

AGENDA WITH COMMENTARY

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

**MONDAY
OCTOBER 08, 2018
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda.....Pages 6-65**

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 September 10, 2018**
 - B. Minutes of special meeting held on September 25, 2018**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. Declare listed items as surplus**

- G. Fuel bids as recommended by bid committee
- H. Encumbrances for General Fund #'s 484-649, Building Fund #'s 132-165, Child Nutrition Fund #10, Building Bond Fund 2017 #'s 15-16, Casualty/Flood Ins. Recovery Fund #1 and listed change orders and Activity Fund Reports
- I. Out-of-State Trip Request:
Dr. Mike Simpson-National Conference on Education-Los Angeles, CA-February 13-16, 2019
- J. Contracts/Agreements under \$10,000
 - 1. Agreement with PeopleFacts for background checks for prospective employees and volunteers for 2018-2019.....Pages 58-65

Commentary:

This is our annual renewal agreement with PeopleFacts, formerly Trak-1, for background checks. This is basically our backup service. All employees must go through an OSBI fingerprint background check. The PeopleFacts service is used when the OSBI report has not been received or has been delayed but is forthcoming. PeopleFacts will verify any convictions that would be attributed to that individual. The cost for this service for 2017-2018 was \$800. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. **Business Agenda:**

- A. Discussion and possible action regarding the 2018-2019 School Budget
Pages 66-99

Commentary:

A copy of the budget is included in your packet. Ms. Michelle Chapple will make a presentation to the Board. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon Guthrie Jr. High Health Fair for 7th grade students November 13th and 15th, 2018.....Page 100

Commentary:

This Health Fair has been held for a number of years at the Jr. High. Classes are generally led by individuals from the Logan County Health Department, Guthrie Police Department, OSU Extension Office and FCA. A letter from Bethany Knight, Guthrie Jr. High Counselor, is included in your packet outlining different subjects to be covered. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center
Pages 101-109

Commentary:

We take this action every year. This allows 10th, 11th and 12th grade students to take a math or science course at Meridian Technology that counts as credit at Guthrie High School. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon revision to District Policy:
• C-27 Administration of Federal Programs **Pages 110-117**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon revision to District Policy:
• D-21 Family and Medical Leave **Pages 118-122**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon revision to District Policy:
• F-13 Administration of Medicine to Students **Pages 123-133**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon revision to District Policy:
• F-18 Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised **Pages 134-144**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- H. Recommendation, consideration and action upon revision to District Policy:**
 - **G-13 Distribution of Surveys** **Page 145**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- I. Recommendation, consideration and action upon allowing formation of a STEM Club at GHS.....Page 146**

Commentary:

Mr. LeGrande has asked to form a STEM Club at GHS in partnership with Langston University who would fund the program as well.

Doug Ogle will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- J. Recommendation, consideration and action to authorize the Superintendent to proceed with the Memorandum of Understanding for the K20 GEAR UP for the Future Grant.....Pages 147-154**

Commentary:

GEAR UP, Gaining Early Awareness and Readiness for Undergraduate Programs, is a federal grant provided by the U.S. Department of Education to help students prepare for and pursue a college education.

Doug Ogle and Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- K. Recommendation, consideration and action upon change order #1 for Pope Contracting, Inc. at Guthrie Junior High School.....Pages 155-156**

Commentary:

This change order refers to an addition of \$14,795.55 for sidewalk replacement and drainage correction.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments for 2018-2019, discussion on the appointment of an individual for vacant school board seat #2, and periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, 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 and 70 OKLA. STAT. Section 5-118**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board's return to open session**
 - C. **Statement of minutes of executive session**

11. **Vote on action as set out on the Personnel Reports.....Page 157**

12. **Action upon recommendation of extra-duty assignments as listed for 2018-2019**
Page 158

13. **Consideration and action upon Superintendent's contract**

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
SEPTEMBER 10, 2018**

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 SEPTEMBER 10, 2018

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
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Angie Smedley, Director of Special
Education
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Kary Jarred, Deputy Minutes Clerk**

- 1. The meeting was called to order by President Sallee.**
- 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 Sallee asked everyone present to stand and join him in the Pledge of Allegiance.**
- 5. President Sallee asked everyone present to join him in a Moment of Silence.**
- 6A. President Sallee asked the Superintendent if there were any citizens registered to speak to the Board.**

Superintendent Simpson stated there were 7 citizens registered to speak to the Board:

Mr. Bob Davis spoke to the Board regarding the cornerstone ceremony.

Mr. Steve Hanna spoke to the Board regarding the cornerstone.

Ms. Jackie Ross spoke to the Board regarding the cornerstone ceremony.

Mr. Jim Case spoke to the Board regarding Christianity.

Mr. George Kelley spoke to the Board regarding Charter Oak School.

Mr. Philip Moseley spoke to the Board regarding the cornerstone.

Ms. Tonya Ratcliff spoke to the Board regarding Masonic support.

6B. President Sallee called for any comments to the Board by Board members.

Member Smedley thanked Dr. Simpson, Cody Thompson, teachers and staff for the amount of work they put in to open the new school and transition to neighborhood schools.

Member Pennington thanked the Board and the schools and announced that he would be resigning tonight due to severe medical issues. He also said goodbye to Mr. Frank Davis as he passed away last night.

President Sallee thanked Member Pennington for his service to the Board.

Member Watts agreed with President Sallee.

Member Davis thanked those who participated in the Cross Country Meet on Friday in the pouring rain.

7. President Sallee called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Gave condolences to the Frank Davis family at his passing on Sunday evening.

Thanked Member Pennington for his service and for putting kids first.

Gave an update regarding the start of the school year. Congratulated Cody Thompson and all of the Charter Oak and elementary staff for getting things done. Announced we challenged many people, including families. The staff has done an amazing job. Transportation has been the biggest overhaul. We continue to look at that carefully regarding costs and safety of our students.

Introduced Lt. Shawn Lewellyn who is the new SRO at Charter Oak Elementary from the LCSO. We are working to enhance our security even more. Students cannot learn if they do not feel safe.

Gave a construction update regarding Charter Oak Elementary and GJHS. The weather has hampered our goals. We still need to finish the sidewalks at Charter Oak as well as pour the basketball court. We are hoping for sun and dry weather. We are around 3 weeks out as far as being able to use the cafeteria and 6 weeks out from the gym being completed. We've done most of the brick cleaning at GJHS and have done lots of the waterproofing.

Announced that film crews will be using Jelsma Stadium to film "The Mustard Seed". They will be paying to use our facilities.

8. President Sallee called for action on the Consent Agenda.

Member Pierson requested Item 8B be removed from the Consent Agenda for consideration.

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

The motion carried with 7 ayes and 0 nays.

A motion was made by Pierson and seconded by Davis to approve Item 8B, minutes of special meeting held on August 29, 2018.

The motion carried with 5 ayes and 2 abstention-Members Pennington and Sallee abstaining.

9A. President Sallee called for recommendation, consideration and action upon Gifted and Talented Committee for 2018-2019.

A motion was made by Pennington and seconded by Watts to approve the Gifted and Talented Committee for 2018-2019.

The motion carried with 7 ayes and 0 nays.

9B. President Sallee called for recommendation, consideration and action upon Professional Development Committee for 2018-2019.

A motion was made by Smedley and seconded by Watts to approve the Professional Development Committee for 2018-2019.

The motion carried with 7 ayes and 0 nays.

9C. President Sallee called for recommendation, consideration and action on agreement with Supplemental Health Care to provide an Educational Interpreter for 2018-2019.

A motion was made by Smedley and seconded by Watts to approve agreement with Supplemental Health Care to provide an Educational Interpreter for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9D. President Sallee called for recommendation, consideration and action upon contract with The Stacy Group, Inc. for architectural services for 2018-2019.**

A motion was made by Watts and seconded by Davis to approve the contract with The Stacy Group, Inc. for architectural services for 2018-2019.

The motion carried with 6 ayes and 1 nay-Member Pennington voting nay.

- 9E. President Sallee called for recommendation, consideration and action upon Faver Alternative School Handbook for 2018-2019.**

A motion was made by Davis and seconded by Smedley to approve Faver Alternative School Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9F. President Sallee called for recommendation, consideration and action upon 2018-2019 Estimate of Needs as prepared by Putnam & Company, PLLC and 2017-2018 Financial Statement and the authority to publish the same.**

A motion was made by Pennington and seconded by Watts to approve the 2018-2019 Estimate of Needs as prepared by Putnam & Company, PLLC and 2017-2018 Financial Statement and the authority to publish the same.

The motion carried with 7 ayes and 0 nays.

- 9G. President Sallee called for recommendation, consideration and action upon revision to District Policy:**
- F-6 *Guthrie Public Schools Wellness Policy***

A motion was made by Davis and seconded by Watts to approve the revision to District Policy:

- F-6 *Guthrie Public Schools Wellness Policy***

The motion carried with 7 ayes and 0 nays.

- 9H. President Sallee called for recommendation, consideration and action upon \$.10 decrease for 4th grade student lunch meals.**

A motion was made by Smedley and seconded by Davis to approve a \$.10 decrease for 4th grade student lunch meals.

The motion carried with 7 ayes and 0 nays.

- 9I. President Sallee called for consideration and vote to approve or not to approve installation of a corner stone by the Grand Lodge on the northeast corner of Charter Oak Elementary.**

A motion was made by Pierson and seconded by Pennington to approve the installation of a corner stone by the Grand Lodge on the northeast corner of Charter Oak Elementary.

Discussion followed after motion.

The motion failed with 3 ayes and 4 nays-Members Bennett-Johnson, Davis, Watts and Sallee voting nay.

- 10. President Sallee 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, discussing and considering the matter of Student A, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools and extra-duty assignments as listed for 2018-2019, 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.**

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

The motion carried with 7 ayes and 0 nays. Executive session began at 8:14 p.m.

Member Pennington left the meeting at 8:49 p.m.

- 10B. President Sallee acknowledged the Board's return to open session at 9:32 p.m.**

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

- 11. President Sallee called for a vote on action as set out on the Personnel Reports.**

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

The motion carried with 6 ayes and 0 nays.

- 12. President Sallee called for recommendation, consideration and vote to grant or not to grant Student A an exception to District Policy F-2.**

A motion was made by Davis and seconded by Watts to grant Student A an exception to District Policy F-2.

The motion carried with 6 ayes and 0 nays.

- 13. President Sallee called for action upon recommendation of extra-duty assignments as listed for 2018-2019.**

A motion was made by Smedley and seconded by Bennett-Johnson to approve extra-duty assignments as listed for 2018-2019.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there were no resignations offered since the posting of the agenda.

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

Superintendent Simpson stated there was no new business.

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

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 9:34 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
SEPTEMBER 25, 2018**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 E. VILAS, GUTHRIE, OKLAHOMA ON SEPTEMBER 25, 2018

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

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Cody Thompson, Director of Operations

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.**
- 3. A quorum was established.**
- 4. President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.**
- 5. President Sallee asked everyone present to join him in a Moment of Silence.**
- 6. President Sallee called for proposed executive session for the purpose of discussing the resignation of Terry Pennington and for the purpose of confidential communications between the Board of Education and its attorney concerning a pending EEOC charge, specifically Charge Number 56-2018-00990, the Board's attorney having advised the Board that disclosure of the communications would seriously impair the ability of the Board to handle the proceedings/investigation in the public interest and 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, 4 and 7, and Okla. Stat. tit. 70, Section 5-118.**
- 6A. A motion was made by Watts and seconded by Bennett-Johnson to go into executive session.**

The motion carried with 6 ayes and 0 nays. Executive session began at 6:01 p.m.

- 6B. President Sallee acknowledged the Board's return to open session at 6:59 p.m.**
- 6C. President Sallee stated that in executive session only those items listed in Agenda Item 6 were discussed and no votes were taken.**
- 7. President Sallee called for recommendation, consideration and action to accept resignation of Terry Pennington from Board Position #2.**

A motion was made by Smedley and seconded by Bennett-Johnson to accept resignation of Terry Pennington from Board Position #2.

The motion carried with 6 ayes and 0 nays.

- 8. President Sallee called for motion, consideration and vote to authorize the Superintendent to proceed with the handling of the EEOC proceedings/investigation in a manner consistent with the discussion in executive session.**

A motion was made by Smedley and seconded by Watts to authorize the Superintendent to proceed with the handling of the EEOC proceedings/investigation in a manner consistent with the discussion in executive session.

The motion carried with 6 ayes and 0 nays.

- 9. A motion was made by Watts and seconded by Bennett-Johnson to adjourn the meeting.**

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:01 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

TREASURER'S REPORT
September 30, 2018

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 3,964,178.61
Building Fund	604,980.50
Sinking Fund	63,795.84
ILR Fund	64,662.17
G&E Fund	750.00
Child Nutrition Fund	174,633.46
Activity Fund	557,234.39
School Age-Care Fund	75,619.14
Bond Fund	<u>722,023.97</u>

TOTAL \$ 6,227,878.08

RECEIPTS

GENERAL FUND:

Logan County	\$ 34,480.85
State of Oklahoma	1,174,157.09
Okla. Tax Comm.	201,676.51
School Land Earn.	40,672.80
R.O.T.C.	5,448.13
Federal Programs	14,308.39
Misc Receipts	29,463.08
Correcting Entry(-)	
General Acct. Int.	2,396.26
Minus (-) Bank Fees	<u>238.12</u>
TOTAL	\$1,502,364.99

SINKING FUND:

Logan County \$ 3,778.05

CHILD NUTRITION FUND:

Local	29,899.44
State	14,795.01
Federal	
TOTAL	\$44,694.45

INS.LOSS RECOVERY FUND:

\$

BUILDING FUND

Logan County	\$ 1,603.96
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 1,623.96

BOND FUND:

Interest	\$ 2,051.81
Bank Fees	<u>(-) 13.85</u>
TOTAL	\$ 2,037.96

WARRANTS PAID

GENERAL FUND:

2017-2018 \$ 355,493.63
2018-2019 \$1,790,999.37

GIFTS & ENDOWMENTS FUND:

2017-2018
2018-2019

BUILDING FUND:

2017-2018 \$
2018-2019 \$ 103,451.32

INS. LOSS RECOVERY FUND:

2017-2018
2018-2019

CHILD NUTRITION FUND:

2017-2018 \$ 9,469.89
2018-2019 \$ 54,727.58

BOND FUND:

2017-2018 \$ 264,320.09
2018-2019 \$ 178,049.87

CD/INVESTMENTS:

Farmers and Merchants Bank – Bond CD \$ 2,000,000.00
InterBank – Bond CD \$1,500,000.00

TOTAL MONIES IN F&M BANK \$6,227,878.08

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$10,484,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 9/30/2018**

- | | | |
|-----------|--------------------|--|
| a. | Central PTO, #803 | Roma's night-10% of proceeds donated |
| b. | HS Library, #856 | Previous year yearbook on CD sales |
| c. | HS FCCLA, #878 | Dog biscuit sales |
| d. | HS FCCLA, #878 | RADA kitchenware |
| e. | HS FCCLA, #878 | Paint Bluejay mascot on driveways |
| f. | HS FCCLA, #878 | Teacher luncheon |
| g. | HS FCCLA, #878 | Bake sale-Christmas "Santa" grams |
| h. | Lady Jays BB, #881 | Sale advertising banners to businesses |

Amendment Requests

- 1.** HS FCCLA, 878 Amend vendor to Sam's Club & dates to 10/15/18-10/26/18
- 2.** HS Vocal, 902 Amend the dates to 11/1/18-11/6/18 due to technical issues
- 3.** Ch. Oak PTO, 841 Boo Gram's vendor change to Raymond Geddes & Company, Inc. 711 Belair Rd., Baltimore MD 21206



RECEIVED
SEP 26 2018
BY: _____

a.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$ 10,603.41
9/27/18

Request Date: 9/25/18 Site: Central Unobligated Account Balance: _____
Account Name: Central PTO Account Number: 803

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Roma's will host a Central night at their restaurant on Oct. 25.
10% of the proceeds will go to Central Elementary.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- *This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.*
- *This fundraiser will not operate for more than fourteen (14) days in total.*
- *The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.*

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

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

Manufacturer: _____

Purpose for which funds will be used: Classroom supplies, playground equipment and materials, other items needed for school activities.

Name/Address of Vendor: Roma's Italian Restaurant 112 W. Noble, Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser: None

Estimated INCOME: <u>250.00</u>	Fundraiser start date: <u>Oct. 15, 2018</u>
Less Estimated EXPENSES: <u>0</u>	
Estimated PROFIT: <u>250.00</u>	Fundraiser end date: <u>Nov. 2, 2018</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? No items Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 9/25/18

Principal's Signature: [Signature] Date: 9/25/18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



b.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/10/2018 Site: GHS Unobligated Account Balance: \$1,532.01

Account Name: GHS Library Account Number: 856

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) We provide past yearbooks on a CD as a service for anyone who needs them for class reunion planning or just for their own records.

If food and/or beverage items are being **sold to students during the school day**, they **must** meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

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

Manufacturer: _____

Purpose for which funds will be used: Library office supplies or library supplies (shelf markers, book ends, etc.)

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: _____

Estimated INCOME: \$100 Fundraiser start date: 10/9/2018
Less Estimated EXPENSES: 0.00

Estimated PROFIT: \$100 Fundraiser end date: 5/26/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? We keep them for following year. Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Sam Davis Date: 9/10/18

Principal's Signature: Chris L. Grande Date: 9-10-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Mackayde



C.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 717.30

Account Name: HS FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

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

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen (14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Dog biscuits for animals

Manufacturer: n/a

Purpose for which funds will be used: Fund National Leadership Trip

Name/Address of Vendor: Sam's Club

Items to be purchased in order to conduct the fundraiser: ingredients to make the dog biscuits and molds

Estimated INCOME: 500 Fundraiser start date: 12-10-21
Less Estimated EXPENSES: 50
Estimated PROFIT: 450 Fundraiser end date: 12-21-18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Saved for a future event Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Date: 9-14-18

Principal's Signature: Date: 9-14-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

Handwritten signature: mChapple



d.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 717.30

Account Name: HS FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

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

If food and/or beverage items are being **sold to students during the school day**, they **must** meet the Smart Snacks in Schools 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/caulculator/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) n/a

Manufacturer: n/a

Purpose for which funds will be used: Fund National Leadership Trip

Name/Address of Vendor: Rada Mfg. Co. PO Box 838 Waverly, IA 50677

Items to be purchased in order to conduct the fundraiser: Kitchenware

Estimated INCOME: <u>1500</u>	Fundraiser start date: <u>11-21-18</u>
Less Estimated EXPENSES: <u>900</u>	
Estimated PROFIT: <u>600</u>	Fundraiser end date: <u>12-7-18</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close 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 Signature: [Signature] Date: _____

Principal's Signature: [Signature] Date: 9-12-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten Signature]



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SEP 18 2018
BY: _____

e.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 717.30

Account Name: HS FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Paint Bluejay mascot on Driveways

If food and/or beverage items are being **sold to students during the school day**, they **must** meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) n/a

Manufacturer: n/a

Purpose for which funds will be used: Fund National Leadership Trip

Name/Address of Vendor: Sam's Club

Items to be purchased in order to conduct the fundraiser: Stencil, spray paint

Estimated INCOME: <u>500</u>	Fundraiser start date: <u>11-21-18</u>
Less Estimated EXPENSES: <u>100</u>	
Estimated PROFIT: <u>400</u>	Fundraiser end date: <u>5-17-18</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? saved for next year Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Chris [Signature] Date: 9-17-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



f

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 717.30

Account Name: HS FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Teacher Luncheon; Baked potatoes, chili, soup, or something of the sort that can be pre-sold and delivered at the teachers lunch or after school. We sell one day a month.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen (14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Baked Potato and fixings

Manufacturer: n/a

Purpose for which funds will be used: Fund National Leadership Trip

Name/Address of Vendor: Sam's Club; I-35 frontage, Edmond, Oklahoma

Items to be purchased in order to conduct the fundraiser: Food, drink, and supplies to make the luncheon

Estimated INCOME: 1000 Fundraiser start date: 11-21-18
Less Estimated EXPENSES: 500
Estimated PROFIT: 500 Fundraiser end date: 5-17-18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Given away Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Date:

Principal's Signature: Date: 9-17-18

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

Board of Education Approval Date:
AF Fundraiser Request 12/2017

Handwritten signature of the principal.



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BY: _____

9.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 717.30

Account Name: HS FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Bake Sale for donation - Christmas Grams "Santa Grams"

If food and/or beverage items are being **sold to students during the school day**, they must meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Brownies, cookies, chocolate covered fruits, cupcakes

Manufacturer: made at school

Purpose for which funds will be used: Fund National Leadership Trip

Name/Address of Vendor: Sam's Club

Items to be purchased in order to conduct the fundraiser: ingredients to make the dessert items

Estimated INCOME: 500 Fundraiser start date: 12-17-21
 Less Estimated EXPENSES: 50
 Estimated PROFIT: 450 Fundraiser end date: 12-21-18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Saved for a future event Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Chris [Signature] Date: 9-17-18

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

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

OCT 01 2018

h

BY:



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-19-2018 Site: HS- 705 Unobligated Account Balance: \$1975.31

2075.18 08 10-1-18

Account Name: Lady Jays Basketball Account Number: 881

Select One: Soliciting in School Only Soliciting in school & community Community Only

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

Sale Advertising Banners to local Businesses.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen (14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

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

Manufacturer: Signs to go and one stop copy shop

Purpose for which funds will be used: as needed uniforms, practice gear, equipment, meals, hotels. other items when needed.

Name/Address of Vendor: Signs to go 3130 S. Blvd. Edmond, Ok 73013

Items to be purchased in order to conduct the fundraiser: Order forms

Estimated INCOME: \$200.00 new/\$100.00 renewal Fundraiser start date: Oct 9, 2018
Less Estimated EXPENSES: \$100.00/0
Estimated PROFIT: \$100.00/\$100.00 Fundraiser end date: April 12, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Date:

Principal's Signature: Date:

Athletic Director's Signature (if applicable): Date: 10/1/18

Board of Education Approval Date: AF Fundraiser Request 12/2017

Handwritten signature in blue ink.



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MAY 24 2018
BY: _____

75 (1)

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/15/2018 Site: GHS Unobligated Account Balance: 120.00
Account Name: FCCLA Account Number: 878

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Regular and sour gummy bears sold for \$1 a pack.
Each student will receive one container to sell on their own time.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Gummy bears in 2.75 oz bags

Manufacturer: Signature Chocolates

Purpose for which funds will be used: FCCLA District Meeting and District STAR Events

Name/Address of Vendor: ~~MPact Fundraising, 820 W Danforth Rd #152, Edmond, OK~~ Sam's Club

Items to be purchased in order to conduct the fundraiser: Gummy bears (10 cases, 240 bags per case)

Estimated INCOME: 2400 Fundraiser start date: ~~10/01/18~~ 10/15/18
Less Estimated EXPENSES: 1200
Estimated PROFIT: 1200 Fundraiser end date: ~~10/12/18~~ 10/26/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Sold at a later date Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Amanda B Moore Date: 5/15/18

Principal's Signature: Chris D Grand Date: 5-15-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

APPROVED

JUL 09 2018

BOARD OF EDUCATION
GUTHRIE, OK

[Handwritten signature]



RECEIVED
MAY 24 2018
BY: _____

104 (2)

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: \$3089.18
~~1991.018~~

Account Name: Vocal- Account Number: 902

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Musical Ticket Sales, Ad Sales and Donations

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

Estimated INCOME: 2500 Fundraiser start date: 8/1/2018 - 11/1/18
 Less Estimated EXPENSES: 2000
 Estimated PROFIT: 500 Fundraiser end date: 9/28/2018 - 11/6/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? All Returned Are _____

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Bill Perry Date: 5-28-18

Principal's Signature: Chris Williams Date: 5-23-18

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

APPROVED

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

JUL 09 2018

BOARD OF EDUCATION
GUTHRIE, OK

Handwritten signature: M. Apple



RECEIVED
MAY 31 2018
BY: _____

13

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-30-18 Site: Charter Oak Elementary Unobligated Account Balance: _____

Account Name: PTO - Charter Oak Account Number: 841

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Boo Gram's PTO will take orders three days prior to the delivery date. We will purchase items such as smelly pencils and small stuffed animals from Oriental Trading and Jaquar Fundraising.

If food and/or beverage items are being **sold to students during the school day**, they must meet the Smart Snacks in Schools 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/>

Does the fundraiser have food items? Yes No If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen (14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

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

Manufacturer: _____

Purpose for which funds will be used: Funds will be used to purchase student incentives, rewards, computers/software upgrades supplies, classroom materials, continue ed for teachers, building and ground needs, donations, refunds, StudyIsland, DiscoveryEd, AR programs

Name/Address of Vendor: Jaquar Fundraising Edmond Ok., Oriental Trading Nebraska Raymond Geddes 7110 Belair Rd. Baltimore MD 21206

Items to be purchased in order to conduct the fundraiser: Smelly Pencils, Stuffed Animals

Estimated INCOME: \$1,500.00 Fundraiser start date: Oct. 23, 2018
Less Estimated EXPENSES: \$500.00
Estimated PROFIT: \$1000.00 Fundraiser end date: Oct. 30, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Items will be saved for the following year Are _____

school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Joy Bell Date: 5-31-18

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

APPROVED

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

JUL 09 2018

BOARD OF EDUCATION
GUTHRIE, OK

[Handwritten Signature]

TRANSFERS FOR BOARD APPROVAL
As of 9/30/2018

TO:	FROM:	REASON	\$AMOUNT
HS Stuco, 899	Freshman Class, 865	HoCo Parade fee	20.00
HS Stuco, 899	JROTC, 895	HoCo Parade fee	100.00
Central, 802	Cotteral, 805	Boxtops funds/Durham	37.20
HS Activity, 884	Speech, 873	Dissolving Account	\$503.25
HS Activity, 884	Journalism, 888	Dissolving Account	\$387.30



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**



RECEIVED
9-28-18

Amount \$ 20.00 Date Requested 9-26-18

Transfer to: Student council #899
Account Name & Number

Transfer from: Freshman Class of 2022 #865
Account Name & Number

State Reason for Transfer Below

Homecoming Float

Sponsor's Signature: Doulan Edwards

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Williams

Transfer # _____

Board Approved _____



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**

 **RECEIVED**
9-14-18

Amount 100.00

Date Requested 13 Sep 18

Transfer to: Student Council
Account Name & Number

Transfer from: JROTC #895
Account Name & Number


State Reason for Transfer Below

Homecoming Parade Entry

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**

 **RECEIVED**
9-7-18

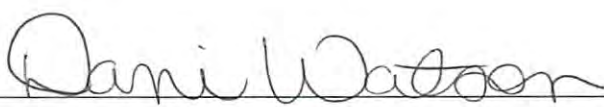
Amount 37.20 Date Requested 9.6.2018

Transfer to: Central 802
Account Name & Number

Transfer from: Cotteral 805
Account Name & Number

State Reason for Transfer Below

Mrs. Durham has \$37.40 left in boxtop money that she would like to spend at her new site.

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**

 **RECEIVED**
9-7-18

Amount 503.25 Date Requested 9/5/2018

Transfer to: High School Activity Account
Account Name & Number

Transfer from: Speech
Account Name & Number

State Reason for Transfer Below

Dissolving Account #873

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**

 **RECEIVED**
9-7-18

Amount 387.30 Date Requested 9/5/2018

Transfer to: High School Activity Account
Account Name & Number

Transfer from: Journalism
Account Name & Number

State Reason for Transfer Below

Dissolving Account #888

Sponsor's Signature: Chris Grande

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Grande

Transfer # _____

Board Approved _____



Staking A Claim in Our Students' Future

Mike Simpson, Ed.D.
Superintendent

Phone 405-282-8900
www.guthrie.k12.ok.us

October 2, 2018

To: Dr. Mike Simpson
Board of Directors

From: Michelle Chapple, CFO *MC*

Re: Surplus item

We would like to surplus the following:

Obsolete Pitney Bowes DM525 Mail Postage Machine, serial 0919521

Transportation Department

Fuel Bids
2018-2019

DATE: 9-5-18

TIME BIDS BEGAN: 8:21

AMOUNT NEEDED:

PO#: 2019-11-489

TIME BIDS CLOSED: 9:07

DIESEL:

UNLEADED: 1000

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	CHRIS B KIT, BRIAN, CODY or HARDIN	1-866-455-3835	2.912	
PENLEY OIL COMPANY	MIKE SCOTT or GEORGEANN	235-7553	2.5860	
RED ROCK	JOANIE or TRICHA	677-3373	2.4744	
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	No Bid	
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	No Bid	

AMOUNT OF FUEL PURCHASED:

COMPANY BID AWARDED TO:

Red Rock

UNLEADED FUEL: 1000 gal

PRICE PER GALLON: 2.4744

TOTAL AMT: 2474.40

DIESEL FUEL:

PRICE PER GALLON:

TOTAL AMT:

TOTAL PURCHASE:

2474.40

PER TELEPHONE BIDS RECEIVED BY:

COMMENTS:

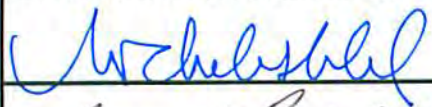

Susan Birdwell
Shelley Daves

Transportation Department
Fuel Bids
2018-2019

DATE: <u>9-27-18</u>	TIME BIDS BEGAN: <u>8:20am</u>	AMOUNT NEEDED:
PO#: <u>2018-11-632</u>	TIME BIDS CLOSED: <u>9:05am</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN ^{Josh}	1-866-455-3835	2.3338	2.4181
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	2.34304	2.42544
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	2.3798	2.4378
TRUMAN ARNOLD COMPANIES	ROB CASE	1-800-808-6500	no bid →	
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	2.305	2.398

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Earnhart Oil & Propane</u>	
UNLEADED FUEL: <u>1000 gal.</u>	PRICE PER GALLON: <u>2.305</u>	TOTAL AMT: <u>2,305.00</u>
DIESEL FUEL: <u>7000 gal.</u>	PRICE PER GALLON: <u>2.398</u>	TOTAL AMT: <u>16,786.00</u>
		TOTAL PURCHASE: <u>19,091.00</u>

PER TELEPHONE BIDS RECEIVED BY: <u></u> <u></u>	COMMENTS:
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484	09/04/2018	43843	WIRELESS TECHNOLOGIES, INC	BATTERIES FOR HANDHELD RADIOS	195.00
485	09/05/2018	14201	WALKER TIRE DTR LLC	FLEET TIRES AND REPAIRS	1,000.00
486	09/05/2018	42234	CHALK'S TRUCK PARTS, INC.	QSTRAINTS FOR BUS	2,078.92
487	09/05/2018	12682	MIDWEST BUS SALES, INC.	IGNITION SWITCHES PER QUOTE 19744	65.06
488	09/05/2018	17830	BOYCE EQUIP. & PARTS CO., INC.	MASTER CYLINDER FOR DUCE TRUCK	149.00
489	09/05/2018	13286	RED ROCK DISTRIBUTING CO.	UNLEADED FUEL	2,474.40
490	09/05/2018	43489	PIRAINO CONSULTING, INC.	Smart Panel	2,592.00
491	09/05/2018	15354	RADIOS UNLIMITED, INC.	Blanket for Radios and Parts	2,000.00
492	09/06/2018	44208	USA STAFFING SERVICES, LLC	SPEECH SERVICE CONTRACT	94,000.00
493	09/10/2018	44152	JAYLENE SMITH	BUS NUMBERS/TRANSPORTATION	10.00
494	09/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	FRONT DRUMS/TRANSPORTATION	446.92
495	09/10/2018	42234	CHALK'S TRUCK PARTS, INC.	XLG BUS NUMBERS PER QUOTE/TRANSPORTATION	537.60
496	09/10/2018	42234	CHALK'S TRUCK PARTS, INC.	SEATBELTS PER QUOTE/TRANSPORTATION	274.40
497	09/10/2018	11849	JERRY D. JONES	TOWING SERVICES//TRANSPORTATION	1,500.00
498	09/10/2018	14207	WALMART COMMUNITY	LIBRARY SUPPLIES/MANN/FOGARTY	87.27
499	09/10/2018	41260	AUTO ZONE, ALLDATA & AAZ COMMERCIAL	HEATER CORE FOR TRUCK 92/TRANSPORTATION	40.00
500	09/10/2018	81316	JAMIE KAY ALEXANDER	MILEAGE REIMBURSEMENT 2018- 19	500.00
501	09/10/2018	15994	AMAZON CAPITAL SERVICES	TABLET FOR STUDENT USE/SPED CLASSROOM/HS	100.00
502	09/10/2018	13229	QUILL CORPORATION	PRINTER CARTRIDGE FOR SP ED CLASSROOM	65.99
503	09/10/2018	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLY FOR SP ED/GUES	50.00
504	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/T. BLEWETT/COTTERAL	150.00
505	09/10/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/J. DELANEY/COTTERAL	150.00
506	09/10/2018	15994	AMAZON CAPITAL SERVICES	\$150.00 CLASSROOM SUPPLIES/A. LOWE/CHARTER OAK	150.00
507	09/10/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/C. SUND/CHARTER OAK	150.00
508	09/10/2018	81708	JUANA R BENSON	MILEAGE REIMB/ALT ED TRAINING/BENSON/FAVER	173.07
509	09/10/2018	42789	SPORT SUPPLY GROUP, INC	\$150 CLASSROOM SUPPLIES/C. HELTON/FOGARTY	142.22
510	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. TAYLOR/GUES	50.00
511	09/10/2018	12447	MARDEL, INC.	\$100 CLASSROOM SUPPLIES/B. TAYLOR/GUES	100.00

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512	09/10/2018	12447	MARDEL, INC.	\$150 CLASSROOM SUPPLIES/T. ADAMS/GUES	150.00
513	09/10/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. ROBINSON/GUES	150.00
514	09/10/2018	41912	OKC SAMS CLUB, # 8117	\$150 CLASSROOM SUPPLIES/C. CROCKETT/GUES	150.00
515	09/10/2018	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLIES/A. ROSS/JH	150.00
516	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/S. WOOD/JH	150.00
517	09/10/2018	14207	WALMART COMMUNITY	BLANKET PO FOR CLASSROOM SUPPLIES/FACS/OWEN/JH	1,500.00
518	09/10/2018	43642	CREATIVE NOTEBOOK SOLUTIONS, LLC	PLTW ENGINEERING NOTEBOOKS/STEM/PETERMAN/JH	1,375.00
519	09/10/2018	12980	OKLAHOMA SECONDARY SCHOOL	CONTEST ENTRY FEES/BAND/BLACKBURN/HS	800.00
520	09/10/2018	41164	HEUER PUBLISHING, LLC	SCRIPTS AND MATERIALS/DRAMA/BERRYMAN/ HS	200.00
521	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/S. BERRYMAN/HS	150.00
522	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/L. BAKER/HS	150.00
523	09/10/2018	13864	AMERICAN EAGLE CO., INC.	\$150 CLASSROOM SUPPLIES/G. SALAS/HS	150.00
524	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/E. SAVORY/HS	150.00
525	09/10/2018	15571	STAPLES CONTRACT & COMMERCIAL, INC.	\$150 CLASSROOM SUPPLIES/J. MURRAY/HS	150.00
526	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/L. PORTER/HS	150.00
527	09/10/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	SENSORS PER QUOTE/TRANSPORTATION	235.56
528	09/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	REAR DRUMS PER QUOTE/TRANSPORTATION	696.72
529	09/10/2018	11933	JOHN VANCE MOTORS, INC.	FRONT END ALIGNMENT/REPAIRS/VAN #88/TRANSPORTATION	1,100.00
530	09/10/2018	12682	MIDWEST BUS SALES, INC.	RELEASE PINS QUOTE/TRANSPORTATION	88.80
531	09/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BRAKES AND DRUMS PER QUOTE/TRANSPORTATION	1,122.88
532	09/10/2018	44209	B&K HOTELS LLC	HOTEL STAY/THROCKMORTON/TRAINING	93.00
533	09/10/2018	83485	DUSTIN GENE THROCKMORTON	MEAL PER DIEM/CLINTON LEAD TO SUCCESS TRAINING	30.00
534	09/10/2018	40733	EARLYCHILDHOOD, LLC	LIBRARY SUPPLIES/MANN/FOGARTY	58.54
535	09/10/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/K. WELCH/CHARTER OAK	150.00

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536	09/10/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/C. KEITH/HS	150.00
537	09/11/2018	12682	MIDWEST BUS SALES, INC.	LIGHT SOCKETS PER QUOTE/TRANSPORTATION	35.00
538	09/11/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	FRONT MAIN SEALS PER QUOTE/TRANSPORTATION	84.88
539	09/11/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	MISC PARTS PER QUOTE/TRANSPORTATION	562.70
540	09/11/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	S CAM BUSHINGS PER QUOTE/TRANSPORTATION	62.20
541	09/11/2018	43551	SHC SERVICES, INC	CONTRACT FOR EDUCATIONAL INTERPRETER/SPED	68,000.00
542	09/11/2018	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	500.00
543	09/11/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/M. CAMPBELL/COTTERAL	150.00
544	09/11/2018	10437	TECHNOLOGY STUDENT ASSOCIATION	TSA MEMBERSHIP FEES/STEM/DARCY/JH	420.00
545	09/11/2018	44147	OUTBACK LABS, LLC	SHOW SUPPLIES & MATERIALS/AG/HS	500.00
546	09/11/2018	12447	MARDEL, INC.	\$150 CLASSROOM SUPPLIES/T. JORDAN/CENTRAL	150.00
547	09/11/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/C. PORTER/HS	150.00
548	09/11/2018	13789	SULLIVAN SUPPLY INC.	SUPPLIES FOR FAIR/AG/DRAKE/HS	500.00
549	09/11/2018	17736	IXL LEARNING, INC.	CURRICULUM LICENSING/JH	3,400.00
550	09/11/2018	14207	WALMART COMMUNITY	\$34 CLASSROOM SUPPLIES/S. FIELDS/GUES	34.00
551	09/11/2018	15994	AMAZON CAPITAL SERVICES	SUPPLIES/SIGNAGE/FOGARTY	728.56
552	09/11/2018	40291	AMERICAN LIBRARY ASSOCIATION	\$114 CLASSROOM SUPPLIES/S. FIELDS/GUES	113.40
553	09/13/2018	44211	TROY CODY WITHEY	SECURITY FOR ELEMENTARY SITES	15,000.00
554	09/13/2018	41416	SCHOOL SPECIALTY, INC	\$150 CLASSROOM SUPPLIES/S. MURRAY/CENTRAL	70.00
555	09/13/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/B. PAUL/JH	150.00
556	09/14/2018	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLIES/B. PERRING/HS	150.00
557	09/17/2018	44213	RYAN SIMPSON	SECURITY FOR ELEMENTARY SITES	15,000.00
558	09/17/2018	13018	OKLAHOMA SCHOOL PSYCHOLOGICAL ASSN	2018 FALL CONFERENCE REGISTRATION/SPED	270.00
559	09/17/2018	13704	BSN SPORTS, INC.	GIRLS BB UNIFORMS/HS/ATHLETICS	787.50
560	09/17/2018	14207	WALMART COMMUNITY	\$80 CLASSROOM SUPPLIES/S. MURRAY/CENTRAL	80.00
561	09/17/2018	11619	HOME DEPOT CREDIT SERVICES	REFRIGERATOR FOR SPECIAL ED ROOM/HS	459.00
562	09/17/2018	17909	DJC HOLDINGS, LLC	CURRICULUM FOR SP ED CLASSROOM/GUES	177.54

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563	09/17/2018	83904	JESSICA NICOLE MAKER	MILEAGE REIMBURSEMENT/PI MEETING/MAKER/HS	54.80
564	09/17/2018	41416	SCHOOL SPECIALTY, INC	\$150 CLASSROOM SUPPLIES/D. SHAFFER/CHARTER OAK	150.00
565	09/18/2018	12031	MT LIBRARY SERVICES	SUBSCRIPTIONS/BOOKS/LIBRARY/FIELDS/GUES	1,750.00
566	09/18/2018	15571	STAPLES CONTRACT & COMMERCIAL, INC.	LIBRARY SUPPLIES/FIELDS/GUES	290.00
567	09/18/2018	43821	TEACHER SYNERGY, LLC	READING JOURNALS/LIBRARY/FIELDS/GUES	40.00
568	09/18/2018	10924	DEMCO, INC	LIBRARY SUPPLIES/FIELDS/GUES	150.00
569	09/18/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLIES/L. BENHAM/GUES	75.00
570	09/18/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLIES/L. BENHAM/GUES	75.00
571	09/18/2018	14207	WALMART COMMUNITY	\$50 CLASSROOM SUPPLIES/C. GILBERT/GUES	50.00
572	09/18/2018	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLIES/C. GILBERT/GUES	100.00
573	09/18/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLIES/M. SMITHSON/GUES	75.00
574	09/18/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLIES/M. SMITHSON/GUES	75.00
575	09/18/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. MORGAN/GUES	150.00
576	09/18/2018	43821	TEACHER SYNERGY, LLC	\$78 CLASSROOM SUPPLIES/S. HOSKINS/GUES	78.48
577	09/18/2018	80555	CHERYL A PRATT	MILEAGE/PARKING REIMBURSEMENT/GT/GUES	600.00
578	09/18/2018	12682	MIDWEST BUS SALES, INC.	TERMINALS & ISOLATORS PER QUOTE/TRANSPORTATION	35.00
579	09/18/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	NUTS, BOLTS, WASHERS FOR BUS/TRANSPORTATION	50.28
580	09/18/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	SEAL KIT FOR BUS 53 PER QUOTE/TRANSPORTATION	84.88
581	09/18/2018	13229	QUILL CORPORATION	OFFICE SUPPLIES/CHARTER OAK	50.00
582	09/19/2018	12903	ODSS CONFERENCE	SPECIAL SVCS DIRECTOR TRAINING/SPED	100.00
583	09/19/2018	42077	DESHIELDS TRUCK SERVICE, INC.	ALIGNMENT & REPAIRS ON BUS 54/TRANSPORTATION	400.00
584	09/19/2018	40545	W2015/FARGO HOTELS REALTY, LP	HOTEL FOR TULSA STATE FAIR/DRAKE/AG/HS	1,199.00
585	09/19/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/J. JORDAN/HS	150.00
586	09/19/2018	44221	PRENTKE ROMICH COMPANY	SPEECH WORKSHOP/SPED	218.00
587	09/19/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/C. BROWN/COTTERAL	150.00
588	09/20/2018	40545	W2015/FARGO HOTELS REALTY, LP	HOTEL FOR TULSA STATE FAIR/RENNICK/AG/HS	376.00

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589	09/20/2018	10311	NATIONAL FFA ORGANIZATION	FFA SCARVES & TIES/WILLIAMS/AG/HS	485.00
590	09/20/2018	12171	LAKESHORE LEARNING MATERIALS	\$150 CLASSROOM SUPPLIES/S. ONLEY/CHARTER OAK	150.00
591	09/20/2018	15994	AMAZON CAPITAL SERVICES	\$50 CLASSROOM SUPPLIES/E. HARRIS/CENTRAL	50.00
592	09/20/2018	44209	B&K HOTELS LLC	HOTEL STAY/LEADERSHIP TRAINING/THROCKMORTON/HS	837.00
593	09/20/2018	83485	DUSTIN GENE THROCKMORTON	MEAL PER DIEM/LEADERSHIP TRAINING 2018-19	270.00
594	09/20/2018	11565	HAWTHORNE EDUCATIONAL SERVICES, INC	PSYCH SUPPLIES/SPED	361.00
595	09/20/2018	40887	LISA M HOEL	BAND CLINICIAN/HS	700.00
596	09/20/2018	44198	KENNETH WOODS	DRUMLINE CLINICIAN/BAND/HS	500.00
597	09/20/2018	42234	CHALK'S TRUCK PARTS, INC.	SHOULDER STRAPS & BRACKET PER QUOTE/TRANSPORTATION	438.84
598	09/20/2018	82249	GLORIA E SALAS	MILEAGE REIMBURSEMENT/2018-19	300.00
599	09/21/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/A. WILLIAMS/FOGARTY	150.00
600	09/21/2018	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES/MANN/FOGARTY	30.98
601	09/21/2018	10924	DEMCO, INC	LIBRARY SUPPLIES/MANN/FOGARTY	97.63
602	09/21/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY SUPPLIES/MANN/FOGARTY	100.80
603	09/21/2018	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES/MANN/FOGARTY	272.97
604	09/21/2018	12171	LAKESHORE LEARNING MATERIALS	LIBRARY MATERIALS/MANN/FOGARTY	292.09
605	09/21/2018	12264	CEREBELLUM CORPORATION	LIBRARY MATERIALS/MANN/FOGARTY	620.98
606	09/21/2018	42234	CHALK'S TRUCK PARTS, INC.	BREATHER HOUSINGS PER QUOTE/TRANSPORTATION	770.00
607	09/21/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/J. LUDLOW/GUES	150.00
608	09/21/2018	44224	JOSE ROMAN BOTELLO	SECURITY FOR ELEMENTARY SITES	15,000.00
609	09/21/2018	18001	OKLAHOMA REHABILITATION ASSOCIATION	OK TRANSITION TRAINING/KURIGER/SPED	25.00
610	09/21/2018	83113	TAMARA KAYE KURIGER	MILEAGE REIMBURSEMENT/SPED TRAINING	150.00
611	09/21/2018	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES/FOGARTY/SPED	160.00
612	09/21/2018	12171	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES/FOGARTY/SPED	180.00
613	09/21/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS/HUDSON/HS	2,289.20
614	09/21/2018	43020	AK ATHLETIC EQUIPMENT, INC.	WALL PADS/WRESTLING/ATHLETICS/HS	2,576.00
615	09/24/2018	13704	BSN SPORTS, INC.	SOFTBALL JERSEYS/ATHLETICS/HS	110.00

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616	09/24/2018	15969	SOUTHWEST PAPER, INC - OKC	COPY PAPER FOR DISTRICT PER QUOTE	17,244.00
617	09/24/2018	41416	SCHOOL SPECIALTY, INC	\$150 CLASSROOM SUPPLIES/J. WILLIAMS/CHARTER OAK	150.00
618	09/24/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. LAUSEN/CHARTER OAK	150.00
619	09/24/2018	15644	OTC BRANDS, INC.	\$54 CLASSROOM SUPPLIES/E. DAVIS/CHARTER OAK	53.97
620	09/24/2018	14207	WALMART COMMUNITY	\$25 CLASSROOM SUPPLIES/E. DAVIS/CHARTER OAK	19.69
621	09/25/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/K. BEEBY/HS	150.00
622	09/25/2018	16261	ANNA COFFIN	BINDING SERVICE/ADMIN	30.00
623	09/26/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	CARBON DIOXIDE/TRANSPORTATION	70.00
624	09/26/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/C. ADAMS-PAYNE/GUES	150.00
625	09/26/2018	40823	JASON WILLIAM HAMILTON	SECURITY FOR ELEMENTARY SITES	15,000.00
626	09/26/2018	15994	AMAZON CAPITAL SERVICES	PROF DEV MANUALS/NORTON	78.18
627	09/26/2018	15994	AMAZON CAPITAL SERVICES	RESOURCE BOOK/SCHOOL NURSE	249.95
628	09/26/2018	15994	AMAZON CAPITAL SERVICES	WALKIE TALKIES FOR SP ED USE	69.99
629	09/26/2018	17384	CHASE ENTERPRISES, INC	POWER WASHER PUMP/TRANSPORTATION	480.00
630	09/27/2018	12387	LOWE'S COMPANIES, INC.	SHOP SUPPLIES & MATERIALS/AG/HS	350.00
631	09/27/2018	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	SUPPLIES FOR SHOWS & SHOP/AG/HS	100.00
632	09/27/2018	44033	EARNHEART CRESCENT LLC	FUEL PER BID	19,091.00
633	09/27/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	SEALS & BUSHINGS PER QUOTE/TRANSPORTATION	62.20
634	09/27/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	BUS SEATS/TRANSPORTATION	1,386.86
635	09/27/2018	44107	COUGHLAN COMPANIES, LLC	BOOKS FOR LIBRARY/MANN/FOGARTY	743.61
636	09/27/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY/MANN/FOGARTY	1,400.00
637	09/27/2018	41926	ERIC ARMIN INC.	\$70 CLASSROOM SUPPLIES/E. DAVIS/CHARTER OAK	76.34
638	09/27/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/B. DEARING/JH	144.72
639	09/27/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/C. RYAN/JH	150.00
640	09/27/2018	15994	AMAZON CAPITAL SERVICES	SUPPLIES/DARCY/STEM/JH	377.19
641	09/27/2018	17727	PROJECT LEAD THE WAY, INC.	FLIGHT & SPACE SUPPLIES/PETERMAN/STEM/JH	2,552.00
642	09/28/2018	42234	CHALK'S TRUCK PARTS, INC.	HEATER CORE, HARNESS,MIRROR KIT PER QUOTE/TRANSP.	745.72
643	09/28/2018	12682	MIDWEST BUS SALES, INC.	MISC BUS PARTS PER QUOTE/TRANSPORTATION	3,012.25

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644	10/01/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	PROPERTY INSURANCE/CHARTER OAK	25,110.00
645	10/01/2018	12031	MT LIBRARY SERVICES	BOOKS FOR LIBRARY/FIELDS/GUES	500.00
646	10/01/2018	44225	KENT ADHESIVE PRODUCTS COMPANY	LIBRARY SUPPLIES/FIELDS/GUES	113.29
647	10/01/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/EWY/GUES	150.00
648	10/01/2018	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	JACK FOR SHEEP TRAILER/DRAKE/AG/HS	125.00
649	10/01/2018	13229	QUILL CORPORATION	SUPPLIES FOR OFFICE/BUFFORD/FOGARTY	1,500.00
Non-Payroll Total:					\$351,197.02
Payroll Total:					\$0.00
Report Total:					\$351,197.02

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132	09/04/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT PARTS AND SUPPLIES	1,000.00
133	09/04/2018	17491	ENGINEERED EQUIPMENT, INC.	COMPRESSOR OIL PRESSURE SWITCH FOR GUES	1,300.00
134	09/04/2018	44013	CENTRAL OKLAHOMA WINNELSON	LAVATORY FAUCETS AND PARTS FOR FOGARTY	289.90
135	09/04/2018	44165	A-1 FREEMAN MOVING & STORAGE LLC	MOVING TEACHERS	1,000.00
136	09/10/2018	11619	HOME DEPOT CREDIT SERVICES	FENCE MATERIAL FOR GUES SPECIAL NEEDS	1,100.00
137	09/10/2018	11453	W. W. GRAINGER	KEY DUPLICATOR	732.15
138	09/10/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,500.00
139	09/10/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
140	09/10/2018	15994	AMAZON CAPITAL SERVICES	RU 46 KEY BLANKS	30.22
141	09/11/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC TOOLS AND SUPPLIES	1,000.00
142	09/11/2018	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	207.28
143	09/11/2018	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	1,749.80
144	09/11/2018	43749	TREAT'S SOLUTIONS, LLC	BLACK RHINO GLOVES	101.10
145	09/11/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	R22 FREON FOR GUES	2,370.00
146	09/13/2018	13608	SHAWNEE LIGHTING SYSTEMS	LIGHTING SYSTEM/SOFTBALL FIELD/ATHLETICS	4,500.00
147	09/18/2018	12387	LOWE'S COMPANIES, INC.	PAINT AND SUPPLIES FOR ATHLETIC FIELDS	1,500.00
148	09/18/2018	15994	AMAZON CAPITAL SERVICES	COMMERCIAL GRADE DOOR HINGES	144.95
149	09/18/2018	43749	TREAT'S SOLUTIONS, LLC	TRASH BARRELS FOR HS	954.50
150	09/18/2018	43973	CHRISTOPHER CODY HAYES	TREE SERVICE AT FOGARTY	750.00
151	09/18/2018	10170	BECK IMPLEMENT & TRAILER	HARD SURFACE CUTTING TEETH FOR AUGER	700.00
152	09/20/2018	15994	AMAZON CAPITAL SERVICES	KNEE PADS	80.00
153	09/21/2018	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	1,368.20
154	09/21/2018	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	3,085.49
155	09/25/2018	14189	VOSS ELECTRIC CO.	ELEVATOR LIGHT BULBS AND EMERGENCY LIGHT BATTERIES	389.40
156	09/25/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	PKG UNIT FOR FOGARTY CLASSROOM	3,167.34
157	09/25/2018	44013	CENTRAL OKLAHOMA WINNELSON	SINK AERATORS	27.60
158	09/26/2018	15969	SOUTHWEST PAPER, INC - OKC	SCRUBBER PARTS	80.70
159	09/26/2018	15994	AMAZON CAPITAL SERVICES	CONTROL BOARDS AND EXHAUST FANS	387.64
160	09/26/2018	12910	OFFICE DEPOT, INC.	OFFICE CHAIR AND FOOTREST	219.18
161	09/26/2018	13497	EDMOND SAM'S CLUB #6267	OFFICE CHAIR	211.24
162	09/26/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,500.00
163	09/26/2018	16626	JOHN HUDSON	LAWN CARE AT CHARTER OAK	3,400.00
164	09/27/2018	42004	ROBERT BROOKE & ASSOCIATES	DOOR STOPS AND RUBBER SHOES	289.96
165	09/27/2018	14674	HOMETOWN RENTAL & FEED, INC.	LAWN EQUIPMENT AND REPAIRS	500.00

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 132 - 165

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$36,636.65
				Payroll Total:	\$0.00
				Report Total:	\$36,636.65

Purchase Order Register

Options: Year: 2018-2019, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2018 - 6/30/2019, PO Range: 10 - 10

PO No	Date	Vendor No	Vendor	Description	Amount
10	09/26/2018	43748	PARENT/STUDENT REFUND	MEAL ACCOUNT REFUND/MIRANDA FARRIS	27.80
Non-Payroll Total:					\$27.80
Payroll Total:					\$0.00
Report Total:					\$27.80

Purchase Order Register

Options: Year: 2018-2019, Fund: Building Bond 2017, Date Range: 7/1/2018 - 6/30/2019, PO Range: 15 - 16

PO No	Date	Vendor No	Vendor	Description	Amount
15	09/10/2018	43749	TREAT'S SOLUTIONS, LLC	TRASH CANS AND MATS FOR CHARTER OAK	2,923.73
16	09/18/2018	44214	TROXELL COMMUNICATIONS, INC.	DOCUMENT CAMERAS/TECHNOLOGY/CHARTER OAK	6,510.00
Non-Payroll Total:					\$9,433.73
Payroll Total:					\$0.00
Report Total:					\$9,433.73

Purchase Order Register

Options: Year: 2018-2019, Fund: CASUALTY/FLOOD INS. RECOVERY, Date Range: 7/1/2018 - 6/30/2019, PO Range: 1 - 1

PO No	Date	Vendor No	Vendor	Description	Amount
1	10/01/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	GUES COMPRESSOR PER QUOTE	17,924.96
Non-Payroll Total:					\$17,924.96
Payroll Total:					\$0.00
Report Total:					\$17,924.96

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 9/1/2018 - 10/1/2018, PO Range: 1 - 483, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
98	07/01/2018	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT 2018-2019/TECHNOLOGY	-410.89
153	07/01/2018	17358	STATEWIDE COMPLIANCE SERVICES, INC	FUEL TANK COMPLIANCE INSPECTION/TRANSPORTATION	-20.00
161	07/02/2018	11610	HOBBY LOBBY STORES, INC.	BLANKET FOR SUPPLIES/AG/HS	-10.80
162	07/02/2018	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/AG/HS	-4.76
183	07/09/2018	11849	JERRY D. JONES	WRECKER SERVICES/TRANSPORTATION	-29.00
231	07/18/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	FLEET PARTS/TRANSPORTATION	-8.34
237	07/19/2018	12387	LOWE'S COMPANIES, INC.	TOOLS/EQUIP/SUPPLIES FOR AG PROGRAM/HS	-1.74
239	07/19/2018	13123	KATHERYNE B PAYNE EDUCATION CENTER	CLASSROOM MATERIAL/SPECIAL ED	70.80
247	07/23/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLY/D. HAYS/GUES	-2.65
251	07/23/2018	14207	WALMART COMMUNITY	OFFICE SUPPLIES/TRANSPORTATION	-39.34
255	07/24/2018	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/J. BENSON/FAVER	-1.18
256	07/24/2018	12447	MARDEL, INC.	\$50 CLASSROOM SUPPLY/J. BENSON/FAVER	-3.86
258	07/24/2018	12387	LOWE'S COMPANIES, INC.	AG BUILDING MATERIALS/HS	-29.48
280	07/30/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/S. WHITEHEAD/GUES	1.29
282	07/30/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLIES/E. CARPENTER/GUES	-0.91
285	07/30/2018	83904	JESSICA NICOLE MAKER	SUMMER CONFERENCE REIMBURSEMENT/J. MAKER/HS	10.07
291	07/31/2018	12686	LOREN L JONES	PRINTING FOR 2018-19/CHARTER OAK	-168.65
299	08/06/2018	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	SHOW SUPPLIES & MATERIALS/AG/HS	0.10
300	08/06/2018	42992	PALEN MUSIC CENTER, INC.	EQUIPMENT & INSTRUMENT REPAIR/BAND/HS	77.00
Non-Payroll Total:					(\$572.34)
Payroll Total:					\$0.00
Report Total:					(\$572.34)

Change Order Listing

Options: Fund: Building, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 9/1/2018 - 10/1/2018, PO Range: 1 - 131, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2018	44129	OKLAHOMA FLOORING AND	REPAIR FOGARTY GYM FLOOR	250.00
30	07/01/2018	44165	A-1 FREEMAN MOVING & STORAGE LLC	AUGUST TEACHER MOVES, PER QUOTE	275.16
38	07/01/2018	16766	CONSTRUCTION BUILDING SPECIALTIES,I	DOOR REPAIRS AT HS AND COTTERAL CAFE	510.00
55	07/11/2018	12967	OKLAHOMA HOME CENTERS, INC.	LONG SHANK PADLOCKS FOR HVAC UNITS AT CO	-10.10
64	07/18/2018	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	-9.21
65	07/18/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-8.37
75	07/30/2018	16978	ATHLON II ENTERPRISES, INC.	FURNITURE FOR BOC/ATHLETICS	-5.00
79	07/31/2018	11619	HOME DEPOT CREDIT SERVICES	FENCING MATERIAL FOR CHARTER OAK	79.00
85	08/06/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	COMPRESSOR FOR GUES	-969.08
86	08/06/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	129.29
Non-Payroll Total:					\$241.69
Payroll Total:					\$0.00
Report Total:					\$241.69

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 9/30/2018

GENERAL LEDGER ACCOUNT

Balance (9/01/18) \$504,480.43

Add Receipts \$ 147,319.61

Less Checks Written \$ 103,106.02

Adjustments \$

Balance per Ledger \$548,694.02

BANK RECONCILIATION

Balance per bank statement \$557,134.39
As of (9/30/18)

Add Deposits in Transit \$ 21,750.00

less O/S Checks \$ 30,290.37

*Adjustments \$

Bank correction \$ 100.00

Balance per Ledger \$545,694.02

Adjustment/Correction explanations:

\$100 Deposit on 9/21/18 deposited into general fund account by bank in error.
Correction made 10/1/18.

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



Activity Fund Clerk

10-1-18

Date

Guthrie Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2018 - 9/30/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
000	\$0.00	(\$37.00)	\$0.00	\$0.00	(\$37.00)	\$0.00	(\$37.00)
801 CENTRAL FACULTY	\$92.40	\$682.15	\$0.00	\$0.00	\$774.55	\$500.00	\$274.55
802 CENTRAL ACTIVITY	\$16,444.51	\$6,959.00	\$0.00	\$2,353.84	\$21,049.67	\$12,565.01	\$8,484.66
803 CENTRAL PTO	\$10,845.88	\$1,646.66	\$0.00	\$1,120.36	\$11,372.18	\$752.27	\$10,619.91
804 COTTERAL PTO	\$9,846.18	\$4,110.50	\$0.00	\$957.28	\$12,999.40	\$441.00	\$12,558.40
805 COTTERAL ACTIVITY	\$22,693.43	\$323.50	\$0.00	\$3,547.78	\$19,469.15	\$6,327.04	\$13,142.11
806 COTTERAL FACULTY	\$451.97	\$39.35	\$0.00	\$0.00	\$491.32	\$0.00	\$491.32
808 FOGARTY PARENTS ORG.	\$12,795.25	\$8,894.90	\$0.00	\$396.18	\$21,293.97	\$2,388.50	\$18,905.47
809 FOGARTY ACTIVITY	\$22,887.58	\$15,769.00	\$0.00	\$7,668.35	\$30,988.23	\$1,450.89	\$29,537.34
810 FOGARTY FACULTY	\$629.27	\$93.00	\$0.00	\$0.00	\$722.27	\$0.00	\$722.27
811 Elem Snack Grant	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$25,409.98	\$9,154.45	\$0.00	\$1,067.36	\$33,497.07	\$11,847.00	\$21,650.07
813 GUES FACULTY	\$1,390.20	\$280.00	\$0.00	\$97.90	\$1,572.30	\$0.00	\$1,572.30
814 GUES HONOR CHOIR	\$462.93	\$0.00	\$0.00	\$0.00	\$462.93	\$0.00	\$462.93
815 GUES PARENTS ORG.	\$13,531.04	\$45.00	\$0.00	\$1,182.50	\$12,393.54	\$1,650.00	\$10,743.54
816 GHS SPECIAL KIDS	\$361.01	\$0.00	\$0.00	\$0.00	\$361.01	\$0.00	\$361.01
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$317.10	\$0.00	\$0.00	\$0.00	\$317.10	\$0.00	\$317.10
819 ATHLETICS JUNIOR HIGH	\$10,599.75	\$3,956.82	\$0.00	\$6,025.91	\$8,530.66	\$2,795.38	\$5,735.28
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$1,915.20	\$980.00	\$0.00	\$177.79	\$2,717.41	\$405.41	\$2,312.00
822 HONOR SOCIETY JR HIGH	\$2,791.36	\$0.00	\$0.00	\$0.00	\$2,791.36	\$0.00	\$2,791.36
823 JR HIGH ACCOUNT	\$3,608.77	\$0.00	\$0.00	\$0.00	\$3,608.77	\$0.00	\$3,608.77
824 JR HIGH FACULTY	\$2,258.97	\$0.00	\$0.00	\$140.83	\$2,118.14	\$75.00	\$2,043.14
825 LIBRARY JR HIGH	\$2,532.02	\$0.00	\$0.00	\$0.00	\$2,532.02	\$491.39	\$2,040.63
826 LEARN 2 LOVE	\$19,510.35	\$10.00	\$0.00	\$0.00	\$19,520.35	\$1,000.00	\$18,520.35
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$4,924.59	\$0.00	\$0.00	\$0.00	\$4,924.59	\$281.93	\$4,642.66
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$2,978.92	\$0.00	\$0.00	\$0.00	\$2,978.92	\$65.00	\$2,913.92
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$6,337.36	\$2,812.00	\$0.00	\$1,448.24	\$7,701.12	\$15,771.00	(\$8,069.88)
841 CHARTER OAK PTO	\$0.00	\$4,362.15	\$0.00	\$127.80	\$4,234.35	\$600.00	\$3,634.35
842 CHARTER OAK FACULTY	\$0.00	\$964.00	\$0.00	\$0.00	\$964.00	\$300.00	\$664.00
850 ACADEMIC TEAM HS	\$47.70	\$50.00	\$0.00	\$0.00	\$97.70	\$0.00	\$97.70
851 ART CLUB HS	\$8,185.59	\$445.00	\$0.00	\$0.00	\$8,630.59	\$400.00	\$8,230.59
852 ATHLETICS HS	\$69,364.34	\$40,120.62	\$0.00	\$44,872.68	\$64,612.28	\$35,384.52	\$29,227.76
853 HS CHEER	\$3,268.82	\$1,835.25	\$0.00	\$231.86	\$4,872.21	\$2,043.14	\$2,829.07
854 FOOTBALL CAMP	\$4,391.83	\$0.00	\$0.00	\$0.00	\$4,391.83	\$0.00	\$4,391.83
855 TENNIS HS	\$10,802.56	\$2,949.00	\$0.00	\$0.00	\$13,751.56	\$3,700.00	\$10,051.56
856 GHS LIBRARY	\$1,532.01	\$20.00	\$0.00	\$313.18	\$1,238.83	\$341.66	\$897.17
858 GHS LINK CREW	\$273.59	\$0.00	\$0.00	\$0.00	\$273.59	\$0.00	\$273.59
859 BAND (OPERATING) HS	\$9,321.87	\$5,081.00	\$0.00	\$2,381.55	\$12,021.32	\$11,436.45	\$584.87
860 CLASS OF 2021 HS	\$566.24	\$770.00	\$0.00	\$0.00	\$1,336.24	\$200.00	\$1,136.24
863 CLASS OF 2019 HS	\$10,883.47	\$1,600.00	\$0.00	\$0.00	\$12,483.47	\$3,280.00	\$9,203.47
864 GHS ALUMNI ACCOUNT	\$6,571.89	\$0.00	\$0.00	\$0.00	\$6,571.89	\$0.00	\$6,571.89
865 CLASS OF 2022 HS	\$1,205.00	\$825.10	\$0.00	\$0.00	\$2,030.10	\$400.00	\$1,630.10
869 ENGLISH CLUB	\$1,423.83	\$100.00	\$0.00	\$0.00	\$1,523.83	\$0.00	\$1,523.83
870 HS FACULTY/COURTESY ACCOUNT	\$1,474.31	\$725.95	\$0.00	\$410.33	\$1,789.93	\$269.26	\$1,520.67
871 HS STUDENT PANTRY	\$11,173.48	\$0.00	\$0.00	\$0.00	\$11,173.48	\$1,327.39	\$9,846.09
872 CLASS OF 2020	\$3,004.30	\$1,245.00	\$0.00	\$925.60	\$3,323.70	\$1,140.75	\$2,182.95
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$26,774.86	\$160.00	\$0.00	\$8,434.00	\$18,500.86	\$9,416.00	\$9,084.86
877 FFA HS	\$10,300.05	\$1,069.00	\$0.00	\$3,556.16	\$7,812.89	\$6,267.41	\$1,545.48

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2018 - 9/30/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash: End Balance	Unpaid POs	End Balance
878 FCCLA (FHA) HS	\$110.60	\$1,199.90	\$0.00	\$358.40	\$952.10	\$0.00	\$952.10
879 FOREIGN LANGUAGE SPAN HS	\$4,201.14	\$1,210.00	\$0.00	\$140.52	\$5,270.62	\$3,809.48	\$1,461.14
880 XC Bluecrew	\$1,762.05	\$2,150.00	\$0.00	\$858.00	\$3,054.05	\$1,231.26	\$1,822.79
881 Lady Jays Basketball	\$1,975.31	\$99.87	\$0.00	\$0.00	\$2,075.18	\$0.00	\$2,075.18
882 GUTHRIE RUNNING CLUB HS	\$966.09	\$38.00	\$0.00	\$0.00	\$1,004.09	\$100.00	\$904.09
883 HERITAGE CLUB HS	\$1,450.22	\$320.50	\$0.00	\$25.00	\$1,745.72	\$0.00	\$1,745.72
884 HIGH SCHOOL ACCOUNT	\$13,302.18	\$235.68	\$0.00	\$233.04	\$13,304.82	\$3,429.85	\$9,874.97
885 STUDENT SUPPORT HS	\$2,418.75	\$399.55	\$0.00	\$31.84	\$2,786.46	\$199.00	\$2,587.46
886 HONOR SOCIETY HS	\$2,351.95	\$0.00	\$0.00	\$385.00	\$1,966.95	\$0.00	\$1,966.95
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$434.28	\$20.00	\$0.00	\$0.00	\$454.28	\$0.00	\$454.28
892 MATH OF FINANCE	\$43.58	\$0.00	\$0.00	\$0.00	\$43.58	\$0.00	\$43.58
893 MU ALPHA THETA HS	\$1,011.22	\$220.50	\$0.00	\$0.00	\$1,231.72	\$238.00	\$993.72
895 JROTC HS	\$5,439.32	\$520.00	\$0.00	\$1,395.00	\$4,564.32	\$490.00	\$4,074.32
897 SOCCER CLUB HS	\$761.87	\$0.00	\$0.00	\$0.00	\$761.87	\$0.00	\$761.87
898 SCIENCE CLUB HS	\$7,568.43	\$1,527.50	\$0.00	\$696.98	\$8,398.95	\$2,584.18	\$5,814.77
899 STUDENT COUNCIL HS	\$3,683.54	\$4,815.00	\$0.00	\$563.98	\$7,934.56	\$2,594.62	\$5,339.94
900 CAMPUS BEAUTIFICATION HS	\$8,708.24	\$1,325.00	\$0.00	\$219.95	\$9,813.29	\$233.00	\$9,580.29
902 VOCAL HS	\$3,102.28	\$1,047.00	\$0.00	\$282.50	\$3,866.78	\$3,236.50	\$630.28
904 YEARBOOK HS	\$5,479.92	\$774.00	\$0.00	\$0.00	\$6,253.92	\$490.00	\$5,763.92
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$3,335.38	\$0.00	\$0.00	\$29.54	\$3,305.84	\$110.46	\$3,195.38
913 DRAMA HS	\$1,997.60	\$905.00	\$0.00	\$0.00	\$2,902.60	\$1,360.00	\$1,542.60
922 COURTESY COMMITTEE ADMIN	\$79.53	\$0.00	\$0.00	\$0.00	\$79.53	\$75.00	\$4.53
925 GENERAL FUND REFUND	\$2,469.35	\$76.95	\$0.00	\$62.00	\$2,484.30	\$0.00	\$2,484.30
927 HALL OF FAME BANQUET	\$2,831.17	\$0.00	\$0.00	\$0.00	\$2,831.17	\$2,750.00	\$81.17
929 DISTRICT SPECIAL OLYMPICS	\$30,369.24	\$0.00	\$0.00	\$0.00	\$30,369.24	\$3,630.00	\$26,739.24
932 SUMMER SCHOOL HS	\$1,515.00	\$0.00	\$0.00	\$0.00	\$1,515.00	\$0.00	\$1,515.00
933 FAVER C&C	\$216.78	\$0.00	\$0.00	\$0.00	\$216.78	\$0.00	\$216.78
934 TRANSPORTATION C&C	\$2,303.82	\$998.55	\$0.00	\$53.74	\$3,248.63	\$2,291.79	\$956.84
935 VENDING MACHINE ADMIN	\$597.78	\$0.00	\$0.00	\$0.00	\$597.78	\$544.95	\$52.83
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$7,937.95	\$1,162.16	\$0.00	\$100.00	\$9,000.11	\$466.26	\$8,533.85
942 C.N. CLEARING ACCT	\$0.00	\$10,233.05	\$0.00	\$10,233.05	\$0.00	\$8,866.45	(\$8,866.45)
Total	\$504,480.43	\$147,319.61	\$0.00	\$103,106.02	\$548,694.02	\$174,044.20	\$374,649.82



EMPLOYEE TRIP REQUEST

Check if Out of State

Dr. Mike Simpson

9-26-18

Name of Employee

Date

Employee's Current Assignment Superintendent

Title of Conference or Activity National Conference on Education

Location Los Angeles, CA

Date(s) of Conference Feb. 14-Feb. 16, 2019

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 2-13-19 AM PM
(check one)

Return Date 2-16-19 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.

National Conference for School Superintendents with sessions involving executive leadership, district management, board/supt. partnerships and student achievement and accountability.

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*	\$	900.00	(mileage, air, ground, parking & toll) see below
Registration	\$	690.00	
Lodging	\$	1,000.00	
Meals	\$	200.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$		(calculate @ \$65 per day)
Total	\$	2,790.00	

General Fund

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

9-26-18

Date

Board of Education Approval

Date

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

REGISTER NOW



PRESENTED BY:



REGISTER NOW

ATTEND

EXHIBIT

THOUGHT LEADERSHIP

SCHEDULE

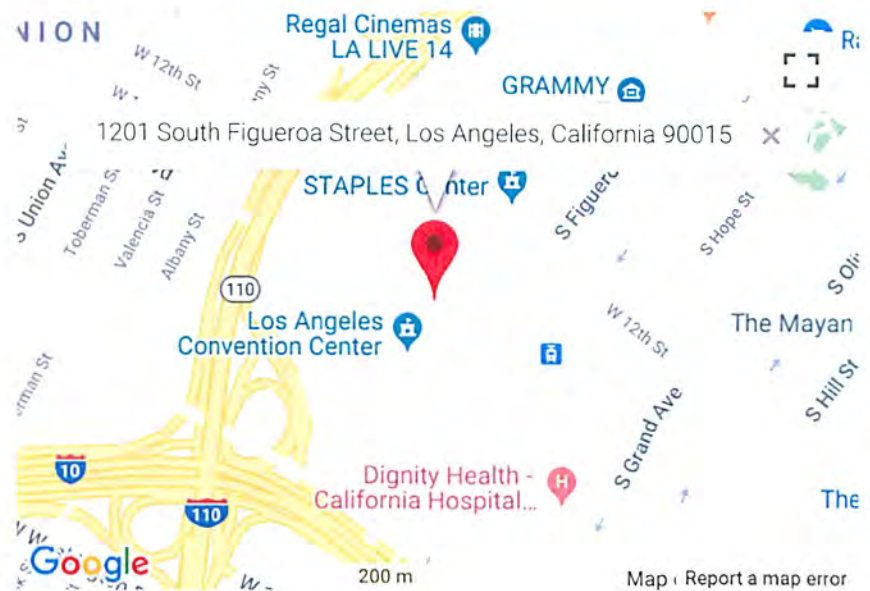
TRAVEL

CONFERENCE DAILY ONLINE

Schedule

All events take place at the:

**Los Angeles Convention Center – West Hall
1201 S Figueroa St.
Los Angeles, CA 90015**



2 – 5pm Registration Open

Thursday, February 14, 2019

7am – 4:15pm Registration Open

7:45am – 4pm NCE Exhibit Hall Hours

7:45 – 9am NCE Exhibit Hall Coffee Break

9 – 10am Educational Sessions & Thought Leaders

10:15 – 11:15am Educational Sessions & Thought Leaders

12noon – 1:30pm Federal Relations Luncheon

12:45 – 1:45pm Thought Leaders

1:45 – 3pm Snacks in the NCE Exhibit Hall

3 – 4pm Educational Sessions

4:15 – 6:15pm Opening General Session

6:30 – 7:30pm Welcome Reception Honoring AASA Graduates

7:30pm AASA Graduations

Friday, February 15, 2019

7:30am – 5pm Registration Open

8 – 9am Educational Sessions

9 – 11am 2nd General Session

11am – 12noon Backpack Stuffing in the Exhibit Hall

11am – 2:30pm NCE Exhibit Hall Hours

11:15am – 12:15pm Educational Sessions

12:15 – 2:15pm Dr. Effie H. Jones Memorial Luncheon

12:45 – 1:45pm Educational Sessions & Thought Leaders

- 1:45 – 2:15pm Snacks in the NCE Exhibit Hall
- 2:30 – 3:30pm Thought Leaders
- 3:45 – 4:45pm Educational Sessions & Thought Leaders

Saturday, February 16, 2019

- 7:30am – 12noon Registration Open
- 8 – 9am Educational Sessions
- 9:15 – 10:15am Educational Sessions
- 10:30am – 12noon Closing General Session



Reach Members of The School Superintendents Association by Promoting Your Business Here!

[Learn More](#)

[#NCE18 Tweets](#)



MASTER SERVICES AGREEMENT

This **BACKGROUND AND INFORMATION SCREENING SERVICES AGREEMENT** ("Agreement") is made and entered into on **9/20/2018** | 12:24:00 ("Effective Date") by and between PeopleFacts, LLC, a Delaware limited liability company, having its principal place of operations at 2605 Camino del Rio South, San Diego, CA 92108, ("PeopleFacts") and **Guthrie Public Schools** having its principal place of business at **802 E. Vilas, Guthrie, OK 73044** ("Customer") (hereinafter referred to collectively as "Parties" and individually as "Party"). Any reference to the Parties in this Agreement applies to directors, officers, employees, personnel, affiliates, and any and all other authorized agents or representatives directly or indirectly acting for or with the Party in the performance of this Agreement and are bound by the terms and conditions herein.

RECITALS

PeopleFacts is a consumer reporting agency that provides certain services related to background screening, information collection and delivery, people training and management, and decision-making about people, as specified herein, to U.S. organizations and individuals for lawful and permissible purposes (collectively "Services").

Customer desires to contract with PeopleFacts to obtain and purchase Services from PeopleFacts, and PeopleFacts desires to provide Customer with such Services, pursuant to the terms and conditions of this Agreement.

Based on these understandings, the agreements specified herein, and in consideration of service fees paid by Customer to PeopleFacts, the Parties, with the intent to be legally bound, hereby agree as follows:

FEES

Customer shall pay PeopleFacts a fee for Services as set forth in the Initial Client Pricing Schedule, attached herein as SCHEDULE D ("Service Fees"). Service Fees shall be valid for ninety (90) days from the Effective Date. Services Fees are subject to change at any time, from time to time.

Service Fees do not include any third-party access fees, government surcharges, federal, state, or local taxes, or other applicable fees or charges imposed by any government, municipality, court, or other legal entity, including any changes from time to time, and will be applied to Services Fees without notice to Customer. Customer is solely responsible for payment of such fees, charges, and taxes as is assessed or levied upon PeopleFacts in connection with its performance of Services. PeopleFacts shall make available, via online access with secure login, Customer's schedule of fees and charges as it is reported or becomes available to PeopleFacts.

INVOICING AND PAYMENT TERMS

PeopleFacts shall issue an invoice to Customer monthly for Services rendered by PeopleFacts, which will include Service Fees and current fees and charges in effect as applicable and specified herein. Invoices may be transmitted electronically or via paper transmission. Invoice processing fees will apply.

Customer shall pay PeopleFacts each invoice in full within twenty-five (25) days of the invoice date. Customer may submit payments by ACH, approved and authorized credit card payment, or mailed via U.S. Mail to PeopleFacts at the following billing address (unless otherwise notified in writing by PeopleFacts):

PeopleFacts
ATTN: CUSTOMER PAYMENTS
PO Box 740303
Los Angeles, CA 90074-0303

All past due amounts shall accrue interest at a rate of 1.5% of the total outstanding amounts due per month, or \$25.00, whichever is greater. Accounts suspended for late payment or returned checks are subject to a \$25.00 reconnection fee. If a Customer account is submitted to collections, Customer shall pay all costs of collection, including actual legal expenses and reasonable attorney's fees.

Customer shall be financially responsible for any and all information and reports requested and issued as a result of any use of Customer's assigned access codes, whether intended or not. Customer may only dispute charges on an invoice if made in writing and provided to PeopleFacts within thirty (30) days of the invoice date. PeopleFacts reserves the right to reject any invoice disputes in its sole discretion and without liability of any kind or nature whatsoever to Customer.

TERM AND TERMINATION



MASTER SERVICES AGREEMENT

This Agreement shall remain in full force and effect for an initial term of one (1) year from Effective Date and will automatically renew thereafter for successive one (1) year terms, on the same basis as set forth herein, unless Customer provides written notice of termination to PeopleFacts by certified U.S. mail at least sixty (60) days prior to the annual renewal date. PeopleFacts reserves the full and unrestricted right, without any prior notice or liability of any kind or nature whatsoever to Customer, to immediately terminate all or any part of this Agreement or Customer's request for information at any time in the event of: (a) if Customer is delinquent in payment on any invoice; (b) multiple declines for payment due to insufficient funds on Customer's bank or credit card account; (c) if PeopleFacts has a reasonable belief that Customer is in violation of the Fair Credit Reporting Act, 15 USC 1681b ("FCRA"); (d) if Customer has breached any term of this Agreement; (e) if there is a material change in any law or regulation that adversely affects this Agreement; or (f) upon expiration or termination of any agreement between PeopleFacts and any third-party source of information that is related to a request made by Customer.

SCOPE OF SERVICES

PeopleFacts Services – Overview. PeopleFacts provides various Services, including online and web-based background screening and information collection and delivery. PeopleFacts uses its proprietary and copyrighted software platform and information delivery system, commonly referred to as the "Trak-1" system, "PeopleFacts powered by Trak-1," "Smart-Trak" system, or "PeopleFacts powered by SmartTrak," and other such names that may change from time to time, which may include other third-party proprietary systems properly integrated and used by PeopleFacts ("System"). The System has matching technology, scoring technology, and other capabilities that together delivers a variety of information that is designed to assist Customer with its decision-making processes, such as employment, residential, and licensing decisions. PeopleFacts lawfully obtains information from a variety of original and third-party sources that PeopleFacts has attempted to determine, in good faith, is a reliable and legitimate source. Such sources include government agencies, courthouses, educational institutions, former employers, individuals, and other information sources of interest to Customer. PeopleFacts collects such information and provides a report that is designed to assist Customer with its decision-making processes ("Report"). Services are further detailed and described herein and in the PeopleFacts Service Descriptions and Pricing Lists via the System, which are subject to change from time to time without notice to Customer.

PeopleFacts Automated Screening Services. PeopleFacts makes available to Customer, for a fee, information using a variety of electronic transmission methods, including, but not limited to, internet-based gateway connections established by and between PeopleFacts and third-party sources of information. Automated Services return results based on search criteria input by Customer and as made available from the third-party source of information. Some automated Services are available within seconds or minutes of the request for information submitted by Customer and may be verified by PeopleFacts researchers or verifiers prior to final reporting of a matched record.

PeopleFacts Non-Automated Screening Services. PeopleFacts makes available to Customer, for a fee, information that is made available to PeopleFacts from a variety of third-party sources of information and using various manual research and investigative methods. Non-automated Services return results based on search criteria input by Customer and as made available from the third-party source of information. Non-automated Services are returned within specified time frames in the PeopleFacts Service Descriptions after the request for information is submitted by Customer; however, such time frames are subject to change and shall be made available to Customer through the System. Non-automated Service may be subject to additional access and processing fees, which shall be charged directly to Customer in Customer's monthly invoice.

PeopleFacts Completion of Customer Request. On occasion, in connection with a request for information submitted by Customer, Customer may be required to provide PeopleFacts certain written documentation or information needed in order for PeopleFacts to gain access to the particular information requested. **Customer acknowledges and agrees that PeopleFacts will not initiate the processing of Customer's request for information unless and until PeopleFacts has received such required written documentation or information from Customer.** The System shall provide, at all times, a status report on all requests for information submitted by Customer and each request will show a status level (e.g. "complete" or "pending"). Customer acknowledges that, if for any reason, PeopleFacts performs its duties to complete a search but nonetheless is unable to verify information requested by Customer because a third party fails to provide necessary information (i.e. if an individual or entity that was designated by the consumer for contact by PeopleFacts did not respond to PeopleFacts' inquiries for information), PeopleFacts' obligations will have been satisfied and the Service performed will be billed to Customer.

PeopleFacts Information Services. Generally, the more precise the identifying information that is provided is, the more accurate the search result will be. For example, a name-only search of a common name will generate more irrelevant results than a search with the same name, date of birth, and social security number. Customer understands that PeopleFacts follows the requirements for accreditation by the National Association for Professional Background Screeners, which mandates that at least two personal identifiers be used to constitute a match. However, different searches may require more and certain types of identifying information to yield better search results. Moreover, some states and jurisdictions prohibit certain personal identifying information to be used to access public records, such as dates of birth and social security numbers. Thus, depending on the circumstances, search results may be restricted based on the type of search, location, information provided by Customer, various search and filtering methods employed by PeopleFacts,



MASTER SERVICES AGREEMENT

and other relevant factors. Customer shall pay any and all Service Fees for any searches conducted and completed by PeopleFacts regardless of whether such search is fruitful for Customer's purposes.

PeopleFacts Is Not Legal Counsel. PeopleFacts delivers and makes available to Customer various sample forms, industry resources, compliance updates, proprietary and third-party educational materials, and government-issued educational resources for Customer's consideration, convenience, use, and reference. However, PeopleFacts does not provide legal advice or counsel and Customer acknowledges that PeopleFacts cannot and does not function or represent itself as such to Customer. PeopleFacts strongly recommends that Customer consult with legal counsel before engaging in any background and information search and screening to ensure overall compliance with all applicable federal, state, and local laws.

Disclaimer of Warranties. Except as expressly stated herein, PeopleFacts hereby disclaims any and all representations and warranties of any kind, whether expressed, implied, statutory or otherwise in law, or from a course of dealing or usage or trade, with respect to this Agreement and Services provided under this Agreement, including any warranties of merchantability, accuracy, fitness for a particular purpose, title, and non-infringement.

CUSTOMER'S COMPLIANCE AND OTHER OBLIGATIONS

Customer Acknowledgement of Compliance Obligations. Customer agrees to abide by all applicable federal, state, and local laws and regulations, specifically laws and regulations governing the request, use, retention, and transmission of consumer information and Reports as is requested and provided under this Agreement. PeopleFacts refers Customer to the compliance resources provided herein for further information about Customer's compliance obligations. Specific obligations of Customer include, but are not limited to, the following: (a) Customer may only use the information and Reports obtained from PeopleFacts under this Agreement for a lawful and permissible purpose; (b) Customer will provide written disclosure and obtain written authorization, as required by applicable law, prior to requesting any information on any individual or company from PeopleFacts; (c) Customer acknowledges and agrees that insofar as the PeopleFacts' website can be accessed by Customer from an international location, Customer shall follow all applicable laws about internet, data and email usage, privacy, and transmission of technical or other data exported from the United States to the country where Customer may be located or domiciled; and (d) Customer will comply with the applicable provisions of the FCRA, the Federal Equal Credit Opportunity Act, the Driver Privacy Protection Act, and the Gramm-Leach-Bliley Act, as amended, including all applicable international, federal, state, or local law counterparts and all applicable regulations promulgated under such Acts, including, without limitation, any provisions requiring Customer to provide adverse action notification to a consumer.

Customer Certifications. As required by law, Customer hereby certifies that every request submitted to PeopleFacts is: (a) to obtain information which Customer is permitted by law to have; (b) for Customer's authorized and one-time use for such lawful and permissible purpose; and (c) not for the purpose of re-selling, leasing, renting, compiling, reusing, or other unlawful or impermissible activity. Customer warrants that it will not, either directly or indirectly, itself or through any agent or third party: (a) request, compile, store, maintain, or use information obtained from PeopleFacts to build its own database; (b) resell or disclose to an unauthorized third party any information obtained from PeopleFacts; or (c) copy or otherwise reproduce the information obtained from PeopleFacts. Each time Customer requests a consumer credit report on a resident of any state with consumer consent statutes, such as Vermont, Customer certifies, represents, and warrants that Customer has obtained the consent of the consumer prior to accessing the information. Customer understands that any person who knowingly and willfully obtains information about a consumer from PeopleFacts unlawfully or under false pretenses shall be fined under Title 18, United States Code, imprisoned for not more than two (2) years, or both. PeopleFacts shall not be liable for Customer's unlawful or improper access to or use of any information provided by PeopleFacts.

Customer Confidentiality of Information and Restrictions on Restricted Access of PeopleFacts System. All information and Reports provided by PeopleFacts to Customer will be treated as confidential and shall only be used for the lawful and permissible purpose which was the basis of the request by Customer for such information. Access to the System, specifically to any consumer information or Reports, any and individually-issued usernames and passwords shall be restricted to authorized individuals with a need to know and subject to the same confidentiality duties and obligations as Customer. Customer shall require that each of its user of the System be assigned a unique logon password. Customer and all users must protect all proprietary or confidential information, including account numbers, usernames, passwords, consumer information, and Reports, in such a way as to be known only to authorized individuals. Any system access software Customer may use, whether developed by PeopleFacts or purchased from a third-party vendor, must have account numbers and passwords "hidden" or embedded so that such information is known only to authorized individuals to access and use the System and Services. Customer is solely responsible for the security and protection of assigned usernames, passwords, access codes, and consumer information and is required to promptly notify PeopleFacts of any security breach involving such information. Customer shall not, in any situation, allow any unauthorized individual access to or knowledge of any information as it relates to Services or the System, including account numbers, usernames, passwords, consumer information, Reports, and any other proprietary or confidential information and any copies or screenshots thereof.

Restrictions on Access to Credit or Financial Information. Pursuant to the requirements of the credit bureaus, and in an effort to protect the rights of consumers and ensure that only legitimate businesses are given access to their credit information, an On-Site Physical Inspection ("Inspection") of Customer



MASTER SERVICES AGREEMENT

facilities is required prior to Customer being granted access to PeopleFacts' credit-related or financial-based Services. PeopleFacts will notify Customer of the need for an Inspection of Customer's business by a neutral, third-party vendor who is approved by the credit bureaus for conducting such Inspections. Inspections shall only be conducted at a time mutually agreeable to both the vendor and Customer and shall be non-intrusive in nature and shall not involve inspection of any proprietary or confidential information of Customer or information existing in secured or non-public areas. Any Customer that fails the initial Inspection will be subject to denial of access to PeopleFacts' credit-related or financial-based Services. The Customer will thereafter have the opportunity to resolve any issue identified during the Inspection. Once all issues have been resolved, a second On-Site Re-Inspection may be requested by Customer. Should Customer satisfy the requirements of either the initial or second Inspection, Customer will be granted access to credit and financial data from PeopleFacts. Additionally, any Customer accessing credit or financial information hereby agrees that it shall be subject to an Inspection at any time during the terms of this Agreement to verify that Customer is still operating as a legitimate business entity. PeopleFacts reserves the right to deny access to any credit-related or financial-based Services for failure to pass an Inspection or comply with requirements established by the credit bureaus or otherwise by PeopleFacts. Customer is not obligated to permit Inspection or provide identification; however, PeopleFacts reserves the right not to provide certain credit-related or financial-related Services to Customer in such circumstances.

Electronic File Storage. Each Report issued by PeopleFacts will be available on the System for a set period of time (typically 90 days) from the date the Report was issued. Thereafter, PeopleFacts will retain such report in an archived, digital, and secure fashion. PeopleFacts reserves the right to limit access and charge an appropriate fee for such archived data retrieval. Once issued by PeopleFacts upon request of Customer, Customer shall be solely responsible for the lawful and proper use, retention, storage, and destruction of all such information and Reports by Customer. Customer understands that all information in the Reports are current only as of the date and time stamped on the Report. Archived Reports should not be relied upon as providing current information.

Customer Audit and Inspection Obligation. During the term of this Agreement, either Party may audit the other Party's policies, procedures, and records that pertain to this Agreement to ensure compliance with this Agreement upon reasonable notice and during normal business hours. PeopleFacts specifically reserves the right to periodically audit Customer's compliance with the FCRA and other privacy and confidentiality laws and to require an on-site inspection at any time to satisfy PeopleFacts' interest in protecting the information it provides. Customer hereby consents to PeopleFacts conducting such audits and inspections and agrees that any failure to cooperate fully in the conduct of any audit and inspection will result in immediate termination of this Agreement and Customer's access to System and Records.

Use/Data Security. Customer will do nothing to alter the System and Services and will use the System and Services only as authorized in this Agreement. Customer waives any and all claims to any ownership right to any and all intellectual property or proprietary information belonging to PeopleFacts, including the System and Services. Customer agrees not to improperly disclose, dissemble, decompile, manipulate, or reverse-engineer any intellectual property or proprietary information belonging to PeopleFacts, including the System and Services. Customer shall be solely liable and responsible for any third party it uses to access the System or Services including the third party's use and access to such. All other rights to the System and Services not expressly granted herein by PeopleFacts are reserved. UNDER NO CIRCUMSTANCES WILL CUSTOMER USE THE SYSTEM AND SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AS THE BASIS FOR TESTIMONY AS A WITNESS IN LITIGATION NOR WILL CUSTOMER OFFER THE SERVICES IN WHOLE, OR IN PART, INTO EVIDENCE.

Representations and Warranties. Customer represents and warrants that: (a) it is a legitimate business entity or individual having a lawful and permissible purpose for obtaining information from PeopleFacts and will utilize Report pursuant to that lawful and permissible purpose and in a proper manner; (b) it, by and through its authorized agent or representative, has full power and authority to enter into this Agreement; (c) execution and performance of this Agreement will not violate any third-party agreement between Customer and any other person or entity; (d) it will use PeopleFacts as its primary provider of Services or services of similar nature, at all times; (e) Customer will not enter into another agreement or obligation, written or oral, with any other person or entity that is inconsistent or conflicts with its obligations under this Agreement unless PeopleFacts provides written consent of such agreement or obligation; (f) Customer is in full compliance, and will stay compliant, with any and all laws, statutes, and/or governmental regulation applicable to this Agreement and Services provided; and (g) Customer will act with good faith and fair dealing in performance of this Agreement, abide by the terms of this Agreement, and pay Service Fees and Expenses on time.

CONFIDENTIAL INFORMATION

Definition of Confidential Information. The Parties are entering into a confidential relationship and will have access to and become acquainted with certain proprietary and confidential information belonging and related to the other Party ("Confidential Information"). For purposes of this Agreement, "Confidential Information" means, but is not limited to, any non-public information that a disclosing Party reasonably considers to be confidential, proprietary, or trade secret in nature, including the terms of this Agreement and any information related to the relationship between the Parties and Services provided. Confidential Information is received in strict confidence and may only be used for the intents and purposes specified herein. Confidential Information shall not include information which: (a) at the time of its disclosure or thereafter, becomes part of the public domain through no fault of the



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receiving Party; (b) was rightfully known to or independently developed by the receiving Party prior to the time of its disclosure; (c) is subsequently learned from a third party not under an obligation of confidentiality to the disclosing Party; (d) was in the receiving party's possession before receipt from the disclosing Party; (e) is disclosed by the receiving Party with the disclosing Party's prior written approval; and (f) is required to be disclosed by law pursuant to a duly authorized subpoena, court order, or government authority, provided that the receiving Party has provided prompt written notice and assistance to the disclosing Party prior to such disclosure so that the disclosing Party may seek a protective order or other appropriate remedy to protect against disclosure.

Protection of Confidential Information. The Parties agree to protect Confidential Information with the same care to prevent disclosure or use of the other Party's Confidential Information as it uses with respect to its own Confidential Information. The Parties may only use Confidential Information to the extent necessary to perform its obligations set forth in this Agreement and disclose such information to authorized personnel with a need to know and who are otherwise bound by confidentiality obligations at least as restrictive as those contained in this Agreement. Commencing on the sixth (6th) month of the initial one (1) year term, the Customer shall be assessed a monthly Security Monitoring Fee intended to be allocated towards taking measures to maximize the protection of all secure and confidential information within the System.

Safeguarding of Information Involving Use of Nonpublic Personal Information. The Parties shall comply with Title V of the Gramm-Leach-Bliley Act, 15 USC § 6801 et seq. ("GLB Act") and the implementing regulations and applicable state law, such as Massachusetts Regulation 201 CMR 17.00, and will not use or disclose any nonpublic personal information ("Personal Information") furnished to the other, except in accordance with the GLB Act or the FCRA. The Parties represent that they have established and maintain appropriate procedures and measures designed to meet the objectives outlined in applicable regulations governing standards for the safety and soundness of consumer information. The Parties shall have in place written information security programs (WISP) designed to ensure the security and confidentiality of Personal Information, to protect against any anticipated threats or hazards to the security or integrity of Personal Information, and to prevent and protect against unauthorized access to or use of Personal Information. Customer shall maintain due diligence and information security procedures, which meet or exceed standard industry practice, to safeguard and secure Personal Information, including, but not limited to, ensuring that any information Customer receives from PeopleFacts will be securely maintained and transmitted. Customer acknowledges that it has reviewed a copy of the Customer Commitment to Privacy and User/Access Security Requirements as posted on the PeopleFacts website. Customer agrees to comply with such requirements, as may be modified from time to time.

Security Breach of Confidential Information. The Parties shall notify the other Party immediately upon the discovery of a breach of Confidential Information belonging to and impacting such Party. The Parties mutually agree to fully cooperate in responding to and remedying such breach in the event of any unauthorized access to, disclosure, use, or any loss of any Confidential Information. Except as may be required by law, the Parties agree to take no action with respect to notification of such unauthorized access to, disclosure, or use of Confidential Information without the other Party's express consent and according to specific instructions and in consultation with appropriate counsel to ensure compliance with any privacy and/or notice laws that may apply. Any such violation or threatened violation of a Party's confidentiality obligations may cause irreparable injury and that, in addition to any other remedies that may be available in law, equity, or otherwise, the affected Party shall be entitled to obtain injunctive relief against the threatened disclosure or use of Confidential Information without the necessity of proving actual damages.

Proper Disposal of Consumer Information. Each Party represents that it has implemented reasonable measures to protect against unauthorized access to, disclosure, or use of consumer information in connection with the disposal of such information pursuant to the provisions of FCRA and other applicable regulations.

INDEMNIFICATION

Customer ("Indemnifying Party") shall indemnify, defend, and hold harmless PeopleFacts, and PeopleFacts' subsidiaries, affiliates, directors, officers, employees, agents, representatives, personnel, contractors, successors, and assigns ("Indemnified Parties"), from and against any and all claims, demands, causes of action, litigation, proceedings, liabilities, damages, injuries, losses, costs, fees, or expenses, including reasonable attorney's fees, ("Claims") incurred or suffered by an Indemnified Party arising out of, relating to, or resulting from this Agreement and Customer's breach of this Agreement, Services, and any negligent, willful, or unlawful acts, omissions, or conduct by Customer, or any of Customer's subsidiaries, affiliates, directors, officers, employees, agents, representatives, personnel, contractors, successors, and assigns.

The Indemnifying Party's duty to indemnify, defend, and hold harmless Indemnified Parties shall arise at the time the Indemnified Party first learns of or discovers the existence of an actual, potential, or threat of Claim, regardless of whether the claimant has filed suit. The Indemnified Party shall promptly notify Indemnifying Party of the Claim and provide notice of indemnification. The Indemnified Party shall fully cooperate with Indemnifying Party, at Indemnifying Party's expense, by providing all information, evidence, and assistance reasonably required by Indemnifying Party to defend such Claim. Indemnifying Party shall fully and timely cooperate with the Indemnified Party in all reasonable respects as may be requested by the Indemnified Party in connection with such Claim. Indemnifying Party shall defend or settle, at its expense, any Claim against any Indemnified Party, but shall not, without the consent of the Indemnified Party, with such consent not to be unreasonably withheld, settle any third-party Claim if such settlement obligates the Indemnified Party to pay money, admit



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liability, or perform obligations or be prohibited from acting in any way.

An Indemnified Party's failure to provide timely notice of any Claim shall not in any way affect the obligation to indemnify so long as the Indemnified Party has not been materially prejudiced by such failure to provide timely notice. All provisions of this Agreement regarding indemnity shall survive any termination of this Agreement. The foregoing shall be interpreted in the broadest possible manner and shall not apply to any extent prohibited by applicable law.

LIMITATION ON LIABILITY

DESPITE ITS CAPABILITIES AND BEST EFFORTS, PEOPLEFACTS CANNOT CAUSE OR PREVENT THE OUTCOME OF SERVICES PROVIDED AND DOES NOT GUARANTEE OR WARRANT THE ACCURACY, COMPLETENESS, TIMELINESS, OR USEFULNESS OF SERVICES, INFORMATION, OR REPORTS, INCLUDING CONSUMER INFORMATION SEARCHES AND RESULTS, ANY INFORMATION PROVIDED TO PEOPLEFACTS BY AN ORIGINAL OR THIRD-PARTY SOURCE, OR ANY REPORT GENERATED BY PEOPLEFACTS BASED ON SUCH INFORMATION. EXCEPT IN CASES OF GROSS NEGLIGENCE, FRAUD, OR WILFULL OR UNLAWFUL MISCONDUCT BY PEOPLEFACTS, PEOPLEFACTS SHALL NOT BE LIABLE TO CUSTOMER, OR ANY RELATED THIRD PARTY, FOR ANY AND ALL LOSS, INJURY, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS OR REVENUE, DIMINUTION OF VALUE, LOSS OF USE OR OPPORTUNITIES, INTERRUPTION OF BUSINESS, OR OTHER SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL INJURIES OR DAMAGES OF ANY KIND, HOWEVER CAUSED, WHETHER FORESEEABLE OR NOT, ARISING FROM OR RELATED TO, IN WHOLE OR IN PART, THIS AGREEMENT, SERVICES, CUSTOMER'S USE OF, OR INABILITY TO USE, SERVICES, INFORMATION, OR REPORTS, OR, PEOPLEFACTS' ACTS OR OMISSIONS IN PROCURING, COLLECTING, COMPILING, REPORTING, INTERPRETING, COMMUNICATING, OR DELIVERING SERVICES, INFORMATION, OR REPORTS THEREIN. CUSTOMER ACKNOWLEDGES THAT IT IS RECEIVING, RELYING ON, AND USING ANY SERVICE, INFORMATION, OR REPORT AT ITS OWN RISK AND DISCRETION AND EXPRESSLY WAIVES ANY CLAIM FOR LIABILITY AGAINST PEOPLEFACTS BASED UPON THE SAME. FURTHERMORE, PEOPLEFACTS SHALL NOT BE LIABLE WHATSOEVER TO CUSTOMER OR ANY THIRD PARTY FOR ANY ACT OR OMISSION BY CUSTOMER AS IT RELATES TO THIS AGREEMENT, SERVICES, OR CUSTOMER'S USE OF, OR INABILITY TO USE, SERVICES, INFORMATION, OR REPORTS. PEOPLEFACTS' TOTAL LIABILITY, IF ANY, TO CUSTOMER OR ANY RELATED THIRD PARTY ARISING OUT OF OR RELATED TO THIS AGREEMENT AND PERFORMANCE OF SERVICES IS LIMITED TO THE LESSER OF THE TOTAL AMOUNT PAYABLE BY CUSTOMER UNDER THIS AGREEMENT FOR SERVICES IN THE PRECEDING TWELVE (12) MONTHS OR TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), AND APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, AND OTHER TORTS.

FORCE MAJEURE

PEOPLEFACTS SHALL NOT BE LIABLE FOR ITS INABILITY TO PERFORM, OR FOR ANY DELAY IN PERFORMING, ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT IF THAT INABILITY OR DELAY IS CAUSED BY A FORCE MAJEURE EVENT, INCLUDING, BUT NOT LIMITED TO, EQUIPMENT FAILURES, GOVERNMENT ACTION, PEOPLEFACT'S INABILITY TO ACQUIRE DATA, SERVICES, OR OTHER INFORMATION ON TERMS ANTICIPATED BY PEOPLEFACTS, OR FOR ANY OTHER CAUSE REASONABLY BEYOND PEOPLEFACT'S CONTROL.

MISCELLANEOUS

Amendment. This Agreement may only be amended by a written instrument signed by the Parties.

Assignment or Change of Ownership or Control. The rights, duties, and obligations herein are exclusive to Customer and Customer shall not assign, transfer, or otherwise delegate, in whole or in part, by operation of law or otherwise, this Agreement or any of its rights or benefits herein, without PeopleFacts' prior written consent. In the event of a change in ownership or control of Customer, Customer must notify PeopleFacts in writing, and, if PeopleFacts so requests, must execute a new Agreement or other forms as required hereunder to ensure ongoing compliance. Services may be suspended or terminated unless or until such documents are executed. Any purported assignment or delegation in violation of this provision shall be void. This Agreement is fully assignable by PeopleFacts and shall inure to the benefit of any assignee or other legal successor in interest. PeopleFacts also reserves the right to assign or subcontract any or all of its duties arising hereunder.

Binding Effect. This Agreement shall be binding upon, and for the benefit of, the Parties and the Parties' successors and assigns as permitted by this Agreement. No other person or entity shall be a beneficiary hereof or have any rights hereunder, whether or not identified in this Agreement.

Credit Authorizations. Customer authorizes PeopleFacts to obtain, in its sole discretion, any and all Customer information as it pertains to the execution and performance of this Agreement, including business information, personal history, financial credit report, and other such information that PeopleFacts may require.

Counterparts/Facsimile Copies. This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement, and shall become effective when one or more counterparts have been signed by each Party and



MASTER SERVICES AGREEMENT

delivered to the other Party.

Entire Agreement. This Agreement, and any attachments, duplicates, or copies, constitutes the entire understanding and agreement between the Parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings, inducements, or conditions, express or implied, written or oral, between the Parties, preceding Effective Date. Attachments to this Agreement include: (a) any applicable Compliance Training or Documentation provided to Customer at any time; (b) any pricing schedules; and (c) any product or service descriptions. In the event of any inconsistencies between this Agreement and any attached schedule, such schedule shall control but only to the extent of such inconsistency.

Governing Law. This Agreement, the rights and liabilities of the Parties with respect to this Agreement and its subject matter, and any controversy or claim arising out of or related to breach of this Agreement, whether involving remedies at law or in equity, shall be governed by the laws of the State of California without regard to the conflicts of law principles thereof. The Parties hereby waive any objection they may have to the law and forum for dispute resolution set forth herein.

Headings and Form. Section headings are strictly for the convenience of the Parties and shall not be used in any way to restrict the meaning or interpretation of the substantive language of the terms herein. The content contained in this Agreement are applicable to the singular and the plural forms, and to the masculine, feminine, and neuter usage of gender, of such terms, as applicable.

Legal Fees. In any action to enforce any right or remedy under this Agreement, or to interpret any provision of this Agreement, the prevailing Party is entitled to recover its reasonable legal fees, costs, and expenses, including attorney's fees and interest accrued from the date of default at the highest rate allowed by law.

Notice. Any notice, request, or other communications with respect to this Agreement shall be in writing and shall be effective only if it is delivered by personal service, certified U.S. mail with return receipt requested and postage prepaid, facsimile, or e-mail to a Party's contact information listed on the signature page below. Notice is deemed properly given upon personal delivery, five (5) business days after mailing by U.S. certified mail, or as of the time stamp of any electronic transmission. Either Party may change its address for such communications by giving written notice to the other Party in conformity with this section.

Severability. If any part, term, or provision of this Agreement are held to be invalid, illegal, unenforceable, or in conflict with any valid controlling law in any respect, that invalidity, illegality, unenforceability, or conflict will not affect any other provision of this Agreement. This Agreement will be construed as if the invalid, illegal, unenforceable, or conflicting term were never in this Agreement, and if applicable, such term or provision shall be modified and interpreted to reflect the intent of the Parties or deleted entirely. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

Signatures. An electronic, scanned, and facsimile signature shall have the same legally binding effect for all purposes hereunder to the same extent as an original signature.

Status. PeopleFacts is an independent consultant and contractor performing and providing Services. Customer acknowledges and agrees that PeopleFacts is a third-party information service provider and is not authorized to or responsible for making decisions on behalf of Customer in connection with this

Agreement at any time. This Agreement does not in any way create an employer-employee relationship, joint venture, or partnership between the Parties and is exclusively a contract for services limited to the respective rights and obligations of the Parties as specified herein.

Survival. All sections and provisions relating to the following shall survive expiration or termination of this Agreement: all provisions relating to Customer's obligations to pay and any related payment terms herein; limitations on liability and indemnification; information and data use, security, and disposal, confidentiality and/or limitations thereof; compliance requirements and audit rights; changes in ownership; assignment of rights; force majeure; dispute resolution; legal and attorney's fees recovery rights; credit authorizations; and any other sections and provisions as specified herein.

Waiver. Failure or delay of any Party, at any time, to enforce any provision of or to exercise any right or remedy under this Agreement shall not be construed to be a waiver of, or the right of the Party thereafter, to enforce such provision, right, or remedy. The waiver of a specific breach may be valid and effectuated only by a written agreement duly executed by the waiving Party. Such formal waiver shall not constitute a waiver of any other provision, right, or remedy.

[NEXT PAGE IS SIGNATURE PAGE.]



MASTER SERVICES AGREEMENT

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by its duly authorized representative as of the Effective Date.

PEOPLEFACTS, LLC
d/b/a PEOPLEFACTS

By: _____
(Authorized Signature)

Name: _____
Title: _____

Address: 2605 Camino del Rio S, San Diego CA 92108

Phone: (800)772-0130

Email: _____

Customer: Guthrie Public Schools

(Print Company Legal Name)

DocuSigned by:

By: Doug Ogle
A87B45E838DE4AA
(Authorized Signature)

Name: Doug Ogle
Title: Assistant Superintendent

Address: 802 E. Vilas Guthrie, OK 73044

Phone: 405-282-8900

Email: doug.ogle@guthrieps.net



GUTHRIE PUBLIC SCHOOLS

2018-2019 BOARD ADOPTED OPERATING BUDGET

PREPARED BY

**MICHELLE L. CHAPPLE, MBA, CPO
CHIEF FINANCIAL OFFICER**

GUTHRIE PUBLIC SCHOOLS
2018-2019 SCHOOL OFFICIALS

BOARD OF EDUCATION

SALLEE, TRAVIS	PRESIDENT
BENNETT-JOHNSON, JENNIFER	MEMBER
VACANT	MEMBER
WATTS, E. SHARON	CLERK
SMEDLEY, TINA	FIRST VICE PRESIDENT
PIERSON, S. JANNA	SECOND VICE PRESIDENT
DAVIS, GINA	DEPUTY CLERK

DR. MIKE SIMPSON, SUPERINTENDENT

JANA FREY, MINUTES CLERK

JANA WANZER, TREASURER

**2018-2019 OPERATING BUDGET
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BUDGET PHILOSOPHY

A budget is a plan for financial operation made up of proposed expenditures for a given period and the proposed means of financing them. A budget is prepared as a plan to carry the mission of public schools and to insure that all necessary programs are provided for.

The choice of the appropriate budget method is an important decision. Some budget methods may promote greater board and community understanding of the budget and ultimately, the district's priorities, than others. If the community can see the connection between dollars and educational programs, it is likely that the school board will be more successful in gaining acceptance of the budget from school district patrons. In addition, budget methods which result in better community understanding may result in increased financial support of schools. This will also determine which educational priorities are seen as important to the community.

A benefit of a move toward greater decentralization of financial control may well be that such a move increases the ability of the school principal to effectively direct resources to achieve program goals. Also, budget methods which attempt to direct resources to program needs rather than "across-the-board" increases serve to increase cost effectiveness. One of the drawbacks to decentralization is that curriculum coordination across programs and schools may be difficult. An effective management information system, open lines of communication among staff members, and a concern for equity should alleviate some of these problems, while allowing a school administrator to target resources to students' needs at the same time he or she manages a consistent and coherent educational program.

One of the potential disadvantages of a budget method which does not use an "objective" formula to allocate resources is that politically active groups may be in an advantageous position to lobby for additional funds. When using certain budgeting models that allow for community participation, great care should be taken to effectively guard against undue influence of special interest groups. The degree to which children will receive equal access to educational resources will depend to a large extent on the commitment of school officials to equity and excellence.

2018-2019 BUDGET TIMETABLE

The budget cycle is typically a year-round process, beginning with ongoing fund balance projections and statutory staffing commitments that are required to be made by the first Monday in June of each year prior to the start of the upcoming fiscal year in July. At any one time the Superintendent is concerned with three fiscal years' budgets; planning for the next fiscal year, administering the current fiscal year, and evaluating the last fiscal year. It is very difficult to manage a public school budget because the major expenditure, salaries and benefits, must, by law, be committed before revenue allocations are known.

The budgeting timetable for this fiscal year is shown below:

June, 2018	Renew Teacher Contracts
June, 2018	Renew Support Personnel Contracts
June, 2018	Approve Temporary Appropriations
July, 2018	Notification of Initial State Aid Allocation
August, 2018	Certification of Property Valuations by County Assessor
September, 2018	Board of Education approval of Estimate of Needs
September, 2018	County Excise Board approval of Estimate of Needs
October, 2018	Board of Education Approval of Operating Budget
December, 2018	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget

**2018-2019 BUDGET BY FUNCTION
AND OBJECT DIMENSIONS**

**GUTHRIE PUBLIC SCHOOLS
OPERATING BUDGET BY FUNCTION CLASSIFICATION
FOR THE YEAR ENDED JUNE 30, 2019**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS & ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>2017 BOND FUND</u>
1000 - Instruction	\$12,450,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 - Support Services, Students	1,487,000.00	12,470.00	0.00	0.00	0.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,085,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
2300 - General Administration	700,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,500,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	600,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	2,375,000.00	621,420.00	0.00	0.00	0.00	18,000.00	0.00
2700 - Student Transportation	2,735,000.00	0.00	0.00	0.00	0.00	17,000.00	0.00
3100 - Child Nutrition Program	135,202.00	500.00	1,300,000.00	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Facility Acquisition & Construction	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00
5100 - Debt Service	0.00	0.00	0.00	1,526,250.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	85,000.00	0.00	120,000.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 - Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	\$23,287,202.00	\$634,390.00	\$1,420,000.00	\$1,526,250.00	\$0.00	\$65,000.00	\$0.00

**GUTHRIE PUBLIC SCHOOLS
OPERATING BUDGET BY OBJECT CLASSIFICATION
FOR THE YEAR ENDED JUNE 30, 2019**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS & ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>2017 BOND FUND</u>
100 - Salaries	\$13,800,000.00	\$0.00	\$439,480.51	\$0.00	\$0.00	\$0.00	\$0.00
200 - Employee Benefits	5,550,000.00	0.00	295,194.41	0.00	0.00	0.00	0.00
300 - Professional & Technical	650,000.00	0.00	6,824.00	0.00	0.00	0.00	0.00
410 - Utilities	250,000.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	250,000.00	348,463.54	19,900.00	0.00	0.00	18,000.00	0.00
440 - Rental & Leases	50,000.00	2,170.00	0.00	0.00	0.00	0.00	0.00
450 - Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510,530-580 - Other Purchased Services	385,000.00	4,850.00	651,398.28	0.00	0.00	0.00	0.00
520 - Insurance	225,000.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	475,000.00	238,590.00	5,000.00	0.00	0.00	6,000.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	880,000.00	0.00	0.00	0.00	0.00	0.00	0.00
630 - Food & Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	80,000.00	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies & Software	350,000.00	24,810.70	0.00	0.00	0.00	30,000.00	0.00
710,720 - Land & Buildings	0.00	0.00	0.00	0.00	0.00	0.00	0.00
730 - Equipment	200,000.00	15,500.00	0.00	0.00	0.00	0.00	0.00
760 - Vehicles	0.00	0.00	0.00	0.00	0.00	11,000.00	0.00
800,900 - Other Miscellaneous Expenditures	142,202.00	5.76	2,202.80	1,526,250.00	0.00	0.00	0.00
	\$23,287,202.00	\$634,390.00	\$1,420,000.00	\$1,526,250.00	\$0.00	\$65,000.00	\$0.00

2018-2019 GENERAL FUND BUDGET BY PROJECT DIMENSION

The Project Reporting dimension permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements regardless of whether they are district, state, or federal.

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND
2018-2019 PROJECT BUDGET**

<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
001	Administrators Salaries	1,620,000
002	Certified Salaries	10,355,000
003	Support Salaries	3,020,000
006	Dues/ Memberships/Regis.	30,000
007	Data Processing	55,000
008	Electricity	405,000
009	Natural Gas	85,000
011	Water/Sewer/Garbage	175,000
012	Telephone	85,000
015	Negotiations	7,500
018	Transportation	275,000
019	Fuel	130,000
021	Insurance/Bonds	240,000
022	Security - SRO	200,000
023	Textbooks	50,000
026	Director of Technology	250,000
027	Printing/Publ./Ads	1,000
028	Legal Services	70,000
029	Postage/Freight	11,500
031	Professional Travel	20,000
033	Child Nutrition	120,000
034	\$150.00 Teacher Supplies	30,000
035	Nursing Services/Medical	5,000
036	Audit Services	8,000
037	Copiers/Duplicators	65,000
039	Elections	5,000
041	Administration Supplies	15,000
042	Testing	25,000
043	Gifted and Talented Program	2,000
044	Special Education Director	250,000
045	Personnel Director	11,000
046	3rd Party Sick Leave	3,000
048	Lease Purchase Payments	105,000
049	Revaluation	90,000

<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
051	Cotteral Budget	3,213
052	Cotteral Library Budget	4,411
056	Central Budget	2,159
057	Central Library Budget	2,721
061	Guthrie Educ. Found. Grants	15,000
062	Fogarty Budget	3,506
063	Fogarty Library Budget	3,730
067	GUES Budget	4,499
068	GUES Library Budget	4,120
069	Charter Oak Budget	3,713
070	Charter Oak Library Budget	4,150
073	JH Library Budget	4,992
075	Meridian Technology Grant	70,000
076	JH Administration	11,509
097	HS Library Budget	7,559
100	Guthrie Art Escape Grant	12,000
101	HS Administration	19,204
104	HS Language Arts	700
105	HS Math	300
106	HS Science	2,000
107	HS History	300
109	HS Art	425
112	HS Business	500
115	OK Geo Foundation Grant	5,000
116	Vocal Music	2,600
118	Band	14,117
119	Athletics	27,100
121	Extra Curricular Drug Testing	6,100
122	ROTC (Local)	110,000
123	Boys Athletics / Extra Duty	160,000
124	Girls Athletics / Extra Duty	70,000
125	Alternative Education (Local)	170,000
126	Faver Budget	1,400
134	District Equipment Purchases	10,000

<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
136	District Supplies Purchases	40,000
311	Professional Development	5,000
312	National Board Cert. Stipend	10,000
317	Driver Education	15,000
331	Flex Benefit (Certified Salary)	34,500
332	Flex Benefit (Support Salary)	105,000
334	Flex Benefit (Certified Fringe)	1,306,400
335	Flex Benefit (Support Fringe)	878,072
361	ACE Technology	3,800
362	ACE Remediation	21,000
367	Reading Sufficiency	25,000
388	Alternative Education (State)	75,000
411	Vocational Salary Aid	34,160
412	Vocational Incentive Aid	56,280
421	Carl Perkins Funds	54,390
456	Vocational Rehab - OJT	1,500
511	Title I	953,582
515	Title I - School Support	18,000
541	Title II, Part A	147,996
552	Title IV, Student Support	33,769
561	Title VII, Indian Education	53,000
572	Title III, English Learners	11,510
613	IDEA-B Discretionary	10,000
615	Spec Ed PD District	7,488
621	IDEA-B Flowthrough	640,972
623	IDEA-B Early Intervention	35,000
625	IDEA-B Private School	2,750
641	IDEA-B Preschool	11,976
642	IDEA-B Private Preschool	2,030
771	ROTC (Federal)	76,000
786	Consolidated Admin. Funds	41,999
	TOTAL GENERAL FUND	<u>\$23,287,202</u>

APPENDIX A

BUDGET GUIDELINES BY FUND

11 GENERAL FUND (FOR OPERATIONS)

The general fund of any school district is hereby defined as a current expense fund and shall consist of all revenue or monies that can legally be expended within a certain specified fiscal year, but shall not be considered as including any money derived from a special Building Fund levy, nor shall it include any monies derived from the sale of bonds. Expenditures from the General Fund shall be non-capital in nature.

Revenue

When planning a budget, the first step is to project revenue in order to determine the funding level available to finance expenditures. At one time, the General Fund balance was required by law to be no greater than 12%. However due to hardships created by revenue shortfalls at the state level in past years, the legislature, in 2005, increased the allowable fund balance to 14% for schools with General Fund revenue of \$10,000,000.00 and above which includes Guthrie Public Schools. Every effort should be made to limit expenditures in any fiscal year to the amount of revenue collected in that year to prevent any material erosion of the fund balance. The current fund balance of \$2,921,917.48 (12%) represents an increase of \$507,195.53 from the end of the 2016-2017 fiscal year. School board policy establishes a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.45 million.

In 2017-2018 local sources of revenue provided 26% of total revenue, county sources 4%, state sources 63%, and federal sources 7%. A comparative revenue report is provided in Appendix C.

The state aid formula was revised in 1997. We now receive a preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to accurately determine state aid. Due to this circumstance, a conservative estimate of state aid revenue is required when making initial projections. The District's initial state aid allocation for 2018-2019 is \$1,745,145 more than was actually collected in 2017-2018. The mandated Teacher pay raises which arose from HB1023XX and Support staff raise from HB1026XX are funded within this allocation of funds. Textbook aid was also allocated after a two year moratorium in the amount of \$158,982. We anticipate that one of our sources of state revenue, gross production tax, will continue to increase in 2018-2019 which is encouraging. Revenue estimates at the state level, which are the basis for our state aid appropriation, appear to be on schedule, and with that, mid-year revenue allocations will unlikely experience a revenue failure.

Expenditures

Revenue projections determine the amount of funds available to finance expenditures. Revenue projections are made in the summer after various allocation notices are received by the district. Guthrie Public Schools continues to operate within the revenue collected.

Every school site has two budgets; an instructional budget and a library budget. The library budget is normally based upon State Department of Education accreditation requirements which have been waived until the state aid funding factor increases to \$3,291.60 per weighted student. The requirements for each site are: 500 or fewer students, \$9 per pupil; 500-999 students, \$4,500 for first 500 students and \$5 per student above 500; and 1000-1999 students, \$7000 for first 1000 students and \$4 per student above 1000.

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered.

In the 2017-2018 fiscal year personnel adjustments were made to reduce expenditures for salaries, benefits and employer payroll costs. This was accomplished largely through attrition. A Fixed Cost Analysis is provided under Appendix C.

Title 70-5-134.1 of Oklahoma Statute, enacted in 1994 and since repealed, required a budget by the function expenditure classification to be approved by the Board of Education. Guthrie Public Schools has chosen to continue this practice for the purposes of public information and transparency. The function dimension describes the purpose of the expenditure. The primary purpose is, of course, instruction. Other functions include library services, counseling services, transportation, building operation and maintenance, and school district administration. A brief definition of the function expenditure classifications can be found in Appendix A.

21 BUILDING FUND

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the patrons of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing furniture, equipment and computer software, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2017-2018 yielded a fund balance carry over of \$773,186.37.

22 CHILD NUTRITION PROGRAMS FUND

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school District Treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended.

It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

31 BOND FUND

A Bond Fund accounts for proceeds from the sale of bonds, from which all expenditures for bond projects are paid. By law, Guthrie Public Schools shall expend all of the proceeds of such bond issue for the general purposes set out in the proposition voted upon, and shall expend not less than eighty-five percent of the monies allocated to each specific project, unless such project can be completed for a lesser amount of money. Bond Fund titles should include purpose and fiscal year of authorization.

41 SINKING FUND (DEBT SERVICE FUND)

The Sinking Fund of any district shall consist of all money derived from ad valorem taxes or otherwise as provided by law for the payment of bonds and judgments and interest thereon. Since this fund is for the purpose of debt service only, financial reporting as a part of the operating budget will be minimal. A treasurer's check or EFT is issued for Sinking Fund payments according to a legally authorized amortization schedule until all indebtedness, including interest, is paid.

81 GIFTS AND ENDOWMENT FUND

This is a separately appropriated fund established to account for revenue from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. In many cases endowment funds allow for income derived from such funds to be expended, but the principal must remain intact.

86 CASUALTY/FLOOD INSURANCE RECOVERY FUND

This fund is established to account for receipt of proceeds from the filing of insurance claims and the subsequent expenditure of funds to replace or repair damaged or stolen property.

APPENDIX B

FUNCTION EXPENDITURE CODE DEFINITIONS

1000 INSTRUCTION

Instruction includes the activities having direct interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home, and in other learning environments that may involve co-curricular activities. It may also be provided through some other approved medium such as internet, television, radio, telephone, and correspondence. Included are the activities of teacher assistants of any type that assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here.

2100 SUPPORT SERVICES - STUDENTS

This includes activities designed to assess and improve the well being of students and to supplement the teaching process. This would include counseling services, health services, psychological services, speech pathology and audiology services.

2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students fall into this classification. This would include staff development, and educational media services.

2300 SUPPORT SERVICES - GENERAL ADMINISTRATION

This includes activities involving the establishment and administration of policy in connection with operating the entire school district. This would include Board of Education services, and Office of the Superintendent services.

2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION

Expenditures for overall administrative responsibility of a single school or a group of schools are given this classification. This would include Office of the Principal services.

2500 SUPPORT SERVICES - BUSINESS

Activities including paying, transporting, exchanging and maintaining goods and services for the LEA are coded to this function. Included are the fiscal and internal services necessary for operating the LEA. This would include budgeting, receiving and disbursing, financial accounting, payroll and internal auditing.

2600 OPERATION AND MAINTENANCE OF PLANT SERVICES

This includes activities revolving around keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective

working condition and state of repair. Activities, which maintain safety in buildings, on the grounds, and in the vicinity of schools, are included.

2700 STUDENT TRANSPORTATION SERVICES

This classification provides financial documentation of activities concerned with the conveyance of students to and from school, as provided by state law. Also included is any transportation costs incurred for various school activity trips.

3100 CHILD NUTRITION PROGRAMS OPERATIONS

These are activities providing food to students and staff in a school or LEA. This service includes the preparation and service of regular and incidental meals --breakfasts, lunches, or supplements -- in connection with school activities, and the delivery of food.

3200 OTHER ENTERPRISE SERVICES OPERATIONS

Activities that are financed and operated in a manner similar to private business enterprises -- where the stated intent is that the costs are financed or recovered primarily through user charges. One example could be the LEA bookstore, or items purchased through the Activity Fund for resale.

3300 COMMUNITY SERVICE OPERATIONS

This classification accounts for activities that are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES

This function classification consists of activities involved with the acquisition of land and buildings, remodeling buildings, the construction of buildings and additions, initial installation or extension of service systems and other built-in equipment, and improvements to sites.

5200 FUND TRANSFER/REIMBURSEMENT (CHILD NUTRITION FUND/ACTIVITY FUND/PETTY CASH/CHANGE)

Transactions that withdraw money from one fund and place it in another without recourse are included in this category.

5300 CLEARING ACCOUNT

This classification is used for recording of expenditures that cannot be charged to a specific function code at the time the expenditure must be made. As an example, this function code would be used for prepayment of workers' compensation premiums.

5500 PRIVATE NONPROFIT SCHOOLS

Expenditure of funds received by the LEA for purchases to benefit students and/or teachers of private nonprofit schools are coded here. It is illegal for these funds to go directly to the private nonprofit schools. The LEA purchases, directly from the provider, supplies or services for the private nonprofit school's use.

7000 OTHER USES

This function classification is used to account for payments made from self-funded workers' compensation, unemployment, medical insurance, and other employee benefit funds.

8000 REPAYMENTS

This would include district payments to outside agencies for refund of restricted revenue previously received for overpayments, nonqualified expenditures, and other refunds to be repaid from district funds.

APPENDIX C

GENERAL FUND REVENUE - COMPARATIVE ANALYSIS

**GUTHRIE PUBLIC SCHOOL
GENERAL FUND REVENUE ANALYSIS**

REVENUE SOURCES	2016-2017 PROJECTED	2016-2017 ACTUAL	DIFFERENCE	2017-2018 PROJECTED	2017-2018 ACTUAL	DIFFERENCE	2018-2019 PROJECTED
LOCAL SOURCES							
AD VAL TAX LEVY (CUR. YR)	\$ 4,750,000.00	\$ 4,699,793.39	\$ (50,206.61)	\$ 4,750,000.00	\$ 5,042,210.43	\$ 292,210.43	\$ 5,000,000.00
AD VAL TAX LEVY (PRIOR YR.)	\$ 125,000.00	\$ 129,847.99	\$ 4,847.99	\$ 125,000.00	\$ 116,135.22	\$ (8,864.78)	\$ 125,000.00
REVENUE IN LIEU OF TAXES	\$ 12,000.00	\$ 15,254.56	\$ 3,254.56	\$ 12,000.00	\$ 17,052.20	\$ 5,052.20	\$ 15,000.00
OTHER TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TUITIONS & FEES	\$ 2,200.00	\$ -	\$ (2,200.00)	\$ -	\$ -	\$ -	\$ -
INTEREST EARNINGS	\$ 25,000.00	\$ 27,203.83	\$ 2,203.83	\$ 25,000.00	\$ 31,817.45	\$ 6,817.45	\$ 28,000.00
RENTALS/SALES/COMMISSIONS	\$ 30,000.00	\$ 45,692.01	\$ 15,692.01	\$ 30,000.00	\$ 53,991.39	\$ 23,991.39	\$ 45,000.00
REIMBURSEMENTS	\$ 20,000.00	\$ 27,442.04	\$ 7,442.04	\$ 20,000.00	\$ 13,539.99	\$ (6,460.01)	\$ 20,000.00
CONTRIBUTIONS / MISC.	\$ 70,000.00	\$ 92,298.90	\$ 22,298.90	\$ 70,000.00	\$ 111,523.22	\$ 41,523.22	\$ 100,000.00
TOTAL LOCAL SOURCES	\$ 5,034,200.00	\$ 5,037,532.72	\$ 3,332.72	\$ 5,032,000.00	\$ 5,386,269.90	\$ 354,269.90	\$ 5,333,000.00
INTERMEDIATE SOURCES							
COUNTY 4 MILL AD VAL.	\$ 650,000.00	\$ 628,181.05	\$ (21,818.95)	\$ 650,000.00	\$ 665,206.60	\$ 15,206.60	\$ 650,000.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 225,000.00	\$ 269,600.78	\$ 44,600.78	\$ 225,000.00	\$ 248,125.24	\$ 23,125.24	\$ 225,000.00
TOTAL INTERMEDIATE SOURCES	\$ 875,000.00	\$ 897,781.83	\$ 22,781.83	\$ 875,000.00	\$ 913,331.84	\$ 38,331.84	\$ 875,000.00
STATE SOURCES							
GROSS PRODUCTION TAX	\$ 875,000.00	\$ 556,214.50	\$ (318,785.50)	\$ 700,000.00	\$ 870,017.77	\$ 170,017.77	\$ 815,000.00
MOTOR VEHICLE COLLECTION	\$ 1,300,000.00	\$ 1,294,432.68	\$ (5,567.32)	\$ 1,300,000.00	\$ 1,282,842.87	\$ (17,157.13)	\$ 1,300,000.00
R.E.A. TAX	\$ 90,000.00	\$ 87,275.85	\$ (2,724.15)	\$ 90,000.00	\$ 85,780.57	\$ (4,219.43)	\$ 90,000.00
ST. SCH. LAND EARNINGS	\$ 515,000.00	\$ 532,610.66	\$ 17,610.66	\$ 515,000.00	\$ 521,593.19	\$ 6,593.19	\$ 515,000.00
VEHICLE/FARM TAX STAMP	\$ 11,000.00	\$ 9,074.49	\$ (1,925.51)	\$ 11,000.00	\$ 10,928.99	\$ (71.01)	\$ 11,000.00
FLEXIBLE BENEFIT ALLOW. REIMB.	\$ 2,075,000.00	\$ 2,117,505.05	\$ 42,505.05	\$ 2,075,000.00	\$ 2,142,469.56	\$ 67,469.56	\$ 2,100,000.00
FOUNDATION & SAL INCENT AID	\$ 7,994,638.00	\$ 7,733,106.00	\$ (261,532.00)	\$ 8,000,000.00	\$ 8,041,469.00	\$ 41,469.00	\$ 9,300,000.00
MENTOR TEACHER STIPEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OKLAHOMA PARENTS AS TEACHERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROFESSIONAL DEVELOPMENT	\$ -	\$ 13,982.00	\$ 13,982.00	\$ -	\$ -	\$ -	\$ -
DRIVER EDUCATION	\$ 1,500.00	\$ 11,302.50	\$ 9,802.50	\$ 4,000.00	\$ 7,425.00	\$ 3,425.00	\$ 10,000.00
TLE TRAINING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MISC. STATE SOURCES	\$ 2,000.00	\$ 10,128.76	\$ 8,128.76	\$ 5,000.00	\$ 21,983.71	\$ 16,983.71	\$ 10,000.00
VOC. SAL. REIMB.	\$ 34,160.00	\$ 34,160.00	\$ -	\$ 34,160.00	\$ 34,160.00	\$ -	\$ 34,160.00
VOC. INCENT ASSIST. REIMB.	\$ 59,904.00	\$ 62,150.00	\$ 2,246.00	\$ 56,280.00	\$ 56,281.00	\$ 1.00	\$ 56,280.00
READING SUFFICIENCY FUNDS	\$ 22,000.00	\$ 21,216.96	\$ (783.04)	\$ 24,996.05	\$ 37,743.43	\$ 12,747.38	\$ 25,000.00

	2016-2017 PROJECTED	2016-2017 ACTUAL	DIFFERENCE	2017-2018 PROJECTED	2017-2018 ACTUAL	DIFFERENCE	2018-2019 PROJECTED
STATE SOURCES-CONTINUED							
ALTERNATIVE EDUC./STATEWIDE	\$ 58,500.00	\$ 70,351.00	\$ 11,851.00	\$ 70,300.00	\$ 74,079.60	\$ 3,779.60	\$ 75,000.00
ADVANCED PLACEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NATIONAL BOARD CERTIFICATION	\$ 35,000.00	\$ -	\$ (35,000.00)	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00
ACE REMEDIATION & TECHNOLOGY	\$ 50,000.00	\$ -	\$ (50,000.00)	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ -
STATE ADOPTED TEXTBOOKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 158,000.00
TOTAL STATE SOURCES	\$ 13,123,702.00	\$ 12,553,510.45	\$ (570,191.55)	\$ 12,903,736.05	\$ 13,196,774.69	\$ 293,038.64	\$ 14,509,440.00
FEDERAL SOURCES							
TITLE I	\$ 625,000.00	\$ 688,112.86	\$ 63,112.86	\$ 625,000.00	\$ 849,946.03	\$ 224,946.03	\$ 950,000.00
IDEA-B, FLOW THROUGH	\$ 650,000.00	\$ 620,067.15	\$ (29,932.85)	\$ 650,000.00	\$ 565,943.17	\$ (84,056.83)	\$ 640,000.00
IDEA-B, ALL OTHER	\$ 10,000.00	\$ 22,934.77	\$ 12,934.77	\$ 10,000.00	\$ 12,861.83	\$ 2,861.83	\$ 10,000.00
TITLE VII, INDIAN ED	\$ 50,000.00	\$ 52,838.00	\$ 2,838.00	\$ 50,000.00	\$ 53,013.00	\$ 3,013.00	\$ 53,000.00
TITLE II, PART A	\$ 100,000.00	\$ 161,005.56	\$ 61,005.56	\$ 100,000.00	\$ 1,424.67	\$ (98,575.33)	\$ 148,000.00
TITLE II, PART D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER FEDERAL SOURCES	\$ -	\$ 8,345.55	\$ 8,345.55	\$ -	\$ -	\$ -	\$ -
ROTC	\$ 65,000.00	\$ 65,193.97	\$ 193.97	\$ 65,000.00	\$ 66,540.94	\$ 1,540.94	\$ 76,000.00
CARL PERKINS	\$ 40,000.00	\$ 55,195.74	\$ 15,195.74	\$ 43,300.00	\$ 11,118.24	\$ (32,181.76)	\$ 54,391.00
TOTAL FEDERAL SOURCES	\$ 1,540,000.00	\$ 1,673,693.60	\$ 133,693.60	\$ 1,543,300.00	\$ 1,560,847.88	\$ 17,547.88	\$ 1,931,391.00
NON-REVENUE SOURCES							
FUND TRANSFERS	\$ 220,000.00	\$ 221,250.92	\$ 1,250.92	\$ 220,000.00	\$ 215,719.00	\$ (4,281.00)	\$ 220,000.00
CORRECTING ENTRY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL NON-REVENUE SOURCES	\$ 220,000.00	\$ 221,250.92	\$ 1,250.92	\$ 220,000.00	\$ 215,719.00	\$ (4,281.00)	\$ 220,000.00
BALANCE SHEET ACCOUNTS							
FUND BALANCE/CASH FORWARD	\$ 2,046,343.43	\$ 2,046,343.43	\$ -	\$ 2,414,721.95	\$ 2,414,721.95	\$ -	\$ 2,921,917.48
TOTAL BALANCE SHEET ACCOUNTS	\$ 2,046,343.43	\$ 2,046,343.43	\$ -	\$ 2,414,721.95	\$ 2,414,721.95	\$ -	\$ 2,921,917.48
TOTAL BALANCE & COLLECTIONS	\$ 22,839,245.43	\$ 22,430,112.95	\$ (409,132.48)	\$ 22,988,758.00	\$ 23,687,665.26	\$ 698,907.26	\$ 25,790,748.48
PROJECTED EXPENDITURES FOR 2018-2019							\$ 23,287,202.00
PROJECTED FUND BALANCE FOR 2018-2019							\$ 2,503,546.48

APPENDIX D
GENERAL FUND - FIXED COST ANALYSIS

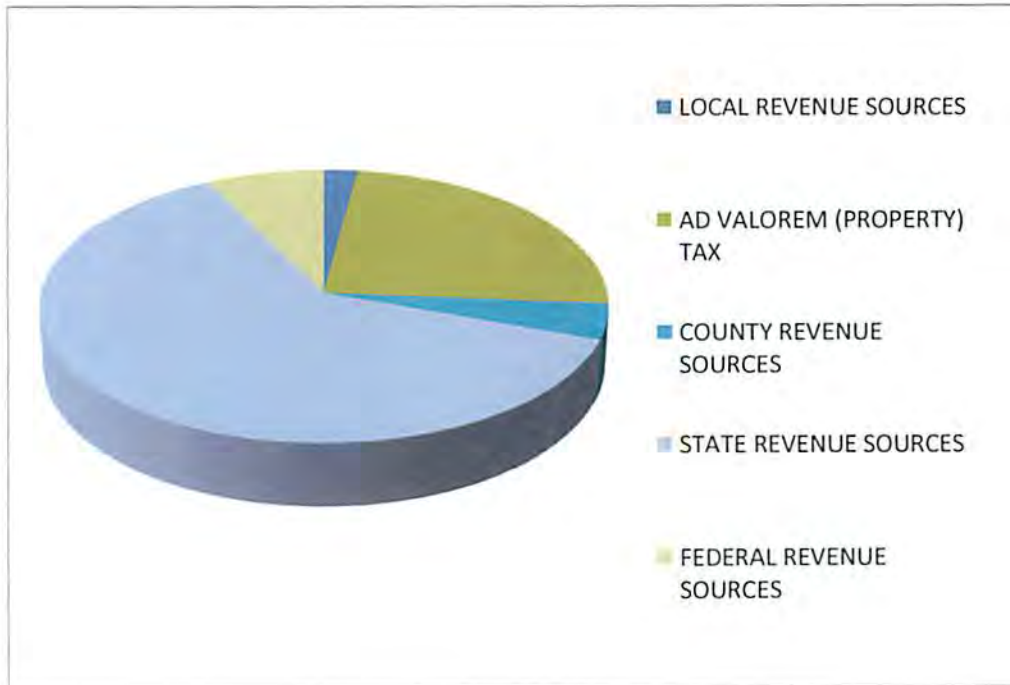
**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND
FIXED / DISCRETIONARY COSTS**

	<i>2017-2018 ACTUAL COST</i>	<i>2017-2018 % OF COST</i>	<i>2018-2019 PROJECTED COST</i>	<i>2018-2019 % OF COST</i>
<i>FIXED COSTS</i>				
SALARY / BENEFITS	\$17,504,632.68	84.29%	\$20,322,474.00	87.27%
PROFESSIONAL & TECHNICAL SERVICES	202,735.83	0.98%	350,500.00	1.51%
UTILITIES / TELEPHONE	691,370.91	3.33%	750,000.00	3.22%
INSURANCE	206,020.50	0.99%	240,000.00	1.03%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	147,748.79	0.71%	170,000.00	0.73%
GASOLINE / DIESEL	132,309.24	0.64%	130,000.00	0.56%
COUNTY REVALUATION COST	84,418.75	0.41%	90,000.00	0.39%
EARMARKED STATE AND FEDERAL FUNDS	157,088.21	0.76%	154,800.00	0.66%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	105,087.90	0.51%	120,000.00	0.52%
TOTAL FIXED COSTS	19,231,412.81	92.61%	22,327,774.00	95.88%
<i>DISCRETIONARY COSTS</i>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	596,132.12	2.87%	384,428.00	1.65%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	939,596.14	4.52%	575,000.00	2.47%
TOTAL DISCRETIONARY COSTS	1,535,728.26	7.39%	959,428.00	4.12%
GRAND TOTAL - ALL COSTS	\$20,767,141.07	100.00%	\$23,287,202.00	100.00%

APPENDIX E

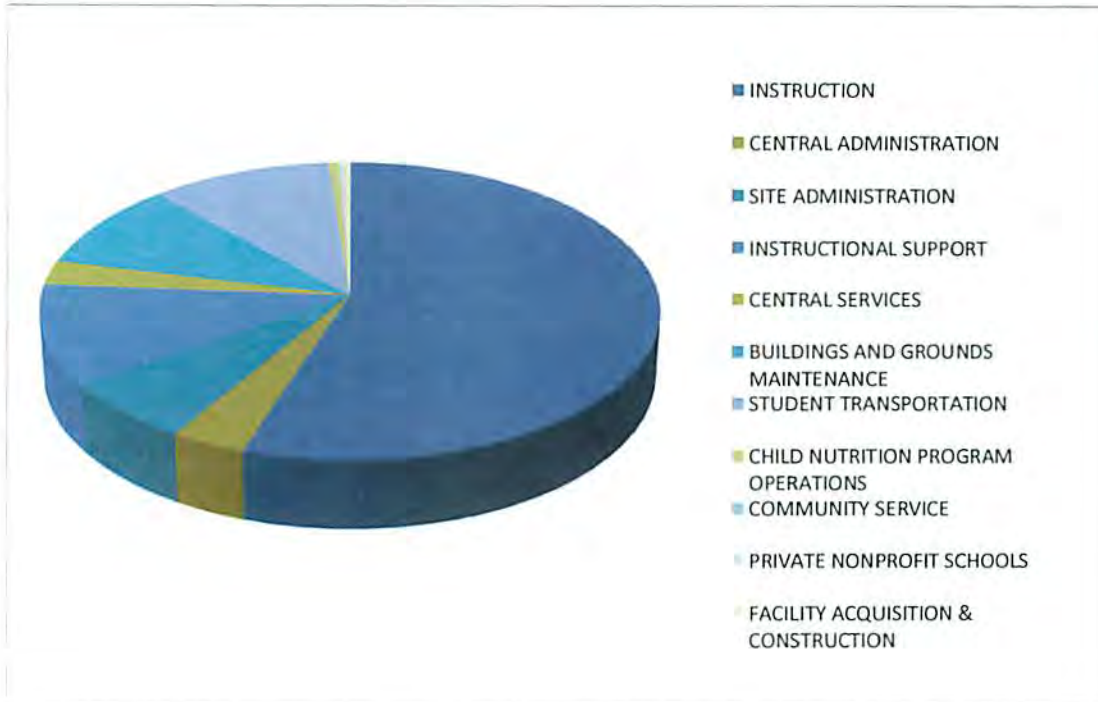
2017-2018 CONDENSED FINANCIAL INFORMATION

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND REVENUE
FOR THE YEAR ENDED JUNE 30, 2018**



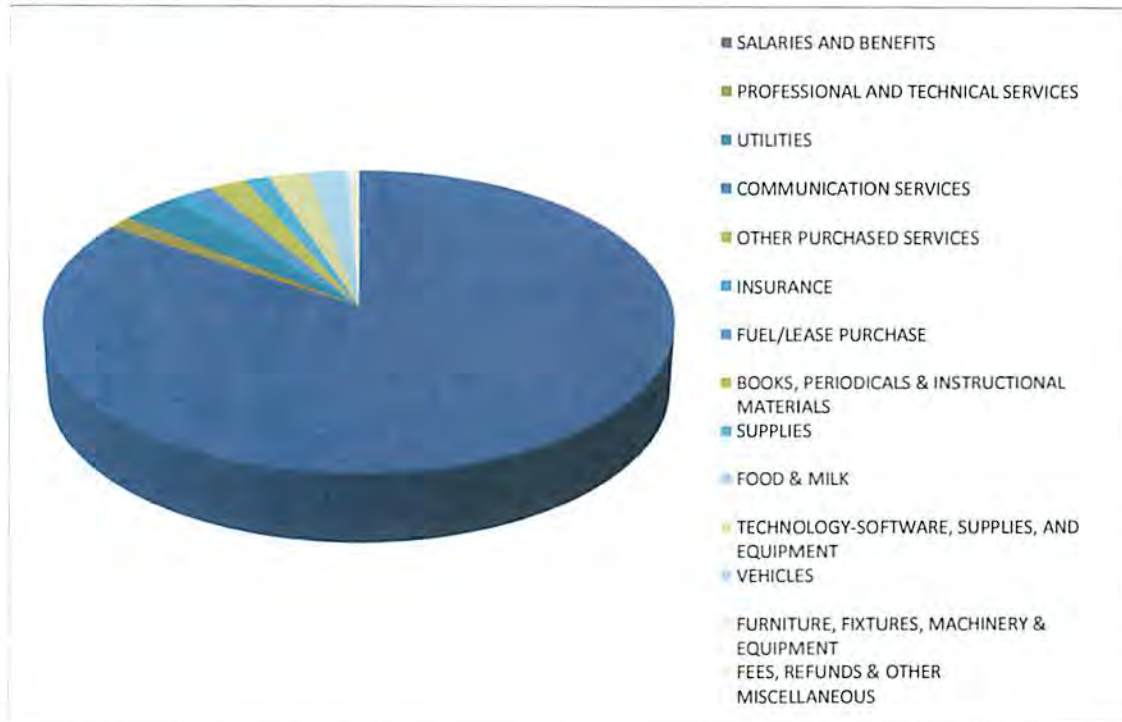
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 443,643.25	2.09%
AD VALOREM (PROPERTY) TAX	\$ 5,158,345.65	24.25%
COUNTY REVENUE SOURCES	\$ 913,331.84	4.29%
STATE REVENUE SOURCES	\$ 13,196,774.69	62.04%
FEDERAL REVENUE SOURCES	\$ <u>1,560,847.88</u>	<u>7.34%</u>
TOTAL GENERAL FUND REVENUE	\$ 21,272,943.31	100.00%

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2018**



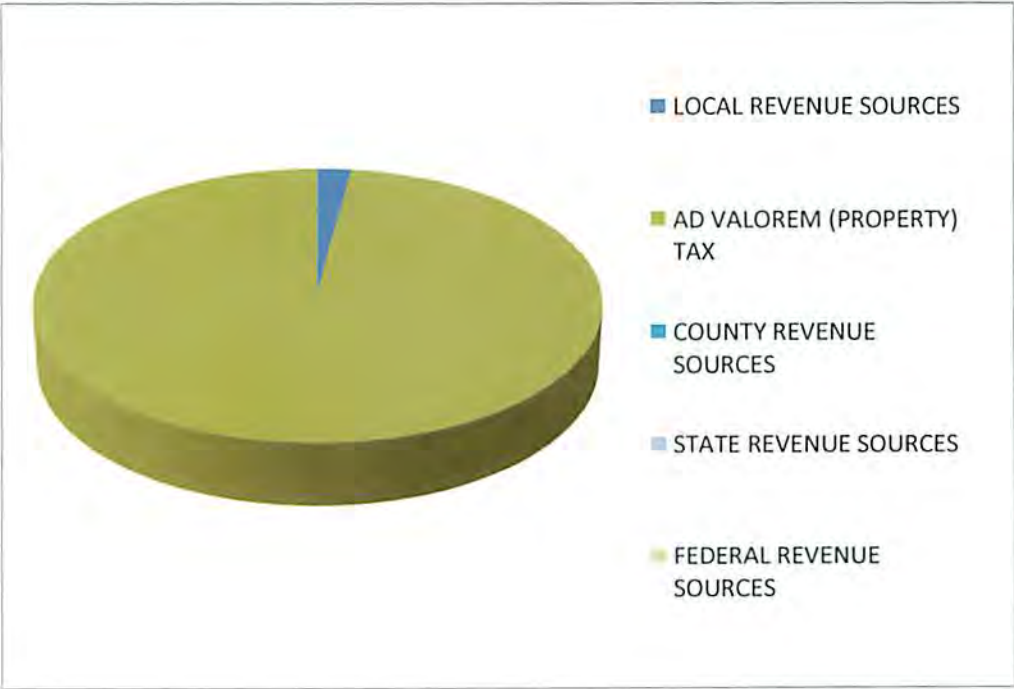
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 11,422,943.27	55.00%
CENTRAL ADMINISTRATION	\$ 732,966.78	3.53%
SITE ADMINISTRATION	\$ 1,370,634.80	6.60%
INSTRUCTIONAL SUPPORT	\$ 2,269,697.24	10.93%
CENTRAL SERVICES	\$ 547,294.02	2.64%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 1,982,359.51	9.55%
STUDENT TRANSPORTATION	\$ 2,175,205.28	10.47%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 131,773.30	0.63%
COMMUNITY SERVICE	\$ -	0.00%
PRIVATE NONPROFIT SCHOOLS	\$ 29,277.43	0.14%
FACILITY ACQUISITION & CONSTRUCTION	\$ 104,989.44	0.51%
TOTAL GENERAL FUND EXPENDITURES BY FUNCTION	\$ 20,767,141.07	100.00%

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES BY OBJECT
FOR THE YEAR ENDED JUNE 30, 2018**



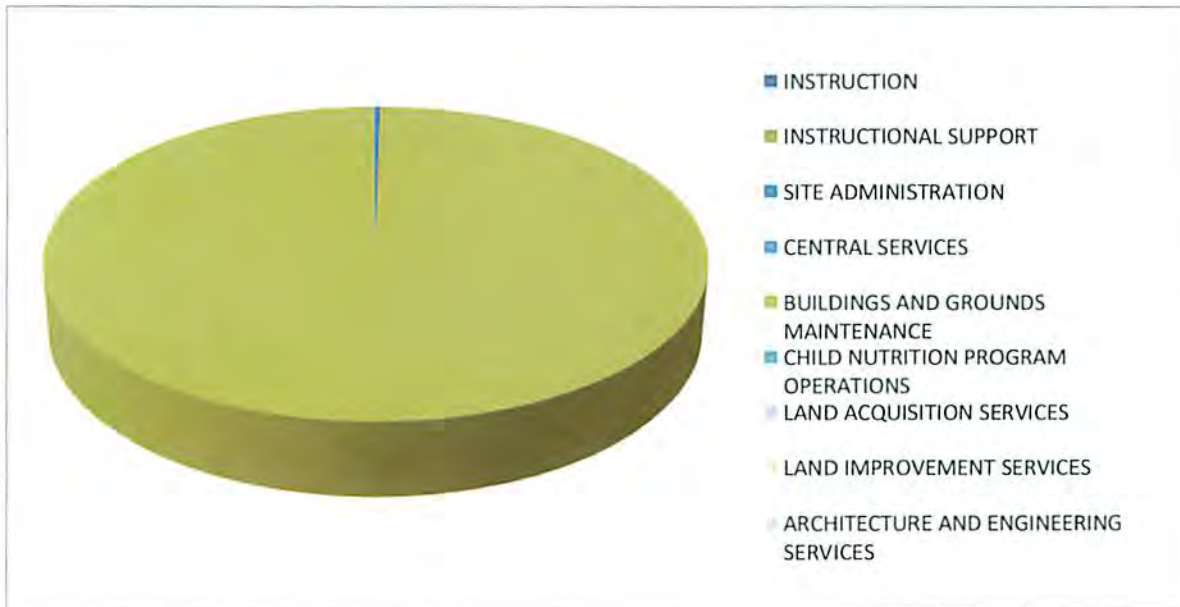
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 17,504,632.68	84.29%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 287,154.58	1.38%
UTILITIES	\$ 691,370.91	3.33%
COMMUNICATION SERVICES	\$ -	0.00%
OTHER PURCHASED SERVICES	\$ -	0.00%
INSURANCE	\$ 206,020.50	0.99%
FUEL/LEASE PURCHASE	\$ 280,058.03	1.35%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 435,749.56	2.10%
SUPPLIES	\$ 292,493.08	1.41%
FOOD & MILK	\$ -	0.00%
TECHNOLOGY-SOFTWARE, SUPPLIES, AND EQUIPMENT	\$ 460,869.45	2.22%
VEHICLES	\$ 451,069.00	2.17%
FURNITURE, FIXTURES, MACHINERY & EQUIPMENT	\$ 52,635.38	0.25%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 105,087.90	0.51%
TOTAL GENERAL FUND EXPENDITURES BY OBJECT	\$ 20,767,141.07	100.00%

**GUTHRIE PUBLIC SCHOOLS
 BUILDING FUND REVENUE
 FOR THE YEAR ENDED JUNE 30, 2018**



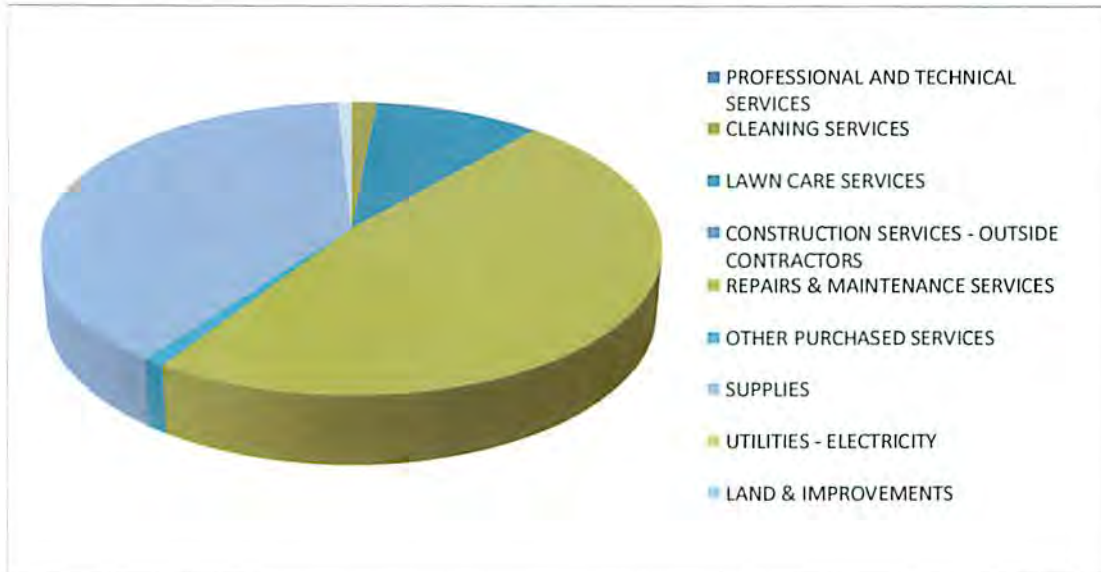
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 15,627.00	2.08%
AD VALOREM (PROPERTY) TAX	\$ 736,906.48	97.90%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 213.01	0.03%
FEDERAL REVENUE SOURCES	\$ -	<u>0.00%</u>
TOTAL BUILDING FUND REVENUE	\$ 752,746.49	100.00%

**GUTHRIE PUBLIC SCHOOLS
BUILDING FUND EXPENDITURES BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2018**



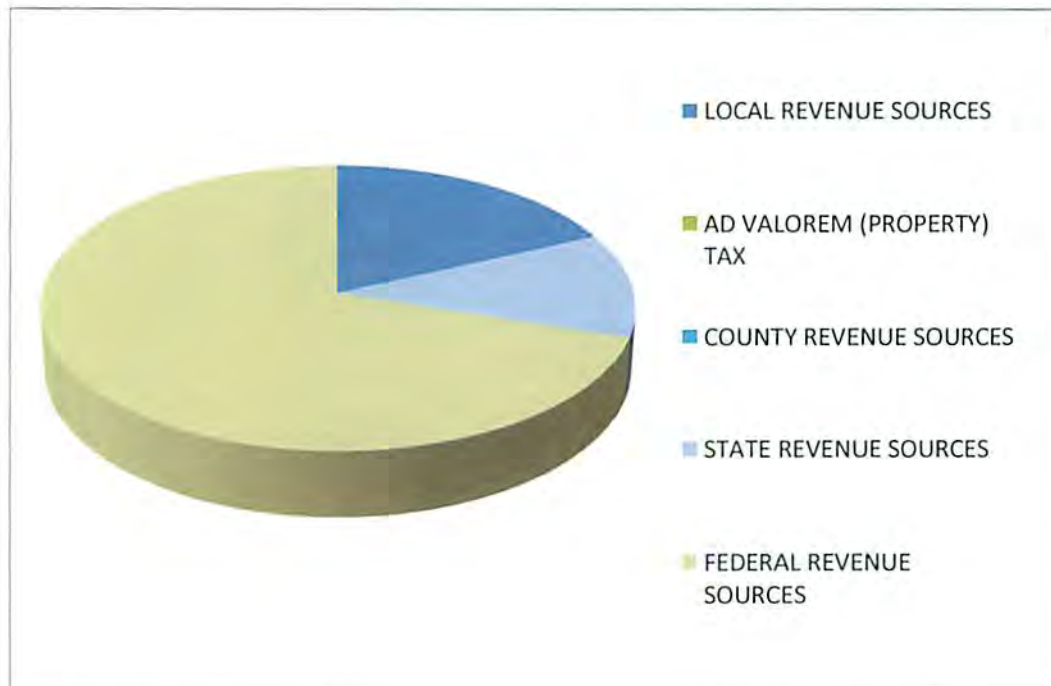
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 1,341.00	0.23%
INSTRUCTIONAL SUPPORT	\$ -	0.00%
SITE ADMINISTRATION	\$ -	0.00%
CENTRAL SERVICES	\$ 106.00	0.02%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 585,067.66	99.65%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 600.00	0.10%
LAND ACQUISITION SERVICES	\$ -	0.00%
LAND IMPROVEMENT SERVICES	\$ -	0.00%
ARCHITECTURE AND ENGINEERING SERVICES	\$ -	0.00%
TOTAL BUILDING FUND EXPENDITURES BY FUNCTION	\$ 587,114.66	100.00%

**GUTHRIE PUBLIC SCHOOLS
 BUILDING FUND EXPENDITURES BY OBJECT
 FOR THE YEAR ENDED JUNE 30, 2018**



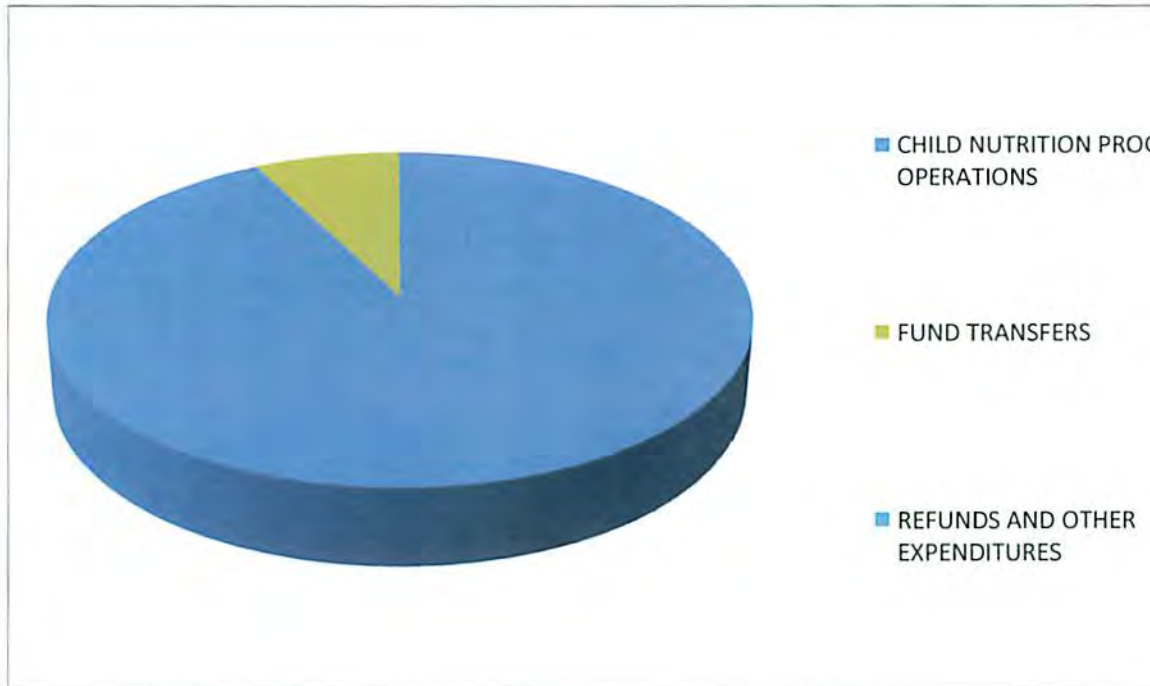
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
PROFESSIONAL AND TECHNICAL SERVICES	\$ -	0.00%
CLEANING SERVICES	\$ 8,777.35	1.49%
LAWN CARE SERVICES	\$ 57,705.00	9.83%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ -	0.00%
REPAIRS & MAINTENANCE SERVICES	\$ 280,473.81	47.77%
OTHER PURCHASED SERVICES	\$ 6,015.61	1.02%
SUPPLIES	\$ 229,287.99	39.05%
UTILITIES - ELECTRICITY	\$ -	0.00%
LAND & IMPROVEMENTS	\$ -	0.00%
EQUIPMENT	\$ 4,705.00	0.80%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 149.90	0.03%
TOTAL BUILDING FUND EXPENDITURES BY OBJECT	\$ 587,114.66	100.00%

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND REVENUE
FOR THE YEAR ENDED JUNE 30, 2018**



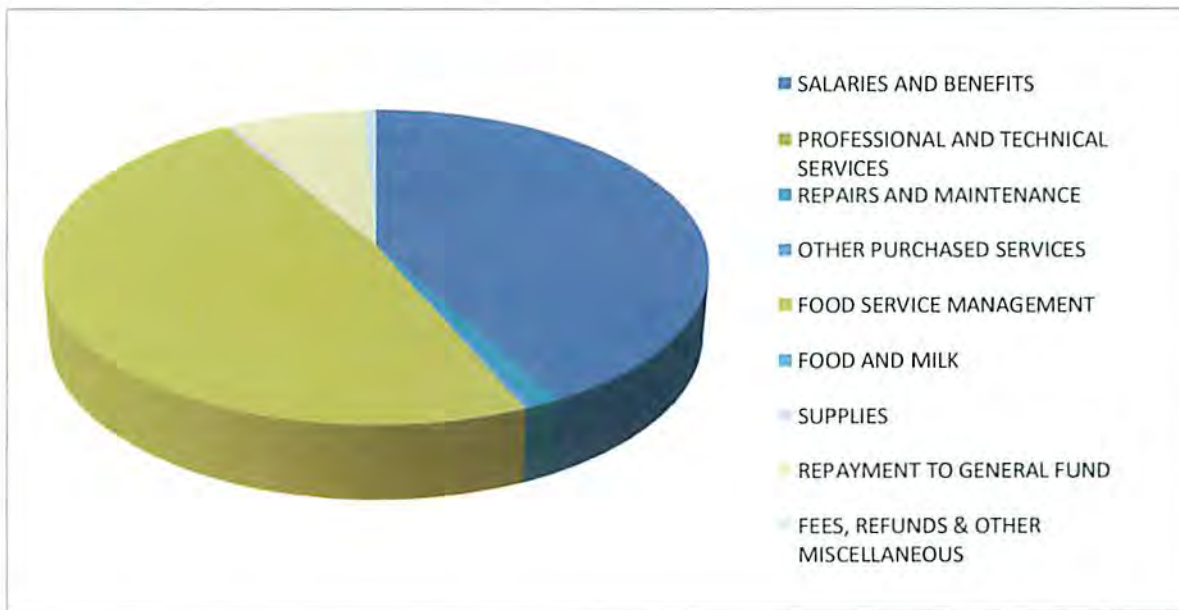
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 251,879.31	18.16%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 163,984.11	11.82%
FEDERAL REVENUE SOURCES	\$ <u>971,278.90</u>	<u>70.02%</u>
TOTAL CHILD NUTRITION FUND REVENUE	\$ 1,387,142.32	100.00%

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND EXPENDITURES BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2018**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,296,665.56
FUND TRANSFERS	\$ 106,387.90
REFUNDS AND OTHER EXPENDITURES	\$ <u>773.75</u>
TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION	\$ 1,403,827.21

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND EXPENDITURES BY OBJECT
FOR THE YEAR ENDED JUNE 30, 2018**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 589,594.54	42.00%
PROFESSIONAL AND TECHNICAL SERVICES	\$ -	0.00%
REPAIRS AND MAINTENANCE	\$ 18,508.32	1.32%
OTHER PURCHASED SERVICES	\$ 3,637.00	0.26%
FOOD SERVICE MANAGEMENT	\$ 674,007.64	48.01%
FOOD AND MILK	\$ -	0.00%
SUPPLIES	\$ 3,217.87	0.23%
REPAYMENT TO GENERAL FUND	\$ 105,861.65	7.54%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 9,000.19	0.64%
TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT	\$ 1,403,827.21	100.00%

September 26, 2018

Guthrie Public Schools Board of Education,

I would like to request your approval of the Guthrie Junior High's annual Health Fair. The Health Fair is for seventh grade students and is tentatively planned for Tuesday, November 13th and Thursday, November 15th. Following is a list of the presenter's with a description of their presentations.

Nutrition and Portion Size presented by Logan County Health Department, will focus on reading food labels and understanding what is an appropriate portion size and exactly what nutrients are in the food you are choosing to eat.

Bullying Prevention/Leadership presenter to be determined, this class teaches students how to recognize bullying, prevent bullying and how to help someone else who is being bullied.

Fitness presented by Logan County Health Department, is an active workshop of fun filled games showing the students just how much fun and how easy it is to be physically active.

Social Media Use presented by Officer Anthony Gibbs of the Guthrie Police Department. This class teaches students the dangers associated with social media and how to minimize the risks involved with social media.

Drug Intervention presented by John Talley, FCA Regional Director. This class will discuss the substances that are considered "DRUGS" in the school environment, the effects on the body and how to deal with the pressures driving students to use drugs.

Tobacco Stops With Me presented by Logan County Health Department, is focusing on the negative health effects that tobacco and secondhand smoke has on the body.

Logan County Health Department presenters are Carissa Redman, Courtney McLemore, Nikkiey Morton.

If you have any questions or concerns please feel free to call me at 282-5936. I appreciate your continued support.

Respectfully,

Bethany Knight, M.Ed. GJHS Counselor



MERIDIAN TECHNOLOGY CENTER

September 19, 2018

Dr. Mike Simpson
Guthrie Public Schools
802 E. Vilas Ave
Guthrie, OK 73044

Dear Dr. Simpson,

I hope you are off to a great start for a successful school year.

The attached form is a Memorandum of Understanding with our partner school districts concerning the academic credit options provided at Meridian Technology Center. As a requirement of the Oklahoma State Department of Education's Accreditation Department, Meridian Technology Center is required to have documentation available from our sending school's local board approving mathematics, science, and computer science courses to be counted for graduation credits.

All of Meridian's programs meet the qualifications for SB 1370 for the third math credit for students on the CORE curriculum. Please reference the enclosed document for additional information.

Please complete the enclosed Memorandum of Understanding (MOU) and return the original to me at your earliest convenience.

Also enclosed you will find 2018-19 Unit Transcribing Options and Codes containing a list of courses, including OCAS codes, for students needing academic credit.

Sincerely,

Douglas R. Major, Ed.D.
Superintendent/CEO

Enclosures

1312 South Sangre Road
Stillwater, Oklahoma 74074-1899

Tel: (405) 377-3333
Fax: (405) 377-9604

www.meridiantech.org 101

**Memorandum of Understanding for
Academic Credit Options**

The Guthrie Public Schools Board of Education has approved the transcription of mathematics, science, and computer science credit options taught at Meridian Technology Center. The Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education set guidelines for courses that may be used at the technology center for public school academic credit. Meridian Technology Center follows those guidelines as set forth by both agencies. The approval to utilize the academic credit options at Meridian Technology Center for high school graduation credit was approved by the Board of Education on:

_____.

School Official Signature: _____

Position: _____

Date of Signature: _____

**Meridian Technology Center
2018-19 Unit Transcribing Options and Codes**

MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math Credit for SB 1370
ACR						
Residential HVAC Installer	Heating, Ventilation, A/C	Travis Snowden	405894	3-4	9059	X
Residential HVAC Technician	Heating, Ventilation, A/C - Specialized	Travis Snowden	405894	3-4	9080	X
Automotive Service Technology						
Automotive Maintenance & Light Repair	Automotive Service Technology-Specialized	David Shields/Rick Carille	152498/434450	3-4	9907	X
Automotive Service Technician	Automotive Service Technology	David Shields/Rick Carille	152498/434450	3-4	9906	X
Business Technology						
Accounts Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3.4	9783	X
Carpentry						
Frame Carpenter	Carpentry - Specialized	Cy Boles	155600	3-4	9078	X
Finish Carpenter	Finish Carpentry	Cy Boles	155600	3-4	9052	X
Collision Repair Technology						
Collision Repair and Refinishing Apprentice	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Combination Collision Repair Technician	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Non-Structural Repair Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
Refinishing Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
Computer Aided Drafting						
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	X
Cosmetology						
Cosmetologist - Public	Cosmetology	Sue Ann Paine	237070	3-4	9478	X
Culinary Arts						
Basic Culinary Arts	Culinary Arts	Donna Cantrell/Joe Moore	218179/416536	3-4	9426	X
Advanced Culinary Arts	Culinary Arts - Specialized	Donna Cantrell/Joe Moore	218179/416536	3-4	9427	X
Digital Media						
Graphic Design Specialist	Digital Media and Publishing - Specialized	Michelle Moore	214017	3-4	9538	X
Graphic Design Specialist (960)	Digital Media and Publishing	Michelle Moore	214017	3-4	9537	X
Web Designer	Web Design and Development IT	Michelle Moore	214017	3-4	9557	X
3D Animation Level 1	Animation Technology	Sheila McMurry	221804	3-4	9526	X
3D Animation Level 2	Animation Technology - Specialized	Sheila McMurry	221804	3-4	9527	X
Digital Video Production Level 1	Audio and Video Technology IT	Michelle Moore	214017	3-4	9554	X
Digital Video Production Level 2	Audio and Video Technology IT - Specialized	Michelle Moore	214017	3-4	9555	X
3D Animation	Animation Technology	Sheila McMurry	221804	3-4	9527	X
Digital Video Advanced Technician	Audio and Video Technology IT	Sheila McMurry	221804	3-4	9555	X
Electrical Technology						
Electrical Apprenticeship - Residential	Electrical Trades	Wayne Ford	416280	3-4	9058	X
Electrical Apprenticeship - Commercial	Electrical Trades - Specialized	Wayne Ford	416280	3-4	9086	X
Energy and Power						
Energy and Power Level 1	Electricity	Jeff Littau	434436	3-4	9057	X
Facilities Management						
Facilities Management	Introduction to Construction Technology	Bret Pickens	143204	3-4	9098	X

MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math Credit for SB 1370
Health Careers						
Health Careers 1 †	Nursing Services	Jeana Bateson/Michelle Mills	208978/218180	3-4	8551	X
Health Careers 2	Medical Services	Anita Bolay/Doug Jones	401150/436022	3-4	8552	X
Information Technology						
Network PC Support Specialist	Computer/Network Support - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9543	X
Network Systems Engineer	Network Systems	Daniel Devers/Les Little	403953/412516	3-4	9547	X
PC Support Technician	Computer/Network Support	Daniel Devers/Les Little	403953/412516	3-4	9542	X
Cyber Crime Specialist	Cyber Security - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9564	X
Cyber Security Professional (720)	Cyber Security	Daniel Devers/Les Little	403953/412516	3-4	9530	X
Masonry						
Brick and Stone Mason	Masonry	Bret Pickens	143204	3-4	9065	X
Pharmacy Tech						
Advanced Pharmacy Technician	Pharmacy Services	Heather Black	405710	3-4	9334	X
Precision Metal Fabrication						
Metal Fabricator Level 1	Metal Fabrication	Justin Nisbett	412219	3-4	9702	X
Metal Fabricator Level 2	Metal Fabrication - Specialized	Justin Nisbett	412219	3-4	9714	X
Product Development & Machining						
CNC Machinist	CNC Machining - Specialized	Jimmy Williams	186015	3-4	9680	X
CNC Machinist Assistant	CNC Machining	Jimmy Williams	186015	3-4	9679	X
Engine Lathe Operator	Manual Machinist	Jimmy Williams	186015	3-4	9697	X
STEM Academy						
PLTW Biomedical Sciences (1440) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Biomedical Sciences (960) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Pre-Engineering (1440) †††	Pre-Engineering STEM Academy-Advanced	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9871	X
PLTW Pre-Engineering (960) †††	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9862	X
Welding Technology						
Welding Level 1	Welding MN	Joe Steele	401001	3-4	9707	X
Welding Level 2	Welding MN - Specialized	Joe Steele	401001	3-4	9708	X

OCAS Codes for Students Needing Academic Credit

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Accounts Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Office Administration & Management	Office Administration & Management	Melody Johnston	157467	1 Computer Science	8105	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3-4	9783	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Fundamentals of Administrative Technologies II	Fundamentals of Administrative Technologies II	Melody Johnston	157467	1 Computer Science	8104	X
Fundamentals of Web Design	Fundamentals of Web Design	Melody Johnston	157467	1 Computer Science	8153	X
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
3D Animation Level 1	Animation Technology	Sheila McMurry	221804	3-4	9526	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
3D Animation Level 2	Animation Technology - Specialized	Sheila McMurry	221804	3-4	9527	
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
3D Animation		Sheila McMurry	221804	3-4	9527	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Digital Video Production Level 1	Audio and Video Technology IT	Michelle Moore	214017	3-4	9554	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Digital Video Production Level 2	Audio and Video Technology IT	Michelle Moore	214017	3-4	9554	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Digital Video Advanced Technician	Audio and Video Technology IT - Specialized	Sheila McMurry	221804	3-4	9555	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Graphic Design Specialist (840)	Digital Media and Publishing - Specialized	Michelle Moore	214017	3-4	9538	
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Design Tools and Electronic Marketing Strategies	Design Tools and Electronic Marketing Strategies	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8154	X
Desktop Publishing and Graphic Design	Desktop Publishing and Graphic Design	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8149	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Graphic Design Specialist 960)	Digital Media and Publishing - Specialized	Michelle Moore	214017	3-4	9538	
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Design Tools and Electronic Marketing Strategies	Design Tools and Electronic Marketing Strategies	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8154	X
Desktop Publishing and Graphic Design	Desktop Publishing and Graphic Design	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8149	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Web Designer	Web Design and Development IT	Michelle Moore	214017	3-4	9557	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Web Scripting Foundations	Web Scripting Foundations	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8157	X
Health Careers 1	Nursing Services	Jeana Bateson/Anita Bolay/Crystal Hazelbaker/Michelle Mills	208978/401150/42432 3/218180	3-4	9301	
Anatomy (1st year students)	Anatomy	Michelle Mills	218180	1 Science Credit	5333	X
Cyber Security Professional	Cyber Security	Daniel Devers/Les Little	403953/412516	3-4	9530	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	5 Computer Science	8134	X
Enterprise Security Management	Enterprise Security Management	Daniel Devers/Les Little	403953/412516	5 Computer Science	8132	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network Security	Network Security	Daniel Devers/Les Little	403953/412516	5 Computer Science	8131	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Principals of Information Assurance	Principals of Information Assurance	Daniel Devers/Les Little	403953/412516	5 Computer Science	8130	X
Secure Electronic Commerce	Secure Electronic Commerce	Daniel Devers/Les Little	403953/412516	5 Computer Science	8133	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
Network PC Support Specialist	Computer/Network Support - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9543	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Network Systems Engineer	Network Systems	Daniel Devers/Les Little	403953/412516	3-4	9547	
Active Directory Infrastructure	Active Directory Infrastructure	Daniel Devers/Les Little	403953/412516	1 Computer Science	8184	X
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Server Infrastructure Design	Server Infrastructure Design	Daniel Devers/Les Little	403953/412516	1 Computer Science	8185	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
PC Support Technician	Computer/Network Support	Daniel Devers/Les Little	403953/412516	3-4	9542	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Cyber Crime Specialist	Cyber Security - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9564	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	5 Computer Science	8134	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Project Lead the Way Biomedical Sciences	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Algebra II	Algebra II	Cheryl Cottom	198873	1 Math Credit	4412	X
Anatomy	Anatomy	Stephanie Hara	408848	5 Science Credit	5333	X
Biomedical Innovation	PLTW Biomedical Innovation	Cheryl Cottom	198873	1 Science Credit	8719	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	
Human Body Systems	PLTW Human Body Systems	Cheryl Cottom/Stephanie Hara	198873/408848	1 Science Credit	8707	X
Medical Interventions	PLTW Medical Interventions	Stephanie Hara	408848	1 Science Credit	8708	X
Physiology	Physiology	Stephanie Hara	408848	5 Science Credit	5220	X
Pre-AP Chemistry	Chemistry	Cheryl Cottom	198873	1 Science Credit	5051	X
Principles of Biomedical Sciences	PLTW Principles of Biomedical Sciences	Cheryl Cottom	198873	1 Science Credit	8706	X
Pre Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Project Lead The Way Pre-Engineering	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/ 208458/138204	4	9862	
Aerospace Engineering	PLTW Aerospace Engineering	Brian James	208458	1 Elective Credit	8715	X
Algebra II	Algebra II	Brian James	208458	1 Math Credit	4412	X
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Civil Engineering and Architecture	PLTW Civil Engineering and Architecture	Claudette Hixon	138204	1 Elective Credit	8713	
Computer Science Principles	PLTW Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Digital Electronics	PLTW Digital Electronics	Mark Thomas	183094	1 Math Credit	8711	X
Engineering Design and Development	PLTW Engineering Design and Development	Debbie Short	173145	1 Elective Credit	8716	
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	
Introduction to Engineering Design	Introduction to Engineering Design	Brian James	208458	1 Computer Science	8709	X
Pre-AP Chemistry	Chemistry	Debbie Short	173145	1 Science Credit	5051	X
Principles of Engineering	Principles of Engineering	Mark Thomas/Claudette Hixon	183094/138204	1 Computer Science	8710	X
Pre-Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	

Pull out academic courses are taught by a certified math instructor.

The number of units of credit given for the technology program is reduced by one if an academic or math pull-out course is taken. Students must be recommended by their school counselor to take these courses.

Academic Credit Recovery classes are offered through on-line instruction. Courses are supervised by our math instructor and/or sending school teacher of record. The SDE code for each course will be the same as the code used at the sending school.

Algebra II	Algebra II	Carol Herring	193249	1 Math Credit	4412	X
Geometry	Combined Geometry	Carol Herring	193249	1 Math Credit	4520	X
Mathematics of Finance	Mathematics of Finance	Carol Herring	193249	1 Math Credit	4770	
Pre-Calculus	Pre-Calculus	Carol Herring	193249	1 Math Credit	4611	X

[†] Health Careers first-year students will also receive one Anatomy credit.

^{**} Biomedical students will receive one science credit and one math credit each year.

^{***} Pre-Engineering students will receive one math credit and one science credit each year.

Definition of Heading Terms:

MTC Units-Elective credits awarded to students for completing courses at Meridian Technology Center. List of approved courses and OCAS found at <https://www.okcareertech.org/educators/ocas-codes>

OHLAP-List of approved courses and credits found online at https://secure.okcollegestart.org/College_Planning/Prepare_for_College/course_guidelines.aspx

SB 1370-Information on CareerTech counting for Math Credit on CORE Curriculum can be found at <https://www.okcareertech.org/educators/career-and-academic-connections/academics/OklahomaCTEGuidelinesforAcademics201819.pdf>

Additional Guidance for SB 1370 – CORE Math

Senate Bill 1370 allows for the acceptance and completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate (endorsed or aligned) or college credit to count for a third math credit to meet graduation requirements for students on the CORE curriculum.

- (1) The CareerTech programs that will count for the CORE curriculum's third required math have to be leading to a certification that is industry-endorsed or industry-aligned.
- (2) SB 1370 also requires that a parent or legal guardian of the student meet with a designee of the local school prior to enrollment in the CORE curriculum. The State Department of Education will develop and distribute to school districts a form suitable for this purpose, which will include information on the benefits to students of completing the college preparatory/work ready curriculum. This meeting is critical in assuring parents and students are fully informed of their options.
- (3) The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OKPromise requirements. Students on the CORE curriculum who want to attend college will have to meet additional requirements.
- (4) Tech Centers **SHALL NOT** discourage students from taking Algebra II or Geometry as their third required math or discontinue teaching pull-out math courses. (We do not want to make it more difficult for our students should they choose to continue to higher education, as 52% of our students do.)
- (5) This law should be the exception for students rather than the rule. It is an opportunity for students to meet the math requirement if scheduling or other issues prevent them from taking a third math.
- (6) Students can only use this option one time. CareerTech programs cannot count for CORE Math and a computer credit in the same year.
- (7) When the tech centers request their yearly approval of CareerTech academic courses from the local school boards, they will want to add information to specifically address the CORE Math credit.
- (8) It is the local board decision as to how to transcript this credit.
- (9) The SB 1370 law and CTE Rules have been signed by the governor.

We will keep you informed of any changes to this information.

Any questions, contact Tommi Leach, Academic Coordinator, tommi.leach@careertech.ok.gov, 405-743-5524 or Kelly Arrington, CAC Manager, kelly.arrington@careertech.ok.gov, 405-743-5159

August 13, 2018

ADMINISTRATION OF FEDERAL PROGRAMS

The district participates in a variety of federal programs and receives funding (“Awards”) through those programs. All district representatives will comply with all regulatory guidance and laws applicable to the individual programs.

The district will regularly monitor its compliance efforts and make appropriate information available to the federal awarding agency (“FAA”), state pass-through entity (“State Entity”), inspectors general, and/or US comptroller. The district will make required performance reports using OMB approved information collections reports.

Audits

If the district expends \$750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

Employee Compensation

Regardless of the source of the funds, employees are paid pursuant to the district’s salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

Travel and Conference Expenses

The district will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

Conflict of Interest / Mandatory Disclosure Regarding Contracting

The district will make written disclosure of any potential conflict of interest to the FAA or State Entity in accordance with the FAA’s policy.

All members of the board are expected to maintain high ethical standards and use good judgment in conducting school business. Members are also required to follow the same standards of

professional conduct required of all district employees. Board members specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct. Any board member who violates this policy will be referred to the Oklahoma State Ethics Commission.

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the district will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member's family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member's family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

Financial Management Procedures

Internal Controls

The ~~Assistant Superintendent~~ Chief Financial Officer is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This

includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether the Awards are being expended appropriately and in compliance with relevant guidelines. The Director of Federal Programs is responsible for taking prompt action if noncompliance is discovered. The Director of Federal Programs is also required to take reasonable measures to safeguard protected personally identifiable and protected information.

General Recordkeeping

The district will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. The Director of Federal Programs is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the district's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the district, when possible, to receive funds in advance from the FAA
- the district's written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The district will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The district will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

The District Treasurer is responsible for maintaining advance Award payments in an interest bearing account unless:

- the district receives less than \$120,000 in Awards per year
- the district would earn less than \$500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

The ~~Assistant Superintendent~~/Chief Financial Officer is responsible for retaining up to \$500 per year of interest earned on Awards for the district to utilize for administrative expenses. The ~~Assistant Superintendent~~/Chief Financial Officer is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

The Director of Federal Programs is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The district will appropriately insure all real property, equipment, and supplies ("Property") acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The district will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The district will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding (including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal participation in the project's cost, location, use and condition, disposition data (including date of disposal and sale price).

The district will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The district will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The district will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use.

Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

General Procurement Standards and Vendor Selection

General Standards

The district will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. The ~~Assistant Superintendent~~/Chief Financial Officer is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the district's stated conflict of interest policy above.

The district will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The district will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the district will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The district will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the district will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the district will utilize extra oversight on the project.

The district will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

Procurement Methods

For procurement processes with Award funds, the district will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §200.326.

For all procurements using funds from an Award, the district will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under \$3,500 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.
- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold (\$150,000). When utilizing this procurement method the district will obtain quotes from an adequate number of qualified sources.
- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the district will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the district will document the reason for the rejection.
- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the district will publicize the evaluation factors and their relative importance to an adequate number of qualified sources and will consider all responses. The district will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the district.

The district may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The district will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays associated with competitive

selection, the FAA or State Entity has expressly authorized this method, or solicitation from multiple sources has yielded inadequate competition.

- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the district:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting
- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents
- will not unnecessarily restrict bidders to a specific geographic area
- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition
- will take appropriate affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms ("target groups") are included in its contracting process, including:
 - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources
 - dividing total requirements, if economically feasible, to permit maximum participation by target groups
 - establishing delivery schedules, when possible, which encourage target groups to participate
 - utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)
 - requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups
 - ensuring the district and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over \$10,000, procuring solid waste management services which maximize energy and resource recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines.

Suspension and Debarment

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person it intends to do business with is not excluded or disqualified.

FAMILY AND MEDICAL LEAVE

It is the policy of the Guthrie School District to comply fully with the requirements of the Family and Medical Leave Act of 1993 (FMLA) and all its related revisions, including the National Defense Authorization Act (NDAA), collectively referred to in this policy as “FMLA.” The district is a covered employer and, accordingly, will provide up to 12 **work**weeks of unpaid leave to eligible employees. This leave must run concurrently with any paid leave the eligible employee has available. Eligible employees may also be entitled to 14 additional weeks of leave (26 weeks total) for servicemember family leave.

Any employee utilizing FMLA leave is required to cooperate in matters of scheduling, providing prompt notice of the need to use leave and availability for return to work, completing paperwork, etc.

This policy is not intended to create any leave obligations for the district in addition to those provided under the FMLA. In the event any conflict exists between this policy and the FMLA, the FMLA will be the final authority.

Definitions

- “Eligible employees” are those employees who:
 - have been employed for at least one year by the district; and
 - worked at least 1,250 hours during the previous 12 month period; and
 - have requested leave for a reason covered by the FMLA; and
 - there are at least 50 employees within a 75 mile radius.

Full-time instructional employees are deemed to have met the 1,250 hours of employment requirement if they worked full time during the prior year.

- A “child” means a biological, adopted, foster or step child, a legal ward, an individual with an in loco parentis relationship with the employee or military member, and adult children who are physically or mentally incapable of self-care.
- A “serious health condition” is one which requires either in-patient care or continuing treatment by a health care provider. This includes conditions or illnesses affecting health to the extent that in-patient care is required, or absences are necessary on a recurring basis or for more than just a few days. A "serious health condition" does not include short-term conditions for which treatment and recovery are very brief as such conditions would normally be covered by the district’s sick leave policies.
- A “year” means a rolling 12-month period measured backward from the date an employee uses any leave.
- A “**work**week” means 5 business days.
- A “covered military member” (for purposes of active duty leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves and who has been called to active duty. Veterans receiving treatment or therapy, or those who are recuperating and were discharged or released for any reason other than dishonorable discharge within the 5 years preceding the employee’s request for leave are also included in this definition.

- A “covered military member” (for purposes of servicemember family leave) is an individual serving in the Regular Armed Forces or the National Guard and Reserves who is undergoing treatment or therapy for a serious injury or illness incurred or exacerbated while on active duty.
- A “serious injury or illness” is an injury or illness incurred (or exacerbated) by the servicemember in the line of duty in the Armed Forces or National Guard and Reserves which:
 - may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; or
 - resulted in the member receiving a VA Service Related Disability Rating of 50% or more; or
 - substantially impairs the veterans’ ability to be gainful employed; or
 - resulted in the member’s enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Reasons for Leave

All eligible employees who meet FMLA requirements may be granted leave as provided in this policy and required by law for the following reasons:

1. for the birth of a child and to care for such child, or placement for adoption or foster care of a child;
 - If both parents are employed by the district, the combined amount of FMLA leave cannot exceed 12 **workweeks**
2. to care for a spouse, child or parent with a serious health condition;
3. for a serious health condition of the employee that makes the employee unable to perform his or her job functions;
4. for covered active duty leave with one or more of the following exigencies:
 - Short-notice deployment: employees can take up to 7 calendar days leave to address issues that arise from servicemembers’ call or order to active duty seven calendar days or less prior to the date of deployment;
 - Military events and related activities: employees can take leave to attend official ceremonies, programs, or events sponsored by the military that are related to servicemembers’ active duty or call to active duty or attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to servicemembers’ active duty or call to active duty;
 - Childcare and school activities: employees can take leave to arrange alternative childcare, provide childcare on an urgent, immediate need (but not everyday) basis, enroll in or transfer a child to a new school or day care facility, or attend meetings with school or day care staff (such as parent-teacher conferences) due to servicemembers’ active duty or call to active duty;
 - Financial and legal arrangements: employees can take leave to make or update financial or legal arrangements to address servicemembers’ absence while on active duty or call to active duty, such as executing powers of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, or obtaining military identification cards and to act as the

servicemembers' representative before governmental agencies to obtain, arrange, or appeal military service benefits while servicemembers are on active duty or called to active duty and for 90 days following termination of active duty status;

- Counseling: employees can take leave to attend counseling that is provided by someone other than a healthcare provider for servicemembers or their children for needs arising from servicemembers' active duty or call to active duty;
 - Rest and recuperation: employees can take up to 15 days leave to spend time with servicemembers on short-term, temporary rest and recuperation leave during a period of deployment;
 - Post-deployment activities: employees can take leave to attend arrival ceremonies, reintegration briefings and events and other official ceremony or program sponsored by the military that occurs within 90 days following termination of servicemembers' active duty status or to address issues arising from servicemembers' death while on active duty, including meeting and recovering the body and making funeral arrangements; and
 - Additional activities: employees can take leave to address any other events that arise from servicemembers' active duty or call to active duty when the district and employee agree that such leave qualifies as an exigency and agree upon the timing and duration of the leave.
5. for servicemember family caregiver leave, provided that the leave (when combined with other forms of FMLA leave) does not exceed 26 workweeks during a 12-month period;
6. for parental care leave to care for (including making arrangements for care, patient transfer and meetings with staff at a care facility) a parent-in-law who is unable to care for him/herself while the servicemember is on active duty.

Application For Leave

Employees who wish to utilize FMLA leave must submit an application for leave (with all required supporting documentation) on the forms available through the superintendent's office (the district will utilize all required forms as provided by the US Department of Labor. The forms are available at <http://www.dol.gov/whd/fmla/index.htm#Forms>). The district requests that, when practical, FMLA requests be submitted at least 30 days prior to the use of the leave. In emergency circumstances, the district may provisionally place an employee on FMLA leave if conditions appear to warrant such action. The employee is ultimately responsible for completing the necessary paperwork to finalize the use of FMLA leave at least 15 days in advance.

Medical Documentation (for Leave Related to a Serious Medical Condition)

In addition to all medical documentation required pursuant to the FMLA, the district may, in its sole discretion and at its own expense, require a second opinion related to the need for FMLA leave. If the first and second opinions differ regarding the need for FMLA leave, the district and the employee shall mutually agree upon a provider to conduct a third opinion of the employee's need for leave. The cost of this third opinion will be paid for by the employer.

The district may also require supplemental certifications of the employee's continuing need for leave. These certifications may not be more than one time per month unless the employee requests an extension of leave, changes circumstances regarding the illness or injury, or the district receives information that casts doubt on the validity of an existing certification.

In the event an employee wishes to request an extension of leave, such request must be promptly submitted to his/her supervisor with supporting documentation from the health care provider regarding the reason for the

extension. The extension is only available as long as the employee does not exceed the maximum leave permitted by the FMLA.

Right to Conduct Surveillance

In an effort to combat misuse of leave permitted by the FMLA, an employee may be surveilled to determine if the employee is not using the FMLA leave for the purpose for which it was granted. The district may conduct non-workplace (off-site) surveillance of an employee based on an honest belief or suspicion that the employee is misusing the FMLA leave granted. If the employee is found to be misusing the FMLA leave, the employee will be subject to all disciplinary action allowed by law, including but not limited to dismissal or nonrenewal. Circumstances which may give rise to an honest belief or suspicion of FMLA leave misuse include, but are not limited to, an employee providing inconsistent reasons for the FMLA leave, an employee engaging in a suspicious pattern of absences over a short period of time, verifiable information from co-workers evidencing misuse by an employee and significant changes in the frequency or duration of an employee's absences.

Intermittent Leave Or Leave On A Reduced Leave Schedule

Eligible employees may request to use their available leave on an intermittent basis by following the same application and certification process as described above and under the following conditions:

- intermittent leave in connection with the arrival of a new child must be approved by the district;
- employees must coordinate the intermittent leave with their supervisor to attempt to reduce the negative impact of the leave on school operations;
- the district reserves the right to transfer the employee to a position better suited to intermittent leave;
- if an instructional employee will be absent more than 20% of the total working days in the period in which the leave will be used, the district may require the employee to either:
 - take leave for a "particular duration" or time which is not greater than the duration of the planned treatment, or
 - be transferred to an alternative position.

Leave Taken Near The End Of An Academic Term

If an instructional employee begins any type of covered leave more than 5 weeks before the end of a semester, and if the leave will last at least 3 weeks and the employee would otherwise return to work during the 3 weeks before the end of the term, the School District may require the employee to continue taking leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the semester.

If an instructional employee takes leave (for a reason other than the employee's own serious health condition) which begins during the last 3 weeks of the semester, and if the leave will last more than 5 working days, the School District may require the employee to take leave until the end of the semester.

The Effect Of Leave On Benefits

During a period of FMLA leave, an employee will be retained on the School District's medical insurance plan under the same conditions that applied before leave began, including making any payments the employee previously made. An employee's failure to timely pay his/her share of the medical premium may result in loss of coverage. The employee is required to pay all of the premiums for any other type of insurance coverage which may exist.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the School District for payment of health insurance premiums during the FMLA leave, unless the reason-for the failure to return to work are due to circumstances beyond the employee's control.

Employees do not accrue or lose any seniority or employment benefits during a period of FMLA leave.

Return to Work

Employees must update their supervisor regarding the intent to return to work, including providing all necessary releases and paperwork, at least 5 business days in advance of the expected return date.

Although the district cannot guarantee that an employee will be returned to his/her original position, employees will generally be restored to an equivalent position and employment conditions upon return from FMLA leave. Highly compensated employees are those individuals who are salaried and are among the highest paid 10% of the employees employed within 75 miles of the employee's worksite. A highly compensated employee may not be returned to work if it is necessary to prevent substantial and grievous economic injury to the operations of the district. The district will make all determinations regarding job duties upon an employee's return from FMLA leave.

Failure To Return From Leave

Employees who fail to return to work when scheduled (absent an approved extension) are subject to immediate termination for cause, subject to applicable due process hearing rights.

ADMINISTRATION OF MEDICINE TO STUDENTS

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications to students.

For purposes of this policy, "medicine" or "medications" includes prescription medications and over the counter medicines such as but not limited to aspirin, cough syrup, and medicated ointments and any other item used to treat an illness, disease or malady.

The term "legal custodian" means a parent, a court appointed guardian or a person having legal custody.

Except as provide below, students may not retain possession of or self administer any medicine. Violation of this rule will be reported to the student's parents and may result in discipline including suspension.

Medicine shall not be administered to students by teachers or administrators except pursuant to the provisions of this policy.

Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer such medications.

As further set out below, the District retains the discretion to reject requests for the administration of medication and to discontinue the administration of medication.

A student who has a legitimate health need for a medicine shall deliver the medicine to the school nurse or school administrator in its original container with the written authorization of the student's parent or guardian for administration of the medicine. The parent's authorization must identify the student, the medicine, and include or refer to the label for instructions on administration of the medicine. The medicine will be administered to the student only by the school nurse, an administrator or a designated employee pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. A new authorization form must be completed for each change of medication. If there are no changes, the authorization must be renewed yearly. If a student brings medications to school without a properly completed authorization form the school will inform the student's legal custodian of district policy and the inability to give the medication. The student's legal custodian may, however, come to the school and dispense the medication to the student. When medication is completed and/or at the end of the school year the authorization form will be placed in the student's health folder and will be deemed part of the student's health record. Forms for parental authorization of administration of medicines are available in the office of the principal.

The administration of each school shall keep a record of the students to whom medicine is administered, the date of administration, the person who administered the medicine, and the name or type of medicine administered.

Medications must be stored in a separate locked drawer and not readily accessible to persons other than the persons who will administer the medication. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine to a student will be annually trained by October 1 of each year by a school nurse to administer medication. Only those successfully completing the training will be authorized to give medication. A current list of those authorized to give medication will be kept at each school and by the school nurse.

Training will include: review of state statutes and school regulations (including this policy) regarding administration of medication by school personnel, procedures for administration, documentation, handling and

storage of medication, medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Students who are able to self administer specific medications (inhalers, etc.) may do so provided such medication and special equipment are transported and maintained under the student's control within all of the following guidelines:

A licensed physician or dentist provides a written order that the student has a particular medical condition (asthma, etc.), is capable of and has been instructed in the proper method of self administration of medication. It is the student's legal custodian's responsibility to contact the physician and have the physician complete and sign the required order.

There is a written legal custodian authorization for self administration of medication.

Parents and guardians who elect to have the student self medicate are accepting that the District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self administration of medication and/or using the specialized equipment.

The written authorization will terminate at the end of the school year and must be renewed annually.

If the legal custodian and physician authorize self medication, the District is not responsible for safeguarding the students' medications or specialized equipment such as asthma inhalers.

Students who self medicate are prohibited from sharing or playing with their medication, special equipment, i.e., inhalers, etc. If a student engages in these activities the legal custodian will be contacted and a conference will be scheduled with the legal custodian, student, nurse and other appropriate persons.

Students will not be allowed to self administer:

- a. _____ narcotics
- b. _____ prescription pain killers
- c. _____ ritalin
- d. _____ other medication hereafter designated in writing by the District.

Students may self administer injectables only in the school office in the presence of authorized school personnel.

The District strongly recommends that students who must self medicate should wear Medic Alert bracelets or necklaces.

The legal custodian will provide any emergency supply of their student's inhaled asthma medication to be administered by school personnel according to state law.

Nonprescription medication will only be administered by school staff with written authorization of the student's legal custodian and written instructions from the student's physician. The nonprescription medication will be administered according to written instructions from the student's physician. The medication must be in the original container that indicates:

- a. _____ student name (affixed to the container)
- b. _____ ingredients

- e. _____ expiration date
- d. _____ dosage and frequency
- e. _____ administration route, i.e., oral, drops, etc.
- f. _____ other directions as appropriate

It is the responsibility of the legal custodian to maintain the supply.

~~Prescription medication will only be administered by school staff with written authorization of the student's legal custodian and written instructions from the student's physician. Prescription medication must be in original container that indicates:~~

- a. _____ student name
- b. _____ name and strength of medication and expiration date
- c. _____ dosage and directions for administrations
- d. _____ name of the licensed physician or dentist
- e. _____ date, name, address and phone number of the pharmacy

It is the responsibility of the legal custodian to maintain the supply.

~~Any medication that is not reclaimed by the legal custodian by the last official day of school closing or reclaimed within seven days of being discontinued by the prescribing physician will be destroyed by the designated employee or the school nurse in the presence of a witness according to the following procedures:~~

~~Medication will be destroyed in a non-recoverable fashion.~~

- a. _____ Liquid medication will be poured into a sink or toilet.
- b. _____ Pills or tablets will be poured into toilet.

~~The following information will be charted on the student's health card and signed by the designated employee and a witness:~~

- a. _____ Date of destruction
- b. _____ Time of destruction
- c. _____ Name and quantity of medication destroyed
- d. _____ Manner of destruction of medication

~~Any and all controlled substances will be destroyed according to state law.~~

The designated employee will advise the principal and school nurse if discontinuance of medication is appropriate and assist in informing the legal custodian before mailing a discontinuance letter. Legitimate reasons for discontinuing administration of medication would include but not be limited to:

- a legitimate lack of space or facility to adequately store specific medication;
- lack of cooperation by the student, parent or guardian and/or prescribing doctor and the District;
- an unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be deleterious to the health and well being of the student;
- any apparent change in the medication's appearance, odor, or other characteristics that question the quality of the medication; and
- the medication expiration date has passed.

PARENTAL AUTHORIZATION TO ADMINISTER MEDICINE

TO: _____
(Administrator)

(School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending this school. This student requires medication at intervals during the school day.

I hereby give my consent and authorize the school nurse, the principal, or _____ (an employee of the School District designated by the school nurse, the principal, and me) to administer:

_____ (name of drug), a non-prescription medication which I am hereby supplying you, in accordance with the written instructions of the student's physician which are attached hereto.

_____ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

_____ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the student's physician prescribing the medicine, which is attached hereto.

_____ I hereby give my consent and authorize my child to self-medicate under the School District's Policy on the Administration of Medicine to Students.

I understand that under state law the Board of Education, the School District, or employees of the District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine I have hereby authorized. I understand that the School District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

Date

Signature

(Print Name)
Parent with Legal Custody or Guardian

Address

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

"Sunscreen" means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

Students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted

and a conference will be scheduled with the parent, student, nurse and other appropriate persons.

- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);

- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3

Guthrie Public Schools
Parental Authorization to Administer Medicine or Assist with Application of Sunscreen

TO: _____
(Administrator) _____ (School)

I am the parent, guardian or legal custodian with legal custody of _____
_____, a minor student attending this school.

This student requires medication (not including sunscreen) at intervals during the school day. I hereby give my consent and authorize the school nurse, the principal, or _____
(an employee of the School District designated by the school nurse, the principal, and me) to administer:

_____ (name of drug), a non-prescription medication which I am hereby supplying you, in accordance with my written instructions or the written instructions of a physician which are attached hereto.

_____ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.

_____ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.

I hereby give my consent and authorize my child to self-medicate under the School District’s Policy on the Administration of Medicine to Students.

I desire that the school assist the student in applying sunscreen. I understand that the student may possess and self-apply sunscreen without my written authorization. I hereby give my consent and authorize the school nurse, the principal, or _____ (an employee of the School District designated by the school nurse, the principal, and me) to assist the student in applying sunscreen:

sunscreen, which I am hereby supplying you, in accordance with the label directions.

sunscreen, which I am hereby supplying you, in accordance with written instructions of the student’s physician which I have attached.

I understand that under state law the Board of Education, the School District, or employees of the School District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine or assisting in the application of sunscreen I have hereby authorized. I understand that the School District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School District’s Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

Date

Signature

Address

Parent with legal custody/guardian

***CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING:
REPORTING AND INVESTIGATION REVISED***

District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 or older, any employee who suspects that an adult student is being mistreated should notify the principal. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Certain terms used in this policy have the following definitions:

"Abuse and neglect" means harm or threatened harm through action or inaction to a child's health or welfare, including non-accidental physical pain or injury, or mental injury or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare.

A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

"Sexual abuse" includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

"Exploitation" means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.

"Trafficking" is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.

"Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Child Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to OBNDDC at 1-800-522-8031. The employee should then provide notice to the school principal or other school official that a report was made, the name of the child, circumstances surrounding the report and the confirmation number provided by the hotline representative.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

After a report is made to DHS or OBNDDC via the hotline, the reporting party will prepare a written report which contains the confirmation number of the report, the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Information Concerning Child Abuse, Neglect Or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Investigating Child Abuse, Neglect Or Exploitation

At the request of appropriately identified investigators of DHS, OBNDDC or the district attorney's office, the superintendent, principal or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. The superintendent will not contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a district employee during the interview.

Reports to Principal or Other School Officials

Suspected instances of child abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. Consequently, employees are required to report any suspicion of child abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Reference: 10A OKLA. STAT. §1-2-101 et seq.

**CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING:
REPORTING AND INVESTIGATION REVISED**

Introduction

Under Oklahoma law, district employees have varying legal obligations to report abuse, neglect and exploitation. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Definitions

Certain terms used in this policy have the following definitions:

1. "Abuse, neglect or exploitation" shall include, but is not limited to all of the following:
 - a. "Abuse" is defined as:
 - i. harm or threatened harm through action or inaction to a child's health, welfare (including non-accidental physical pain or injury, or mental injury), or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare. (10A OKLA. STAT. § 1-1-105);
 - ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by another, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by another. (21 OKLA. STAT. § 843.5); or
 - iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (30 OKLA. STAT. § 1-111).
 - b. "Neglect" is defined as any of the following:
 - i. the failure or omission to provide any of the following:
 1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,
 2. medical, dental, or behavioral health care,
 3. supervision or appropriate caretakers, or
 4. special care made necessary by the physical or mental condition of the child,
 - ii. the failure or omission to protect a child from exposure to any of the following:
 1. the use, possession, sale, or manufacture of illegal drugs,
 2. illegal activities, or
 3. sexual acts or materials that are not age-appropriate;
 - iii. abandonment. (10A OKLA. STAT. § 1-1-105); or
 - iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or may result in physical or mental injury. (30 OKLA. STAT. § 1-111).
 - c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (10A OKLA. STAT. § 1-1-105).

- d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (10A OKLA. STAT. § 1-1-105).
- e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (21 OKLA. STAT. § 856).
- f. "Incest" is defined as marrying, committing adultery or fornicating with a person within the degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void. (21 OKLA. STAT. § 885).
- g. "Forcible Sodomy" is defined as sodomy committed:
- i. By a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
 - ii. Upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
 - iii. With any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
 - iv. By a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
 - v. Upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
 - vi. Upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused;
 - vii. Upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit; or
 - viii. Upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. (21 OKLA. STAT. § 888).
- h. "Maliciously, forcibly or fraudulently taking or enticing a child away" is defined as maliciously, forcibly or fraudulently taking or enticing away any child under the age of sixteen (16) years, with intent to detain or conceal such child from its parent, guardian or other person having the lawful charge of such child or to transport such child from the jurisdiction of this state or the United States without the consent of the person having lawful charge of such child. (21 OKLA. STAT. § 891).
- i. "Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography" is defined as:
- i. Willfully solicits or aids a minor child to perform any of the following actions:
 1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;

2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
 3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
 4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography; or
- ii. Shows, exhibits, loans, or distributes to a minor child any obscene material or child pornography for the purpose of inducing said minor to participate in:
1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
 2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
 3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
 4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography. (21 OKLA. STAT. § 1021).
- j. “Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography” is defined as procuring or causing the participation of any minor under the age of eighteen (18) years in any child pornography or who knowingly possesses, procures, or manufactures, or causes to be sold or distributed any child pornography. (21 OKLA. STAT. § 1021.2).
- k. “Permitting or consenting the participation of a minor child in any child pornography” is defined as a parent, guardian or individual having custody of a minor under the age of eighteen (18) years who knowingly permits or consents to the participation of a minor in any child pornography. (21 OKLA. STAT. § 1021.3).
- l. “Facilitating, encouraging, offering or soliciting sexual conduct with a minor” is defined as facilitating, encouraging, offering or soliciting sexual conduct with a minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (21 OKLA. STAT. § 1040.13a).
- m. “Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act” is defined as:
- i. Offering, or offering to secure, a child under eighteen (18) years of age for the purpose of prostitution, or for any other lewd or indecent act, or procure or offer to procure a child for, or a place for a child as an inmate in, a house of prostitution or other place where prostitution is practiced;
 - ii. Receiving or offering or agreeing to receive any child under eighteen (18) years of age into any house, place, building, other structure, vehicle, trailer, or other conveyance for the purpose of prostitution, lewdness, or assignation, or to permit any person to remain there for such purpose; or

- iii. Directing, taking, or transporting, or offering or agreeing to take or transport, or aid or assist in transporting, any child under eighteen (18) years of age to any house, place, building, other structure, vehicle, trailer, or other conveyance, or to any other person with knowledge or having reasonable cause to believe that the purpose of such directing, taking, or transporting is prostitution, lewdness, or assignation. (21 OKLA. STAT. § 1087).
- n. “Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution” is defined as:
 - i. By promise, threats, violence, or by any device or scheme, including but not limited to the use of any prohibited controlled dangerous substance causing, inducing, persuading, or encouraging a child under eighteen (18) years of age to engage or continue to engage in prostitution or to become or remain an inmate of a house of prostitution or other place where prostitution is practiced;
 - ii. Keeping, holding, detaining, restraining, or compelling against his or her will, any child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or other place where prostitution is practiced or allowed; or
 - iii. Directly or indirectly keeping, holding, detaining, restraining, or compelling or attempting to keep, hold, detain, restrain, or compel a child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or any place where prostitution is practiced or allowed for the purpose of compelling such child to directly or indirectly pay, liquidate, or cancel any debt, dues, or obligations incurred, or said to have been incurred by such child. (21 OKLA. STAT. § 1088).
- o. “Rape” is defined as sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
 - i. Where the victim is under sixteen (16) years of age;
 - ii. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 - iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 - iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 - v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 - vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 - vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
 - viii. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or

- ix. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant. (21 OKLA. STAT. § 1111).
- p. “Rape” is defined as an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person. (21 OKLA. STAT. § 1111).
- q. “Rape by instrumentation” is defined as an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided further that (1) where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or (2) where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant, consent is not an element. (21 OKLA. STAT. § 1111.1).
- r. “Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)” is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (21 OKLA. STAT. § 1123).
- s. “Exploitation” is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (30 OKLA. STAT. § 1-111).
- t. “Child Trafficking” as defined below.
2. “Child Trafficking” includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (21 Okla. Stat. § 866).
 3. A “person responsible for a child's health, safety or welfare” includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.
 4. “Parent” refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that any student is a victim of abuse, neglect or exploitation shall immediately report this matter to:

- (1) Oklahoma Department of Human Services (“DHS”) through the hotline designated for this purpose (1-800-522-3511), AND
- (2) local law enforcement.

Additionally, any district employee must report suspected child trafficking to:

- (1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control (“OBNDCC”) at 1-800-522-8031,
- (2) DHS through the hotline designated for this purpose (1-800-522-3511), AND
- (3) local law enforcement.

After a report is made to DHS or OBNDCC via the hotline or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Investigating Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS, OBNDCC or the district attorney's office or local law enforcement, the superintendent, principal or other school official shall permit the investigators access to the student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the student. The superintendent will not contact the parent, guardian or other person responsible for the student's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS, OBNDCC or the district attorney's office or law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the student more comfortable or if the representatives request the presence of a district employee during the interview.

Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records.

Reference: 10A OKLA. STAT. §1-2-101 et seq.
 30 OKLA. STAT. § 4-903
 70 OKLA. STAT. § 1210.163

CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING REPORT FORM

Any District employee having reasonable cause to believe that a student is the victim of abuse, neglect, or exploitation must IMMEDIATELY report this matter to the Oklahoma Department of Human Services (DHS) through the hotline designated for this purpose (800-522-3511) and to local law enforcement. In addition to reports to DHS and local law enforcement above, employees must report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC) at 800-522-8031.

In accordance with the District’s “Abuse, Neglect, Exploitation and Trafficking” policy, an employee should also provide notice to the school principal or other school official that a report was made to DHS, local law enforcement, and/or OBNDCC, and provide relevant information on the report for the District’s records.

Instructions:

This form should be completed in full and immediately delivered to the school site principal. If for some reason the reporting party believes the principal is not the appropriate individual to receive the report, then this completed form should be immediately delivered to the superintendent.

Reporting Employee Information

Reporting Employee Name: _____
Title/Position: _____
Date & Time notified of suspected abuse, neglect, exploitation or trafficking: _____

Student Information

Student Name: _____
Student Address: _____
Student DOB/Age: _____
Student ID Number: _____
Parent/Guardian: _____
Parent/Guardian Contact #: _____

Description of suspected abuse, neglect, exploitation or trafficking and other information and/or document(s) (including information regarding any previous incidents) know to the reporting party (attached separate page if additional space needed):

**(See Next Page)
Reporting Information**

(ALL FIELDS MUST BE COMPLETED or Marked N/A)

Oklahoma Department of Human Services (Mandatory in all cases)

Date of DHS Hotline (800-522-3511) Notification: _____

Time of DHS Hotline (800-522-3511) Notification: _____

Name of DHS Hotline Employee Contacted: _____

DHS Case/Confirmation Number: _____

Law Enforcement (Mandatory in all cases)

Date of Law Enforcement Notification: _____

Time of Law Enforcement Notification: _____

Agency and Law Enforcement Employee Contacted: _____

Method of Communication with Law Enforcement: _____

Case or Report Number: _____

Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC)
(Mandatory only if suspected child trafficking)

Date of OBNDDC Hotline (800-522-8031) Notification: _____

Time of OBNDDC (800-522-8031) Notification: _____

Name of OBNDDC Hotline Employee Contacted: _____

OBNDDC Case/Confirmation Number: _____

Signature of Reporting Employee

Date Report Completed: _____

Time Report Completed: _____

DISTRIBUTION OF SURVEYS

It is the policy of the Guthrie Board of Education that surveys in any form shall not be distributed to students or ~~staff~~ without first being approved by the Board of Education at a Regular or Special Board of Education Meeting.

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

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

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

TO: Dr. Simpson and Members of the Guthrie Board of Education

FROM: Chris M. LeGrande GHS Principal

DATE: September 1, 2018

SUBJECT: STEM CLUB

We would like to respectfully request that we be allowed to institute a STEM (Science, Technology, Engineering and Technology) Club at Guthrie High School. Through a partnership with Langston University, we will receive funding to design, construct and launch various rockets as well as build sophisticated robotic devices to enter into state-wide competitions. In addition, students will delve into bridge building and other aspects of mechanical engineering and electronics. We feel that a STEM Club will supplement and enrich our present math and science curriculum. Thank you for your consideration!



GEAR UP FOR THE FUTURE

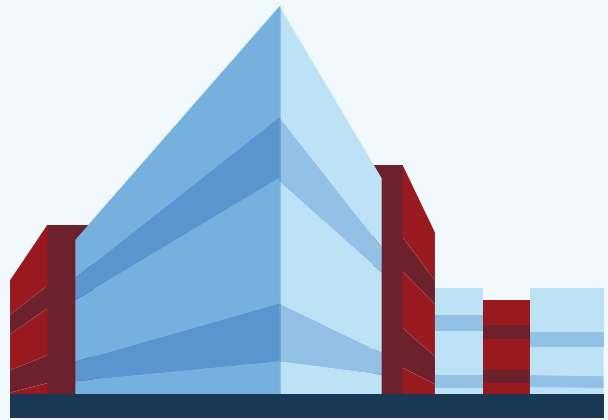
The K20 **GEAR UP for the FUTURE** (Forging Undergraduates Through University Readiness Experiences) project will build on existing partnerships between the K20 Center for Educational and Community Renewal (K20) and 11 schools from seven Oklahoma school districts (4729 students) as well as numerous community, industry, and professional partners to develop interactive learning communities in participating schools. These learning communities will establish high expectations, decrease high school dropout rates and increase graduation rates, prepare students to excel academically, and help students gain admission into institutions of postsecondary education through college fit planning.

Partner Schools

- **El Reno**
Etta Dale Junior High
- **Guthrie** Junior High
- **Lawton**
Central Middle School
Eisenhower Middle School
MacArthur Middle School
Tomlinson Middle School
- **Noble**
Curtis Inge Middle School
- **Putnam City**
Capps Middle School
Cooper Middle School
- **Santa Fe South** Middle School
- **Shawnee** Middle School

Post-Secondary Education, State and Community-based Organizations

- Boomerang Projects Link Crew
- Cameron University
- Eastern Oklahoma State College
- Generation Citizen
- K20 Center's Career Speaker's Bureau
- Langston University
- Northeastern State University
- Oklahoma City Community College
- Oklahoma City University
- Oklahoma Office of Workforce Development - Oklahoma Works
- Oklahoma State Regents for Higher Education
- Oklahoma State University
- OneNet
- Southeastern Oklahoma State University
- Southwestern Oklahoma State University
- University of Central Oklahoma
- University of Oklahoma
- University of Science and Arts of Oklahoma
- Wichita State University



K20CENTER

THE UNIVERSITY OF OKLAHOMA

Who is the K20 Center?

The K20 Center for Educational and Community Renewal is a statewide education research and development center that promotes innovative learning through school-university-community collaboration.

Our mission is to cultivate a collaborative network engaged in research and outreach that creates and sustains innovation and transformation through leadership development, shared learning, and authentic technology integration. Through the GEAR UP grants, we aim to provide the students of cohort schools and their teachers, counselors, and families with a range of support services to help them prepare their students for success in high school, college, and career. Though the grants only last a few years, the work over the course of those years that will be implemented by school staff (i.e. leaders, teachers, counselors, and K20 Center Staff) will create a structure of supports that will be left in place so future students will benefit as well.

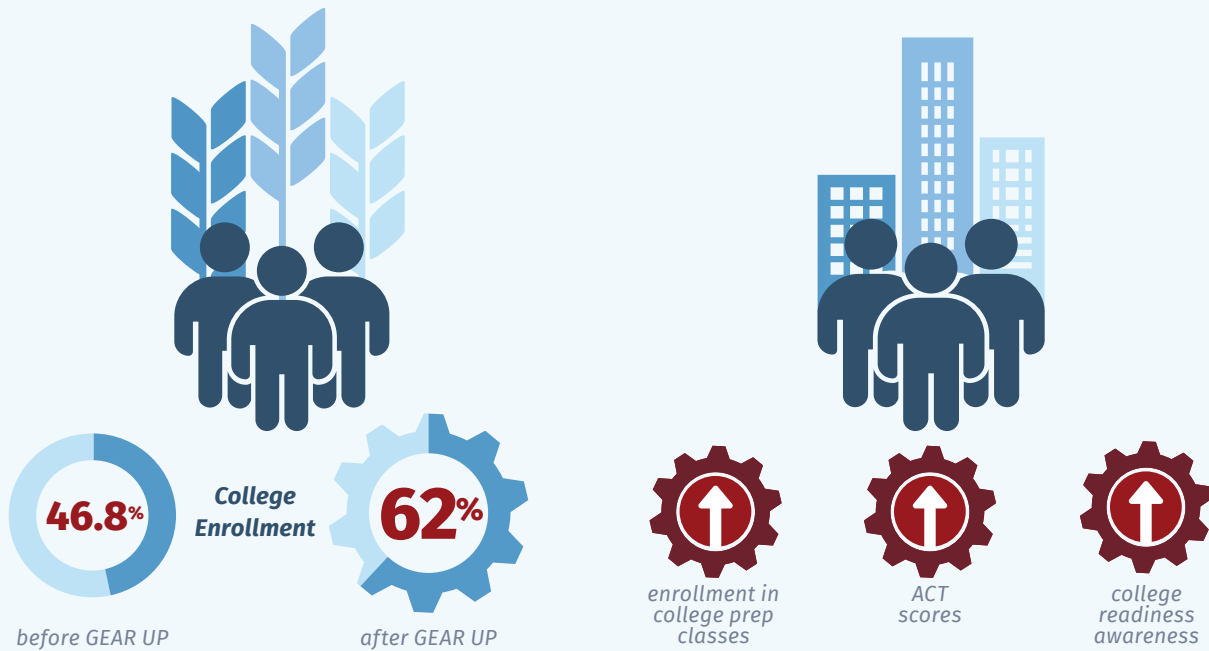


What is GEAR UP?

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a federal grant provided by the U.S. Department of Education to help students prepare for and pursue a college education.

The K20 Center has already worked with many schools, both urban and rural, across the state in past GEAR UP efforts. The power of a GEAR UP project is that it transforms a high-poverty school community into a college-going culture.

Past K20 GEAR UP Program Overviews



GEAR UP for SUCCESS

Over the course of a 6-year grant, the K20 Center provided college readiness services to **3,549 cohort students** from 32 high-poverty, ethnically-diverse districts mostly in rural Oklahoma. K20 Center’s partnership with these schools nearly doubled ACT participation, raising it from 45.6% of cohort students to 80%. Among the grant’s other successes are that graduation rates went up, rising from 79.7% of students matriculating to 89.5%; and college enrollment increased at these same schools, leaping from 46.8% before GEAR UP to 62% after.

GEAR UP for the PROMISE

During this 7-year grant, the K20 Center provided college readiness services to **4,337 cohort students** from nine high-poverty, ethnically-diverse, urban schools. Among other achievements, K20 Center’s ongoing partnership with these schools has, thus far, resulted in 93% of cohort students enrolling in college preparatory classes as 9th graders, increasing to 100% as 11th graders. ACT scores also showed improvement, raising by 3.5% in English, 4.5% in mathematics, and 1.4% in science.

PROJECT NEED

To be eligible for GEAR UP, schools must have a 7th grade educational program and 50% or more of their student body that qualify for the National School Lunch Program. The average eligibility for this program at FUTURE cohort schools is 78.1% (OSDE, 2018).

There is a tremendous need in the 11 cohort schools for FUTURE. Growing levels of poverty, a lack of state financial support, underprepared teachers, and lack of rigorous college preparation point to the need for intervention.

Lack of Support

Berger and Fisher (2013) identified state investment in education as the strongest intervention for poverty and states as having the greatest role to play in “making sure that all of their people — particularly those from the most disadvantaged backgrounds—have the tools to be highly productive. Education is the key to that” (p. 3). Oklahoma has failed to direct resources toward its youth, as demonstrated in the April 2018 teacher walkout. Oklahoma leads the nation in education funding cuts since 2008. Increases yielded from the walkout recovered only 36.9% of the reported \$1.3 billion needed to reach the region’s average per-student spending (NCES, 2016).

Budget Problems and Teacher Shortage

Education Week (2017) gave Oklahoma a D+ overall on its educational effectiveness report card with failing grades in academic performance (52.8) and spending on school finance (43.4). Education Trust (2010) indicates that 14.7% of Oklahoma classes are taught by teachers without a degree major or a certification in the subject they teach. The American Institutes for Research (2015) reported that from 2010 to 2015 more Oklahoma educators left the profession than joined it. More and

more, schools are forced to replace teachers who leave the profession with a less-qualified candidate. There was a 60.34% increase of emergency certified teachers in the FUTURE cohort from 2015 to 2017.

Poor Engagement and Declining Achievement

FUTURE students lack academic engagement, which research suggests is key to academic success. Cohort schools rank significantly lower than U.S. and Oklahoma averages in measures of academic readiness and educational aspirations. A significant performance gap in key academic outcomes is related to students’ low level of engagement in their learning. Students’ lack of engagement can have serious consequences, leading not only to diminished academic achievement, but also to behavior problems, criminal activity, and school dropout (Weiss et al., 2010).

The implications of teaching and student engagement can be quantified when comparing cohort academic outcomes to national averages. The cohort average falls below the nation in each of the four areas of the ACT: English (18.8 vs. 20.1), mathematics (18.7 vs. 20.6), reading (20.6 vs. 21.7), and science (20.0 vs. 20.9). When compared to other students within the stressed Oklahoma educational system, 4.1% fewer cohort seniors enroll in PSE following high school graduation, with a greater percentage requiring remediation (45.4% vs. 40.5%) and earning a GPA below 2.0 (31.1% vs. 20.4%).

Cohort Academic Readiness

DISTRICTS:		EL RENO	GUTHRIE	LAWTON	NOBLE	PUTNAM CITY	SANTA FE SOUTH	SHAWNEE	COMPARE	COHORT AVG.	
ACADEMIC READINESS ON ACT	ENGLISH	CRB	↑ 0.9	↑ 0.9	↑ 1.7	↑ 1.9	→ 0.2	↓ -2.5	↑ 2.2	18	18.8
		OK	↓ -1.2	↓ -1.2	↓ -0.4	↓ -0.3	↓ -1.9	↓ -4.6	→ 0.1	20.1	
		US	↓ -1.2	↓ -1.2	↓ -0.4	↓ -0.2	↓ -1.9	↓ -4.6	→ 0.1	20.1	
	MATH	CRB	↓ -2.7	↓ -3.2	↓ -2.7	↓ -2.9	↓ -3.4	↓ -5.1	↓ -2.7	22	18.7
		OK	↓ -0.5	↓ -0.9	↓ -0.4	↓ -0.7	↓ -1.1	↓ -2.9	↓ -0.5	19.7	
		US	↓ -1.3	↓ -1.8	↓ -1.3	↓ -1.5	↓ -2	↓ -3.7	↓ -1.3	20.6	
	READING	CRB	↓ -1.2	↓ -0.8	↓ -0.7	↓ -0.9	↓ -1.9	↓ -4.2	→ 0.1	22	20.6
		OK	↓ -0.9	↓ -0.5	↓ -1.3	↓ -0.6	↓ -1.6	↓ -3.8	→ 0.4	21.7	
		US	↓ -0.5	↓ -0.1	→ 0	↓ -0.2	↓ -1.2	↓ -3.5	↑ 0.8	21.3	
	SCIENCE	CRB	↓ -2.9	↓ -2.6	↓ -2.6	↓ -2.4	↓ -3.2	↓ -5.1	↓ -2.2	23	20
		OK	↓ -0.7	↓ -0.5	↓ -0.5	↓ -0.3	↓ -1.1	↓ -3	↓ -0.1	20.9	
		US	↓ -0.7	↓ -0.4	↓ -0.4	↓ -0.2	↓ -1	↓ -2.9	→ 0	20.8	
COMPOSITE	OK	↓ -0.8	↓ -0.8	↓ -0.4	↓ -0.4	↓ -1.4	↓ -3.6	→ 0	20.8	19.7	
	US	↓ -0.9	↓ -0.8	↓ -0.5	↓ -0.5	↓ -1.4	↓ -3.6	↓ -0.1	20.8		
ENROLLMENT IN PSE	%	41.1%	46.6%	41.3%	44%	39.7%	56%	44.9%	47.3%	43.20%	
REMEDIAL COURSEWORK	%	46.6%	30.4%	42.7%	37.8%	52.9%	72.1%	43.8%	40.5%	45.40%	
	OK	↓ 6%	↑ -10.1%	→ 2.1%	↑ -2.7%	↓ 12.4%	↓ 31.6%	↓ 3.2%			
PSE GPA BELOW 2.0	%	25.7%	33%	30.1%	35.6%	36.8%	41.8%	13.8%	20.4%	31.10%	
	OK	↓ -5%	↓ -13%	↓ -10%	↓ -15%	↓ -16%	↓ -21%	↑ 7%			

PROJECT DESIGN

K20 GEAR UP for the FUTURE seeks to directly impact **4729 students** from **11 Oklahoma schools**. FUTURE has identified three goals that clearly define a methodology to guide the implementation of an evidence-based approach to improve students' college readiness, awareness, and fit.

GOAL 1:	Increase cohort academic performance and preparation for postsecondary education (PSE)
GOAL 2:	Increase high school graduation and PSE participation of cohort GOAL
GOAL 3:	Increase student educational expectations and increase students' and families' knowledge of postsecondary education options, preparation, and financing

SERVICES

College and Career Readiness Culture

FUTURE's project services will center around the process of developing a sustainable college and career readiness culture that supports rigorous curriculum, promotes student achievement through the attainment of college-ready academic behaviors and skills, and provides students with opportunities to explore an array of postsecondary education institutions to determine which environment best fits their academic, social, and career needs/requirements.

Leadership Institute FUTURE will engage leaders in a learning experience that starts with a nationally recognized Leadership Institute and persists through ongoing engagement within a professional learning community. Leaders will (1) be introduced to K20's theoretical framework, (2) explore school improvement theory, (3) investigate change theory and data-driven decision-making strategies to explore research-based practices that would provide students with academic supports or enrichment, and (4) learn professional development theory. Leaders will develop a better understanding of their school's earning climate and explore methods for building structures to create an environment of effective and reflective shared leadership.

Learning Teams FUTURE schools will each identify a Learning Team consisting of the leader, counselor, cohort teachers, and other stakeholders, such as students, parents, and community members. The Learning Team provides a structure for meaningful innovation. FUTURE will partner with the school Learning Teams to implement site-based action plans and support field-tested, college-readiness academic supports.

Site-Based Action Plans GEAR UP for the FUTURE schools and project staff will work together to use K20's logic model platform, PLANS (Project Logic-models: Adapting Novel Strategies for school), to create site-based action plans. The six-stage action plan-building process includes data analysis, defining research, setting goals, determining activities and resources, indicating outputs, and defining intermediate and long-term outcomes. This process promotes schools' innovation in creating culturally relevant, research-based academic supports that will prepare students academically and

encourage students and their families to explore postsecondary education.

Professional Development and Academics

The Learning Team will also collaborate with project professional development staff to present and support research-based instructional strategies, serve as points of contact for student-based services, co-facilitate evening college information events, and work with FUTURE staff to arrange student exploration of PSE sites. FUTURE will also work to harness local expertise to build and support the capacity of the school and community in replicating evidence-based activities that have had the greatest impact on student readiness. Counselor and Parent academies. Bring together key project stakeholders to gain practical insight from research as well as best practices.

Academic Readiness

More than 85% of low-income high school graduates who enter college are deemed not academically prepared for college (Hoffman et al., 2008). To ensure that FUTURE students are exposed to rigorous coursework, K20 will partner with schools and stakeholders to increase student access to meaningful, student-centered learning. Through K20's Authentic Learning process, individual students build on what they know to create deep knowledge as they engage in relevant learning tasks, problems, and challenges that are guided by focused conversations grounded in the use of essential questions.

Authentic Teaching and Learning

The correlation of significant student gains through high levels of authentic pedagogy and content has been well documented (Jeter et al., 2018; Stroukoff et al., 2018; Hetherington et al., 2014). Authenticity emphasizes learning strategies and instructional sequencing, which provide deeper conceptual understanding (Tornwall, 2017) and increase the likelihood of transfer to real-world situations (White et al., 2017).

An Instructional Support Team, consisting of master teachers with exemplary content, pedagogy, and technology backgrounds, will serve as Instructional Coaches for the FUTURE project. They will work with Learning Teams to identify and implement research-based professional development experiences that support cohort schools' action plans.

LEARN LEARN is the K20 Center's repository of high-quality, authentic lessons. The lessons promote academic rigor and student engagement. As part of the FUTURE project, the Instructional Support Team will develop

additional lessons for cohort teachers to use in the classroom. After being validated in the classroom, the lessons will be published to the LEARN repository. These authentic lessons will develop critical thinking skills to prepare students for PSE success, reducing the need for remedial coursework.

Action Research in Authenticity (ARA)

K20 has developed an authentic teaching professional development structure, ARA, which places the teacher in the role of both learner and action researcher. The Instructional Support Team will recruit teachers for this extended professional development process. Each participating teacher has access to a year-long professional development experience, starting with a four-day summer institute that explores the theory and practical application of authenticity. As teachers implement a series of authentic LEARN lessons in their classrooms, they are mentored by FUTURE curriculum specialists and identify their strengths and opportunities for growth.

Student Readiness

FUTURE will implement a series of student project services for both academic and social supports to better prepare cohort students for persistence in PSE. Project, school, and partner personnel will offer activities to increase the number of cohort students and parents visiting campuses and gaining knowledge about entrance requirements, degrees and careers, cost, scholarship and student financial aid options, location, educational environment, and college fit. To communicate PSE attainability, FUTURE will issue personalized 21st Century Scholar Certificates identifying (1) available federal financial aid and (2) Oklahoma's tuition scholarship (based on family income) to each student entering high school. PSE institutes, community stakeholders, state agencies, and school partners will provide meaningful experiences for students on college campuses. These student services are built on reaching students through college experiences, interactive learning, and mentoring and tutoring.

College Teams FUTURE provides a foundation of PSE awareness by facilitating campus visits for each cohort student. Students who do not have opportunities for college visits or other PSE experiences often enter college without contextual supports. Providing an annual campus visit gives every cohort student the opportunity to explore a minimum of five PSE sites (including community, regional, and research

institutes) throughout their six-year middle and high school careers. Prior to each visit, the school's College Team (five staff, including one counselor) will use a pre-visit curriculum kit from the LEARN repository to engage students in the exploration of the upcoming visit (student life, degree path, entrance requirements, and cost). This exploration will prepare students for meaningful interactions with college faculty, staff, students and mentors as they receive information about the campus. Each visit delivers activities to highlight college match and college fit and aligns with federal and state recommended timelines and milestones for PSE preparation and enrollment.

Dual Enrollment Senior cohort students will participate in Statway for Seniors, a dual enrollment, co-requisite course to earn on-level, college mathematics credits. This instructional support will help students (1) avoid the social stigma of a remedial course, (2) gain PSE credit while in high school, and (3) acclimate to the rigors of a college curriculum.

Game-Based Learning Game-based learning (GBL) can aid in comprehension, reflection, evaluation, and inquiry, allowing learners to explore the cause and effect between elements. Serious games are well-suited for deep learning environments, which are the tenets of authentic, inquiry-based instruction and the foundation of K20's GBL deliverables. The K20 Center has produced 18 GBL titles that have generated more than 56,373 hours of student-engaged learning. FUTURE students will have the opportunity to engage with the existing

games as well as additional titles that will be produced that address STEM awareness and college access. One of these games, AWARE (Applied Weather Academics and Readiness Experiences), will ask students to assume the role of an emergency manager tasked with designing a weather-ready response plan for a community-based event. Another game will be part of a larger computational thinking curriculum intended to introduce students to the concepts that underlie the computer science field.

Mentoring and Tutoring A national sample of 7th to 12th graders found that students who reported experiencing a mentoring relationship demonstrated increased high school completion, college attendance, employment, self-esteem, and life satisfaction (DuBois et al., 2011). FUTURE will employ a highly qualified mentoring coordinator who will work with cohort schools to identify needs and match them with a research-based School-Based Mentoring (SBM) program.

Link Crew Link Crew is a peer-based SBM program that had a profound impact on the students receiving mentoring as well as those students providing mentoring in a FY2011 GEAR UP project. Link Crew's peer year-long mentoring and tutoring program targets the middle to high school transition and links upperclassmen (mentors) with incoming freshmen. Link Crew supports academic success and character development through mentors' classroom visits and encourages mentor and freshman connections at social events to create positive school climate. Contributing to Link Crew sustainability, cohort students change

their role from mentee to mentor as they progress toward graduation.

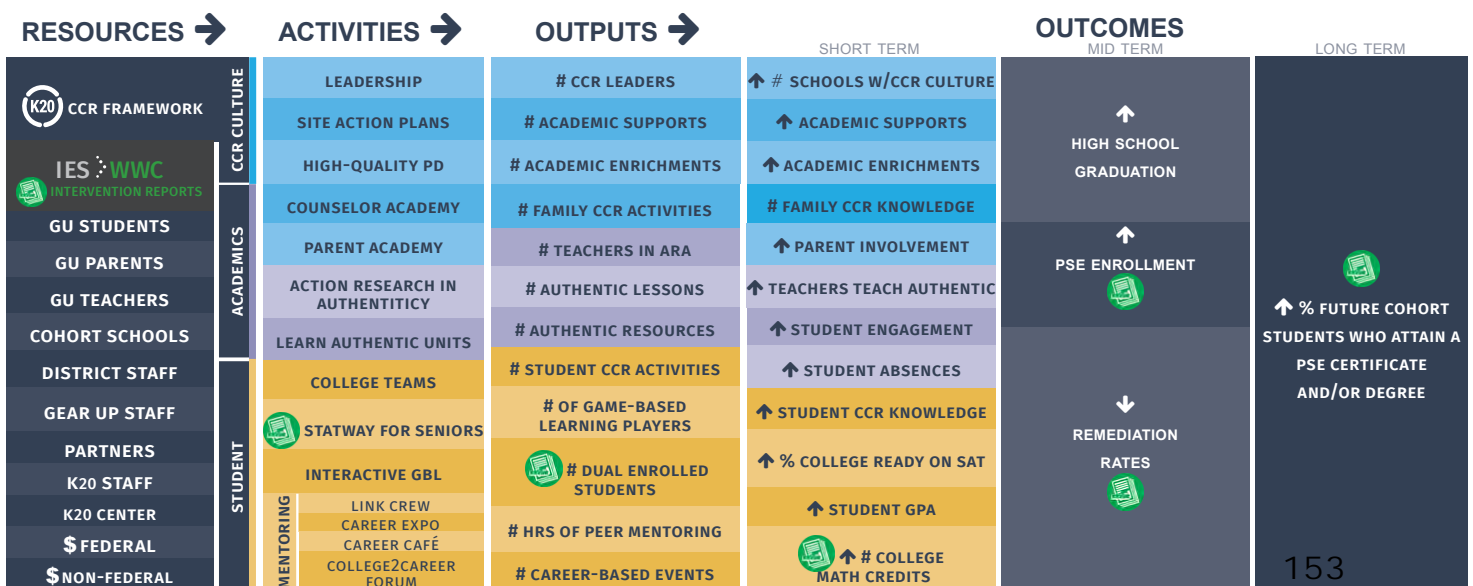
Career Mentoring A group of career-based mentoring initiatives will provide FUTURE students with a structure through which they can speak directly with community members about careers, degree path, and college planning.

FUTURE will partner with Oklahoma Works' Career Exposure Week, which seeks to introduce students to careers in business and industry. Events during Career Expo Week allow Oklahoma employers to showcase a broad range of critical careers from across the state while allowing students to see the array of careers available to them (Oklahoma Works, 2018).

Based on student feedback, schools will invite a group of professionals to participate in school-based career talks entitled Career Cafés. Each Café provides a forum in which cohort students can speak with community members about careers and college in a small-group atmosphere over the lunch period.

College2Career Forums, a series of focused, career-specific explorations, will be planned for several popular careers. Each school will be invited to identify students who are interested in a targeted career and transport them to a local partnering PSE, where they will engage in a hands-on activity that exemplifies the career. Equipped with these experiences, students then have an opportunity to visit an actual business, shadow a practicing professional, and engage in a short mentoring session with that professional.

GEAR UP for the FUTURE Logic Model



EVALUATION

The evaluation plan will explore the impact of the project on schools by leveraging formative feedback, identifying improvements that demonstrate the greatest promise, and actively listening to stakeholders of the previous GEAR UP projects. The evaluation plan will assess whether the project effectively increased the number of cohort students who enroll in postsecondary education immediately following high school graduation. The evaluation plan is a 2-pronged, blended approach:

Mini-research studies

K20 Engaged Researchers will work with a cross-functional team to collaboratively generate innovative research methodologies to evaluate the efficacy of interventions. The mini-research model serves as formative feedback on pilots of innovative services (producing evidence of promise) that can be scaled up to the entire cohort.

Comprehensive review of the project's goals, objectives, and performance measures

GEAR UP for the FUTURE will annually measure progress toward achieving identified outcomes and performance measures over the project period.

Evaluation of Goal 1. Project evaluation will use district and school data to measure academic progress. Tracking will be longitudinal for each grade level of the cohort and compared with previous years' students.

Evaluation of Goal 2. Evaluation teams will collect and analyze data from schools annually. FUTURE will measure student engagement at the school

and classroom levels and will also measure students' college expectations using research-validated assessments.

Evaluation of Goal 3. Annual student, parent, and teacher surveys will assess knowledge of postsecondary education options, preparation, and financing. After administering the PSAT/SAT, data measuring preparation for postsecondary education will be analyzed and summarized. Additionally, qualitative data related to workshops, academic/financial counseling, and a development plan for postsecondary education will also be collected. Comparisons will provide a benchmark student group with similar demographics to determine if GEAR UP for the FUTURE interventions are having the planned effects and outcomes per project design.

NEXT STEPS

GEAR UP for the FUTURE is now being reviewed. If the project is approved, the K20 Center will receive a funding notification. The project will begin as soon as this notification arrives.

change order

Owner Architect Contractor Field Other

project: Guthrie Jr High

change order no.: 1

owner: Guthrie Public Schools

date of issuance: 8.9.18

to: Pope Contracting, Inc.
8508 Western
Oklahoma City, OK 73139

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

architect's project no.: 1816

The Contract is changed as follows:

Items:

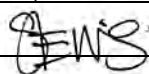
COR 1: Sidewalk Replacement/ Correct Drainage Deduct from \$25,000 Contingency	\$14,795.55
Total Contingency Remaining	\$10,204.45

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

The original Contract Sum	\$576,200.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$576,200.00
The contingency will be reduced by this Change Order	\$14,795.55
The new Contract Sum including this Change Order will be	\$576,200.00
The Contract Time will be changed by	(0) Days
The Date of Substantial Completion as of the date of this Change Order therefore is increased by	(0) Days

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

Authorized:

<u>The Stacy Group</u> ARCHITECT 222 E. 10 th St. Plaza Address Edmond, OK 73034	<u>Pope Contracting, Inc.</u> CONTRACTOR 8508 Western Address Oklahoma City, OK 73139	<u>Guthrie Public Schools</u> OWNER 802 E Vilas Address Guthrie, OK 73044
BY 	BY _____	BY _____
DATE 8.9.18	DATE _____	DATE _____

POPE CONTRACTING INC.

8508 S Western
 Oklahoma City, OK 73139
 Phone 405-636-0157 Fax 405-632-2147

Proposal To:
 Guthrie Jr High School Board

Prepared by: Lucas Kohlmeier

New Concrete and New Sump Pump

Description	AMOUNT
Concrete and ada mat	\$9,520.00
Sump Pump, man hole, ads pipe, and labor	\$1,900.00
Condensate Lines	\$2,000.00
	\$13,420.00
	0.05 \$671.00
	\$14,091.00
	profit0.05 \$704.55
	\$14,795.55

POPE CONTRACTING, INC.

Authorized
 Signature

Lucas Kohlmeier
 Lucas Kohlmeier



Board of Education Personnel Reports

Employment Request

Classification							
Certified							
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing	
Boyd, Harley	Junior High	Spec. Ed Mild/Mod	09/10/18		6	Linda Wilson	

Classification							
Support							
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing	
Dalzell, Lisa	Junior High	Cafeteria	10/01/18	2	6	Socorro Feliz	
Jones, Tracy	GUES	Cafeteria	10/01/18	2	5.5	New Position	
Lewis, Marvin	Cotteral	Cafeteria	10/08/18	2	7	Maxine West	
Smith, Chasity	Junior High	Cafeteria	09/24/18	2	6.5	Daniqua Bickell	
Walker, Ilda	Cotteral	Cafeteria	10/03/18	2	7.5	Sharon Steed	

Transfer of Position Report

Classification						
Support						
Name	Transferred From	Transferred To	Replacing	Transfer Date		
Bickell, Daniqua	Jr. High Caf. Worker	Jr. High Caf. Manager	Cassidy Allnutt	9/17/2018		

Separation of Employment

Classification						
Support						
Name	Site	Teaching Assignment	Reason for Separation	Effective Date		
Allnutt, Cassidy	Junior High	Caf. Manager	Terminated	9/12/2018		
Jennings, Dave	Central	Custodian	Terminated	9/20/2018		
Steed, Sharon	Cotteral	Cafeteria Worker 7.5 Hrs	Resigning	10/10/2018		
Stevenson, Susanne	Transportation	Route Driver	Terminated	8/31/2018		
West, Maxine	Cotteral	Cafeteria Worker	Resigning	10/10/2018		

2018-2019 Cotteral Academic Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
COTT	Bus Loading Supervision 1st Semester	\$500.00	Rusty Crockett	unassigned
	Bus Loading Supervision 2nd Semester	\$500.00	Rusty Crockett	unassigned
	Bus Loading Supervision 1st Semester	\$500.00	Carmen Brown	unassigned
	Bus Loading Supervision 2nd Semester	\$500.00	Carmen Brown	unassigned

2018-2019 GUES Academic Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
GUES	Academic Team GUES	\$300.00	Shari Yost	Cheryl Pratt
	Bus Loading Supervision 1st Semester	\$500.00	Corbin Crockett	unassigned
	Bus Loading Supervision 2nd Semester	\$500.00	Corbin Crockett	unassigned
	Bus Loading Supervision 1st Semester	\$500.00	Traci Hartley	unassigned
	Bus Loading Supervision 2nd Semester	\$500.00	Traci Hartley	unassigned
	Bus Loading Supervision 1st Semester	\$500.00	Emily Carpenter	unassigned
	Bus Loading Supervision 2nd Semester	\$500.00	Emily Carpenter	unassigned

2018-2019 JH Athletic Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
JH	Basketball head coach 7th Grade Girls	\$1,700.00	unassigned	Ronald Gillette

2018-2019 Fogarty/Cotteral Academic Duty Assignments

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Honor Choir/Fogarty and Cotteral	\$500.00	Kristin Knapp	unassigned

2018-2019 Charter Oak/Central Academic Duty Assignments

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Honor Choir/Charter Oak and Central	\$500.00	Kirby Allen	unassigned

Guthrie Public Schools
Property Committee Meeting
October 1, 2018 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Janna Pierson, Tina Smedley, and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for September
- 32 new Purchase Orders for September

Completed Projects:

- 262 Work-Orders completed at Maintenance
- HVAC repairs/upgrades throughout the District
- Plumbing/Electrical/Door, key, and lock repairs/upgrades district wide
- Cleaned out grease trap at GUES
- Annual district boiler inspections completed
- Moved items for Teacher moving from Fogarty to Cotteral and painted her classroom
- Distributed 77 boxes of books to GUES, HS, and Jr. High
- Picked up all moving boxes for return credit
- Repaired swing sets at Central ES
- Installed outside signage at Charter Oak ES
- Completed repairs and put down finish to Fogarty gym
- Replaced restroom partition walls at Fogarty
- Repaired dish machine at Central
- Moved teacher's items to Golden Age
- Installed new compressor for the chiller at GUES

Projects in Progress:

- Currently have 191 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Replacing air filters at all sites and cleaning coils
- Making needed repairs to our bus fleet
- Continuing roof repairs where needed at all sites:
 - a. Fogarty Quad bldg. and coping stone on main roof
 - b. Central – Kitchen roof and east hallway sections
 - c. Jr. High – Gym & part of the lower main roof
 - d. Administration – Board room and Spec Needs area
- Extend existing north sidewalk at IT building
- Adjusting bus routes, stops, and drivers as we continue the transition to neighborhood school boundaries
- Continue to move Smart Boards at elementary sites
- Replace one of the compressors on the GUES chiller due to lightning strike – Insurance claim
- Charter Oak wood fencing – Phase II
- Parking lot repairs at GUES, Bus lot, and the HS

- Update outside signage as needed at each site
- Repair the outside siding to football building at Faver annex
- Continue to upgrade the master key/lock system at all sites
- Floor work when the VCT flooring is put down in Charter Oak café

Bond Projects Discussion:

Charter Oak ES – Dr. Simpson discussed the progress of the kitchen, café, gym, and the punch list. Issues and concerns will be addressed at the scheduled construction meeting.

J.H. – Dr. Simpson discussed the change order for the sidewalk replacement, install condensate lines, and removing the barrels. Windows are being installed.

H.S. – Scope and specifications for Phase II of the HVAC work is underway.

Doug Ogle discussed the following:

GPS was awarded funding for the K20 Gear UP Program which benefits our 7th graders. The results of the “Exit Survey” given to our employees that have left. Most included favorable comments about our District.
Number of Students is up 4 from last year.

Dr. Simpson discussed the changes made to the Policy Handbook.

Guthrie Public Schools
Finance Committee Meeting

October 2, 2018

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Michelle Chapple, Angie Smedley, Travis Sallee, Sharon Watts, and Michele Hamby

Ms. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the Comparative Financial Report, noting expenses are up in both the General Fund and Child Nutrition Fund, mainly due to salary increases.

Ms. Chapple spoke on the following:

2018-2019 Board Adopted Operating Budget

A brief overview of the budget was presented with a comparison to last year's budget. The General Fund reflects increases due to payroll cost, utilities, and security. The Building Fund budget has increased by \$70,000.00, and the Estimate of Needs for Child Nutrition has decreased from last year and those funds will be closely monitored.

Mr. Ogle spoke on the following:

Agreement with PeopleFacts – Background Checks

This is a renewal of our current agreement for quick background checks, at a cost of roughly \$15 per test.

Agreement with MTC – Transcribing

This is our annual MOU for the accreditation of the Math and Science courses provided to our students at Meridian Technology Center.

Exit Survey

A brief review of the 39 responses provided to the exit survey of employees not returning for the 2018-2019 school year.

Class Sizes

Handouts with detailed information on class sizes at each site were presented.

High School STEM Club Request

Principal Chris LeGrande requests board approval for a STEM Club at the high school, partnering with Langston University for funding.

Dr. Simpson spoke on the following:

Bond Project Updates:

A brief update including a change order for the current Junior High sidewalk project.

Policy Changes

Proposed changes in policy were distributed to board members present, with changes in red.

Curriculum Committee Meeting Minutes

October 2, 2018

5:00 PM

802 E. Vilas Avenue

In Attendance:

Dr. Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Sharon Watts, Travis Sallee, and Jennifer Bennett-Johnson.

Agenda Items Discussed:

Ms. Walters:

Beginning of Year Updates:

- Discussion about how smoothly the transition to neighborhood schools has been.
- Discussion that discipline problems have decreased because of the diversity of ages.

Mr. Ogle:

Junior High Health Fair

- It was explained that Bethany Knight was assuming control of the fair.
- Discussion that sex education will be taught in the science classrooms by the science teachers as part of the new science standards and not by the guidance counselor going forward.
- Options for parents to opt their student out of sex-ed were discussed.

Meridian Technology Transcribing

- Discussion for transcribing Mathematics, Science, and Computer Science for students attending Meridian.

High School STEM Club Proposal

- Discussion of the request for a STEM club to be formed at the High School in partnership with Langston University.

K20 Start UP Grant

- Explanation and discussion of implementing the program which will monitor (using aggregate information), students from 7th-12th.
- Questions about sourcing student information and purpose of the studies were asked and answered briefly.

- Discussion of deadlines for approval of program.

Exit Survey

- Results of the survey were reviewed.
- Discussion about results and their impact.
- Discussion about possibility for a mentor program or other plan for new teachers.

Class Sizes

- Discussion of class sizes increasing.
- Questions about how GPS schools class sizes compare to other districts.
- Discussion about class size and district boundaries.