

AGENDA WITH COMMENTARY

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

**MONDAY
APRIL 10, 2017
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. Presentation of Certified and Support Employee of the Month**
- 7. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 8. Superintendent's Reports**
- 9. Consent Agenda.....Pages 4-34**

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 March 6, 2017**
 - B. Minutes of special meeting held on March 30, 2017**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Encumbrances for General Fund #'s 741-799, Building Fund #'s 205-229, Child Nutrition Fund #'s 36-37 and listed change orders and Activity Fund Reports**

- F. Fuel Bid as recommended by bid committee
- G. Declare listed items as surplus
- H. Out-of-State Trip Request:
Dr. Mike Simpson - NFHS Summer Meetings - June 27-July 2, 2017 - Providence, RI

10. Business Agenda:

- A. Discussion and possible board action to adopt the OSSBA Superintendent Evaluation Instrument.....Pages 35-38

Commentary:

Dr. Ann Caine from the Oklahoma State School Boards Association will discuss the OSSBA Superintendent Evaluation Instrument and Service.

- B. Recommendation, consideration and action upon contract for auditing services for 2017-2018 for fiscal year 2016-2017.....Page 39

Commentary:

Putnam & Company, PLLC has been utilized by the District for the past six years for auditing services. Mr. Dennis Schulz recommends renewal of the contract. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon Growth and Development presentation by Ms. Debbie Blan R.N. for 5th grade students at Guthrie Upper Elementary.....Pages 40-41

Commentary:

Ms. Debbie Blan will present this 5th grade puberty class in conjunction with the Logan County Health Department. The lesson deals with the emotional and physical growth and development of early adolescents with an emphasis on personal hygiene practices. A copy of the parent consent form is included in your packet. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- D. Recommendation, consideration and action upon revision to District Policy:
 - *D-9 Testing Employees (other than bus drivers) With Regard to the Use of Alcohol and Illegal Chemical Substances*.....Pages 42-47

Commentary:

This comes at the recommendation of our legal counsel.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon revision to District Policy:**
 - **G-3 Production of Public Records Policy.....Pages 48-49**

Commentary:

This revision is necessary to update the current employee in the said position.

RECOMMEND ACTION:

The Superintendent recommends approval.

- 11. 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, employment of career and probationary contract teachers as listed for 2017-2018 and discussion of teacher negotiations for 2017-2018, 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**
- 12. Vote on action as set out on the Personnel Reports.....Page 50**
- 13. Action upon recommendation to employ career and probationary contract teachers as listed for 2017-2018.....Pages 51-55**
- 14. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 15. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 16. Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by:_____

Date:_____ Time:_____

Place:_____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
MARCH 6, 2017**

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 MARCH 6, 2017

Board Members Present:

**Jennifer Bennett-Johnson, Gina Davis,
Terry Pennington, Janna Pierson, Travis
Sallee, Tina Smedley 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
Eldona Woodruff, Director of Special
Education
Cody Thompson, Director of Operations
Jessica Callaway, Director of Child
Nutrition**

- 1. The meeting was called to order by President Watts.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Terry Pennington, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were 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.**
- 6. President Watts called for seating of new Board Member and oath of office.**

Ms. Jana Frey, Minutes Clerk and Clerk of the Board, administered the oath of office to Ms. Gina Davis who then took her place on the Board.
- 7. President Watts called for recommendation, consideration and vote on reorganization of the Board including:**
 - A. Election of President**

- B. Election of First Vice-President**
- C. Election of Second Vice-President**
- D. Election of Board Clerk**
- E. Election of Deputy Board Clerk**

A motion was made by Pennington and seconded by Watts to appoint Jennifer Bennett-Johnson as President.

The motion carried with 7 ayes and 0 nays.

A motion was made by Bennett-Johnson and seconded by Watts to appoint Travis Sallee as First Vice-President.

The motion carried with 7 ayes and 0 nays.

A motion was made by Watts and seconded by Sallee to appoint Tina Smedley as Second Vice-President.

The motion carried with 7 ayes and 0 nays.

A motion was made by Watts and seconded by Sallee to appoint Janna Pierson as Board Clerk.

The motion carried with 7 ayes and 0 nays.

A motion was made by Bennett-Johnson and seconded by Sallee to appoint Sharon Watts as Deputy Board Clerk.

The motion carried with 7 ayes and 0 nays.

Board Members assumed their new positions.

- 8. President Bennett-Johnson introduced Mr. Brian Billings from Sonic of East Guthrie.**

Mr. Brian Billings from Sonic East presented a check for \$7,000 to Principal Robbie Rainwater from Guthrie Junior High School. This is an annual donation made by Mr. Billings for a number of years. In years past, Mr. Billings had donated \$1000.00 to each site to use where the sites felt most needed. He stated several years ago he would like to make one large donation to a site whose name had been randomly selected in a drawing. He felt the larger contribution could better be used for a purchase that the school otherwise would not have the funds to do. He thanked Guthrie Schools and stated he hoped to be able to continue the donation for many years to come. Superintendent Simpson thanked Mr. Billings for his generosity in helping the students of our community.

9. **President Bennett-Johnson called for the Kiwanis presentation.**

Superintendent Simpson introduced Mr. Jerry Gammill of the Guthrie Kiwanis Club. Mr. Gammill introduced GHS sophomore student Emily Cordell who was named Sophomore of the Year. She was presented a plaque and a \$250 cash reward. Mr. Gammill stated that Ms. Cordell was selected among several applicants and stood out due to her abundance of community service.

10. **President Bennett-Johnson asked for the presentation of Certified and Support Employee of the Month.**

Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the certified employee of the month award winner for January who was unable to attend last month: Ms. Kristen Hooper, GJHS Special Education Teacher was nominated by Ms. Leslie Inman, GJHS 8th Grade Math Teacher. Mr. Ogle then announced the award winners for February: Ms. Kary Jarred, Site Secretary at GHS, for support employee of the month and Ms. Susan Davison, GUES Principal, for certified employee of the month. Nomination letters were read by Mr. Chris LeGrande, GHS Principal for Marty Jones, GHS Agriculture Education Teacher, who nominated Ms. Jarred and by Mr. Jeff Ball, Assistant Principal at GUES for Ms. Davison.

Mr. Ogle presented the award winners with a plaque.

- 11A. **President Bennett-Johnson 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.

- 11B. **President Bennett-Johnson called for any comments to the Board by Board members.**

There were no comments to the Board by Board members.

12. **President Bennett-Johnson called for the Superintendent's Reports.**

Superintendent Simpson reported on the following:

Announced the State had declared another revenue failure on February 21st bringing the total in cuts to GPS to over \$220,000 for this fiscal year. Many of the cost saving measures we put in place for last year are still in place for this year. We will be monitoring and evaluating this situation closely.

Updated the Board on the progress of the window installation taking place at Central Elementary funded through the 2015 Bond Issue.

Informed the Board that the Elementary Transition Committee will meet tomorrow at 6:00 p.m.

Congratulated Mekelti Gilliam, GHS band member, for selling the 3rd place raffle ticket for the Local Oklahoma Music Association. The winner of that prize, Patsy Weedin, was awarded a \$3000 trumpet to which she then donated to the GHS band program.

Reported one of our GUES students from Ms. Benham's class, DeShaun Haley, had a private invitation, along with his mother, to attend the Thunder Blue basketball practice today. DeShaun is a 13 year old 2-time cancer survivor. He was a recipient of our Pink Week donation a few years ago. He has received the maximum amount of chemotherapy one can receive in a lifetime.

13. President Bennett-Johnson called for action on the Consent Agenda.

Member Pennington requested Item 13A be removed from the Consent Agenda for consideration.

A motion was made by Pierson and seconded by Watts to approve the Consent Agenda excluding Item 13A.

The motion carried with 7 ayes and 0 nays.

A motion was made by Smedley and seconded by Pennington to approve Item 13A, minutes of regular meeting held on February 13, 2017.

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

14A. President Bennett-Johnson called for recommendation, consideration and action upon contract renewal with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.

A motion was made by Pennington and seconded by Watts to approve contract renewal with Municipal Accounting Systems, Inc. for providing software and support for financial accounting, personnel, child nutrition and student information programs including student gradebooks.

The motion carried with 7 ayes and 0 nays.

- 14B. President Bennett-Johnson called for recommendation, consideration and action upon request for Special Education students to attend State Special Olympics Summer Games May 17-19, 2017.**

A motion was made by Smedley and seconded by Watts to approve the request for Special Education students to attend State Special Olympics Summer Games May 17-19, 2017.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 14C. President Bennett-Johnson called for recommendation, consideration and action upon K-8 Remedial Summer School Program.**

A motion was made by Watts and seconded by Smedley to approve the K-8 Remedial Summer School Program.

The motion carried with 7 ayes and 0 nays.

- 14D. President Bennett-Johnson called for recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.**

A motion was made by Smedley and seconded by Sallee to approve the \$.10 increase for all paid student breakfast and lunch meals.

The motion carried with 7 ayes and 0 nays.

- 15. President Bennett-Johnson 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, discussion of all building level administrator's contracts as listed for 2017-2018 and discussion of extra-duty assignment as listed 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 and 7.**

- 15A. A motion was made by Sallee and seconded by Smedley to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 7:30 p.m.

- 15B. President Bennett-Johnson acknowledged the Board's return to open session at 7:58 p.m.**

- 15C. President Bennett-Johnson stated that in executive session only those items listed in Agenda Item 15 were discussed and no votes were taken.**

- 16. President Bennett-Johnson called for a vote on action as set out on the Personnel Reports.**

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

The motion carried with 7 ayes and 0 nays.

- 17. President Bennett-Johnson called for recommendation, consideration and action upon building level administrator's contracts as listed for 2017-2018 without specification for salary or assignment.**

A motion was made by Pennington and seconded by Sallee to approve the building level administrator's contracts as listed for 2017-2018 without specification for salary or assignment.

The motion carried with 7 ayes and 0 nays.

- 18. President Bennett-Johnson called for action upon recommendation of extra-duty assignments as listed for 2016-2017.**

A motion was made by Watts and seconded by Smedley to approve action upon recommendation of extra-duty assignments as listed for 2016-2017.

The motion carried with 7 ayes and 0 nays.

- 19. President Bennett-Johnson 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 Ms. Kaylee Abbott, Kindergarten Teacher, effective March 6, 2017.

A motion was made by Watts and seconded by Smedley to accept the resignation of Ms. Kaylee Abbott effective March 6, 2017.

The motion carried with 7 ayes and 0 nays.

- 20. President Bennett-Johnson 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.

- 21. A motion was made by Watts and seconded by Smedley to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:01 p.m.

Jana Frey, Minutes Clerk

Jennifer Bennett-Johnson, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL BOARD MEETING
MARCH 30, 2017**

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 MARCH 30, 2017

Board Members Present: Gina Davis, Terry Pennington, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts

Board Member Absent: Jennifer Bennett-Johnson

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

1. The meeting was called to order by Vice President Sallee.
2. Members Gina Davis, Terry Pennington, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.

Member Jennifer Bennett-Johnson was not present for roll call.
3. A quorum was established.
4. Vice President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.
5. Vice President Sallee asked everyone present to join him in a Moment of Silence.
6. Vice President Sallee called for discussion, consideration and possible action to award the contract for construction of Charter Oak Elementary.

Mr. Sean Wills of The Stacy Group discussed the specifics of the bid summary presented.

Discussion followed.

Dr. Simpson made the recommendation to award the contract for construction of Charter Oak Elementary to W.L. McNatt and to accept their base bid of \$9,123,000 plus alternates 1, 3 and 4.

A motion was made by Smedley and seconded by Pennington to award the contract for construction of Charter Oak Elementary to W.L. McNatt and to accept their base bid plus alternates 1, 3 and 4.

The motion carried with 5 ayes and 1 abstention-Member Pierson abstaining.

7. Vice President Sallee called for proposed executive session for the purpose of discussion of possible employment of a Chief Financial Officer for 2017-2018 and Director of Special Services for 2017-2018, 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 and 7.

7A. A motion was made by Pierson and seconded by Watts to go into executive session.

The motion carried with 6 ayes and 0 nays. Executive session began at 6:22 p.m.

7B. Vice President Sallee acknowledged the Board's return to open session at 6:49 p.m.

7C. Vice President Sallee stated that in executive session only those items listed in Agenda Item 7 were discussed and no votes were taken.

8. Vice President Sallee called for recommendation, consideration and possible action on employment of a Chief Financial Officer for 2017-2018.

Dr. Simpson recommended the employment of Ms. Michelle Chapple as Chief Financial Officer for 2017-2018 beginning April 17, 2017.

A motion was made by Pennington and seconded by Smedley to approve employment of Ms. Michelle Chapple as Chief Financial Officer for 2017-2018 beginning April 17, 2017.

The motion carried with 6 ayes and 0 nays.

9. Vice President Sallee called for recommendation, consideration and possible action on employment of a Director of Special Services for 2017-2018.

Dr. Simpson recommended the employment of Ms. Angie Smedley as Director of Special Services for 2017-2018.

A motion was made by Watts and seconded by Pierson to approve employment of Ms. Angie Smedley as Director of Special Services for 2017-2018.

The motion carried with 6 ayes and 0 nays.

10. A motion was made by Pennington and seconded by Watts to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 6:51 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Acting President

**TREASURER'S REPORT
MARCH 31, 2017**

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 4,702,249.66
Building Fund	668,558.55
Sinking Fund	1,768,939.19
ILR Fund	63,470.15
G&E Fund	11,715.67
Child Nutrition Fund	331,823.33
Activity Fund	621,758.29
School Age-Care Fund	75,619.14
Bond Fund	<u>2,958,133.20</u>

TOTAL \$ 11,202,267.18

RECEIPTS

GENERAL FUND:

Logan County	\$ 233,399.40
State of Oklahoma	757,525.60
Okla. Tax Comm.	134,645.38
School Land Earn.	41,567.35
R.O.T.C.	5,968.27
Federal Programs	179,981.14
Misc Receipts	65,176.88
Correcting Entry(-)	
General Acct. Int.	3,384.97
Minus (-) Bank Fees	<u>160.77</u>
TOTAL	\$1,421,488.22

SINKING FUND:

Logan County \$79,193.03

CHILD NUTRITION FUND:

Local	\$29,396.22
State	11,606.55
Federal	<u>112,361.59</u>
TOTAL	\$153,364.36

INS.LOSS RECOVERY FUND:

\$4,507.35

BUILDING FUND

Logan County	\$ 31,137.63
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 31,157.63

BOND FUND:

Interest	\$636.11
Bank Fees	<u>(-)13.64</u>
TOTAL	\$622.47

WARRANTS PAID

GENERAL FUND:

2015-2016
2016-2017 \$1,616,705.92

GIFTS & ENDOWMENTS FUND:

2015-2016
2016- 2017

BUILDING FUND:

2015- 2016
2016-2017 \$ 63,727.47

INS. LOSS RECOVERY FUND:

2015-2016
2016-2017 \$6,250.39

CHILD NUTRITION FUND:

2015-2016
2016-2017 \$132,731.64

BOND FUND:

2015-2016
2016-2017 \$90,687.93

CD/INVESTMENTS:

Oklahoma State Bank – Bond CD \$1,000,000.00
Farmers and Merchants Bank – Bond CD \$7,000,000.00

TOTAL MONIES IN F&M BANK \$11,202,267.18

PLEDGED – FDIC \$250,000.00
PLEDGED – F&M BANK \$ 14,782,000.00

TOTAL MONIES IN OKLAHOMA STATE BANK \$1,000,000.00

PLEDGED – FDIC \$250,000.00
PLEDGED – OSB \$800,000.00

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
April 10, 2017

a. Fogarty, 809 Scholastic Book Fair

Amendment change request:

1. Fogarty PTO is unable to commit to the previous approved Sock Hop & Art Auction therefore they request to change the Account to Fogarty Activity, 809 from Fogarty PTO, 808
2. Request to change date on previous approved fundraiser, School Carnival "Bluejay Bash" from 3/27-5/1/2017 to 5/1-5/13/2017.
3. Request to extend date of previous approved fundraiser, Central Penny Drive to 5/13/2017 from 4/28/2017.



RECEIVED
3-27-17

a.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 2/23/2017 Site Name: Fogarty

Acct. Name & #: Fog 809 Current Unobligated Account Balance: \$15,771.46
3/27/17

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
book fair- selling books and school supply 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:
Library Books and supplies

Name of Vendor: Scholastic Book Fairs

Address of Vendor: PO Box 3745

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

- a. Estimated INCOME: 5500.00
- b. Less Estimated EXPENSE: 5000.00
- c. Estimated PROFIT: 500.00

book profit will be 2500.00,
NOTES: cash profit will be 500.00

First day of Fundraiser: April 27th Last Day of Fundraiser: May 8th

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? picked up by scholastic

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

Sponsor's Signature: [Signature] Date: 3/1/2017

Principal's Signature: [Signature] Date: 3/27/2017

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

Board of Education Approval Date: _____



RECEIVED
1-22-17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 1/25/2017 Site Name: Fogarty

Acct. Name & #: Fog PTO 808 Current Unobligated Account Balance: \$11,024.59

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

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

Sock Hop Art Auction

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: _____

Purpose for which funds will be used:

teacher, classroom and building supplies, student incentives, field trips

Name of Vendor: Walmart, amazon.com

Address of Vendor: addresses in MAS are correct

Items to be purchased in order to conduct the fundraiser:

wrist bands, table clothes

- a. Estimated INCOME: 2500.00
- b. Less Estimated EXPENSE: 50.00
- c. Estimated PROFIT: 2450.00

NOTES:

First day of Fundraiser: April 28, 2017 Last Day of Fundraiser: April 28, 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? n/a

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

Sponsor's Signature: Tiffany Ingram Date: 1-25-17

Principal's Signature: Marsha Todd DS Date: 1-25-17

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

Board of Education Approval Date: APPROVED

Form: AF Fundraiser Request 4/2016

FEB 13 2017

BOARD OF EDUCATION
GUTHRIE, OK

RECEIVED
1/27/17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 1/25/2017 Site Name: Fogarty

Acct. Name & #: Fog PTO 808 Current Unobligated Account Balance: \$11,024.59 

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

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

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)
root beer floats & water (sock hop is held in the evening)

Manufacturer: _____

Purpose for which funds will be used:
teacher, classroom and building supplies, student incentives, field trips

Name of Vendor: potential vendors Walmart, oriental trading, amazon, sam's club

Address of Vendor: addresses in MAS are correct

Items to be purchased in order to conduct the fundraiser:
wrist bands, table clothes

a. Estimated INCOME: 2000.00
b. Less Estimated EXPENSE: 150.00
c. Estimated PROFIT: 1850.00

NOTES:

First day of Fundraiser: April 28, 2017 Last Day of Fundraiser: April 28, 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? n/a

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


Sponsor's Signature: Tiffany Ingram Date: 1-25-17

Principal's Signature: Marsha Jodd DS Date: 1-25-17

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

Board of Education Approval Date: **APPROVED**

Form: AF Fundraiser Request 4/2016

FEB 13 2017 

BOARD OF EDUCATION
GUTHRIE, OK

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

2.

Date of Request: 10.6.2016 Site Name: Central

Acct. Name & #: Central 803 Current Unobligated Account Balance: 10,900.00

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

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

School Carnival "Bluejay Bash" - arm band pre-sales, will sell at door also. concession stand, t-shirt sales, dance party, inflatables, face painting, silent auction

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)

Hot dogs, chips, cotton candy, pop corn

Manufacturer: _____

Purpose for which funds will be used:

Proceeds will be used for classroom instructional materials and incentives. Classroom, teacher, and student supplies. Playground supplies and equipment.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Food and supplies for concession stand, inflatables, t-shirts, face painting supplies, supplies for auction items, decorations

- a. Estimated INCOME: 1500.00
- b. Less Estimated EXPENSE: 500.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 3.27.2017

Last Day of Fundraiser: 5.1.2017

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 saved for next year

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

Sponsor's Signature: Dani Watson Date: 10/6/16

Principal's Signature: Dani Watson Date: 10/6/16

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

APPROVED

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

NOV 14 2016

BOARD OF EDUCATION
GUTHRIE, OK

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

31

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 *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.)

Central penny drive. Jars will be placed in office with teachers names. Students can bring money and place it in the jar of their choice. The teacher's jar with the most amount of money in it will have to kiss a pig in front of the students.

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/>

If the fundraiser involves selling food and/or beverage items, 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:

Proceeds will be used to help fund field day. Also for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: n/a

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

n/a

a. Estimated INCOME: 500.00
b. Less Estimated EXPENSE: 0.00
c. Estimated PROFIT: 500.00

NOTES:

First day of Fundraiser: 4/17/2017 Last Day of Fundraiser: 4/28/2017

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? n/a

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

Sponsor's Signature: Demi Watson Date: 6/2/16

Principal's Signature: Demi Watson *DS* Date: 6/2/16

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

APPROVED

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

JUN 13 2016 *8*

BOARD OF EDUCATION
GUTHRIE, OK

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 741 - 799

PO No	Date	Vendor No	Vendor	Description	Amount
741	02/28/2017	17249	S. T. BOLDING III	ELECTRICAL SERVICE/BB FIELD SHED/ATHLETICS/HS	300.00
742	02/28/2017	43240	ENGHOUSE INTERACTIVE, INC	SOFTWARE UPGRADES/TECHNOLOGY	1,000.00
743	02/28/2017	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	13,440.80
744	03/01/2017	41377	JOSTEN, INC	DIPLOMAS/COVERS/HS	2,445.60
745	03/01/2017	11849	JERRY D. JONES	BLANKET FOR TOWING SERVICES/TRANSPORTATION	3,000.00
746	03/01/2017	10105	SWEETWATER SOUND, INC	SOUND EQUIPMENT/VOCAL/PERRING/HS	732.00
747	03/01/2017	16611	ACT HOLDCO	BUS DIAGNOSTICS/TRANSPORTATION	2,000.00
748	03/01/2017	16611	ACT HOLDCO	BUS DIAGNOSTICS/TRANSPORTATION	2,000.00
749	03/02/2017	14674	HOMETOWN RENTAL & FEED, INC.	WEEDEATER/ATHLETICS/HS	150.00
750	03/02/2017	15444	SCHOOL SPECIALTY	SUPPLIES/COTTERAL	883.06
751	03/02/2017	15994	AMAZON CAPITAL SERVICES	PRINTER INK/COTTERAL/LAUSEN	36.45
752	03/02/2017	16977	IT'S GREEK TO ME, INC	UNIFORMS/TRACK/HS	768.00
753	03/02/2017	15994	AMAZON CAPITAL SERVICES	PRACTICE EQUIPMENT/TRACK/HS	861.88
754	03/02/2017	17961	NCS PEARSON, INC.	SOFTWARE LICENSE/TITLE I/FOGARTY	3,900.00
755	03/02/2017	14207	WALMART COMMUNITY	CALCULATOR BATTERIES/HS	29.94
756	03/02/2017	14207	WALMART COMMUNITY	SUPPLIES/TRANSPORTATION	1,500.00
757	03/07/2017	12682	MIDWEST BUS SALES, INC.	BLANKET FOR PARTS/TRANSPORTATION	5,000.00
758	03/07/2017	42351	DELCO DIESEL SERVICES, INC.	SUPPLIES/TRANSPORATION	288.95
759	03/07/2017	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR PARTS/TRANSPORTATION	5,000.00
760	03/07/2017	17940	PROSPERITY BANK	ROOMS/OYE/OKCY/VO-AG/DRAKE/HS	500.00
761	03/07/2017	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS AND SUPPLIES	5,000.00
762	03/07/2017	11642	HOUGHTON MIFFLIN HARCOURT PUBLISHIN	GT TESTING MATERIALS/FOGARTY	323.40
763	03/10/2017	16691	PEARSON ASSESSMENTS	TESTING MATERIALS/SPECIAL ED/HS	254.70
764	03/10/2017	17940	PROSPERITY BANK	SUPPLIES/VO-AG/DRAKE/HS	250.00
765	03/10/2017	12394	LOWE'S COMPANIES, INC.	SUPPLIES/VO-AG/DRAKE/HS	218.00
766	03/10/2017	15994	AMAZON CAPITAL SERVICES	SUPPLIES/TECH ENG./DARCY/JH	74.46
767	03/10/2017	10015	SUPREME SHOW SUPPLY, LLC	SUPPLIES/VO-AG/DRAKE/HS	400.00
768	03/10/2017	16185	KELVIN TECHNOLOGIES	SUPPLIES/TECH ENG/DARCY/JH	119.00
769	03/10/2017	15444	SCHOOL SPECIALTY	SUPPLIES/V. LAUSEN/COTTERAL	457.66
770	03/10/2017	13789	SULLIVAN SUPPLY SOUTH INC.	SUPPLIES/VO-AG/DRAKE/HS	500.00
771	03/10/2017	13646	CAROLYN BLACK HALLER	HS- SIGNS (TENNIS)	400.00
772	03/10/2017	15298	SOUTHWESTERN STATIONERY & BANK	DISTRICT CUMMULATIVE FOLDERS	520.00
773	03/21/2017	13018	OSPA	REGISTRATION/PSYCHOLOGISTS	270.00
774	03/24/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/MANN/FOGARTY	879.59

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 741 - 799

PO No	Date	Vendor No	Vendor	Description	Amount
775	03/24/2017	12936	OKLA. ASSOC. FOR PUPIL TRANS.	DRIVERS ONLINE TRAINING/TRANSPORTATION	450.00
776	03/24/2017	42077	DESHILDS TRUCK SERVICE, INC.	BUS REPAIRS/TRANSPORTATION	3,068.66
777	03/24/2017	11933	JOHN VANCE MOTORS, INC.	VEHICLE REPAIRS/TRANSPORTATION	500.00
778	03/24/2017	12682	MIDWEST BUS SALES, INC.	BUS REPAIRS/TRANSPORTATION	13,000.00
779	03/24/2017	15550	TEXAS REFINERY CORPORATION	SUPPLIES/TRANSPORTATION	353.00
780	03/24/2017	41978	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES/TRANSPORTATION	10,000.00
781	03/24/2017	10105	SWEETWATER SOUND, INC	SPEAKERS/VOCAL/PERRING/HS	597.98
782	03/24/2017	11933	JOHN VANCE MOTORS, INC.	TRUCK REPAIRS/TRANSPORTATION	500.00
783	03/24/2017	42234	CHALK'S TRUCK PARTS, INC.	CROSSING GATES/TRANSPORTATION	4,050.00
784	03/24/2017	15994	AMAZON CAPITAL SERVICES	SUPPLIES/TECH ENG./DARCY/JH	75.07
785	03/24/2017	42351	DELCO DIESEL SERVICES, INC.	TOOLS/TRANSPORTATION	226.00
786	03/27/2017	16667	CDW DIRECT LLC	DOCUMENT CAMERA/HAMBY/HS	229.61
787	03/28/2017	13229	QUILL CORPORATION	SUPPLIES/ANDERSON/FOGARTY	754.06
788	03/28/2017	43912	UNITED DATA TECHNOLOGIES, INC.	SWITCHES/TECHNOLOGY	1,156.42
789	03/28/2017	10161	BARLOW EDUCATION MGMT SERVICES, LLC	NEGOTIATIONS FOR 2017-18	7,500.00
790	03/30/2017	12171	LAKESHORE LEARNING MATERIALS	SUPPLIES/EDUCATION FOUNDATION GRANT/SHAFER/CENT.	257.73
791	03/30/2017	43825	PRO-VISION, INC.	BUS CAMERAS/TRANSPORTATION	8,890.00
792	03/30/2017	43918	TODAY'S THERAPY SOLUTIONS	REGISTRATION/SPECIAL ED/SMEDLEY/BLEWETT	190.00
793	03/30/2017	17940	PROSPERITY BANK	DISTRICT SECURE VISITORS BADGES/TECHNOLOGY	1,020.95
794	03/30/2017	17921	SCHOOL HEALTH CORPORATION	SUPPLIES/EDUCATION FOUNDATION GRANT/DARCY/JH	1,586.17
795	03/30/2017	11325	SCHOOL SPECIALTY SCIENCE	SUPPLIES/FOUNDATION GRANT/OGLE/JH	5,387.09
796	03/30/2017	12171	LAKESHORE LEARNING MATERIALS	SUPPLIES/EDUCATION FOUNDATION/HELMBERGER/CEN TRAL	68.98
797	03/31/2017	16611	ACT HOLDCO	BUS REPAIRS/TRANSPORTATION	3,000.00
798	03/31/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TRANSPORTATION	500.00
799	03/31/2017	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES/VO-AG/DRAKE/HS	125.00
Non-Payroll Total:					\$116,990.21
Payroll Total:					\$0.00
Report Total:					\$116,990.21

Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 7/1/2016 - 6/30/2017, PO Range: 205 - 229

PO No	Date	Vendor No	Vendor	Description	Amount
205	02/28/2017	42456	STILLWATER MILLING COMPANY	FIELD CONDITIONING SUPPLEIS/ATHLETICS/HS	400.00
206	02/28/2017	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	CHEMICALS FOR FIELDS/ATHLETICS/HS	247.68
207	03/02/2017	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	3,000.00
208	03/02/2017	17387	BRADFORD INDUSTRIAL SUPPLY	DISTRICT HVAC PARTS	2,000.00
209	03/02/2017	17570	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENT	600.00
210	03/02/2017	17256	WESTQUIP	FORKLIFT SERVICE/MAINTENANCE	2,500.00
211	03/07/2017	43903	TIM KEITH	GREASE TRAP CLEAN OUT	600.00
212	03/07/2017	43801	6-L MECHANICAL	DISTRICT HVAC REPAIRS/MAINTENANCE	3,200.00
213	03/07/2017	43881	MINICK MATERIALS COMPANY, INC.	GRAVEL FOR MAINTENANCE	1,500.00
214	03/10/2017	17450	ALL COMMERCIAL OPENINGS, INC.	2 EXTERIOR DOORS FOR BASEBALL LOCKER ROOM	600.00
215	03/10/2017	17673	NATION WHOLESALE FENCE COMPANY	FENCE MATERIAL FOR MAINTENANCE	3,300.00
216	03/10/2017	12910	OFFICE DEPOT, INC.	OFFICE FURNITURE/THOMPSON/MAINTENANCE	818.45
217	03/10/2017	43907	CAPITOL CLEANING, INC.	FLOOR REFINISHING	1,000.00
218	03/21/2017	11254	FEDERAL CORPORATION	DISTRICT HVAC PARTS	2,000.00
219	03/22/2017	17695	MECHANICAL SALES OF OKLAHOMA, INC.	FREON FOR DISTRICT	3,750.00
220	03/24/2017	17852	ROBERT L & BRUCE L WYCKOFF	PALLET FORK FOR KUBOTA TRACTOR	800.00
221	03/24/2017	43881	MINICK MATERIALS COMPANY, INC.	RAILROAD TIES/MAINTENANCE	841.50
222	03/24/2017	43801	6-L MECHANICAL	HVAC REPAIRS AT GUES	2,500.00
223	03/24/2017	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING SUPPLIES	4,000.00
224	03/24/2017	43913	JOHNSON EQUIPMENT COMPANY	SECURITY GRILLE GATES FOR HIGH SCHOOL	7,057.50
225	03/30/2017	17549	SCHOOLDUDE.COM, INC.	SOFTWARE/MAINTENANCE	1,846.25
226	03/31/2017	43883	UNITED REFRIGERATION, INC.	PARTS/MAINTNEANCE ICE MACHINE	100.00
227	03/31/2017	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES/MAINTENANCE	500.00
228	03/31/2017	17940	PROSPERITY BANK	GATE FOR SAND PIT/MAINTENANCE	100.00
229	03/31/2017	42632	AAA PLAYGROUNDS	PLAYGROUND MULCH/PLASTIC BORDER/FOGARTY	3,146.00

Non-Payroll Total:	\$46,407.38
---------------------------	--------------------

Payroll Total:	\$0.00
-----------------------	---------------

Report Total:	\$46,407.38
----------------------	--------------------

Purchase Order Register

Options: Year: 2016-2017, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2016 - 6/30/2017, PO Range: 36 - 37

PO No	Date	Vendor No	Vendor	Description	Amount
36	03/24/2017	43905	JOANN REECE	MEAL REFUND/PARENT REQUEST/GUES	20.00
37	03/28/2017	15926	DELL MARKETING L.P.	PRINTER INK/JH	78.84
Non-Payroll Total:					\$98.84
Payroll Total:					\$0.00
Report Total:					\$98.84

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/28/2017 - 4/3/2017, PO Range: 1 - 740, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
106	07/01/2016	12936	OKLA. ASSOC. FOR PUPIL TRANS.	BLANKET FOR DRIVERS ONLINE TRAINING	-10.00
121	07/01/2016	11849	JERRY D. JONES	BLANKET FOR WRECKER SERVICES FOR 2016-17	35.00
135	07/01/2016	41978	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES FOR 2016-17	-80.15
178	07/18/2016	17398	EDMOND MUSIC, INC.	BLANKET FOR SUPPLIES/REPAIRS/BAND/HS	-535.94
388	09/12/2016	40354	FAMILY CAREER & COMMUNITY	FCCLA member dues from 412 money	-25.00
544	11/18/2016	14693	SCHOLASTIC, INC.	\$100.00/C. BROWN/GUES	-8.44
579	12/02/2016	14207	WALMART COMMUNITY	\$100.00/K. WALTERS/GUES	-0.37
609	12/12/2016	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS AND SUPPLIES	242.57
616	12/12/2016	14207	WALMART COMMUNITY	SEWING MACHINES/CARL PERKINS/MOORE/HS	-447.56
666	01/04/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HUDSON/HS	-93.89
679	01/19/2017	13130	BETROLD ENTERPRISES, INC.	SUPPLIES/BAND/BLACKBURN/HS	-7.44
693	01/24/2017	40123	SUMMIT TRUCK GROUP	BLANKET FOR BUS PARTS/SUPPLIES/TRANSPORTATION	810.69
707	02/06/2017	17836	MHS	TESTING SUPPLIES/SPECIAL ED/FOGARTY/GUES	15.00
719	02/13/2017	83912	AMBER NICOLE WHITE	MILEAGE REIMB/SPECIAL ED/HS	-94.56
723	02/16/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HUDSON/HS	-106.78
728	02/20/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/CREED/CENTRAL	-28.40
736	02/23/2017	10129	AUTO PARTS & MACHINE	PARTS FOR GENERATOR/VO-AG/DRAKE/HS	-228.09
Non-Payroll Total:					(\$563.36)
Payroll Total:					\$0.00
Report Total:					(\$563.36)

Change Order Listing

Options: Fund: Building, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 2/28/2017 - 4/3/2017, PO Range: 1 - 204, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2016	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE RENEWAL PLANS	6.00
83	08/22/2016	43801	6-L MECHANICAL	BLANKET FOR HVAC REPAIRS/MAINTENANCE	-530.00
136	11/15/2016	43827	ED HUMES LOCKSMITH SERVICE, INC.	LOCK AND KEYS FOR DISTRICT	490.75
139	11/18/2016	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-136.00
149	11/30/2016	43861	DIESEL POWER PLUS LLC	EQUIPMENT REPAIRS/MAINTENANCE	-1,690.00
160	12/09/2016	17387	BRADFORD INDUSTRIAL SUPPLY	DISTRICT HVAC PARTS	-92.18
185	01/31/2017	43554	ROBERTS DISPOSAL SERVICES, INC	DUMPSTER/TRANSPORTATION	-85.00
197	02/17/2017	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	WEED SPRAY FOR MAINTENANCE	-34.50
Non-Payroll Total:					(\$2,070.93)
Payroll Total:					\$0.00
Report Total:					(\$2,070.93)

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
4/10/2017

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (3/01/17)	\$579,817.58	Balance per bank statement as of (3/31/17)	\$621,758.29
Add Receipts	\$111,094.69	Add Deposits in Transit	\$ 8,357.95
Less Checks Written	\$124,925.36	less O/S Checks	\$ 64,129.33
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$565,986.91	Balance per Ledger	\$565,986.91

Adjustment/Correction explanations:

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



 Activity Fund Clerk

4-3-17

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2017 - 3/31/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$220.70	\$21.95	\$0.00	\$175.00	\$67.65	\$0.00	\$67.65
802 CENTRAL ACTIVITY	\$11,429.91	\$4,185.50	\$0.00	\$2,706.91	\$12,908.50	\$8,279.55	\$4,628.95
803 CENTRAL PTO	\$7,122.00	\$355.58	\$0.00	\$683.98	\$6,793.60	\$1,215.62	\$5,577.98
804 COTTERAL PTO	\$7,292.36	\$866.65	\$0.00	\$836.20	\$7,322.81	\$610.00	\$6,712.81
805 COTTERAL ACTIVITY	\$15,784.56	\$3,462.08	\$0.00	\$2,769.05	\$16,477.59	\$5,445.45	\$11,032.14
806 COTTERAL FACULTY	\$570.41	\$10.55	\$0.00	\$0.00	\$580.96	\$0.00	\$580.96
808 FOGARTY PARENTS ORG.	\$12,771.55	\$624.91	\$0.00	\$662.44	\$12,734.02	\$431.51	\$12,302.51
809 FOGARTY ACTIVITY	\$13,242.98	\$23,154.08	\$0.00	\$13,042.22	\$23,354.84	\$7,879.42	\$15,475.42
810 FOGARTY FACULTY	\$488.87	\$93.35	\$0.00	\$0.00	\$582.22	\$70.00	\$512.22
811 Elem Snack Grant	\$1,898.79	\$0.00	\$0.00	\$263.84	\$1,634.95	\$0.00	\$1,634.95
812 GUES ACTIVITY	\$35,032.36	\$668.00	\$0.00	\$6,801.90	\$28,898.46	\$7,113.88	\$21,784.58
813 GUES FACULTY	\$1,100.53	\$0.00	\$0.00	\$115.00	\$985.53	\$275.00	\$710.53
815 GUES PARENTS ORG.	\$28,435.66	\$1,097.19	\$0.00	\$2,208.62	\$27,324.23	\$4,807.70	\$22,516.53
816 GHS SPECIAL KIDS	\$338.22	\$0.00	\$0.00	\$0.00	\$338.22	\$0.00	\$338.22
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$443.54	\$0.00	\$0.00	\$0.00	\$443.54	\$0.00	\$443.54
819 ATHLETICS JUNIOR HIGH	\$15,494.48	\$720.00	\$0.00	\$724.02	\$15,490.46	\$6,015.58	\$9,474.88
820 GOLF JUNIOR HIGH	\$1,978.31	\$125.00	\$0.00	\$912.00	\$1,191.31	\$1,040.00	\$151.31
821 FHA JUNIOR HIGH	\$1,985.34	\$1,878.50	\$0.00	\$294.00	\$3,569.84	\$894.08	\$2,675.76
822 HONOR SOCIETY JR HIGH	\$2,468.10	\$1,425.00	\$0.00	\$176.79	\$3,716.31	\$0.00	\$3,716.31
823 JR HIGH ACCOUNT	\$2,617.84	\$7,000.00	\$0.00	\$193.32	\$9,424.52	\$100.00	\$9,324.52
824 JR HIGH FACULTY	\$1,209.12	\$365.75	\$0.00	\$86.74	\$1,488.13	\$308.89	\$1,179.24
825 LIBRARY JR HIGH	\$2,729.89	\$0.00	\$0.00	\$89.34	\$2,640.55	\$0.00	\$2,640.55
826 LEARN 2 LOVE	\$5,934.58	\$2,997.11	\$0.00	\$4,716.87	\$4,214.82	\$0.00	\$4,214.82
827 CHEERLEADERS JR HIGH	\$3,949.41	\$0.00	\$0.00	\$0.00	\$3,949.41	\$0.00	\$3,949.41
830 STUCO JH	\$5,699.84	\$1,091.48	\$0.00	\$1,095.64	\$5,695.68	\$0.00	\$5,695.68
831 T.S.A. JR HIGH	\$1,870.45	\$0.00	\$0.00	\$0.00	\$1,870.45	\$272.52	\$1,597.93
832 YEARBOOK JR HIGH	\$1,552.22	\$140.00	\$0.00	\$0.00	\$1,692.22	\$3,000.00	(\$1,307.78)
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$89.70	\$0.00	\$0.00	\$0.00	\$89.70	\$0.00	\$89.70
851 ART CLUB HS	\$6,755.39	\$100.00	\$0.00	\$0.00	\$6,855.39	\$720.00	\$6,135.39
852 ATHLETICS HS	\$69,438.67	\$3,491.69	\$0.00	\$11,408.05	\$61,522.31	\$29,903.08	\$31,619.23
853 HS CHEER	\$2,910.07	\$0.00	\$0.00	\$0.00	\$2,910.07	\$0.00	\$2,910.07
854 FOOTBALL CAMP	\$702.25	\$0.00	\$0.00	\$0.00	\$702.25	\$0.00	\$702.25
855 TENNIS HS	\$29,035.49	\$415.00	\$0.00	\$22,352.43	\$7,098.06	\$2,358.37	\$4,739.69
856 GHS LIBRARY	\$1,601.42	\$0.00	\$0.00	\$0.00	\$1,601.42	\$0.00	\$1,601.42
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$66.99	\$0.00	\$0.00	\$0.00	\$66.99	\$0.00	\$66.99
859 BAND (OPERATING) HS	\$5,876.75	\$329.00	\$0.00	\$2,319.94	\$3,885.81	\$10,645.00	(\$6,759.19)
861 CLASS OF 2017 HS	\$7,082.85	\$250.00	\$0.00	\$0.00	\$7,332.85	\$0.00	\$7,332.85
862 CLASS OF 2018 HS	\$7,025.68	\$50.00	\$0.00	\$0.00	\$7,075.68	\$425.00	\$6,650.68
863 CLASS OF 2019 HS	\$4,424.62	\$0.00	\$0.00	\$0.00	\$4,424.62	\$0.00	\$4,424.62
864 GHS ALUMNI ACCOUNT	\$2,499.32	\$0.00	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$1,529.68	\$180.00	\$0.00	\$0.00	\$1,709.68	\$265.00	\$1,444.68
870 HS FACULTY/COURTESY ACCOUNT	\$1,652.95	\$22.55	\$0.00	\$85.05	\$1,590.45	\$500.00	\$1,090.45
871 HS STUDENT PANTRY	\$3,672.63	\$0.00	\$0.00	\$0.00	\$3,672.63	\$2,200.00	\$1,472.63
872 CLASS OF 2020	\$870.35	\$0.00	\$0.00	\$0.00	\$870.35	\$0.00	\$870.35
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$65,132.92	\$0.00	\$0.00	\$13,116.95	\$52,015.97	\$3,646.69	\$48,369.28
877 FFA HS	\$26,934.10	\$3,880.00	\$0.00	\$13,048.81	\$17,765.29	\$5,811.81	\$11,953.48
878 FCCLA (FHA) HS	\$360.89	\$0.00	\$0.00	\$72.20	\$288.69	\$40.00	\$248.69
879 FOREIGN LANGUAGE SPAN HS	\$2,506.79	\$865.00	\$0.00	\$0.00	\$3,371.79	\$1,800.00	\$1,571.79
882 GUTHRIE RUNNING CLUB HS	\$6,241.80	\$1,340.00	\$0.00	\$3,200.31	\$4,381.49	\$2,242.00	\$2,139.49
883 HERITAGE CLUB HS	\$1,269.77	\$0.00	\$0.00	\$523.60	\$746.17	\$180.00	\$566.17

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 3/1/2017 - 3/31/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$16,330.32	\$1,676.66	(\$1,210.00)	\$489.96	\$16,307.02	\$1,635.00	\$14,672.02
886 HONOR SOCIETY HS	\$1,343.29	\$1,680.00	\$0.00	\$0.00	\$3,023.29	\$1,261.17	\$1,762.12
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$540.67	\$0.00	\$0.00	\$0.00	\$540.67	\$0.00	\$540.67
892 MATH OF FINANCE	\$21.18	\$6.40	\$0.00	\$0.00	\$27.58	\$0.00	\$27.58
893 MU ALPHA THETA HS	\$680.21	\$50.00	\$0.00	\$0.00	\$730.21	\$260.00	\$470.21
895 JROTC HS	\$6,083.23	\$0.00	\$0.00	\$193.51	\$5,889.72	\$660.00	\$5,229.72
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$3,827.00	\$403.23	\$0.00	\$1,162.43	\$3,067.80	\$2,142.55	\$925.25
898 SCIENCE CLUB HS	\$6,690.01	\$150.00	\$0.00	\$1,121.69	\$5,718.32	\$500.00	\$5,218.32
899 STUDENT COUNCIL HS	\$5,718.39	\$14,703.60	\$0.00	\$2,010.26	\$18,411.73	\$550.00	\$17,861.73
900 CAMPUS BEAUTIFICATION HS	\$9,066.43	\$105.00	\$0.00	\$381.96	\$8,789.47	\$1,654.71	\$7,134.76
902 VOCAL HS	\$1,445.40	\$5,722.35	\$0.00	\$1,709.62	\$5,458.13	\$4,614.15	\$843.98
904 YEARBOOK HS	\$17,176.78	\$960.00	\$1,210.00	\$70.00	\$19,276.78	\$22,000.00	(\$2,723.22)
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$1,840.94	\$850.00	\$0.00	\$0.00	\$2,690.94	\$0.00	\$2,690.94
911 FFA BUILDING FUND	\$8,163.83	\$0.00	\$0.00	\$0.00	\$8,163.83	\$2,352.50	\$5,811.33
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$4,566.64	\$0.00	\$0.00	\$2,297.32	\$2,269.32	\$653.40	\$1,615.92
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$263.87	\$0.00	\$0.00	\$0.00	\$263.87	\$240.00	\$23.87
925 GENERAL FUND REFUND	\$7,352.19	\$149.27	\$0.00	\$0.00	\$7,501.46	\$0.00	\$7,501.46
927 HALL OF FAME BANQUET	\$828.67	\$0.00	\$0.00	\$0.00	\$828.67	\$0.00	\$828.67
929 SPECIAL OLYMPICS	\$32,149.75	\$14,781.00	\$0.00	\$1,982.40	\$44,948.35	\$11,777.00	\$33,171.35
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$1,725.00	\$1,375.00	\$0.00	\$0.00	\$3,100.00	\$0.00	\$3,100.00
933 FAVER C&C	\$132.68	\$0.00	\$0.00	\$0.00	\$132.68	\$0.00	\$132.68
934 TRANSPORTATION C&C	\$3,773.53	\$1,405.00	\$0.00	\$1,541.12	\$3,637.41	\$50.00	\$3,587.41
935 VENDING MACHINE ADMIN	\$533.30	\$60.16	\$0.00	\$26.16	\$567.30	\$311.28	\$256.02
936 GUES HONOR CHOIR	\$1,753.91	\$0.00	\$0.00	\$1,130.00	\$623.91	\$0.00	\$623.91
937 FAVER ACTIVITY	\$944.06	\$0.00	\$0.00	\$0.00	\$944.06	\$0.00	\$944.06
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$12,200.76	\$282.30	\$0.00	\$100.71	\$12,382.35	\$4,603.43	\$7,778.92
942 C.N. CLEARING ACCT	\$498.20	\$5,528.80	\$0.00	\$6,027.00	\$0.00	\$1,962.80	(\$1,962.80)
Total	\$579,817.58	\$111,094.69	\$0.00	\$124,925.36	\$565,986.91	\$165,724.14	\$400,262.77

**Transportation Department
Fuel Bids
2016-2017**

DATE: <u>02/28/17</u>	TIME BIDS BEGAN: <u>8:40 a.m.</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:50 a.m.</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
	<i>Scott</i>			
FUEL MASTERS	KIT, BRIAN, GODY or HARDIN	1-866-455-3835	<u>1.8079</u>	<u>1.705</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>1.79784</u>	<u>1.67644</u>
RED ROCK	JOANNE or <u>TRICHA</u>	677-3373	<u>1.7879</u>	<u>1.6647</u>
TRUMAN ARNOLD COMPANIES	CASEY <i>Kyle</i>	1-800-808-6500	<u>1.918843</u>	<u>1.706343</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
UNLEADED FUEL: <u>1000 gallons</u>	PRICE PER GALLON: <u>1.7879</u>	TOTAL AMT: <u>1787.90</u>
DIESEL FUEL: <u>7000 gallons</u>	PRICE PER GALLON: <u>1.6647</u>	TOTAL AMT: <u>11,652.90</u>
		TOTAL PURCHASE: <u>13,440.80</u>

PER TELEPHONE BIDS RECEIVED BY: <u><i>Ann Prill</i></u> <u><i>Cheri Biggs</i></u>	COMMENTS:
---	-----------



Staking A Claim in Our Students' Future

Cody Thompson
Director of Operations

Phone 405-282-5944
cody.thompson@guthrieps.net

To: Dr. Mike Simpson and
Board of Education

Date: April 5, 2017

We would like to declare the following items surplus:

2 iPhones
Lincoln SP-100 MIG Welder

Thank you,

A handwritten signature in blue ink, appearing to read 'Cody Thompson', with a long, sweeping horizontal stroke extending to the right.

Cody Thompson



EMPLOYEE TRIP REQUEST

Check if Out of State

Michael L. Simpson
Name of Employee

3-30-17
Date

Employee's Current Assignment Superintendent

Title of Conference or Activity NFHS Summer Meetings

Location Providence, RI Date(s) of Conference June 27-July 2, 2017

Full Legal Name (for air travel) Michael Lynn Simpson

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

Departure Date 6-28-17 AM PM (check one) Return Date 7-3-17 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.

This is a national conference of board members who serve as directors of State Activity Associations. I am attending as a responsibility of serving on the OSSAA Board.

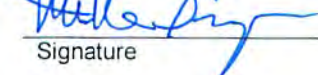
Cost for attendance - EMPLOYEE expenses only. (Give a close estimate, if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$ _____	(mileage, air, ground, parking & toll) see below	Travel is paid by the OSSAA
Registration	\$ _____		
Lodging	\$ _____		
Meals	\$ _____	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	
Substitute	\$ _____	(calculate @ \$65 per day)	
Total	\$ 0.00		

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

Principal's Approval
Signature _____ Date _____

Program Director's Approval
Signature  Date 3-30-17

Board of Education Approval
Date _____

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



NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATIONS

98th ANNUAL SUMMER MEETING

Rhode Island Convention Center

Providence, Rhode Island

June 28-July 2, 2017

PRELIMINARY CONFERENCE SCHEDULE



Room Block: 250

550

650

650

650

475

Tuesday, June 27	Wednesday, June 28	Thursday, June 29	Friday, June 30	Saturday, July 1	Sunday, July 2
NFHS Staff Arrivals	Registration Preparation 8:00 a.m. – 12:00 p.m.	Field Hockey Breakfast 7:30 a.m. - 1:30 p.m. (Depart CC at 6:00 a.m.)	Field Hockey Breakfast (Sponsored by USA Field Hockey) 7:00 a.m. - 8:00 a.m.	Girls Gymnastics Breakfast 7:00 a.m. – 7:50 a.m.	Fun Run Walk 5:45 a.m. (Meet at CC at 5:45 a.m.)
NFHS Network Board of Directors Meeting 12:00 p.m. – 3:00 p.m.	NFHS Board Meeting 8:30 a.m. – 3:30 p.m.	Spirit of Sport Breakfast 8:00 a.m. – 10:00 a.m.	Tennis Breakfast (Sponsored by: USTA) 7:45 a.m. – 8:45 a.m.	Executive Directors Mentoring Breakfast 7:00 a.m. – 7:50 a.m.	Sixth Workshop Session 8:30 a.m. - 9:30 a.m.
NFHS Board Pre-Meeting 5:30 p.m. - 7:30 p.m.	Marketing Luncheon and Summit 12:00 p.m. – 3:30 p.m.	Children's Program 8:15 a.m. – 10:15 a.m.	Silent Auction 8:30 a.m. - 2:30 p.m.	NFHS Network Digital Ticketing/Q&A Breakfast 7:00 a.m. – 7:50 a.m.	Seventh Workshop Session 9:45 a.m. – 10:45 a.m.
NFHS Board Reception 7:30 p.m. – 9:00 p.m.	Registration 1:00 p.m. – 6:00 p.m.	Spouse/Guest Breakfast 8:30 a.m. - 10:00 a.m.	Information Desk 8:30 a.m. - 4:30 p.m.	Performing Arts Summit Breakfast 7:00 a.m. – 7:50 a.m.	Closing General Session Walter Bond 11:00 a.m. - 12:00 p.m.
	Student Services Meeting 2:00 p.m. – 3:15 p.m.	Registration 10:00 a.m. - 3:00 p.m.	Second General Session Musselman/Gardner 9:00 a.m. – 10:15 a.m.	Banquet Table Reservations 7:00 a.m. – 7:52 a.m.	BAGGO Tournament Quarterfinals, Semifinals and FINALS 12:15 p.m. – 1:00 p.m.
	Officials Advisory Committee 2:00 p.m. – 4:00 p.m.	Silent Auction 10:00 a.m. - 3:00 p.m.	Bev Gardner Executive Director Spouse Event 10:00 a.m. – 1:00 p.m.	National Council Meeting 8:00 a.m. - 9:15 a.m.	Community Service Project 12:30 p.m. - 3:30 p.m. (Depart CC at 12:30 p.m.)
	Spirit Summit 2:00 p.m. – 4:00 p.m.	Discover Providence Tour 10:15 a.m. – 1:30 p.m. (Depart CC at 10:15 a.m.)	First Workshop Session 10:30 a.m. - 11:30 a.m.	Information Desk 8:00 a.m. - 12:00 p.m.	Children's Program 5:45 p.m. – 8:45 p.m.
	Technology Summit 2:00 p.m. – 4:00 p.m.	SID Workshop 12:30 p.m. – 2:30 p.m.	Inclusion Discussion Forum/Luncheon 11:45 a.m. – 12:45 p.m.	NFHS Fun Run/Walk: Packed Pick-Up 8:00 a.m. – 12:00 p.m.	NFHS Hall of Fame Banquet 6:00 p.m. – 8:30 p.m.
	Small States Meeting 2:30 p.m. – 5:00 p.m.	Children's Program 2:45 p.m. – 5:15 p.m.	#MyReasonWhy Campaign Execution Workshop/Luncheon 11:45 a.m. – 1:00 p.m.	Third Workshop Session 8:15 a.m. - 9:15 a.m.	Post-Banquet NFHS Hall of Fame Autograph Session 8:45 p.m.
	National Records Committee Meeting 2:30 p.m. - 5:00 p.m.	Opening Ceremony "We Are High School®" 3:00 p.m. – 4:00 p.m.	Legal Issues Workshop (Current Issues) 1:00 p.m. – 2:15 p.m.	Fourth Workshop Session (Roundtable #2) 9:30 a.m. - 10:30 a.m.	
	NFHS Learn Summit 3:00 p.m. – 4:15 p.m.	First General Session Mike Smith 4:15 p.m. - 5:00 p.m.	Second Workshop Session (Roundtable #1) 2:30 p.m. - 3:45 p.m.	Fifth Workshop Session 10:45 a.m. - 11:45 a.m.	
	Finance Directors Summit 3:45 p.m. – 5:45 p.m.	BAGGO Tournament Opening Rounds 5:15 p.m. – 6:30 p.m.	Silent Auction Item Pick Up 3:45 p.m. - 4:30 p.m.	Summer Meeting Luncheon 12:00 p.m. – 1:30 p.m.	
	First-Time Attendees Orientation 4:30 p.m. – 5:15 p.m.	President's Reception 5:30 p.m. – 6:30 p.m.	Experience Newport Tour 4:00 p.m. – 10:15 p.m. (Depart CC at 4:00 p.m.)	Section Meetings (as announced by each Section) 1:45 p.m. - 4:00 p.m.	
	Moderator/Speaker Orientation 5:00 p.m. – 5:30 p.m.			Hall of Fame Press Conference - 3:30 p.m.	
	Welcome Dinner / WaterFire Experience 7:00 p.m. – 11:00 p.m.			Hall of Fame Reception 5:00 p.m. - 6:30 p.m.	

OSSBA Superintendent On-Going Evaluation

Introduction

The most important duty of a school board is the hiring of the superintendent and the subsequent responsibility of evaluating his/her performance. While state law (70 O.S. § 6-101.10) mandates the superintendent be evaluated at least once a year, the evaluation process should do more than simply meet state statute. The evaluation process is one method for the board to provide feedback to the superintendent and should reflect the board's goals, expectations and desires. It should be fair, comprehensive and tied to the district's vision and goals. Thus, the evaluation instrument should become part of the normal board-superintendent communication process. One way to maintain healthy board-superintendent communication about performance and expectations is to engage in an on-going (formative) evaluation process that encourages growth and provides opportunities for improvement.

Information contained within the OSSBA Superintendent On-Going Evaluation form came from National Policy Board for Educational Administration (2015). *Professional Standards for Educational Leaders 2015*. Reston, VA.

Use of the On-Going Evaluation Tool

Traditionally, superintendents are evaluated once a year. The OSSBA believes that in order to intentionally impact district and student achievement, district leadership should frequently engage in conversation surrounding areas of improvement. For the superintendent, this can occur with the board members through an on-going evaluation process that occurs throughout the year and provides an opportunity for growth. The OSSBA Superintendent On-Going Evaluation instrument is designed to provide the school board an opportunity to provide more frequent, meaningful feedback to their superintendent in the following categories:

- Board/Superintendent Relationship
- Community Relationship
- Staff Relationship
- Professional Community
- Finance
- Teaching, Learning and Assessment
- Human Resources
- Student Services

- Operations (Facilities, Transportation, Child Nutrition, Technology in the Operations tab) or broken out separately:
 - Facilities
 - Transportation
 - Child Nutrition
 - Technology
- Personal Qualities
- District Goals

Recognizing that every school district and school board is different, this evaluation tool has been created so that it is flexible and able to meet an individual district's needs.

Step 1: School board and superintendent decide whether to conduct the on-going evaluation monthly or quarterly

Step 2: School board and superintendent decide the schedule for reviewing each area in executive session

Step 3: School board and superintendent decide which categories to use in the on-going evaluation

Step 4: Example of how to use the process:

If the board approves the budget in October, then in November they would evaluate the superintendent in the area of finance. The superintendent could complete a self-evaluation in the area of finance and send the self-evaluation along with his/her documentation to the board members prior to the meeting. The board members would then have information to use in their own assessment of the superintendent's performance. With the on-going evaluation model, if the superintendent is given a "1" or "2" that month, then he/she has the rest of the year to improve. At the end of the year the superintendent would provide the board with documentation of strategies the superintendent used to improve, as well as evidence of the growth. This growth would be reflected in the final evaluation score at the end of the year.

Step 5: Please note that one tab includes Facilities, Transportation, Child Nutrition and Technology and is called Operations. The school board and superintendent could choose to evaluate them together or use the other tabs where these four areas are listed separately.

Step 6: Use the following verbiage for the school board meeting agenda:

Proposed executive session to conduct on-going (insert either monthly or quarterly) confidential evaluation of the employment performance of the Superintendent. 25 O.S. Section 307(B)(1) and (B)(7).

Vote to convene or not to convene into executive session.

Acknowledge return to open session.

Executive session compliance announcement.

Step 7: Using this approach to the superintendent's evaluation should not add a lot of time to the board meetings. Choosing to provide monthly on-going feedback in executive session should only add 10-15 minutes to the meeting.

Step 8: Superintendent completes self-evaluation for the month/quarter and sends to all board members along with documentation.

Step 9: Board members complete evaluation in the items selected for the month/quarter.

Step 10: Results shared during executive session. This is the perfect time to offer suggestions for growth as well as offers of support to help the superintendent grow.

Step 11: At the end of the year, use the last tab to compile the final evaluation score, along with board member and superintendent comments.

Things to Remember

- On-going evaluations are year-long
- Superintendent and school board decide the evaluation schedule together
- Important for superintendent to self-reflect prior to the school board's evaluation
- Important for all board members' voices as well as the superintendent's voice to be heard
- Evaluation must be evidence-based, meaning, using documentation provided to the board members
- Is the work in the district a reflection of the district's mission, vision and goals?
- Cost: \$250 annual subscription

Please contact Dr. Ann Caine for more information or to arrange for board member/superintendent training.

Dr. Ann Caine
annc@ossba.org
405.528.3571

Appendix A: Sample schedule

Sample schedule for quarterly evaluation:

September: Child Nutrition, Facilities, Technology, and Transportation

December: Human Resources, Student Services, and Teaching/Learning/Assessment

March: Board/Supt Relationship, Community Relationship, Staff Relationship, Professional Community

June: District Goals, Finance, And Personal Qualities

Sample schedule for monthly evaluation:

August: Facilities

September: Student Services

October: Technology

November: Finance

December: Transportation

January: Board/Superintendent Relationship

February: Community Relationship

March: Staff Relationship

April: Human Resources

May: Child Nutrition; Teaching/Learning/Assessment

June: District Goals; Personal Qualities

Joy Hofmeister
State Superintendent of Public Instruction
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599

CONTRACT FOR AUDIT OF PUBLIC SCHOOLS
2016-2017 SCHOOL YEAR

The Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education. The contracting auditing firm stipulates that the audit will include a financial and compliance examination in accordance with the standards for financial and compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; when applicable, the provisions of the Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, also known as 2 C.F.R Part 200. The contracting auditing firm is currently included on the State Board of Education's list of approved public school auditors.

We, the undersigned, do hereby further stipulate that we have entered into an agreement to provide an annual audit of the financial affairs and transactions of all funds and activities of the school district specified below. The audit period shall cover the 2016-2017 fiscal year beginning July 1, 2016, and ending June 30, 2017.

This audit contract was approved by the Board of Education and entered in the minutes of its meeting on the _____ day of _____, 2017.

ATTEST:

_____ CLERK	_____ PRESIDENT	
Guthrie Public Schools _____ DISTRICT	Logan _____ COUNTY	42/1001 _____ COUNTY/DISTRICT NO.

APPROVED THIS 31st DAY OF March, 2017.

Putnam & Company, PLLC

AUDITING FIRM



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF AUDITING FIRM

PLEASE EXECUTE THIS FORM IN TRIPLICATE:

- (1) copy for the school file
- (1) copy for the contracting auditing firm
- (1) copy to be submitted to the State Department of Education

SEND STATE DEPARTMENT OF EDUCATION COPY TO:

Nancy Hughes, Executive Director, Financial Accounting
Oklahoma State Department of Education
2500 North Lincoln Boulevard, Suite 420
Oklahoma City, Oklahoma 73105-4599

MUST BE FILED NO LATER THAN FRIDAY, JUNE 30, 2017

Contracts dated prior to January 19, 2017, will **not** be accepted.
Contracts which do not contain **all** of the above provisions **will not** be accepted.



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Director of Federal Programs/Elementary Education

Date: April 3, 2017

Re: Growth and Development Presentation

Please find attached a copy of a permission form from Ms. Debbie Blan RN Logan County Health Department, regarding the Fifth Grade Puberty Lesson to be conducted on Monday, May 15, 2017 at Guthrie Upper Elementary School. This program has been taught for many years to the fifth grade students.

This is a special lesson concerning the emotional and physical growth and development of early adolescents with an emphasis on personal hygiene practices.

The program is entitled “Always Changing 5th grade Puberty Education”. If you would like to preview the content of the program, it can be found at www.pgschoolprograms.com.

I recommend Guthrie Public Schools approve the Growth and Development Presentation for our 2016 – 2017 Fifth Grade Students.

Guthrie Upper Elementary School

702 Crooks Drive
Guthrie, Oklahoma 73044
(405)282-5924
Fax: (405)282-5946
www.guthrie.k12.ok.us

Susan Davison
Principal

Jeff Ball
Assistant Principal

Dear Parent or Guardian,

April, 12, 2017

This letter is in reference to a special lesson for your child's class concerning the emotional and physical growth and development of early adolescents. The program involves viewing of an educational video followed by classroom discussion. Groups will be divided by gender.

This lesson provides accurate, factual information about puberty in objective and reassuring terms for pre-adolescents.

I invite any parent or guardian to be present with their child during this lesson, which will be held Monday, May 15th, 2017 starting at 8:30 am in the computer labs. (Please verify specific class time with your student's teacher.)

If you would like to view the materials before the presentation or have any questions or concerns, please let me know and I will be happy to visit with you.

Please sign and return this letter no later than Friday, May 12th, 2017 for your child to participate. No student will be able to participate without written permission.

Thank you for your cooperation and support,
D. Blan, RN
Debbie Blan, RN
Public Health Nurse assigned to Guthrie Public Schools
(405) 282-5924

PLEASE PRINT:

_____ has my permission to participate in the puberty presentation.
(Student's Name)

Parent Signature: _____ Date: _____

Homeroom Teacher _____

TESTING EMPLOYEES (OTHER THAN BUS DRIVERS) WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees (Other Than Bus Drivers) with Regard to the Use of Alcohol and Illegal Chemical Substances:

1. Statement of Purpose and Intent
 - A. The safety of students and employees of the School District is of paramount concern to the School Board.
 - B. Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
 - C. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
 - D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
 - E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. This policy will not infringe on those rights.
 - F. As a part of this policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.
 - G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on an employee's ability to perform the employee's job, the Board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.
 - H. This policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991.
 - I. Violations of this policy will subject the employee to disciplinary action, including termination.

2. Definitions

- A. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, employees are placed on notice that the school district may test individuals for drugs and alcohol.
- B. "Alcohol" means ethyl alcohol or ethanol.
- C. "Under the influence" means any employee of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
- D. "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- E. "School property" means any property owned, leased or rented by the School District, including but not limited to school buildings, parking lots and motor vehicles.
- F. "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;
- G. "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;
- H. "On duty" means any time during which an employee is acting in an official capacity for the School District or performing tasks within the employee's job description, including the taking of an annual physical examination.
- I. "Bus driver" means:
- i. a School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
 - ii. employees of independent contractors who are required to have a CDL;
 - iii. owner-operators;
 - iv. leased drivers; and

v. occasional drivers.

J. To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

3. Procedures for Alcohol or Illegal Chemical Substance Testing

A. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the employee giving the sample.

The test monitor shall give each employee a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

B. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use the gas chromatography/mass spectroscopy technique or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. An employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

C. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.

D. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.

E. Any employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the employee, then the employee will be given an opportunity

to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee will have a right to have a second gas chromatography/mass spectroscopy or equivalent test performed on the same test sample at the expense of the employee. In the case of alcohol testing, the employee will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's testing facility that (a) the facility selected by the employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

- F. The School District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.
- G. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.

4. Employee Alcohol and Drug Use Test Requirements

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

- A. For-cause testing: The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
 - i. drugs or alcohol on or about the employee's person or in the employee's vicinity,
 - ii. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
 - iii. a report of drug or alcohol use while at work or on duty,
 - iv. information that an employee has tampered with drug or alcohol testing at any time,
 - v. negative performance patterns, or

- vi. excessive or unexplained absenteeism or tardiness.
 - B. Post-accident testing: The District ~~will~~ **may** require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section 465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;
 - C. Random testing: As determined appropriate by the Board of Education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:
 - i. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - ii. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
 - D. Scheduled, periodic testing: The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination of employees who:
 - i. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
 - ii. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics.
 - E. Post-rehabilitation testing: The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee's return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.
5. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance:
- A. Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including termination.
6. Person Authorized to Order Alcohol or Drug Testing

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

- A. The Superintendent of Schools;
 - B. Any employee designated for such purposes by the Superintendent or the School Board.
7. Release of Information
- A. Upon written request, the employee will be provided, without charge, a copy of all information and records related to the individual's testing. All test records and results will be confidential and kept in files separate from the employee's personnel records.
 - B. The School District shall not release such records to any person other than the employee or the district's review officer unless the employee, in writing following receipt of the test results, has expressly granted permission for the School District to release such records in order to comply with a valid judicial or administrative order.
 - C. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the employee.
 - D. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
 - E. This policy does not preclude the School District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.
8. Notice of Policy
- A. This policy shall be given broad circulation to all employees of the School District which shall include prominent posting in the School District. Each employee shall be given a copy of this policy. Delivery of the policy to employees may be accomplished in any of the following ways:
 - i. Hand-delivery of a paper copy of or changes to the policy;
 - ii. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee;
 - iii. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
 - iv. Posting a copy in a prominent employee access area.
9. The Standards for Workplace Drug and Alcohol Testing Act
- B. This policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

PRODUCTION OF PUBLIC RECORDS POLICY

The Board of Education of the Guthrie School District adopts this following Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitutions. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for:
 - A. Statistical information not identified with a particular student if such information is maintained in a composite form, and
 - B. Directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the school district as directory information and (2) parents have been notified of and have not exercised their non-release rights.

7. Teacher lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the School District.
11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Reproduction

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Records Custodian

The Board of Education hereby designates the superintendent or if such person is not available during regular business hours, then the superintendent's designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, ~~Kay Gammill~~ **Jana Frey**.



Board of Education Personnel Reports

Employment Request

Classification						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Womack, Jessica	Administration	School Psychologist	08/15/17		6	Marylyn Steffensen

Transfer of Position Report

Classification					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Koch, Judee	Psychometrist Admin	EC/Elem SpEd Mild/Mod	Carly Murray	8/15/2017	

Separation of Employment

Classification					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Case, Sean	Junior High	STEAM (Math)	Resigning	5/23/2017	
Dayton, Tricia	Junior High	Title I Math	Resigning	5/23/2017	
Dayton, Ryan	Junior High	Assistant Principal	Resigning	6/21/2017	
Garrett, Carissa	GUES	6th Grade Language Arts	Resigning	5/23/2017	
McCoy, Afton	GUES	5th Grade	Resigning	5/23/2017	
Murray, Carly	Central	Sp Ed Mild/Mod	Resigning	5/23/2017	
Simek, Sherri	High School	Geometry	Resigning	5/23/2017	
Trindle, Shonna	Central	1st Grade	Resigning	5/23/2017	
Williams, Stephanie	GUES	4th Grade	Resigning	5/23/2017	

Classification					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Richardson, Lonnetta	Administration	Receptionist	Retiring	6/30/2017	

Teacher Rehire - Career & Probationary 2017-2018

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
<i>Administration</i>						
	Holderman	Marsha	District RTI/Assessmen	30	30	Career
	Koch	Judee	School Psychologist	12	12	Career
<i>Central</i>						
	Bennett	Terry	Physical Education	2	9	Probationary
	Cotton	Lesley	1st Grade	5	5	Career
	Creed	Rebecca	Library Media Specialis	11	11	Career
	Frederick	Anna	Speech Language Path	2	2	Probationary
	Helmberger	Mechelle	1st Grade	3	9	Probationary
	Henderson	Ashley	1st Grade	2	4	Probationary
	Jordan	Tina	Deaf Ed/Hi Teacher	2	25	Probationary
	Lyons	Calee	1st Grade	14	16	Career
	Murray	Susan	Sp Ed EC Central/Cott	7	28	Career
	Owens	Jessica	1st Grade	10	10	Career
	Paul	Amanda	1st Grade	4	4	Career
	Shaffer	Dixie	1st Grade	14	16	Career
	Ward	Delma	1st Grade	3	16	Career
<i>Cotteral</i>						
	Beeby	Laura	Kindergarten	12	16	Career
	Blewett	Tammy	Speech Pathologist	24	24	Career
	Brandon	Brenda	Sp Ed EC	3	3	Career
	Crockett	Russell	Physical Ed Kindergarten	4	12	Career
	Davenport	Deanna	Kindergarten	4	4	Career
	Downs	Shana	Pre-K	11	11	Career
	Field	Paige	Kindergarten	2	2	Probationary
	Gillett	Rhonda	Pre-K	17	18	Career
	Henson	Cara	Kindergarten	8	8	Career
	Jensen	Kathleen	Library Media Specialis	3	11	Career
	King	Tracey	Kindergarten	5	5	Career
	Lausen	Sarah	Kindergarten	5	5	Career
	Mungai	Jamie	Autism	9	14	Career
	Reames	Dawn	Title II - Instructional C	30	30	Career
	Rice	Desirae	Pre-K	10	10	Career
	Snow	Allison	Kindergarten	2	3	Probationary
	Stansbury	Tonya	Kindergarten	12	15	Career
	Thomason	Kimberly	Kindergarten	15	19	Career
	Young	Kathleen	Kindergarten	5	5	Career

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
<i>Faver</i>						
	Wilson	Phyllis	PE 1/2 day//Faver 1/2 d	17	17	Career
<i>Fogarty</i>						
	Alexander	Jamie	2nd Grade	12	15	Career
	Breshears	Megan	Third Grade	2	2	Probationary
	Brown	Carmen	2nd Grade	10	10	Career
	Crawford	Cynthia	Intervention	29	29	Career
	Delaney	Joni	3rd Grade	2	2	Probationary
	Green	Sherryl	2nd Grade	12	16	Career
	Ingle	Amy	2nd Grade	8	8	Career
	Knapp	Kristin	Vocal Fogarty	12	16	Career
	Mann	Elizabeth	Library Media	9	9	Career
	Monnahan	Trenda	Physical Education	25	25	Career
	Moore	Amber	2nd Grade	4	4	Career
	Perring	Amanda	3rd Grade	5	6	Career
	Porter	Laura	Fogarty Sp Ed Mild/Mo	2	8	Probationary
	Privette	Jennifer	2nd Grade	10	13	Career
	Ritter	Patsy	3rd Grade	11	11	Career
	Rosenbach	Kathryn	3rd Grade	11	17	Career
	Siess	Tonia	2nd Grade	6	6	Career
	Wallraven	Contessa	3rd Grade	6	6	Career
	Williams	Angela	Sp Ed Mild/Mod 2-3 LD	5	14	Career
<i>GUES</i>						
	Adams	Tambra	5th Grade	18	18	Career
	Ball	Melanie	4th Grade	16	17	Career
	Benham	Laura	Sp. Ed. MR/MD	23	23	Career
	Bohlman	Patti	Sp Ed Mild/Mod 1/2 ID	3	3	Career
	Brassard	Cathy	Physical Education	23	26	Career
	Brown	Charleen	4th Grade	4	24	Career
	Carpenter	Emily	Math Interventionist	11	13	Career
	Davis	Pamela	Library Media	17	20	Career
	Durham	Christine	6th Grade	5	5	Career
	Friese	Gregory	5th Grade	12	18	Career
	Good	Lisa	Title I - 4th Reading	28	28	Career
	Gustafson	Cynthia	Music 4th - 6th Grades	2	6	Probationary
	Hays	DaNena	5th Grade	3	4	Career
	Hedge	Cynthia	4th Grade	19	19	Career
	Higgins	Katie	Sp Ed Mild/Mod LD 5th	3	3	Career
	Hinkle	Kimberly	4th Grade	12	12	Career

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
	Hoskins	Stacie	6th Grade	3	10	Career
	Jamagin	Glenda	4th Grade	23	23	Career
	Longnecker	Deborah	4th Grade	2	24	Probationary
	Mitchell	Charlotte	6th Grade	23	29	Career
	Pratt	Cheryl	K-6 Gifted Talented	24	24	Career
	Ross	Jackie	4th Grade	10	11	Career
	Russell	Donna	Math	14	14	Career
	Stone	Belinda	Counselor	30	32	Career
	Walters	Kara	Sp. Ed. Elem. Severe/	5	5	Career
	Way	Michael	Music	7	17	Career
	Weir	Theresa	5th Grade	2	2	Probationary
	Wiss	Ryan	5th Grade	18	18	Career
	Yost	Shari	Reading/Math Intervent	10	10	Career

High School

	Allen	Joyce	Drama/Speech	37	37	Career
	Baker	Lindsey	Art	9	9	Career
	Barrett	Kimberly	Social Studies	11	11	Career
	Beeby	Kelly	I.S.S.	12	21	Career
	Benson	Juana	Concurrent Adv./Bus. I	16	18	Career
	Berryman	Shelley	Drama	24	24	Career
	Bertels	Emily	Spanish I	2	2	Probationary
	Blackburn	Robert	Band Director	12	18	Career
	Blakemore	Kristi	Counselor HS/Jr High	4	4	Career
	Bronk	Tina	Science	4	11	Probationary
	Chadd	Joyce	Counselor	17	21	Career
	Dement	Tiffany	Biology I	2	10	Probationary
	Drake	Clay	Agriculture Education	2	10	Probationary
	Fields	Monetta	Algebra I	3	10	Career
	Hedge	Clarence	Physical Education	16	16	Career
	Hodge	Jordan	Physical Education 1/2	4	4	Career
	Hoskins	Ryan	Biology	3	10	Career
	Hudson	Mary	Library Media	16	23	Career
	Johnson	Patricia	English IV	2	12	Probationary
	Jones	Tonya	Computer Apps/Web P	4	6	Career
	Kinzie	Patsy	Sp. Ed.	26	34	Career
	Kroth	Lisa	Sp Ed Sv/Prof Autisim	16	18	Career
	Kuriger	Tamara	Sp. Ed. Mild/Mod Math	7	17	Career
	Lausen	Ted	Social Studies	10	19	Career
	Lucas	Lori	English II/English III	2	13	Probationary

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
	Meshew	Ricky	Health	28	29	Career
	Mick	Scott	Personal Financial Lit	15	15	Career
	Moffitt	Angela	English	2	2	Probationary
	Moore	Amanda	FCCLA	2	2	Probationary
	Morgan	Seth	Alg II HS	7	7	Career
	Murray	Julie	Mild/Mod HS	2	3	Probationary
	Myers	Monte	Pre-Calc/ Geometry	3	9	Career
	O'Neill	Jennifer	Science	6	15	Career
	Perring	Billy	Vocal Music	22	25	Career
	Perring	Matthew	English	5	5	Career
	Porter	Casey	US History	20	20	Career
	Redus	Michelle	Science	18	19	Career
	Rice	Jason	Social Studies	7	7	Career
	Salas	Gloria	Spanish II	8	12	Career
	Smith	Lauren	English	3	3	Career
	Stevens	Justin	Computer Apps	6	6	Career
	Stevenson	Jennifer	Sp Ed Mild/Mod 10-12	3	24	Career
	Tarrant	Kara	Government	4	11	Career
	Wade	Margaret	Counselor	20	20	Career
	Woodard	Eric	Science	12	23	Career
	Young	Tyler	HS Computer App	5	5	Career
<i>Junior High</i>						
	Barbour	Teresa	Counselor	27	27	Career
	Canning	Ruth	7th Science	24	24	Career
	Cochrane	Sharon	Title I Reading	7	16	Career
	Dearing	Bryan	8th History	10	10	Career
	Geiser	Justin	7th Grade Geography	3	4	Career
	Gillett	Ronald	7th Language Arts	5	5	Career
	Hooper	Kristen	Sp Ed	2	2	Probationary
	Howard	Patrick	Art JH	3	20	Career
	Ice	Kathy	STEAM (Science)	10	17	Career
	LeGrande	Sharolyn	Keyboarding	19	20	Career
	Maltz	Shurlyn	8th Math/Algebra	22	22	Career
	Mick	Jeri	Library Media	10	10	Career
	O'Connor	Jack	Physical Education	24	24	Career
	Ogle	Tina	7th Science	11	16	Career
	Rife	Amanda	8th Grade Reading	2	12	Probationary
	Ross	Aubrey	Vocal Music/Musical Dr	3	3	Career
	Stevenson	Sheri	SP ED Mild/Mod 7th L	4	4	Career

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
<i>Technology</i>	Wilson	Maria	Instructional Tech Spec	19	34	Career

Guthrie Public Schools
Property Committee Meeting
April 3, 2017 5:00 p.m.

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

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for March
- 21 new Purchase Orders for March

Completed Projects:

- 194 Work-Orders completed at Maintenance
- 74 Work-Orders completed at Transportation
- Electrical repairs/upgrades throughout the District
- Plumbing repairs/upgrades throughout the District
- HVAC repairs/replacements throughout the District
- Filled in sink hole by portables at Fogarty
- Building Safety & Custodial Inspections at Cotteral, GUES, Faver, JH and High School
- Installed valves on HS boiler/chiller systems
- Safety meetings with maintenance and transportation employees
- Chiller service at the HS, GUES, and JH.
- Rekeyed exterior doors at Central ES

Projects in Progress:

- Currently have 91 Maintenance Work-Orders in progress
- Currently have 67 Transportation Work-Orders in progress
- Repairs to HVAC systems at GUES & the HS
- Electrical outlets installation for buses
- Major Bus repairs – 4 sent for repairs
- Continuing roof repairs at Cotteral, and Jr. High
- District HVAC repairs chiller repairs
- Summer projects for each site
- Preparing RFQs for custodial supplies, lawn services, carpet cleaning, elevator services, and fire alarm systems
- Safety Training for all operations and building staff

Future Projects:

- Continue to work on recommendations to district facilities and equipment in the Performance Review Report
- Summer maintenance projects
- Sidewalk repairs to north building area at the High School
- Floor upgrades in classrooms at Central, HS, and Drivers Room
- Playground upgrades

- Master lock/key system at Jr. High
- Upgrade cameras for the bus fleet
- Landscaping around trees on Fogarty playground
- Custodial Training
- Chiller replacement/repairs at GUES and HS

Performance Review:

- Discussed recommendations from the Performance Review which included:
 - Schedule for replacing technology equipment
 - Include guidelines for square footage per student in planning the new School and later renovation projects
 - Review bus routes once district is changed over to neighbor schools

Bond Projects Discussion:

- Central ES window and door installation is complete. Window shades will be here in two weeks
- W.L.McNatt has been approved as General Contractor for Charter Oak Elementary

Guthrie Public Schools
Finance Committee Meeting

April 4, 2017

4:00 P. M.

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carman Walters, Janna Pierson, Tina Smedley, Gina Davis and Vicki Biggs.

Mr. Schulz opened the meeting giving an overview of the routine monthly reports. He then explained the yearly comparison and projection reports for the EOY balance.

Mr. Schulz spoke on the following:

Interest Rates

He mentioned that now the interest rates were beginning to slowly climb that it might be a good time to start looking at a 90 day or longer investment of the operating budget.

Audit Proposals

Presentation of the three audit proposals received. Showing a range from \$7,700.00 to \$17,100.

Dishwashing Machine

The machine at GUES is in need of replacement. Jessica presented bids to Mr. Schulz and although this is usually a purchase made from the Building Fund she felt since SFE was operating in the black they could make the purchase from Child Nutrition.

Mr. Ogle spoke on the following:

Learning Science Contract Renewal

This contract is for training for the teacher/administrator evaluation program for the 2017-18 school year.

Dr. Simpson spoke on the following:

Bond Projects

He gave an update as to how the projects were proceeding and discussed future projects.

Dr. Simpson and **Mr. Schulz** then had a discussion with the committee on the Performance Audit items 21-23.

Guthrie Public Schools
Curriculum Committee Meeting
Minutes
April 4, 2017
5:00 p.m.

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

Discussion Items:

Ms. Walters

- Fogarty's Kick Off to State Testing
- Testing Window
 - Paper/Pencil Testing – April 3rd through April 21st
 - Online Testing – April 3rd through April 28th
- Growth and Development – 5th Grade

Mr. Ogle

- TLE
- OSU Career Fair

Ms. Walters and Mr. Ogle

- Discussion of Performance Review – Curriculum Items, Priority 21-23
 21. Provide a leadership development program to assist the parent and teacher membership of organizations, such as the PTO, to become functional, high-impact organizations.
 22. Assess the need to continue MAP/MPG testing.
 23. Structure a “grow your own program” that includes components to develop and train certified and support staff to assume leadership roles and provide a means for staff to acquire certifications and training need to assume new positions.