/16		6	New Position
Harris, Elizabeth	Fogarty	3rd Grade	08/16/16		6	New Position
Morgan, Tashina	Fogarty	3rd Grade	08/16/16		6	Ruth Smith
Onley, Sandra	Fogarty	2nd Grade	08/16/16		6	New Position
Steier, Taylor	Junior High	Asst. Band Director	08/16/16		6	Samantha Hoffman
Villalva, Gina	Faver	Dir. Alternative Ed/Teacher	08/02/16		8	Pat Hughes

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Forssell, Robert	Transportation	Route Driver	08/16/16	13	6	John Cresswell
Lingerfelt, Autumn	Junior High	Paraprofessional ISS JH	08/16/16	3	7.5	Candy Webb
Mosley, Kristen	Junior High	Cafeteria Worker 7.5 Hrs	08/16/16	2	7.5	Alma Smith
Steed, Sharon	Cotteral	Cafeteria Worker 7.5 Hrs	08/16/16	2	7.5	Crystal Beard

FMLA Request

Support: 1

Certified: 0

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Lee, Allison	German/Computer Apps	Computer Apps/German	Rachael Reynolds	8/16/2016	
Palmer, Jessica	Sp Ed Mild/Mod HS	Sp Ed Mild/Mod HS	Jessica Palmer	8/16/2016	

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Dyer, Lottie	Sp Ed Para Fogarty	Sp Ed Para GUES	N/A	8/16/2016	
Hildreth, Ruth	Sp Ed Para Fogarty	Sp Ed Para GUES	N/A	8/16/2016	
Ludlow, Janet	Sp Ed Para GUES	Sp Ed Para HS	Amber White	8/16/2016	
Oliver, Gary	Sp Ed Para Central	Sp Ed Para GUES	N/A	8/16/2016	
Reeve, Sheryl	Sp Ed Para HS	Sp Ed Para GUES	N/A	8/16/2016	
Wendt, Teresa	HS Café 6 Hrs	Cotteral Cafe 6 Hrs	Delta Rains	8/16/2016	
White, Amber	Sp Ed Para HS	Sp Ed Para GUES	Janet Ludlow	8/16/2016	

Separation of Employment

Classification		Certified			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Hoffman, Samantha	Junior High	Asst. Band Director/JH-HS	Resigning	7/18/2016	
Wright, Tracy	Fogarty	2nd Grade	Resigning	8/1/2016	

Classification		Support			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	



Board of Education Personnel Reports

Rains, Delta

Cotteral

Cafeteria

Resigning

7/27/2016



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 09/09/2014

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GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's contract with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale 2016-17

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 29 years)**
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
<i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$43,500.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 29 years)**
Athletic Director	\$20,000.00	
Director of Operations *	\$17,750.00	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Executive Director	\$34,500.00	
Director of Alternative Education	\$18,000.00 \$5,000.00	

****Base salary will be the years of service on the Bachelor's Salary Scale***

*****Longevity incentives are suspended for the 2016-17 school year***

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.

B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.

C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.

D. Leave-of-absence without pay may be requested for the following reasons:

1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.

2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.

- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator's contract for the next school year.

Guthrie Public Schools
Property Committee Meeting
Aug 1, 2016
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Cody Thompson, Jennifer Bennett-Johnson, Sharon Watts, Terry Pennington and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for July
- 61 new Purchase Orders for July

Completed Projects:

- 161 Work-Orders completed in July
- Dept. of Labor inspection at the Jr. High School
- Jr. High roof repairs
- New Grounds contractors
- 15 faucets replaced at High School
- Fogarty drain in equipment room
- High School compressor repairs
- Painted 19 doors on High School annex
- Administration handicap railing repaired after vandalism
- Coils cleaned and filters replaced @ Jr. High
- Fan motor replaced @ High School
- Filters changed at Cotteral and Fogarty
- Transportation office built
- Repaired 9 a/c units @ GUES
- First Christian Church painted parking lots, bathrooms, lockers, and cleaned playgrounds around the District

Projects in Progress:

- Currently have 89 Work-Orders in progress
- 6 Smart Boards installed, approximately 32 remaining
- Reorganizing FFA projects
- Summer cleaning progressing, approximately 90% complete
- Lighting project nearing completion
- Continuing roof repairs at Cotteral
- Plumbing repairs @ Fogarty, Cotteral, Jr. High, and High School
- District HVAC repairs
- Replacing water heater @ High School
- Jr. High roof leak B0 classroom
- Transportation roof repairs
- Replacing circulating pump @ Central
- Fire Safety inspections
- Bus/Band parking lot repairs will be completed this week

Upcoming Projects:

- Scheduling Dept. of Labor inspections for boilers and water heaters
- Obtaining quote for upgrading JH auditorium stage electrical panel
- District signage

Bond Projects Discussion:

- Addressed HVAC plumbing issues at Central. Principal and Secretaries will be at the Administration until offices are completed.

Guthrie Public Schools
Finance Committee Meeting
August 2, 2016
4:00 P.M.

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Eldona Woodruff, Gail Davis and Vicki Biggs.

Sharon Watts attended in the absence of Janna Pierson and Travis Sallee attended in the absence of Tina Smedley.

Mr. Schulz opened the meeting informing the committee the first pages were routine financial reports and to contact him if they had questions. He added that the interest rates were remaining steady unless we invested for an extended period and at this time were not in the position to do so.

Mr. Schulz spoke on the following:

Wellness Program

This is a modification to the Guthrie Public Schools Wellness Program to meet USDA standards.

YMCA Daycare Agreement

This is a second agreement for the YMCA. They are requesting to add an after school only program at Fogarty.

Career Tech Contract

This contract is a continuation for the district to receive the funding for the Career Tech Programs.

Grayco Roofing Change Order

This is a change order for the contingency and it lowered the contract by \$25,000.00.

Dr. Simpson spoke on the following:

SRO Officer

He explained that after working with the City Manager that the City of Guthrie will pick up the expense for 3 SRO officers for the 2016-17 school year.

Ms. Woodruff spoke on the following:

Head Start Agreement

This is a yearly agreement for the Head Start students to be able to receive Special Services (PT, OT, etc.). This is at no cost to the district.

**Guthrie Public Schools
Curriculum Committee Meeting
Minutes
August 2, 2016**

5:00 p.m.

In attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Eldona Woodruff, Travis Sallee, Gail Davis and Sheryl Miles

Sharon Watts attended in the absence of Janna Pierson

Discussion Items:

Ms. Walters:

- Residency Verification through the Central Office
 - 334 Students

- Elementary Centralized Enrollment at Guthrie High School
 - August 8, 2016: 8:00 am to 10:30 am and 12:00 pm to 3:00 pm
 - August 9, 2016: 12:00 pm to 7:00 pm

- Junior High Enrollment and Schedule Pick – Up
 - August 9 and 10, 2016: 8:00 am to 6:00 pm

- High School Enrollment Grades 9 – 12 and Schedule Pick – Up Grades 10 - 12
 - August 10 – 12, 2016: 8:00 am to 3:00 pm
 - August 11, 2016: 4:00 pm to 7:00 pm

- Freshman Orientation and Freshman Schedule Pick – Up
 - August 15, 2016: 6:15 pm to 8:45 pm