

AGENDA WITH COMMENTARY

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

**MONDAY
AUGUST 13, 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 6-48**
All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:
 - A. **Minutes of regular meeting held on July 9, 2018**
 - B. **Minutes of special meeting held on August 8, 2018**
 - C. **Treasurer's Report**
 - D. **Activity Fund Fundraisers as per attached list**
 - E. **Activity Fund Fundraiser change request**

- F. **Activity Fund Transfers as per attached list**
 - G. **Encumbrances for General Fund #'s 178-310, Building Fund #'s 43-86, Building Bond 2017 Fund #'s 3-9 and Activity Fund Reports**
 - H. **Fuel Bid**
 - I. **Out-of-State Trip Requests:**
 - 1. **Michelle Chapple-2018 ASBO International Annual Meeting & Expo-Kissimmee, FL-September 20-24, 2018**
 - J. **Declare listed items as surplus**
 - K. **Contracts/Agreements under \$10,000**
 - 1. **Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2018-2019** **Pages 44-45**

Commentary:
This is our annual contract with Career Tech to continue to offer their programs for the 2018-2019 school year. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.
 - 2. **Agreement with Dr. Scott Singleton, BCBA to provide specialized services relating to the provision of educational and behavioral services for students for 2018-2019** **Pages 46-48**

Commentary:
This agreement with Dr. Scott Singleton may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, etc. The fee for these services will not exceed \$5,000. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:
The Superintendent recommends approval.
9. **Business Agenda:**
- A. **Recommendation, consideration and action to calculate the 2018-2019 school year by instructional hours.....Pages 49-56**

Commentary:
We have done this for the last 9 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon renewal agreement with Coca-Cola Southwest Beverages LLC for 2018-2019.....Pages 57-68

Commentary:

This is our first year to contract with Coca-Cola Southwest Beverages LLC who purchased Great Plains Coca Cola. The agreement is only for one year and may be renewed each year for a five year period. In addition to commission on sales, we receive an additional \$4,000.00 in cash and products each year for granting them exclusive vending rights. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program.....Page 69

Commentary:

This is a yearly required authorization. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Agreement with Today's Therapy Solutions to provide Occupational Therapy for Guthrie Public Schools during the 2018-2019 school year.....Pages 70-75

Commentary:

Today's Therapy Solutions has agreed to provide an OT to supervise the District COTA, complete evaluations, attend IEP and eligibility meetings and complete paperwork as requested. The total approximate cost for these services will be \$54,000.00. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**E. Recommendation, consideration and action to suspend for one year Board Policy:
• F-48 Foreign Exchange Students Page 76**

Commentary:

It is recommended that we suspend this policy for the 2018-2019 school year. We are willing to accept 3 foreign exchange students and our High School administration supports the suspension of this policy for one year with the ongoing discussion of the need for the policy in the future. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon revision to District Policy:

- **F-6 District Wellness Policy**

Pages 77-83

Commentary:

These changes broaden the definition in our policy to comply with USDA best practice standards for specific goals for nutrition education. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon revision to District Policy:

- **D-45 Felony Record Search**

Pages 84-87

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon revision to District Policy:

- **D-15 Military Leave**

Page 88

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.

- 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, discussing teacher negotiations for 2018-2019 and discussing and assessing the vulnerability of GPS facilities to acts of terrorism and discussing plans for deterrence or prevention of or protection from an act(s) of terrorism, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 7 and 9**
- A. Vote to go into executive session**
 - B. Acknowledge Board's return to open session**
 - C. Statement of minutes of executive session**

- 11. **Vote on action as set out on the Personnel Reports.....Pages 89-90**
- 12. **Recommendation, consideration and action for Statutory Waiver/Deregulation which allows Mrs. Shana Fields to be employed as Library Media Specialist at Guthrie Upper Elementary School.....Pages 91-94**
- 13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 14. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 15. **Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by:_____

Date:_____ Time:_____

Place:_____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 9, 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 JULY 9, 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 no citizens registered to speak to the board.

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

There were no comments to the Board by Board members.

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

Superintendent Simpson reported on the following:

Announced our community was recently selected as one of the ten best places to live in the United States for under \$40,000 a year by the AARP Magazine. One of the characteristics cited in the article that sets our community apart from others is how our school district embraces the senior citizens of Guthrie. It describes the intergenerational pre-kindergarten classroom located inside the Willow Creek Nursing facility as evidence that Guthrie is committed to looking at aging in a new way. This commitment will grow for the 2018-2019 school year as we are adding a classroom at the Golden Age Nursing facility.

Gave a construction update recognizing that Charter Oak is progressing with the air conditioner in over 50% of the building now operational. The Junior High waterproofing is in full swing as they are placing the barrier on the building and beginning backfilling.

Notified the Board that many of our staff will be attending Engage Oklahoma later this week which is a conference sponsored by the Oklahoma State Department of Education.

Recognized the salary situation has been solidified by the Oklahoma State Supreme Court.

Announced that our carry over balance as of June 30th was \$2.9 million or 12% of our budget. This figure is nearing the carryover from 2012-2013 which fully signals we have weathered the financial storms effectively.

Reminded Board members that the OSSBA/CCOSA Conference is August 24-26 and to please let Jana Frey know if you plan to attend.

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

Member Smedley requested Item 8A and 8B be removed from the Consent Agenda for consideration.

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

The motion carried with 7 ayes and 0 nays.

A motion was made by Watts and seconded by Pierson to approve Item 8A, minutes of regular meeting held on June 11, 2018.

The motion carried with 5 ayes and 2 abstentions-members Pennington and Smedley abstaining.

A motion was made by Smedley and seconded by Davis to approve item 8B, minutes of special meeting held on June 27, 2018.

The motion carried with 5 ayes and 2 abstentions-members Pennington and Watts abstaining.

- 9A. President Sallee called for recommendation, consideration and action upon change order #2 for W.L. McNatt Construction on Charter Oak Elementary.**

A motion was made by Watts and seconded by Smedley to approve change order #2 for W.L. McNatt Construction on Charter Oak Elementary.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9B. President Sallee called for recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.**

A motion was made by Smedley and seconded by Watts for approval upon \$.10 increase for all paid student breakfast and lunch meals.

The motion carried with 7 ayes and 0 nays.

- 9C. President Sallee called for recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.**

A motion was made by Pierson and seconded by Watts to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.

The motion carried with 7 ayes and 0 nays.

- 9D. President Sallee called for recommendation, consideration and action to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642.**

A motion was made by Watts and seconded by Smedley to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education

reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642.

The motion carried with 7 ayes and 0 nays.

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

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

The motion carried with 7 ayes and 0 nays.

- 9F. President Sallee called for recommendation, consideration and action upon School Bus Rider's Handbook for 2018-2019.

A motion was made by Watts and seconded by Bennett-Johnson to approve the School Bus Rider's Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9G. President Sallee called for recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2018-2019.

A motion was made by Watts and seconded by Smedley to approve the School Bus Driver's and Monitor's Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9H. President Sallee called for recommendation, consideration and action upon Activity Fund Handbook for 2018-2019.

A motion was made by Davis and seconded by Watts to approve the Activity Fund Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9I. President Sallee called for recommendation, consideration and action upon Jr. High School Student Handbook for 2018-2019.

Member Bennett-Johnson noted the correction of Doug Ogle's title to be changed to Assistant Superintendent.

A motion was made by Pierson and seconded by Smedley to approve the Jr. High School Student Handbook for 2018-2019 with the correction of Doug Ogle's title to be changed to Assistant Superintendent.

The motion carried with 7 ayes and 0 nays.

- 9J. President Sallee called for recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2018-2019.**

A motion was made by Davis and seconded by Watts to approve the Guthrie High School/Faver Alternative School Student Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9K. President Sallee called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2018-2019.**

A motion was made by Smedley and seconded by Pierson to approve the Guthrie High School Course Description Handbook for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9L. President Sallee called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2018-2019.**

A motion was made by Pierson and seconded by Bennett-Johnson to approve the Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9M. President Sallee called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2018-2019.**

A motion was made by Watts and seconded by Davis to approve loan agreement with Child Nutrition Fund for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 9N. President Sallee called for recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2018-2019.**

A motion was made by Smedley and seconded by Pierson to approve the agreement with Imperial Vending for snack vending for 2018-2019.

The motion carried with 7 ayes and 0 nays.

90. President Sallee called for recommendation, consideration and action upon revision to District Policy:

- *F-32 Tobacco Use on School Property*

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

- *F-32 Tobacco Use on School Property*

The motion carried with 7 ayes and 0 nays.

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, extra-duty assignments as listed for 2018-2019, Administrator's Handbook and Salary Schedule for 2018-2019 and teacher negotiations for 2018-2019 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, 2 and 7.

10A. A motion was made by Smedley and seconded by Davis to go into executive session.

The motion carried with 7 ayes and 0 nays. Executive session began at 7:25 p.m.

10B. President Sallee acknowledged the Board's return to open session at 8:12 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 Pierson and seconded by Watts to approve action as set out on the Personnel Reports.

The motion carried with 7 ayes and 0 nays.

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

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

The motion carried with 7 ayes and 0 nays.

- 13. President Sallee called for recommendation, consideration and action upon Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2018-2019.**

A motion was made by Davis and seconded by Watts to approve the Administrator's Handbook and Salary Schedule-not including the Superintendent for 2018-2019.

The motion carried with 7 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 Watts and seconded by Bennett-Johnson to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:14 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
AUGUST 8, 2018**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 8:30 A.M. AT CIMARRON NATIONAL GOLF CLUB, 500 DUFFY'S WAY, GUTHRIE, OKLAHOMA ON AUGUST 8, 2018

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

Board Member Absent: Terry Pennington

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, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.

Member Terry Pennington was not 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 discussion on school safety initiatives.

Dr. Simpson discussed the things we've done as a District and the things we look forward to doing regarding our school safety initiatives. He stated this needs to be an ongoing discussion. Mr. Benson spoke about the updated camera software as

well as the securing of the outsides of our buildings. He stated that our SRO's have access to our cameras and that our cameras have remote access capability allowing alarms to be sent to us and/or first responders. There was also discussion regarding our SRO assignments.

7. **President Sallee called for update on current and past construction and bond projects.**

Mr. Sean Willis from the Stacy Group gave an update on our current bond projects which consist of waterproofing at GJHS, window replacement projections at GJHS, GHS HVAC designs in progress, the near completion of Charter Oak Elementary with a classroom punch list to be completed today and furniture being delivered on August 20th.

Discussion followed.

8. **President Sallee called for proposed executive session for the purpose of discussing the 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.**

- 8A. **A motion was made by Smedley and seconded by Watts to go into executive session.**

The motion carried with 6 ayes and 0 nays. Executive session began at 9:36 a.m.

- 8B. **President Sallee acknowledged the Board's return to open session at 10:36 a.m.**

- 8C. **President Sallee stated that in executive session only those items listed in Agenda Item 8 were discussed and no votes were taken.**

9. **President Sallee called for update on Elementary Transition.**

Mr. Cody Thompson gave a transportation update in regards to the Elementary Transition transportation reconfiguration.

Discussion followed.

10. **President Sallee called for discussion of long range planning process.**

Mr. Jon Wolff from Municipal Finance Services, Inc. gave a presentation regarding projections of possible upcoming bond elections and what those look like depending on the desired mill levy and possible needs within the District.

Lunch recess began at 12:07 p.m.

The meeting reconvened at 12:38 p.m.

Dr. Simpson recommended we follow a similar path regarding the last long range planning committee to include members of our community. He would like to reconvene that committee with board members having a say as to who is on the committee. The Board agreed they did not want to exceed 17 mills for the mill levy. It was suggested that if a committee is formed that it be smaller with at least 2 Board members on the committee so the District assessment process could be done in a more timely fashion in order to have a possible bond election in 2019. Mr. Sean Willis gave projected costs on possible upcoming new bond projects.

Due to weather conditions at the construction site, the following 3 agenda items were not acted upon.

11. Consideration and vote to recess and reconvene this meeting at Charter Oak Elementary School, 4900 E. Charter Oak Road, Guthrie, OK today (8.8.18) at a time to be determined when this item is acted upon, for the purpose of touring Charter Oak Elementary and to conclude and adjourn this meeting at that location.
12. Reconvene at Charter Oak Elementary School, 4900 E. Charter Oak Road, Guthrie, OK.
13. Tour Charter Oak Elementary School Construction Site.
14. 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 1:32 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

TREASURER'S REPORT
July 31, 2018

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 4,156,242.51
Building Fund	758,501.78
Sinking Fund	42,571.21
ILR Fund	62,336.55
G&E Fund	750.00
Child Nutrition Fund	217,475.59
Activity Fund	466,742.01
School Age-Care Fund	75,619.14
Bond Fund	<u>1,495,893.39</u>

TOTAL \$ 7,276,132.18

RECEIPTS

GENERAL FUND:

Logan County	\$ 34,542.21
State of Oklahoma	6,465.00
Okla. Tax Comm.	179,470.14
School Land Earn.	39,231.17
R.O.T.C.	4,092.73
Federal Programs	487,181.17
Misc Receipts	53,565.06
Correcting Entry(-)	
General Acct. Int.	3,003.23
Minus (-) Bank Fees	<u>123.93</u>
TOTAL	\$ 807,426.78

SINKING FUND:

Logan County \$ 5,790.15

CHILD NUTRITION FUND:

Local	
State	
Federal	<u>8,373.10</u>
TOTAL	\$8,373.10

INS.LOSS RECOVERY FUND:

\$

BUILDING FUND

Logan County	\$ 2,442.74
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 2,462.74

BOND FUND:

Interest	\$ 5,278.46
Bank Fees	<u>(-) 11.76</u>
TOTAL	\$ 5,266.70

WARRANTS PAID

GENERAL FUND:

2017-2018 \$ 771,055.60
2018-2019 \$ 551,234.39

GIFTS & ENDOWMENTS FUND:

2017-2018 \$2,225.00
2018-2019

BUILDING FUND:

2017-2018 \$ 33,051.38
2018-2019 \$ 19,038.41

INS. LOSS RECOVERY FUND:

2017-2018
2018-2019

CHILD NUTRITION FUND:

2017-2018 \$ 36,559.94
2018-2019 \$ 9,703.65

BOND FUND:

2017-2018 \$ 11,691.40
2018-2019 \$169,449.63

CD/INVESTMENTS:

Farmers and Merchants Bank – Bond CD \$4,500,000.00
InterBank – Bond CD \$1,500,000.00

TOTAL MONIES IN F&M BANK \$7,276,132.18

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$15,757,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 7/31/2018**

- | | | |
|-----------|--------------------------|---|
| a. | HS Athletics, 852 | Fall and Spring Sports Calendar with Advertising |
| b. | Charter Oak, 840 | Southwest Fundraising Brochure |
| c. | Charter Oak, 840 | Billy Simms Night |



RECEIVED
7-25-18



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/21/18 Site: HS Unobligated Account Balance: 24,284 27,856.06
Account Name: HS Athletics/852 Account Number: 852 7/25/18 ag

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall and Spring Sports Calendars. Advertising will be on the calendars

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: _____

Purpose for which funds will be used: Athletic expenses through out the year. Equipment, repairs etc.

Name/Address of Vendor: Excite Fundraising 1003 SE 14th St. Suite 12 Bentonville Ark.72712

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

Estimated INCOME: \$1500 Fundraiser start date: August 14 2018
Less Estimated EXPENSES: _____
Estimated PROFIT: \$1500 Fundraiser end date: February 1st

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: _____ Date: _____

Principal's Signature: Chris Roberts Date: 7-24-18

Athletic Director's Signature (if applicable): D. C. U. Date: 7/21/18

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

M. Schapelle



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7-27-18 Site: Charter Oak Unobligated Account Balance: \$ 8

Account Name: Charter Oak Activity Account Number: 840

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Southwest Fundraising Brochure, selling brochure items cookie dough, kitchen gadgets, chocolates, soup mixes.

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) cookie dough, cakes, soup mixes

Manufacturer: Southwest fundraising

Purpose for which funds will be used: funds will be used to purchase students rewards, computers/software upgrades, supplies, classroom materials, continue ed. for teachers, building and grounds needs, donations, refunds, misc.

Name/Address of Vendor: Southwest Fundraising P.O Box 850239 Yukon, OK. 73085

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: \$10,000 Fundraiser start date: Sept. 28, 20018
Less Estimated EXPENSES: \$5,000
Estimated PROFIT: \$5,000 Fundraiser end date: Nov. 15, 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? if yes a facility use permit must be completed.

Sponsor Signature: Date:

Principal's Signature: Jeff Ball Date: 7-27-18

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

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

Handwritten signature in blue ink.



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7-27-18 Site: Charter Oak Unobligated Account Balance: 0 08

Account Name: Charter Oak Activity Account Number: 840

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Billy Sims Night percentage of that nights profit will go towards Charter Oak School

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) Bar B Que meats

Manufacturer: Billy Sims Bar B Que Guthrie Ok.

Purpose for which funds will be used: funds will be used to purchase students rewards, computers/software upgrades, supplies, classroom materials, continue ed. for teachers, building and grounds needs, donations, refunds, misc.

Name/Address of Vendor: Billy Sims Bar B Que 1624 S. Division Guthrie, Ok 73044

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

Estimated INCOME: <u>\$2,000</u>	Fundraiser start date: <u>Sept. 15, 2018</u>
Less Estimated EXPENSES: <u>\$1,000</u>	
Estimated PROFIT: <u>\$1,000</u>	Fundraiser end date: <u>Nov. 1, 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? _____ Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Jeff Ball Date: 7-27-18

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

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

Michelle



Staking A Claim in Our Students' Future

Mike Simpson, Ed.D.
Superintendent

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

August 7, 2018

Dear GPS Board of Education,

Please approve the extension of the previously approved fundraiser, Pink Week through October 12, 2018. The ending date was requested & approved as Oct. 1, 2018 in error.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anita Paul', written in a cursive style.

Anita Paul, Activity Fund Clerk
Guthrie Public Schools
anita.paul@guthrieips.net

TRANSFERS FOR BOARD APPROVAL
As of 7/31/2018

TO:	FROM:	REASON	\$AMOUNT
GHS Alumni, 864	Class of 2017, 861	Dissolve account	\$1,959.85
GHS Alumni, 864	Class of 2018, 862	Dissolve account	\$2,112.72



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

Amount 1,959.85 Date Requested 7/9/2018

Transfer to: GHS Alumni Account, 864
Account Name & Number

Transfer from: Class of 2017, 861
Account Name & Number

State Reason for Transfer Below

Dissolving account

Sponsor's Signature: Chris P. M... ..

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris P. M... ..

Transfer # _____

Board Approved _____



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

Amount 2,112.72 Date Requested 7/9/2018

Transfer to: GHS Alumni Account, # 864
Account Name & Number

Transfer from: Class of 2018, 862
Account Name & Number

State Reason for Transfer Below

Dissolving account

Sponsor's Signature: Chris Lyman

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Lyman

Transfer # _____

Board Approved _____

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 178 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
178	07/09/2018	44184	MAXIS TECHNOLOGIES INC.	PHONES/TECHNOLOGY	1,760.00
179	07/09/2018	12686	LOREN L JONES	PRINTING SERVICES/HS	1,000.00
180	07/09/2018	44184	MAXIS TECHNOLOGIES INC.	REPLACEMENT SWITCHES/TECHNOLOGY	4,450.00
181	07/09/2018	10312	ALL AMERICAN SPORTS CORP.	FOOTBALL HELMETS/ATHLETICS/HS	3,538.70
182	07/09/2018	44088	REPRODUCTION ENTERPRISES, INC.	AI KIT/DRAKE/AG	358.00
183	07/09/2018	11849	JERRY D. JONES	WRECKER SERVICES/TRANSPORTATION	1,500.00
184	07/09/2018	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT/SPED	500.00
185	07/09/2018	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT/SPED	500.00
186	07/09/2018	84079	MORGAN PAIGE KOWALEWSKI	MILEAGE REIMBURSEMENT/SPED	500.00
187	07/09/2018	83798	SONYA ALECIA ARNOLD	MILEAGE REIMBURSEMENT/SPED	500.00
188	07/09/2018	83761	TINA MICHELLE JORDAN	MILEAGE REIMBURSEMENT/SPED	500.00
189	07/09/2018	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 2018- 2019	500.00
190	07/09/2018	42687	CRISIS PREVENTION INSTITUTE, INC.	YEARLY CPI RECERTIFICATION FEE	150.00
191	07/09/2018	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA PRO ASSESSMENT/SPED	300.00
192	07/09/2018	84150	CHRISTINE E HAYES	MILEAGE REIMBURSEMENT/SPED	500.00
193	07/09/2018	17878	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGICAL SERVICES FOR 2018-19	1,000.00
194	07/09/2018	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR VACCINATIONS	250.00
195	07/09/2018	14207	WALMART COMMUNITY	BLANKET FOR 2018-19/SPED	1,000.00
196	07/09/2018	13229	QUILL CORPORATION	BLANKET FOR OFFICE SUPPLIES/SPED	500.00
197	07/09/2018	44182	QUALITYCARE LABS, LLC	STUDENT DRUG TESTING/EXTRACURRICULAR PROGRAMS	6,050.00
198	07/09/2018	44001	MICROSOFT CORPORATION	WINDOWS LICENSES/TECHNOLOGY	3,000.00
199	07/09/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS ROTORS/TRANSPORTATION	582.48
200	07/09/2018	42234	CHALK'S TRUCK PARTS, INC.	BUS SEAT CUSHIONS AND COVERS/TRANSPORTATION	1,496.40
201	07/09/2018	10129	NORTHUP AUTO PARTS & MACHINE	BUS AND VEHICLE PARTS/TRANSPORTATION	1,000.00
202	07/09/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	CHASSIS MODULE AND PARK BRAKES/TRANSPORTATION	655.84
203	07/09/2018	44087	GOOLSBEE TIRE SERVICE INC	BUS TIRES/TRANSPORTATION	3,787.50
204	07/09/2018	14201	WALKER TIRE DTR LLC	DISTRICT TIRES AND SUPPLIES/TRANSPORTATION	500.00
205	07/10/2018	42077	DESHIELDS TRUCK SERVICE, INC.	REPAIRS ESTIMATE ON BUS #53/TRANSPORTATION	500.00
206	07/10/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	HEAVY DUTY OSCILLATING FANS/TRANSPORTATION	298.00
207	07/10/2018	13438	ROSS TRANSPORTATION, INC.	REPAIRS TO BUS #54 LIFT/TRANSPORTATION	500.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 178 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
208	07/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	REAR DRUMS PER QUOTE/TRANSPORTATION	443.40
209	07/11/2018	17992	WESTERN GLASS & ATV, INC.	WINDSHIELD REPLACEMENT FOR BUS 14/TRANSPORTATION	675.00
210	07/11/2018	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	SUMMER CONFERENCE/AG/HS	1,215.00
211	07/11/2018	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP/DUES	1,300.00
212	07/11/2018	42234	CHALK'S TRUCK PARTS, INC.	BUS PARTS PER QUOTE/TRANSPORTATION	384.00
213	07/11/2018	83680	MEGHAN KATHLEEN NORTON	MILEAGE REIMBURSEMENT 2018-19	200.00
214	07/12/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLY/BARRETT/FAVER	75.00
215	07/12/2018	12910	OFFICE DEPOT, INC.	OFFICE SUPPLIES/DRAKE/AG/HS	750.00
216	07/12/2018	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLY/K. WILLIAMS/HS	150.00
217	07/12/2018	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLY/DRAKE/HS	150.00
218	07/12/2018	15571	STAPLES CONTRACT & COMMERCIAL, INC.	\$75 CLASSROOM SUPPLY/BARRETT/FAVER	75.00
219	07/16/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	PINION NUTS/TRANSPORTATION	27.90
220	07/16/2018	12447	MARDEL, INC.	\$150 CLASSROOM SUPPLY/M. BALL/COTTERAL	150.00
221	07/16/2018	12387	LOWE'S COMPANIES, INC.	RUG FOR AG OFFICE/HS/WILLIAMS	250.00
222	07/17/2018	12967	OKLAHOMA HOME CENTERS, INC.	MINERAL SPIRITS/TRANSPORTATION	119.98
223	07/17/2018	44123	OKLAHOMA VISUAL GRAPHICS, LLC	VEHICLE DECALS/TRANSPORTATION	106.24
224	07/17/2018	15994	AMAZON CAPITAL SERVICES	\$100 CLASSROOM SUPPLY/L. BRAID	100.00
225	07/17/2018	12447	MARDEL, INC.	\$50 CLASSROOM SUPPLY/L. BRAID	50.00
226	07/18/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	REAR CALIBERS PER QUOTE/TRANSPORTATION	294.12
227	07/18/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	PARK BRAKE PADS/TRANSPORTATION	176.96
228	07/18/2018	15926	DELL MARKETING L.P.	PRINTER TONER FOR OFFICE/HS	332.45
229	07/18/2018	42234	CHALK'S TRUCK PARTS, INC.	QSTRAINTS FOR SPECIAL NEEDS BUSES/TRANSPORTATION	1,559.19
230	07/18/2018	81708	JUANA R BENSON	MILEAGE REIMB/CONFERENCE/J. BENSON/FAVER	186.39
231	07/18/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	FLEET PARTS/TRANSPORTATION	1,000.00
232	07/18/2018	11502	GUTHRIE TAG AGENCY	TITLE AND REGISTRATION FOR DODGE CARAVAN/TRANSP.	47.03
233	07/18/2018	11933	JOHN VANCE MOTORS, INC.	REPAIRS TO VEHICLE #89/TRANSPORTATION	500.00
234	07/18/2018	17549	SCHOOLDUDE.COM, INC.	MDM MANAGEMENT/TECHNOLOGY	4,355.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 178 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
235	07/19/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	FLOOR MATS FOR DODGE CARAVAN/TRANSPORTATION	375.28
236	07/19/2018	17803	LOGICAL RAM SOLUTIONS, INC	COMPUTER MEMORY/TECHNOLOGY	5,050.00
237	07/19/2018	12387	LOWE'S COMPANIES, INC.	TOOLS/EQUIP/SUPPLIES FOR AG PROGRAM/HS	650.00
238	07/19/2018	17891	SUPREME TRAILER SALES, LLC	REPAIRS TO HOG TRAILER/AG	1,300.00
239	07/19/2018	13123	KATHERYNE B PAYNE EDUCATION CENTER	CLASSROOM MATERIAL/SPECIAL ED	472.00
240	07/19/2018	16475	PEARSON EDUCATION, INC.	TESTING MATERIALS/SPECIAL ED	376.83
241	07/19/2018	44193	SUNDANCE/NEWBRIDGE LLC	READING CURRICULUM/SPECIAL ED/GUES	440.00
242	07/19/2018	17909	DJC HOLDINGS, LLC	ONLINE CURRICULUM/SPECIAL ED	3,520.65
243	07/19/2018	17916	ADVANCED MEDICAL EQUIPMENT LLC	CHANGING TABLE FOR CLASSROOM/SPECIAL ED/CENTRAL	671.27
244	07/19/2018	15994	AMAZON CAPITAL SERVICES	CLASSROOM BOOK/SPECIAL ED/GUES	34.83
245	07/23/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLY/P. BOHLMAN/COTTERAL	75.00
246	07/23/2018	15994	AMAZON CAPITAL SERVICES	REPLACEMENT OF A/C REMOTE/J. BENSON/FAVER	36.00
247	07/23/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLY/D. HAYS/GUES	75.00
248	07/23/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLY/D. HAYS/GUES	75.00
249	07/23/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLY/P. BOHLMAN/COTTERAL	75.00
250	07/23/2018	44033	EARNHEART CRESCENT LLC	FUEL PER BID/TRANSPORTATION	17,667.30
251	07/23/2018	14207	WALMART COMMUNITY	OFFICE SUPPLIES/TRANSPORTATION	500.00
252	07/23/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	BRAKE PADS QUOTE/TRANSPORTATION	387.84
253	07/23/2018	11933	JOHN VANCE MOTORS, INC.	REPAIRS TO VEH #89/TRANSPORTATION	1,175.00
254	07/24/2018	12936	OKLA. ASSOC. FOR PUPIL TRANS.	TRAINING/TRANSPORTATION	45.00
255	07/24/2018	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLY/J. BENSON/FAVER	100.00
256	07/24/2018	12967	OKLAHOMA HOME CENTERS, INC.	\$50 CLASSROOM SUPPLY/J. BENSON/FAVER	50.00
257	07/24/2018	10015	SUPREME SHOW SUPPLY, LLC	SHOW EQUIPMENT/AG/HS	150.00
258	07/24/2018	12387	LOWE'S COMPANIES, INC.	AG BUILDING MATERIALS/HS	380.00
259	07/24/2018	15994	AMAZON CAPITAL SERVICES	AG BUILDING MATERIALS/HS	161.79
260	07/24/2018	15994	AMAZON CAPITAL SERVICES	TV & FLOOR SWEEPER/AG/HS	276.89
261	07/24/2018	42047	WALKER COMPANIES	NOTARY STAMP REPLACEMENT/BARRON/HS	22.00
262	07/24/2018	12686	LOREN L JONES	DRIVER AND STUDENT HANDBOOKS/TRANSPORTATION	909.27

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 178 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
263	07/24/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	DIAGNOSTIC/REPAIRS TO #55/TRANSPORTATION	3,000.00
264	07/24/2018	12910	OFFICE DEPOT, INC.	\$100 CLASSROOM SUPPLIES/S. LEGRANDE/JH	100.00
265	07/24/2018	12447	MARDEL, INC.	\$50 CLASSROOM SUPPLIES/S. LEGRANDE/JH	50.00
266	07/24/2018	44147	OUTBACK LABS, LLC	SHOW SUPPLIES (MUZZLES/BLANKETS)/AG/HS	351.00
267	07/25/2018	17940	PROSPERITY BANK	FUEL FOR OUT OF TOWN TRIPS/AG/HS	500.00
268	07/25/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLY/FREDRICKSON & CAMPBELL/HS	300.00
269	07/25/2018	12635	MERIDIAN TECHNOLOGY CENTER	EXCEL TRAINING/M.NORTON	82.50
270	07/26/2018	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUSES AND WHITE FLEET	1,000.00
271	07/26/2018	17992	WESTERN GLASS & ATV, INC.	WINDSHIELD FOR BUS #16	675.00
272	07/26/2018	42234	CHALK'S TRUCK PARTS, INC.	BELT TENSIONERS QUOTE 795832	727.68
273	07/30/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLY/C. HENSON/COTTERAL	150.00
274	07/30/2018	15994	AMAZON CAPITAL SERVICES	DRONE BATTERIES/AG/HS	531.76
275	07/30/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/T. DARCY/JH	150.00
276	07/30/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	OIL PUMP ELBOWS/TRANSPORTATION	44.58
277	07/30/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	REAR BRAKE PADS PER QUOTE/TRANSPORTATION	874.10
278	07/30/2018	42884	LOYAL SUPPLY, INC.	SHOP SUPPLIES/TRANSPORTATION	1,830.58
279	07/30/2018	10707	COUNTRY FORD MERCURY, INC.	REPAIRS TO AG TRUCK/TRANSPORTATION	1,259.49
280	07/30/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/S. WHITEHEAD/GUES	150.00
281	07/30/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLIES/E. CARPENTER/GUES	75.00
282	07/30/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLIES/E. CARPENTER/GUES	75.00
283	07/30/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/A. DAVIS	150.00
284	07/30/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/K. HINKLE	150.00
285	07/30/2018	83904	JESSICA NICOLE MAKER	SUMMER CONFERENCE REIMBURSEMENT/J. MAKER/HS	240.20
286	07/31/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/J. MICK/FOGARTY	150.00
287	07/31/2018	10599	OK DEPT OF CAREER & TECH EDUCATION	WORKBOOKS FOR PARAPROFESSIONAL TRAINING	160.00
288	07/31/2018	43380	INSIGHT INVESTMENTS, LLC	MONITORS/TECHNOLOGY	1,076.84
289	07/31/2018	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT	3,500.00

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 178 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
290	07/31/2018	80657	MARYLYN S STEFFENSEN	PSYCHOLOGICAL SERVICES CONTRACT	5,000.00
291	07/31/2018	12686	LOREN L JONES	PRINTING FOR 2018-19/CHARTER OAK	350.00
292	07/31/2018	11610	HOBBY LOBBY STORES, INC.	ITEMS/DECOR FOR OFFICE/CHARTER OAK	250.00
293	08/01/2018	13229	QUILL CORPORATION	LABELS FOR BUS TAGS/TRANSPORTATION	176.37
294	08/01/2018	44087	GOOLSBEE TIRE SERVICE INC	BUS TIRES/TRANSPORTATION	2,114.50
295	08/01/2018	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT/MARZANO TRAINING	166.77
296	08/02/2018	15994	AMAZON CAPITAL SERVICES	\$99.93 CLASSROOM SUPPLY/S. GREEN/FOGARTY	99.93
297	08/02/2018	14207	WALMART COMMUNITY	\$50.07 CLASSROOM SUPPLIES/S. GREEN/FOGARTY	50.07
298	08/02/2018	11502	GUTHRIE TAG AGENCY	TAG FOR 2018 DODGE #93/TRANSPORTATION	58.50
299	08/06/2018	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	SHOW SUPPLIES & MATERIALS/AG/HS	150.00
300	08/06/2018	42992	PALEN MUSIC CENTER, INC.	EQUIPMENT & INSTRUMENT REPAIR/BAND/HS	2,600.00
301	08/06/2018	17398	EDMOND MUSIC, INC.	EQUIPMENT & INSTRUMENT REPAIR/BAND/HS	2,800.00
302	08/06/2018	42650	MARY R HESS	SEWING SUPPLIES/FACS/J. MAKER/HS	300.00
303	08/06/2018	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/S. MICK/HS	150.00
304	08/06/2018	12993	ARCHWAY TEXTBOOK DEPOSITORY	MATH CURRICULUM/SPEC ED	472.80
305	08/06/2018	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLY/E. WOODARD/FAVER	150.00
306	08/06/2018	16371	TWOTREES TECHNOLOGIES, LLC	CLASSROOM VISION SOFTWARE/J. BENSON/FAVER	949.00
307	08/06/2018	44188	ALAN G SMITH	BLADE SHARPENING/AG/HS	119.00
308	08/06/2018	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT 2018- 19	500.00
309	08/06/2018	14207	WALMART COMMUNITY	\$75 CLASSROOM SUPPLIES/D. RUSSELL/GUES	75.00
310	08/06/2018	12447	MARDEL, INC.	\$75 CLASSROOM SUPPLIES/D. RUSSELL/GUES	75.00

Non-Payroll Total:	\$121,362.20
---------------------------	---------------------

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

Report Total:	\$121,362.20
----------------------	---------------------

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 43 - 86

PO No	Date	Vendor No	Vendor	Description	Amount
43	07/09/2018	14674	HOMETOWN RENTAL & FEED, INC.	CONCRETE SAW RENTAL	300.00
44	07/09/2018	43913	JOHNSON EQUIPMENT COMPANY	PARKING LOT REPAIRS AT HS	9,600.00
45	07/09/2018	16692	CHARLES D. KYLE	INSTALL KITCHEN ACCESS DOOR	6,925.00
46	07/09/2018	15969	SOUTHWEST PAPER, INC - OKC	CHARIOT SCRUBBER REPAIRS	1,350.00
47	07/10/2018	16626	JOHN HUDSON	CLEAN UP FLOWER BEDS AT FOGARTY	250.00
48	07/10/2018	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES	63.84
49	07/10/2018	10110	HENKE & WANG PLUMBING	DRAINAGE INSTALLATION/FOGARTY	2,500.00
50	07/10/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
51	07/10/2018	15969	SOUTHWEST PAPER, INC - OKC	VACUUM PARTS	353.64
52	07/10/2018	43749	TREAT'S SOLUTIONS, LLC	2 LOW SPEED BUFFERS	1,400.00
53	07/11/2018	44013	CENTRAL OKLAHOMA WINNELSON	DRAIN AND BASIN FOR FOGARTY	200.00
54	07/11/2018	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	237.46
55	07/11/2018	12967	OKLAHOMA HOME CENTERS, INC.	LONG SHANK PADLOCKS FOR HVAC UNITS AT CO	140.00
56	07/11/2018	41794	CARRIER CORPORATION	HVAC CONTROLS SERVICE AT JR HIGH	2,500.00
57	07/11/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING WIRE	200.00
58	07/11/2018	41790	THE SHERWIN WILLIAMS CO.	PAINT FOR JR HIGH OFFICE	67.41
59	07/12/2018	43883	UNITED REFRIGERATION, INC.	FLOW SWITCH FOR GUES CHILLER	178.50
60	07/12/2018	17491	ENGINEERED EQUIPMENT, INC.	HVAC PARTS FOR HIGH SCHOOL 20B	450.00
61	07/12/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	R22 FREON	1,455.00
62	07/17/2018	17491	ENGINEERED EQUIPMENT, INC.	JR HIGH HVAC FILTERS	501.31
63	07/18/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS	1,000.00
64	07/18/2018	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	2,500.00
65	07/18/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
66	07/23/2018	43965	CRAFCO, INC.	PARKING LOT PAINT	261.00
67	07/24/2018	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES	738.93
68	07/24/2018	16654	BEN CHADD	SPRAYING BEHIND MAINT & TRANSP	300.00
69	07/26/2018	15969	SOUTHWEST PAPER, INC - OKC	BLACK STRIPPING PADS	150.30
70	07/26/2018	13646	CAROLYN BLACK HALLER	NUMBERED STICKERS FOR INTERIOR DOORS	870.00
71	07/26/2018	42241	SETON IDENTIFICATION PRODUCTS	TRAFFIC SIGNS FOR CHARTER OAK	490.67
72	07/26/2018	44046	DECKER INC	TRAFFIC SIGNS FOR CHARTER OAK	584.15
73	07/26/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	CHILLER SUPPLIES	3,000.00
74	07/26/2018	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	245.85
75	07/30/2018	16978	ATHLON II ENTERPRISES, INC.	FURNITURE FOR BOC/ATHLETICS	642.00
76	07/30/2018	43749	TREAT'S SOLUTIONS, LLC	FLOOR FINISH, TOOL KIT, JUMBO TP FOR CO	2,924.41
77	07/30/2018	12910	OFFICE DEPOT, INC.	FILE CABINETS/BOC/ATHLETICS	1,221.00
78	07/31/2018	17491	ENGINEERED EQUIPMENT, INC.	FLOW SENSOR FOR GUES CHILLER	350.00
79	07/31/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	FENCING MATERIAL FOR CHARTER OAK	11,850.50

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 43 - 86

PO No	Date	Vendor No	Vendor	Description	Amount
80	07/31/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	FORMICA COUNTER TOP FOR COTTERAL CAFE	105.60
81	07/31/2018	44013	CENTRAL OKLAHOMA WINNELSON	WATER FOUNTAIN SHROUD FOR BOC	90.00
82	08/01/2018	17609	WEST EDMOND ROAD OPERATING, LLC	REPLACE VCT AND CARPET	6,550.55
83	08/02/2018	43973	CHRISTOPHER CODY HAYES	TREE DEBRIS REMOVAL AT GUES	1,300.00
84	08/06/2018	15994	AMAZON CAPITAL SERVICES	PUMP FOR GREENHOUSE	104.98
85	08/06/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	COMPRESSOR FOR GUES	17,653.45
86	08/06/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
Non-Payroll Total:					\$84,605.55
Payroll Total:					\$0.00
Report Total:					\$84,605.55

Purchase Order Register

Options: Year: 2018-2019, Fund: Building Bond 2017, Date Range: 7/1/2018 - 6/30/2019, PO Range: 3 - 9

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/09/2018	44176	TRANS-TEL CENTRAL LLC	DROPS FOR INTERCOM/TECHNOLOGY	8,945.00
4	07/09/2018	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL EQUIPMENT/CHARTER OAK	19,459.48
5	07/31/2018	17929	THE STACY GROUP, INC.	HIGH SCHOOL CHILLER RENOVATION - PHASE 2	65,500.00
6	07/31/2018	40791	APPLE, INC.	iPads/TECHNOLOGY	100,339.00
7	07/31/2018	43380	INSIGHT INVESTMENTS, LLC	COMPUTERS/CHARTER OAK/TECHNOLOGY	19,106.28
8	08/02/2018	44195	DHE COMPUTER SYSTEMS, LLC	CHROMEBOOKS FOR SITES/TECHNOLOGY	150,300.00
9	08/06/2018	44196	PDQ.COM CORPORATION	SOFTWARE/TECHNOLOGY	0.00
Non-Payroll Total:					\$363,649.76
Payroll Total:					\$0.00
Report Total:					\$363,649.76

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 7/10/2018 - 8/6/2018, PO Range: 1 - 177, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
119	07/01/2018	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE SUPPLIES/TECHNOLOGY	-2.00
139	07/01/2018	43966	TINA RAMEY	SPEECH THERAPY FOR JULY 2018 ESY	-62.50
140	07/01/2018	44163	LORI WILLIAMS	OT THERAPY FOR JULY ESY 2018	-120.00
151	07/01/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	TANK RENTAL 2018-19/TRANSPORTATION	-125.25
158	07/02/2018	14693	SCHOLASTIC, INC.	MAGAZINE SUBSCRIPTION/MESHEW/HS	23.17
171	07/02/2018	10707	COUNTRY FORD MERCURY, INC.	REPAIRS TO AG TRUCK/TRANSPORTATION	-500.00
174	07/02/2018	17961	NCS PEARSON, INC.	PSYCH TESTING MATERIALS/SPED	-178.52
177	07/02/2018	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	PSYCH MATERIALS/SPED	-45.20

Non-Payroll Total:	(\$1,010.30)
Payroll Total:	\$0.00
Report Total:	(\$1,010.30)

Change Order Listing

Options: Fund: Building, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 7/10/2018 - 8/6/2018, PO Range: 1 - 43, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2018	44013	CENTRAL OKLAHOMA WINNELSON	RESTROOM TOILETS AND URINALS FOR TRANSITION	-603.28
6	07/01/2018	13646	CAROLYN BLACK HALLER	HANDICAP SIGNS FOR ADMIN BLDG	20.00
8	07/01/2018	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	-32.29
16	07/01/2018	17491	ENGINEERED EQUIPMENT, INC.	FILTERS FOR FOGARTY HVAC	44.65
22	07/01/2018	15969	SOUTHWEST PAPER, INC - OKC	RESTROOM PARTITION BOYS RR FOGARTY	-330.00
26	07/01/2018	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER AT GUES	-149.50
28	07/01/2018	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT	-149.50
Non-Payroll Total:					(\$1,199.92)
Payroll Total:					\$0.00
Report Total:					(\$1,199.92)

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
 As of 7/31/2018

GENERAL LEDGER ACCOUNT

Balance (7/01/18) \$525,676.26

Add Receipts \$ 5,793.56

Less Checks Written \$ 8,970.94

Adjustments \$

Balance per Ledger \$462,799.03

BANK RECONCILIATION

Balance per bank statement \$466,742.01
 As of (7/31/18)

Add Deposits in Transit \$ 0.00

less O/S Checks \$ 3,942.98


*Adjustments \$

Bank correction \$

Balance per Ledger \$462,799.03

Adjustment/Correction explanations:

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



 Activity Fund Clerk

8-1-18

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2018 - 7/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$92.40	\$0.00	\$92.40	\$0.00	\$92.40
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$15,999.50	\$0.00	\$15,999.50	\$0.00	\$15,999.50
803 CENTRAL PTO	\$0.00	\$0.00	\$11,159.88	\$0.00	\$11,159.88	\$0.00	\$11,159.88
804 COTTERAL PTO	\$0.00	\$0.00	\$10,101.68	\$0.00	\$10,101.68	\$218.00	\$9,883.68
805 COTTERAL ACTIVITY	\$0.00	\$0.00	\$22,966.52	\$0.00	\$22,966.52	\$2,234.35	\$20,732.17
806 COTTERAL FACULTY	\$0.00	\$0.00	\$451.97	\$0.00	\$451.97	\$0.00	\$451.97
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$12,795.25	\$0.00	\$12,795.25	\$0.00	\$12,795.25
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$23,901.82	\$0.00	\$23,901.82	\$1,300.00	\$22,601.82
810 FOGARTY FACULTY	\$0.00	\$0.00	\$629.27	\$0.00	\$629.27	\$0.00	\$629.27
811 Elem Snack Grant	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$0.00	\$0.00	\$25,409.98	\$0.00	\$25,409.98	\$12,675.00	\$12,734.98
813 GUES FACULTY	\$0.00	\$0.00	\$1,322.45	\$0.00	\$1,322.45	\$0.00	\$1,322.45
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$462.93	\$0.00	\$462.93	\$0.00	\$462.93
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$14,918.44	\$5.99	\$14,912.45	\$0.00	\$14,912.45
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$361.01	\$0.00	\$361.01	\$0.00	\$361.01
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$317.10	\$0.00	\$317.10	\$0.00	\$317.10
819 ATHLETICS JUNIOR HIGH	\$0.00	\$0.00	\$12,889.75	\$0.00	\$12,889.75	\$4,588.80	\$8,300.95
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$1,915.20	\$0.00	\$1,915.20	\$0.00	\$1,915.20
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$2,791.36	\$0.00	\$2,791.36	\$0.00	\$2,791.36
823 JR HIGH ACCOUNT	\$0.00	\$0.00	\$3,608.77	\$0.00	\$3,608.77	\$0.00	\$3,608.77
824 JR HIGH FACULTY	\$0.00	\$0.00	\$2,363.17	\$0.00	\$2,363.17	\$0.00	\$2,363.17
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$2,532.02	\$0.00	\$2,532.02	\$0.00	\$2,532.02
826 LEARN 2 LOVE	\$0.00	\$10.00	\$19,390.35	\$0.00	\$19,400.35	\$0.00	\$19,400.35
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$2,803.32	\$0.00	\$2,803.32	\$0.00	\$2,803.32
830 STUCO JH	\$0.00	\$0.00	\$4,924.59	\$0.00	\$4,924.59	\$0.00	\$4,924.59
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$2,978.92	\$0.00	\$2,978.92	\$0.00	\$2,978.92
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$47.70	\$0.00	\$47.70	\$0.00	\$47.70
851 ART CLUB HS	\$0.00	\$0.00	\$7,510.59	\$0.00	\$7,510.59	\$0.00	\$7,510.59
852 ATHLETICS HS	\$0.00	\$0.00	\$48,091.59	\$3,267.00	\$44,824.59	\$17,438.53	\$27,386.06
853 HS CHEER	\$0.00	\$1,571.55	\$4,417.27	\$820.00	\$5,168.82	\$0.00	\$5,168.82
854 FOOTBALL CAMP	\$0.00	\$0.00	\$4,391.83	\$0.00	\$4,391.83	\$0.00	\$4,391.83
855 TENNIS HS	\$0.00	\$0.00	\$10,802.56	\$0.00	\$10,802.56	\$0.00	\$10,802.56
856 GHS LIBRARY	\$0.00	\$0.00	\$1,532.01	\$0.00	\$1,532.01	\$0.00	\$1,532.01
858 GHS LINK CREW	\$0.00	\$0.00	\$613.99	\$0.00	\$613.99	\$0.00	\$613.99
859 BAND (OPERATING) HS	\$0.00	\$284.00	\$7,329.13	\$0.00	\$7,613.13	\$0.00	\$7,613.13
860 CLASS OF 2021 HS	\$0.00	\$0.00	\$531.24	\$0.00	\$531.24	\$0.00	\$531.24
861 CLASS OF 2017 HS	\$0.00	\$0.00	\$1,959.85	\$0.00	\$1,959.85	\$0.00	\$1,959.85
862 CLASS OF 2018 HS	\$0.00	\$0.00	\$2,112.72	\$0.00	\$2,112.72	\$0.00	\$2,112.72
863 CLASS OF 2019 HS	\$0.00	\$0.00	\$6,783.47	\$0.00	\$6,783.47	\$0.00	\$6,783.47
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$0.00	\$0.00	\$1,423.83	\$0.00	\$1,423.83	\$0.00	\$1,423.83
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$1,202.31	\$0.00	\$1,202.31	\$200.00	\$1,002.31
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$11,173.48	\$0.00	\$11,173.48	\$0.00	\$11,173.48
872 CLASS OF 2020	\$0.00	\$0.00	\$2,204.30	\$0.00	\$2,204.30	\$0.00	\$2,204.30
873 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$27,109.66	\$0.00	\$27,109.66	\$0.00	\$27,109.66
877 FFA HS	\$0.00	\$0.00	\$9,905.62	\$0.00	\$9,905.62	\$2,854.48	\$7,051.14
878 FCCLA (FHA) HS	\$0.00	\$0.00	\$110.60	\$0.00	\$110.60	\$0.00	\$110.60
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$4,201.14	\$0.00	\$4,201.14	\$0.00	\$4,201.14
880 XC Bluecrew	\$0.00	\$980.00	\$2,410.00	\$3,377.95	\$12.05	\$0.00	\$12.05

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2018 - 7/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
881 Lady Jays Basketball	\$0.00	\$0.00	\$1,975.31	\$0.00	\$1,975.31	\$0.00	\$1,975.31
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$966.09	\$0.00	\$966.09	\$0.00	\$966.09
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$1,450.22	\$0.00	\$1,450.22	\$0.00	\$1,450.22
884 HIGH SCHOOL ACCOUNT	\$0.00	\$0.00	\$13,398.77	\$0.00	\$13,398.77	\$3,929.32	\$9,469.45
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$2,418.75	\$0.00	\$2,418.75	\$35.00	\$2,383.75
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$2,351.95	\$0.00	\$2,351.95	\$0.00	\$2,351.95
888 JOURNALISM HS	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$0.00	\$0.00	\$434.28	\$0.00	\$434.28	\$0.00	\$434.28
892 MATH OF FINANCE	\$0.00	\$0.00	\$43.58	\$0.00	\$43.58	\$0.00	\$43.58
893 MU ALPHA THETA HS	\$0.00	\$0.00	\$1,011.22	\$0.00	\$1,011.22	\$0.00	\$1,011.22
895 JROTC HS	\$0.00	\$0.00	\$5,400.52	\$0.00	\$5,400.52	\$0.00	\$5,400.52
896 S.A.D.D. HS	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$0.00	\$0.00	\$761.87	\$0.00	\$761.87	\$0.00	\$761.87
898 SCIENCE CLUB HS	\$0.00	\$40.00	\$6,563.43	\$0.00	\$6,603.43	\$0.00	\$6,603.43
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$5,367.34	\$900.00	\$4,467.34	\$200.00	\$4,267.34
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$0.00	\$5,143.19	\$0.00	\$5,143.19	\$831.00	\$4,312.19
902 VOCAL HS	\$0.00	\$217.94	\$3,290.34	\$0.00	\$3,508.28	\$600.00	\$2,908.28
904 YEARBOOK HS	\$0.00	\$0.00	\$5,094.92	\$0.00	\$5,094.92	\$0.00	\$5,094.92
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$0.00	\$3,335.38	\$0.00	\$3,335.38	\$0.00	\$3,335.38
913 DRAMA HS	\$0.00	\$0.00	\$1,997.60	\$0.00	\$1,997.60	\$0.00	\$1,997.60
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$79.53	\$0.00	\$79.53	\$75.00	\$4.53
925 GENERAL FUND REFUND	\$0.00	\$575.93	\$0.00	\$0.00	\$575.93	\$0.00	\$575.93
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$891.17	\$0.00	\$891.17	\$250.00	\$641.17
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$30,044.89	\$600.00	\$29,444.89	\$100.00	\$29,344.89
932 SUMMER SCHOOL HS	\$0.00	\$1,565.00	\$0.00	\$0.00	\$1,565.00	\$50.00	\$1,515.00
933 FAVER C&C	\$0.00	\$0.00	\$216.78	\$0.00	\$216.78	\$0.00	\$216.78
934 TRANSPORTATION C&C	\$0.00	\$120.00	\$2,841.09	\$0.00	\$2,961.09	\$1,700.00	\$1,261.09
935 VENDING MACHINE ADMIN	\$0.00	\$0.00	\$625.28	\$0.00	\$625.28	\$600.00	\$25.28
937 FAVER ACTIVITY	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$0.00	\$337.14	\$7,810.25	\$0.00	\$8,147.39	\$796.00	\$7,351.39
942 C.N. CLEARING ACCT	\$0.00	\$92.00	\$0.00	\$0.00	\$92.00	\$20,000.00	(\$19,908.00)
Total	\$0.00	\$5,793.56	\$465,976.41	\$8,970.94	\$462,799.03	\$70,675.48	\$392,123.55

Transportation Department
Fuel Bids
2018-2019

DATE: <u>7-23-18</u>	TIME BIDS BEGAN: <u>8:05 am</u>	AMOUNT NEEDED:
PO#: <u>2019-11-250</u>	TIME BIDS CLOSED: <u>8:27 am</u>	DIESEL: <u>7000 gallons</u>
		UNLEADED: <u>1000 gallons</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN ^{Chris}	1-866-455-3835	<u>2.2903</u>	<u>2.2991</u>
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	<u>2.23934</u>	<u>2.22364</u>
RED ROCK	JOANNE or TRICHA	677-3373	<u>2.2429</u>	<u>2.3032</u>
TRUMAN ARNOLD COMPANIES	ROB CASE	1-800-808-6500	<u>no bid</u>	<u>no bid</u>
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	<u>2.2050</u>	<u>2.2089</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Earnheart Oil</u>
---------------------------	---

UNLEADED FUEL: <u>1000 gallons</u>	PRICE PER GALLON: <u>2.2050</u>	TOTAL AMT: <u>2,205.00</u>
DIESEL FUEL: <u>7000 gallons</u>	PRICE PER GALLON: <u>2.2089</u>	TOTAL AMT: <u>15,462.30</u>
		TOTAL PURCHASE: <u>17,667.30</u>

PER TELEPHONE BIDS RECEIVED BY: <u>[Signature]</u> <u>[Signature]</u>	COMMENTS:
---	-----------



EMPLOYEE TRIP REQUEST

Check if Out of State

MICHELLE CHAPPLE

7/19/18

Name of Employee

Date

Employee's Current Assignment CHIEF FINANCIAL OFFICER

Title of Conference or Activity 2018 ASBO INTERNATIONAL ANNUAL MEETING & EXPO

Location KISSIMMEE, FLORIDA

Date(s) of Conference SEPT 20-24, 2018

Full Legal Name (for air travel) N/A

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

Departure Date _____ AM PM
(check one)

Return Date _____ AM PM
(check one)

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

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

This annual international meeting will allow me to dialogue with peers on topics and trends in school business. Expand my network and build new relationships to find creative ways to increase our district efficiencies and reduce costs.

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

OKASBO SCHOLARSHIP RECIPIENT -
ALL EXPENSES PAID

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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

SCHEDULE

IO = Invitation Only; \$ = Additional Fee

Visit asbointl.org/Program for the latest schedule.

THURSDAY, SEPTEMBER 20

- 4:00 pm – 7:00 pm Emerging School Business Leaders Scholarship Workshop (IO)
- 4:30 pm – 7:00 pm Certification Commission Meeting and Dinner (IO)
- 7:00 pm – 8:00 pm Emerging School Business Leaders Scholarship Dinner (IO)

FRIDAY, SEPTEMBER 21

- 6:00 am – 2:00 pm Golf Tournament (\$)
- 7:00 am – 6:00 pm Registration
- 7:30 am – 8:00 am Coffee Break
- 8:00 am – 5:45 pm Workshops and Seminars
- 12:00 pm – 1:00 pm Pop-up Lunch Station (\$)
- 12:30 pm – 1:30 pm **New!** Annual Meeting Program Planning Session and Lunch
- 5:30 pm – 6:00 pm First Timer Networking Reception
- 6:00 pm – 7:30 pm Welcome Mixer

SATURDAY, SEPTEMBER 22

- 7:00 am – 4:00 pm Registration
- 7:30 am – 8:30 am SFO® Breakfast (IO)
- 8:15 am – 8:45 am Coffee Break
- 8:45 am – 10:45 am First General Session: Presentation by Sally Hogshead
- 11:00 am – 1:45 pm Exhibits Marketplace Open
- 11:30 am – 12:45 pm COE Advisory Committee Meeting and Lunch (IO)
- 11:45 am – 12:45 pm Lunch in Exhibits Marketplace
- 1:00 pm – 1:45 pm COE Reception (IO)
- 1:00 pm – 2:15 pm AEDG Meeting (IO)
- 1:20 pm – 1:45 pm **New!** Mini Modules
- 1:30 pm – 5:00 pm SFO® Testing (IO)
- 2:00 pm – 3:00 pm Discussion Groups
- 2:30 pm – 3:30 pm Guest Program
- 3:00 pm – 3:45 pm Eagle Awards Reception (IO)
- 3:15 pm – 4:15 pm Discussion Groups

- 3:15 pm – 5:15 pm Deep Dives
- 4:30 pm – 4:55 pm **New!** Mini Modules
- 5:00 pm – 6:00 pm Pinnacle Awards Reception (IO)
- 5:30 pm – 6:15 pm Emerging School Business Leaders Scholarship Reception (IO)
- 6:00 pm – 8:00 pm Pinnacle Awards Dinner (IO)
- 6:00 pm – 8:00 pm Eagle Awards Dinner (IO)
- 8:00 pm – 11:00 pm Joint Affiliate Receptions

SUNDAY, SEPTEMBER 23

- 7:30 am – 4:00 pm Registration
- 7:30 am – 8:00 am Coffee Break
- 8:00 am – 9:15 am Clinic Tables
- 9:30 am – 10:30 am Discussion Groups
- 10:45 am – 12:15 pm Second General Session: Presentation by Colonel Arthur J. Athens
- 12:30 pm – 1:45 pm MBA Advisory Committee Meeting and Lunch (IO)
- 12:30 pm – 2:45 pm Exhibits Marketplace Open
- 1:00 pm – 2:00 pm Lunch in Exhibits Marketplace
- 1:45 pm – 2:30 pm MBA Reception (IO)
- 2:45 pm – 3:45 pm Discussion Groups
- 2:45 pm – 4:45 pm Deep Dives
- 3:00 pm – 4:00 pm Guest Program
- 4:00 pm – 4:25 pm **New!** Mini Modules
- 9:00 pm – 11:00 pm President's Dessert Reception

MONDAY, SEPTEMBER 24

- 7:30 am – 10:00 am Registration
- 7:30 am – 8:00 am Coffee Break
- 8:00 am – 9:00 am Discussion Groups
- 9:15 am – 10:15 am Discussion Groups
- 10:30 am – 11:30 am Discussion Groups
- 11:45 am – 12:30 pm **New!** Peer-to-Peer Wrap Up

**Schedule is subject to change.*



Staking A Claim in Our Students' Future

Cody Thompson
Director of Operations

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

To: Dr. Mike Simpson and
Board of Education

Date: August 2, 2018

We would like to declare surplus miscellaneous technology items to include CPU's, monitors, printers, projectors, screens, switches, etc.

Thank you,

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by several loops and a long horizontal stroke extending to the right.

Cody Thompson



Linda Skinner <linda.skinner@guthrie.net>

Surplus

1 message

Dee Benson <dee.benson@guthrie.net>
To: Linda Skinner <linda.skinner@guthrie.net>
Cc: Cody Thompson <cody.thompson@guthrie.net>

Thu, Aug 2, 2018 at 8:57 AM

I need to declare miscellaneous technology items as surplus please.

CPU's, monitors. Printers, projectors, screens, switches, etc.

Thanks,

Dee

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2019**

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

Date: 07/05/18

TYPE OF AID	Project Code	Income Code	AMOUNT
Program Assistance Grant	412	3812	
3.0 AG EDUCATION			31,005.00
2.0 FAM & CONSUMER SCIENCES			10,252.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			15,024.00
Summer Salary	411	3811	
3.0 AG EDUCATION			18,960.00
State Teacher Salary Reimb	411	3811	
3.0 AG EDUCATION			7,200.00
2.0 FAM & CONSUMER SCIENCES			4,000.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			4,000.00

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

Total: 90,441.00
=====

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

Lisa Batchelder

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

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY
CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2018-19**

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

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2018** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

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

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

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

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

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

This contract, once signed and completed, should be returned **no later than September 30, 2018** to: Angela Jones, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

President, Board of Education **Date**

Superintendent of Schools **Date**

District Name (please print)

Marcie Mack, Ed.D., State Director **October 2018**

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Dr. Scott Singleton, BCBA, for specialized services relating to the provision of educational and behavioral services for students.

DATE: July 31, 2018

Attached is an agreement with Dr. Scott Singleton, BCBA to provide specialized services relating to the provision of educational and behavioral services for students for the 2018-2019 School Year. Services provided by Dr. Singleton may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides.

The fee for these services is agreed upon at and will not exceed \$5,000.

CONTRACT AGREEMENT

WHEREAS, Guthrie Schools has need for professional academic and behavioral consultation for students.

WHEREAS, **Dr. Scott Singleton BCBA** will provide specialized services relating to the provision of educational and behavioral services for students.

THEREFORE, in consideration of the mutual covenants set out below, the parties agree as follows:

Dr. Scott Singleton BCBA agrees to:

1. Provide services that may include, but are not limited to the following:
review and study of educational/confidential/assessments records, participation in Individualized Education Program (IEP) meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs (both at home and school environments to coordinated programs), evaluations, and professional development for school district staff, parents, and aides.
2. Submit statements of services performed

Guthrie Schools agrees to:

3. Bills will be paid after approval at the school board meeting following the bill/invoice being received and processed.

ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at and will not exceed **\$5,000.**

Board Certified Behavior Analyst (BCBA) \$125.00 per hour

Behavioral Support Coach \$50.00 per hour.

Mileage \$0.50 per mile

BCBA Travel: \$50 per hour after first hour

SPECIAL PROVISIONS

The parties agree that **Dr. Scott Singleton BCBA staff** are working under this contract as a private entity and are not employees of the school district and therefore not entitled to any employee benefits such as annual or sick leave, medical or life insurance, etc.

Dr. Scott Singleton BCBA staff agree to comply with all State and Federal law and regulations that are applicable to this agreement.

TERMS OF CONTRACT AND RENEWAL

The term of this contract shall commence on July 10, 2018 and expire on June 30, 2019, unless earlier terminated by either party on 30 days notice to the other party.

Approved by Guthrie Schools on the _____ day
of _____, _____.

Signature
Authorized LEA Representative

Date

Print
Authorized LEA Representative

B. Scott Singleton, BCBA-D
313 Oak Springs St
Edmond, OK 73034
Treatment Director

Date



Staking A Claim in Our Students' Future

Doug Ogle
Assistant Superintendent

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

Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Assistant Superintendent

Date: July 24, 2018

Re: 2018-19 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 172 days for the 2018-2019 school year and have added 10 minutes to the school day. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to accommodate the extra days needed to complete Charter Oak Elementary School.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
High School - 705	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	
--	--

Number of Days	# of Hours per Day		TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6			12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	30	395	167	1099.42

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
					TOTAL HOURS	0.00

Professional Development Hours/Days			
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS	
5	6		30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	-----

GRAND TOTAL HOURS	1141.42
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	Logan
---------------	-------

DISTRICT	Guthrie
-----------------	---------

SITE	Junior High - 610
-------------	-------------------

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day	
--	---------------------------	--

2	6	TOTAL PARENT-TEACHER CONFERENCE HOURS	12
---	---	--	-----------

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	30	395	167	1099.42

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
				0	TOTAL HOURS	0.00

Professional Development Hours/Days		
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	------------

GRAND TOTAL HOURS	1141.42
--------------------------	----------------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
GUES - 125	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day	
--	---------------------------	--

2	6	TOTAL PARENT-TEACHER CONFERENCE HOURS	12
---	---	--	-----------

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	25	400	167	1113.33

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0				0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
		0				0.00	
ADDITIONAL DAYS TAUGHT		0		TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days			
Number of Days	Number of Hours		
5	6	TOTAL PROFESSIONAL DEVELOPMENT HOURS	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	------------

GRAND TOTAL HOURS	1155.33
--------------------------	----------------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Fogarty - 110	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6		12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)			
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast
8:10 AM	3:15 PM	425	30
		Total Minutes	Number of Days Taught
		395	167
		Total Hours	Total Hours
			1099.42

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)			
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast
		0	
		Total Minutes	Number of Days Taught
			0
		Total Hours	Total Hours
			0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
ADDITIONAL DAYS TAUGHT		0		TOTAL MINUTES		0
						TOTAL HOURS
						0.00

Professional Development Hours/Days	
Number of Days	Number of Hours
5	6
TOTAL PROFESSIONAL DEVELOPMENT HOURS	
30	

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	------------

GRAND TOTAL HOURS	1141.42
--------------------------	----------------

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Central - 130	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	
--	--

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	25	400	167	1113.33

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
					TOTAL HOURS	0.00

Professional Development Hours/Days		
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	-----

GRAND TOTAL HOURS	1155.33
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Cottoral - 120	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day		
2	6		

TOTAL PARENT-TEACHER CONFERENCE HOURS 12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	25	400	167	1113.33

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0			0	0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
		0				0.00
ADDITIONAL DAYS TAUGHT		0		TOTAL MINUTES	0	TOTAL HOURS
						0.00

Professional Development Hours/Days		
Number of Days	Number of Hours	
5	6	
TOTAL PROFESSIONAL DEVELOPMENT HOURS		30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	-----

GRAND TOTAL HOURS	1155.33
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Charter Oak - 135	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	
--	--

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:10 AM	3:15 PM	425	30	395	167	1099.42

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
					TOTAL HOURS	0.00

Professional Development Hours/Days		
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR	169
----------------------------------	-----

GRAND TOTAL HOURS	1141.42
--------------------------	---------

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

NOTES: Type here to enter a note.

BEVERAGE PROVIDER AGREEMENT

This agreement (the “**Agreement**”) is made by and between Coca-Cola Southwest Beverages LLC, a Delaware limited liability company (“**Beverage Provider**”), and the Guthrie Public Schools having its principal place of business at 705 E Oklahoma Avenue, Guthrie, OK 73044 (“**District**”).

WITNESSETH:

WHEREAS, Beverage Provider is dedicated to being responsive to local school needs and to improving the communities in which it does business, including by supporting youth development and education, and District has requested a variety of beverages for the use of students, faculty and staff;

WHEREAS, District is vested with the appropriate authority and wishes to grant to Beverage Provider the exclusive beverage availability rights described herein with respect to all schools in the Guthrie Independent School District (“**Schools**”) and with respect to all other facilities owned or operated by the District.

NOW, THEREFORE, in consideration of the promises herein contained, the parties hereto agree as follows:

1. Definitions.

(a) “Agreement Year” means each twelve-month period beginning with the first day of the Term.

(b) “Approved Cups” means disposable cups approved by Beverage Provider from time to time as its standard trademark cups and/or vessels and/or other (disposable and non-disposable) containers approved by Beverage Provider from time to time, all of which shall prominently bear the trademark(s) of Products (as herein defined) on all of the cup surface.

(c) “Beverages” means all non-alcoholic beverages (i.e. anything consumed by drinking), whether or not such beverages (i) contain nutritive, food, or dairy ingredients, OR (ii) are in a frozen form. This definition applies without regard to the beverage's labeling or marketing. Powders, syrups, grounds (such as for coffee), herbs (such as for tea), concentrates, K-Cups® pods and all other beverage bases from which Beverages can be made, and brands and products of water purification and beverage making systems (e.g. Brita®, Soda Stream®, Keurig®) are deemed to be included in this definition. For the avoidance of doubt, “flavor enhancers”, “liquid water enhancers”, and non-alcoholic beverages sold as “shots” or “supplements” are considered Beverages. “Beverage” or “Beverages” shall not include fresh-brewed unbranded coffee and fresh-brewed unbranded tea products, unflavored dairy products, water drawn from the public water supply or unbranded juice squeezed fresh on the Campus.

(d) “Campus” means the entire premises of each and every School and facility owned or operated by District either now or in the future, including without limitation, all elementary, middle, high, post-secondary and alternative schools, athletic facilities, offices, maintenance facilities, and including for each such location, the grounds, parking lots, all buildings which are a part of the location, all cafeterias, faculty and staff lounges, dining facilities, branded and unbranded food service outlets, concession stands, press rooms, sky boxes, stadium suites, vending locations, and players’ benches, sidelines and locker rooms. The defined terms “Schools” and “Stadium” are included within the collective term “Campus.”

(e) “Competitive Products” means any and all Beverages other than Products (as defined herein).

(f) “Concessionaire” means any third party providing services under contract with District on Campus or to Team that directly or indirectly relates to the service of Beverages.

(g) “Products” shall mean Beverage products purchased directly from Beverage Provider or sold through vending machines owned and stocked by Beverage Provider.

(h) “Stadium” shall mean the Guthrie Football Stadium, which is located at 200 East Harrison, Guthrie, OK 73044_ and all other stadiums within the Campus including, but not limited to, the grounds, parking lots, all buildings which are part of the Stadium, all concession stands, dining facilities, branded and unbranded food service outlets, press rooms, sky boxes, stadium suites, vending and players’ benches, sidelines and locker rooms.

(i) “Team” or “Team(s)” means all interscholastic athletic teams associated with District.

2. Term. Beverage Provider shall have the rights provided herein for a term of Five (5) years, beginning July 1, 2018 (“Term”), unless mutually extended by written Agreement of the parties or unless sooner terminated as provided herein. After the end of the first full Agreement Year of the Term, District shall have the right to terminate this Agreement, for any reason, by giving Beverage Provider written notice sixty (60) days prior to the anniversary date of this Agreement each year of the Term. Additionally, effective at the end of each full Agreement Year, either party shall have the right to terminate this Agreement, with or without cause, by giving the other party sixty (60) days advance written notice. In the event of such early termination, the provisions of Section 10 below regarding repayment shall apply.

3. Consideration.

In order to advance the educational mission of the District, to benefit the District, its students and educators, to support school wellness efforts and in exchange for the rights granted to Beverage Provider hereunder, Beverage Provider agrees to provide the following funding, programs and other support described below. The parties intend that the use of funding will be focused on some or all of the following:

- Academic enrichment and scholarships
- Improvement of technology at the Schools
- Additional or improved educational materials
- School and Campus improvements
- Student extra-curricular activities
- Educator and Student reward and recognition programs
- Physical fitness and nutrition education programs
- Teaching kids to consume a balanced diet and be physically active

(a) Sponsorship Funding. Beverage Provider agrees to pay District an aggregate of Ten Thousand Dollars (\$10,000) for the entire Term (the “**Sponsorship Funding**”). The Sponsorship Funding will be in equal annual installments of Two Thousand (\$2,000). The first installment will be paid within sixty (60) days of the date that this Agreement is fully executed and subsequent payments shall be due on the anniversary date. The Sponsorship Funding shall be deemed earned evenly on a monthly basis over the Agreement Year in which they are paid.

(b) Commissions. Beverage Provider shall pay the District commissions on full-service Beverage vending sales based on the following rates and initial vend prices:

Product Description	Vend Rate	Commission
20oz Sparkling	\$1.75	25%
18.5oz Gold Peak Tea	\$2.00	20%
10.1oz Tum E Yummies	\$1.25	15%
10oz Minute Maid Juice	\$1.25	15%
12oz Sparkling Cans	\$1.25	15%
20oz Dasani Water	\$1.75	25%
20oz Smartwater	\$2.00	20%

Beverage Provider may at any time decrease commissions in the event of a substantial increase of a material component of Beverage Provider’s cost of goods, manufacture or delivery. Beverage Provider shall notify District thirty (30) days in advance prior to the date any such substantial commission decrease takes effect. The annual commission decrease shall occur automatically.

Commissions are paid based upon cash collected, after deducting legally imposed taxes, deposits, recycling fees, other handling fees, communication charges and credit and debit card fees, if any.

Commissions shall not be payable on any sales from vending machines not filled or serviced by Beverage Provider. Vend prices and packages shall be in effect for the current Agreement Year. There will be a twenty-five cent (\$.25) Vend Rate increase at the beginning of Agreement Year 1 and Agreement Year 3. In addition, Beverage Provider may adjust the vend prices on an annual basis as necessary to reflect changes in its costs, including cost of goods. Commissions will be paid in arrears, on or about the 20th of each month with an accounting of all sales and monies.

(c) Powerade Equipment - Each Agreement Year during the Term, Beverage Provider shall provide District with athletic equipment of Beverage Provider’s choosing, including but not limited to, coolers, squeeze bottles and towels with an approximate annual retail value of up to Five Hundred Dollars (\$500.00) , as determined in good faith by Beverage Provider. Such complimentary athletic equipment will be provided to District upon reasonable advance request. If District does not request the athletic equipment by the end of each Agreement Year, it shall be retained by Beverage Provider with no further obligation.

(d) Complimentary Product. Each Agreement Year during the Term, Beverage Provider shall provide District, upon District’s request, with complimentary Product of Beverage Provider’s choosing with an estimated retail value of up to One Thousand Dollars (\$1,000) , as determined in good faith by Beverage Provider. In the event District does not request all complimentary Product by the end of each Agreement Year, any remaining complimentary Product shall be retained by Beverage Provider with no further obligation to District.

4. Grant of Beverage Availability and Beverage Merchandising Rights. District hereby grants to Beverage Provider the following exclusive Beverage availability and merchandising rights

(a) Beverage Availability on Campus. Beverage Provider shall have the exclusive right to make Beverages available for sale and distribution on Campus. District agrees that Products shall be the exclusive Beverages sold, dispensed, served or sampled at all locations and at all functions on the Campus. District agrees that District and all other persons serving Beverages on Campus, including without limitation Concessionaires, food service vendors, teams, and booster clubs, shall purchase all (100%) of their requirements for Products, Approved Cups and carbon dioxide from Beverage Provider. In particular, District shall cause each School administration to do the following:

(i) Offer a selection of Beverage Provider's Products to comply with the following standard Beverage guidelines (the "Guidelines") at the Schools indicated below:

First, the Standards:

Elementary:

- bottled water, including carbonated (no size limit)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (8 oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (9 fl oz or less)
- No caffeine, except for trace amounts of naturally occurring.

Middle:

- same as elementary, except serving sizes for milk and 100% juice/diluted juice increase to 12 ounces
- No caffeine, except for trace amounts of naturally occurring.

High:

- plain bottled water, including carbonated (no size limited)
- low-fat unflavored milk and non-fat milk (including flavored) and milk alternatives (12 fl oz or less)
- 100% juice, including diluted with water (with or without carbonation) and no added sweeteners (12 fl oz or less)
- Diet beverages up to 20 fl oz (defined as those that are labeled to contain less than 5 calories per 8 fl oz, or less than or equal to 10 calories per 20 fl oz)
- Mid-calorie beverages that are 40 calories or less per 8 fl oz, capped at 60 calories in a 12 fl oz portion size
- Caffeine Permitted

Products offered at the Schools in compliance with the Guidelines shown above shall be available during the regular and extended school day and at all locations in the Schools, except where not permitted by federal or state regulations. The extended school day includes, but is not limited to, activities such as clubs, athletic practices, yearbook, band and choir practice, student government, drama, and childcare/latchkey programs. District represents and warrants that current federal and state regulations permit the sale of Beverages in Schools at least in accordance with the above Guidelines;

(ii) Obtain Beverage vending services from Beverage Provider, which shall have the exclusive right to provide Beverage vending on Campus;

(iii) Offer juice Products, juice-containing Products and other Products in cafeteria lines of all Schools, if such Products meet state, and federal nutrition and procurement regulations and the above Guidelines;

(iv) Permit Beverage Provider to place a minimum of Eight (8) Beverage vending machines in mutually agreed upon locations as required to meet Beverage availability needs on Campus;

(v) Permit Beverage Provider to place vending machines in all athletic facilities operated by the District, including the Stadium;

(vi) Except as otherwise limited by this Agreement, cause Products to be hawked in stands in Approved Cups and plastic bottles at all sporting events and during all events when any items of any make or description are hawked on the Campus.

(b) Beverage Merchandising Rights. Beverage Provider shall have the exclusive right to merchandise Beverages on Campus including the following specific rights:

(i) Trademarks for Products shall be prominently listed on the menu boards of all food refreshment outlets on Campus;

(ii) District shall ensure that all post-mix Beverages served or pre-mix Beverages served, sold or dispensed at concessions and for Team use (including Beverages sold, served or made available in locker rooms, sidelines and players' benches) shall be served in Approved Cups.

5. Signage for Products.

Beverage Provider shall be entitled to signage locations as selected by Beverage Provider at the Schools and athletic facilities, including but not limited to advertising panels located on the Scoreboard. Such signage shall meet Beverage Provider's reasonable specifications as to design, construction, and general appearance. The location, size and appearance of any sign are subject to District approval, not to be unreasonably withheld. Without the express written consent of Beverage Provider, Beverage Provider's signage on the Campus shall not be altered, obscured in any way or draped at any time or for any reason by any person or entity, including any broadcaster. District shall maintain the Scoreboard, all signs and other promotional materials for Products in good order and repair. All lighted signs and panels promoting Products (including lighted concession advertising) shall be fully illuminated at all events on the Campus for which any signs are illuminated. Beverage Provider shall have the right of access to its permanent signage at all reasonable times for the purpose of replacement or removal of the same or to modify, change or alter the promotional messages appearing thereon at Beverage Provider's cost and discretion, subject to District approval of content, not to be unreasonably withheld.

6. Competitive Products. During the entire Term and any renewal or extension thereof:

(a) No Competitive Products may be sold, dispensed or served anywhere on the Campus.

(b) No permanent or temporary advertising, signage or trademark visibility for Competitive Products will be displayed or permitted anywhere on the Campus, including locker rooms, sidelines and players benches.

(c) No agreement or relationship will be entered into or maintained by District pursuant to which Competitive Products are associated in any manner with the Campus, Schools, Stadium, Teams and/or events at the Stadium in any advertising, promotional activity or other endeavor which creates or tends to create the impression of a relationship or connection between Competitive Products and Campus, Schools, Stadium, Teams and/or events at the Stadium.

7. Pricing. During Agreement Year one, Beverage Provider agrees to offer District trade letter pricing as set forth in **Exhibit A**. Such prices shall remain in effect until June 30, 2019. Thereafter, such prices will be subject to an annual increase of no more than Four percent (4%) over the previous Agreement Year's price, except in the event of an increase of a component of Beverage Provider's cost of goods, manufacture or delivery or increases in taxes, deposits and other government related fees, in which case Beverage

Provider may increase prices to cover such increased costs. Annual price increases shall occur automatically on July 1.

8. Concessionaires. If, during the Term, District elects to contract with a Concessionaire, District will cause Concessionaire to purchase from Beverage Provider all requirements for Products, Approved Cups, lids and carbon dioxide, as applicable. Such purchases will be made at prices and on terms set forth in Beverage Provider's existing agreement with such Concessionaire, if any. If no agreement exists between Concessionaire and Beverage Provider, such purchases will be made at prices and on terms set forth in this Agreement. District acknowledges that there will be no duplication of allowances, funding or benefits (including pricing) to District or a Concessionaire if such Concessionaire has an existing agreement with Beverage Provider. If such Concessionaire requires Beverage Provider to pay Concessionaire funding or to provide Products pursuant to prices under the separate agreement with Concessionaire, then District agrees that Beverage Provider may deduct such duplicate funding and lost margin on such lower cost Products paid or sold to Concessionaire from any payment made by Beverage Provider to District.

9. Equipment and Service.

(a) During the Term, Beverage Provider will loan to District all Beverage dispensing equipment ("**Equipment**") which is reasonably required in Beverage Provider's discretion to dispense Products at the Campus. District represents and warrants that electrical service on the Campus is proper and adequate for the installation of Equipment, and District agrees to indemnify and hold harmless Beverage Provider from any damages arising out of defective electrical services.

(b) District agrees (i) it will execute documents evidencing Beverage Provider's ownership of the Equipment, (ii) upon request of Beverage Provider, District will execute Beverage Provider's Equipment Placement Agreement ("BPEPA"), however, if any of the terms of the BPEPA are in conflict with the terms of this Agreement, this Agreement will control, (iii) the Equipment may not be removed from the Campus without Beverage Provider's written consent, (iv) District will not encumber the Equipment in any manner or permit any attachment thereto except as authorized by Beverage Provider for the Equipment, and (v) District will be responsible to Beverage Provider for any loss or damage to the Equipment, reasonable wear and tear excepted.

(c) Beverage Provider will provide District with reasonable, free service to its Equipment. All equipment service will be provided during normal business hours. Beverage Provider shall not be obligated to provide service hereunder during periods in which it is prevented from doing so due to strikes, civil disturbances, unavailability of parts or other causes beyond the control of Beverage Provider. Beverage Provider shall not be liable for damages of any kind arising out of delays in rendering service.

10. Repayment of Funding. In the event of termination during the Term for any reason, District agrees to repay Beverage Provider pursuant to the terms of **Exhibit B** and not to claim that any of the amounts in **Exhibit B** constitute a penalty and to pay a pro rata refund of the costs of refurbishing and installing the Equipment. The parties further agree that, in the event of termination of the Agreement prior to the end of the Term, the District will pay any costs of court, attorneys' fees or related expenses incurred by Beverage Provider to enforce the terms of this Agreement.

11. Remedies for Loss of Rights.

(a) In addition to any other legal or equitable remedy, District will have the right to terminate this Agreement upon forty-five (45) days prior written notice to Beverage Provider at any time if:

(i) Beverage Provider fails to make any payment due under this Agreement, and if such default continues uncured for the forty-five day period referenced in this Section 12(a); or

(ii) Beverage Provider breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 12(a).

(b) In addition to any other legal or equitable remedy, Beverage Provider will have the right to terminate this Agreement upon forty-five (45) days prior written notice to District at any time if:

(i) District breaches any material term or condition of this Agreement, and if such breach continues uncured for the forty-five day period referenced in this Section 12(b); or

(ii) District's right to convey the promotional and Beverage availability rights contained in this Agreement expire or are revoked; or

(iii) Any material component of the Campus is closed for a period of one hundred twenty (120) days or more.

(c) Upon termination of this Agreement for any reason, except as set forth in Section 12(a), District shall pay to Beverage Provider the repayment terms set forth in **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment.

(d) If any material component of the Campus is closed for more than thirty (30) consecutive days, but less than one hundred twenty (120) consecutive days, Beverage Provider may extend the Term for a corresponding period, whether or not such closure is due to a cause beyond the reasonable control of District.

(e) If (i) any of the rights granted to Beverage Provider herein are materially restricted or limited during the Term or (ii) if there is a closing of any material component of the Campus, or (iii) a Team fails to play all of its scheduled home games on the Campus for a period of more than thirty (30) consecutive days during its scheduled season, (iv) the Schools' enrollment declines below 90% or the standard school year is shortened; or (v) government or other regulation limits or prohibits the availability of Beverages as outlined in Section 4; (whether or not due to a cause beyond the reasonable control of District including a strike or other work stoppage), then in addition to any other remedies available to Beverage Provider, Beverage Provider may elect, at its option, to adjust the Sponsorship Funding to be paid to District for the then remaining portion of the Term (and District shall pay to Beverage Provider as required by **Exhibit B** and a pro rata refund of the costs of refurbishing and installing the Equipment), or to extend the Term of this Agreement, to reflect the diminution of the value of rights granted hereunder to Beverage Provider. In the event Beverage Provider elects to exercise its right to such adjustment and refund, District may, at its option, within ten (10) days following receipt of notice of any adjustment, notify Beverage Provider of its disagreement with the amount of the adjustment. The parties will then attempt in good faith to resolve the disagreement over such adjustment. If the parties cannot, after good faith negotiations, resolve the matter, Beverage Provider may exercise the right of termination described in Section 12(b) above.

(f) Beverage Provider shall have the right to withhold and not pay further Sponsorship Funding or any other amounts which may become payable to District pursuant to this Agreement if: (i) District has failed to perform its obligations hereunder, (ii) Beverage Provider's rights hereunder have been lost, limited or restricted, or (iii) there exists a bona fide dispute between the parties.

12. Notices. Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when received.

If to Beverage Provider:

Coca-Cola Southwest Beverages LLC
600 N May Ave
Oklahoma City, OK 73107
Attention: Rickey Truelove

with a copy to:

Coca-Cola Southwest Beverages LLC
14185 Dallas Parkway
Suite 1300
Dallas, TX 75254
Attention: General Counsel

If to District:

Guthrie Independent School District
705 East Oklahoma Avenue
Guthrie, OK 73044
Attention: Michelle Chappel CFO

TERMS AND CONDITIONS

Representations, Warranties and Covenants

(a) Representations, Warranties and Covenants of District. District represents, warrants and covenants to Beverage Provider as follows:

(i) District Authority. District has full power and authority to enter into this Agreement and to grant and convey to Beverage Provider the rights set forth herein.

(ii) District Binding Obligation. All necessary approvals for the execution, delivery and performance of this Agreement by District have been obtained, and this Agreement has been duly executed and delivered by District and constitutes the legal and binding obligation of District enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. District has not entered into, and during the Term of this Agreement, will not enter into (a) any other agreements (including agreements with any broadcaster or any other Beverage providers of the Campus, Schools, Stadium and/or the Teams) which would prevent it from fully complying with the provisions of this Agreement or (b) any agreement granting Beverage availability and merchandising that are inconsistent with the rights granted to Beverage Provider pursuant to this Agreement, including any agreements with Concessionaires or third party food service operators, vending companies, boosters, parents and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food (including agreements with broadcasters or other Beverage Providers of the Campus, Schools, Stadium and/or the Teams). District further covenants that it will require compliance with the relevant provisions of this Agreement by third party food service operators, vending companies, Concessionaires, boosters, parent and student groups, and/or other entities which sell, distribute or advertise Beverages and/or food on the Campus, or which sponsor events on the Campus.

(b) Representations and Warranties and Covenants of Beverage Provider. Beverage Provider hereby represents, warrants and covenants as follows:

(i) Authority. Beverage Provider has full power and authority to enter into and perform this Agreement.

(ii) Binding Agreement. All necessary approvals for the execution, delivery and performance of this Agreement by Beverage Provider, have been obtained, and this Agreement has been duly executed and delivered by Beverage Provider, and constitutes the legal and binding obligation of Beverage Provider, enforceable in accordance with its terms.

(iii) No Conflict With Other Agreements. Beverage Provider has not entered into and during the Term of this Agreement, will not enter into, any other agreements which would prevent it from fully complying with the provisions of this Agreement.

(c) General. Each of the parties hereto agree that the representations, warranties and covenants contained herein shall survive the execution and delivery, and if appropriate the termination, of this Agreement.

Assignment. District may not assign this Agreement without the prior written consent of Beverage Provider. Beverage Provider may assign all or part of its rights and obligations under this Agreement to any licensed bottler of The Coca-Cola Company ("Company"), Company or any of Company's subsidiaries.

Claims. In no event will Beverage Provider accept any audits of, or claims of discrepancies or errors in, pricing, rebates, commissions, funding, discounts, or other consideration provided under this Agreement ("Claims") more than one (1) year from the date of invoice or the date of funding or consideration, as applicable. In order to present Claims within forty-five (45) days of the date of invoice, commission report, check or other applicable documentation, District shall provide Beverage Provider a detailed, written request specifying the particular price, commission, funding, product, amount in dispute and reason for dispute, along with a true copy of the original invoice, commission report, check or other applicable documentation. In order to present Claims later than forty-five (45) days from the date of invoice (but not more than one (1) year from the date of invoice), District shall provide to the Beverage Provider a request as specified above, and, in addition, submit true copies of any check remittances, and any other relevant documentation showing proof of Claim. Beverage Provider will review each Claim in good faith and provide responses to each properly-made Claim. Beverage Provider will work directly with the District to resolve any Claims or audit issues, but will not interact with third-party auditors or contractors. Any audits requested by District shall take place during normal business hours and shall be conducted at Beverage Provider's place of business.

Modifications. No modification or waiver of any of the terms and conditions of this Agreement shall be effective unless such modification or waiver is expressed in writing and executed by each of the parties hereto. This Agreement may be amended only in writing signed by each of the parties hereto.

Relationship of Parties. The parties are acting herein as independent contractors and independent employers. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect.

Retention of Rights. District shall not obtain, by this Agreement, any right, title or interest in the trademarks of The Coca-Cola Company, nor shall this Agreement give District the right to use, refer to, or incorporate in marketing or other materials the name, logos, trademarks or copyrights of The Coca-Cola Company.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Applicable Law. Each of the parties hereto agrees that it will, in its performance of its obligations hereunder, fully comply with all applicable laws, regulations and ordinances of all relevant authorities and shall obtain all licenses, registrations or other approvals required in order to fully perform its obligations hereunder.

Jury Waiver. **EACH PARTY, TO THE EXTENT PERMITTED BY LAW, KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO A TRIAL BY JURY IN ANY ACTION OR OTHER LEGAL PROCEEDING ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT AND THE TRANSACTIONS IT CONTEMPLATES. THIS WAIVER APPLIES TO ANY ACTION OR LEGAL PROCEEDING, WHETHER ARISING IN CONTRACT, TORT OR OTHERWISE.**

Captions. The captions used in this Agreement are for convenience only and shall not affect in any way the meaning or interpretation of the provisions set forth herein.

Entire Agreement. This Agreement shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, Agreements, promises or statements, either oral or written, by and between either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed as of the date last below written.

Beverage Provider:

By: _____

Printed Name: _____

Title: _____

Date: _____

District:

By: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A

Pricing Schedule*

Product Description	Pricing
20oz Sparkling	\$28.45
20oz Dasani Water	\$12.00
20oz PowerAde	\$29.57
20oz Vitaminwater	\$32.62
12oz Minute Maid Juice	\$30.37
18.5oz Gold Peak Tea	\$19.05
12oz Sparkling Cans	\$13.31

*All prices are per standard physical case and exclusive of taxes, deposits, handling fees and recycling fees.

EXHIBIT B

Repayment Terms

In the event of termination during any Agreement Year of the Term, District shall pay the following to Beverage Provider:

Month in which termination occurs during any Agreement Year	Amount due Beverage Provider
first month of any Agreement Year	\$2000
second month	\$1833.37
third month	\$1666.67
fourth month	\$1500.03
fifth month	\$1333.36
sixth month	\$1166.69
seventh month	\$1000.02
eighth month	\$833.35
Ninth month	\$666.68
Tenth month	\$500.01
eleventh month	\$333.34
twelfth month	\$166.67

These figures assume that the Agreement Year payment has been made for the Agreement Year in question. If no payment has been made, nothing shall be payable to Beverage Provider pursuant to this Exhibit B.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS (CNP)
CERTIFICATE OF AUTHORITY/AUTHORIZED USER FORM

COUNTY DISTRICT CODE 42-1001

COUNTY Logan

SCHOOL FOOD AUTHORITY Jana Wanzer

This is to certify that Jana Wanzer, whose signature appears below, is the designated authorized representative of the governing body shown below and is fully empowered to enter into any agreement with the Oklahoma State Department of Education (OSDE) which may be a prerequisite to the installation and/or operation of a National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), After-School Snack Program (ASSP), Child and Adult Care Food Program (CACFP), and/or Summer Food Service Program for Children (SFSP) in the School Food Authority (SFA) shown above, and may act for the governing body in preparing and signing other documents, reports, and claims for reimbursement pertaining to the installation and operation of the program(s).

Governing Body Guthrie Public Schools

Tami Salla (President, Clerk, or Other) Jana Wanzer (Signature of Authorized Representative)

Title: President Date: 4/9/18 Title: Treasurer SFA Date: 3-20-18

MAILING ADDRESS TO BE USED FOR ALL CORRESPONDENCE FROM THIS OFFICE:

802 East Vilas Guthrie, OK 73044
(Street or Box) (State) (Zip Code)

The Authorized Representative signs or electronically transmits and accepts responsibility for the monthly claim for reimbursement and receives all correspondence from this office. The name of this person should appear, typed or printed, at the top of the page, this person should sign on the *Signature of Authorized Representative* line. A member of the Board of Education should sign on the *President, Clerk, or Other* line. A stamped signature is not acceptable unless that signature is registered with the Secretary of State.

Oklahoma State Department of Education
Child Nutrition Programs Section, Room 310
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599

Memorandum:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Today's Therapy Solutions for Occupational Therapy

DATE: July 31, 2018

Attached is an agreement with Today's Therapy Solutions to provide Occupational Therapy services for the 2018-2019 school year. Today's Therapy Solutions has agreed to provide an OT to supervise the District COTA, complete evaluations, attend IEP and Eligibility Meetings, and complete paperwork as requested. Compensation for these services will be \$65 per hour with a drive time of \$32.50 per hour. A Certified Occupational Therapy Assistant (COTA) will be available as well to provide therapy as needed. The cost for the COTA will be \$45.00 per hour with a drive time of \$22.50. The total approximate cost for these services will be \$54,000.00.

Additional Quotes Received:

ProCare Therapy OT-\$67 - \$70 per hour, COTA \$55 per hour

Supplemental Health- OT-\$65 per hour, COTA \$55 per hour

AGREEMENT

2018-19 Occupational Therapy

This Occupational Therapy Services Agreement (the "Agreement") dates as of the 13th day of August, is between Independent School District No. 16 of Payne County, Oklahoma ("Guthrie Schools") with a notice address of 802 East Villas, Guthrie, Oklahoma, 73044, and Today's Therapy Solutions ("Consultant"), with a notice address of 2828 NW 57th Street, Suite 100, OKC, OK 73112.

- 1. Occupational Therapy Services.** CONTRACTOR agrees to make available to GUTHRIE Public Schools the services of a certified occupational therapist (the "OTR") and the services of a certified occupational therapy assistant (the "COTA") during the term of this Agreement, and such additional time as the parties may agree for the compensation set forth herein. The specific starting date for OTR and COTA's delivery of Services will be mutually determined by CONTRACTOR and GUTHRIE Public Schools.
- 2. OTR Duties.** The OTR shall provide such occupational therapy services as indicated by the Guthrie Public Schools' student's Individualized Education Program or 504 Accommodation Plan. The OTR Services shall include, without limitation, establishing a plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested no later than the 10th of the month following the month in which the OTR Services were provided. All equipment and materials to be used in treatment together with documentation forms will be provided by GUTHRIE Public Schools.
- 3. COTA Duties.** The COTA shall work under the direct supervision of an OTR and provide such occupational therapy services as indicated by the GUTHRIE Public Schools' student's Individualized Education Program or 504 Accommodation Plan. The COTA Services shall include, without limitation, following the established plan of care, recording student's progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested no later than the 10th of the month following the month in which the COTA Services were provided. All equipment and materials to be used in treatment will be provided by GUTHRIE Public Schools.
- 4. Certification and Licensure.** CONTRACTOR represents and warrants that the OTR Services will be provided only by a certified occupational therapist licensed by the State of Oklahoma and that the COTA Services will be provided only by a certified occupational therapy assistant licensed by the State of Oklahoma and certified by the National Board of Certification in Occupational therapy.

CONTRACTOR further warrants that it has conducted sex offender background checks on the OTR and the COTA and determined that neither has a criminal history.

5. **Supervision.** CONTRACTOR acknowledges that the COTA will be supervised by the OTR, who will be responsible for evaluating the performance of the COTA. Any change in the designated supervisor for the OTR or COTA will be communicated to GUTHRIE Public Schools in writing. The OTR will report directly to and be overseen by the Office of Special Services.
6. **Confidentiality.** CONTRACTOR agrees that the OTR and COTA shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
7. **Insurance.** CONTRACTOR represents and warrants that each OTR and each COTA is insured under CONTRACTOR' workers compensation insurance policy and under CONTRACTOR' professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers the OTR and COTA when they are providing the OTR Services and COTA Services under this agreement. CONTRACTOR agrees to maintain each of the foregoing insurance policies at all times while this Agreement is in effect and agrees to notify GUTHRIE Public Schools immediately should any of the foregoing policies be cancelled. CONTRACTOR will provide GUTHRIE Public Schools with copies of the foregoing insurance policies.
8. **Billing -** CONTRACTOR agrees to bill GUTHRIE Public Schools monthly for the OTR Services and COTA Services, and except as otherwise provided herein, GUTHRIE Public Schools agrees to pay each monthly invoice within thirty (30) days of receipt. Each invoice shall contain a detailed statement of the OTR Services and COTA Services performed including dates and times. CONTRACTOR agrees and acknowledges that all required documentation must be submitted to GUTHRIE Public Schools no later than the 10th day of the month following the month in which the OTR Services and COTA Services were provided and that GUTHRIE Public Schools has no obligation to forward payment to Today's Therapy until GUTHRIE Public Schools has been provided with the required documentation, to include Medicaid billing documentation and services logs, must be submitted to Guthrie Schools no later than the 10th day of the month following the month in which the OTR and COTA Services were provided and that Guthrie Schools will not forward payment to CONTRACTOR until Guthrie Schools has been provided with the required documentation.
9. **OSHA and Background Checks.** CONTRACTOR represents and warrants that the assigned OTR and COTA have received training in the prevention of exposure to blood borne pathogens and other potentially infectious materials in

accordance with the OSHA Standard on Blood borne Pathogens (“OSHA training”) and agrees to provide GUTHRIE Public Schools with written verification of same. CONTRACTOR further represents and warrants that the OTR and COTA have not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. CONTRACTOR agrees to provide GUTHRIE Public Schools with written consent for the OTR and COTA for GUTHRIE Public Schools to conduct such background checks and criminal history investigations as GUTHRIE Public Schools may request from time to time during the term of this Agreement.

10. **Compensation** - GUTHRIE Public Schools agrees to pay CONTRACTOR the sum of \$65.00 per hour for the OTR Services \$45.00 per hour for the COTA services. Drive time will be half the hourly rate – OTR – \$32.50/hour and COTA – \$22.50/hour. Drive time will not be billed for more than an hour per day.
11. **Term and Termination** - The term of this agreement shall begin August 15, 2018 and expire June 30, 2019. Either party may terminate this Agreement upon fourteen (14) days’ written notice.
12. **Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to be employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party’s actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.
13. **Employment of OTR and COTA.** GUTHRIE Public Schools agrees that it will not hire any OTR or COTA provided by CONTRACTOR under this Agreement during the term of this Agreement for a period of one year following the expiration or termination of this Agreement.
14. **Indemnification.** CONTRACTOR agrees to indemnify and hold Guthrie Schools, its board, employees, and agents, harmless for the acts of its board, employees, and agents, harmless for the acts of its OTRs, COTAs and other employees while providing services to Guthrie Schools under this Agreement.
15. **Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, causality, war, acts of public

enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably prompt notice of the event.

16. Notices – All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the address herein or at such other nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.

17. Miscellaneous - This agreement embodies the entire agreement and understanding between GUTHRIE Public Schools and CONTRACTOR relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and insure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

Approved by the GUTHRIE Public Schools on the _____ day

of _____, _____.

CONTRACTOR

GUTHRIE Public Schools

Date

Date

Attest:

FOREIGN EXCHANGE STUDENTS

The Guthrie Public School District will accept no more than two (2) foreign exchange students per school year. Applications for admittance of a foreign exchange student(s) will be accepted from May 30th until July 15th for the succeeding school year. Students will be accepted on a first-come first-serve basis, providing the building principal has full authority to refuse a student for reasons he or she believe to be in the best interest of the school district.

GUTHRIE PUBLIC SCHOOLS WELLNESS POLICY

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

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

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students. **The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.**

District Wellness Committee Membership and Leadership

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

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

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

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

Assessment, Planning and Reporting

The District Wellness Officer is responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

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

A copy of all assessments, plans and progress reports will be available through the District Wellness Officer. The District Wellness Officer will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members. **The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.**

Open Communication

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

School Meals

The district participates in the following USDA child nutrition programs:

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

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

Goals of the district's meal program include:

- **Encourage students to start the day with a healthy breakfast**
- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs **(e.g. students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences**

- Are accessible to all students
- Are appealing and attractive to children
- Are served in clean and pleasant **supervised** settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by:
 - Displaying whole fruit options in attractive bowls or baskets
 - Making sliced or cut fruit available daily
 - Displaying daily fruit options in students' line of sight/reach
 - Creatively naming vegetable options
 - Bundling daily vegetable options into all grab and go meals
 - Training servers to politely prompt students to select and consume the daily vegetable options with their meal
 - Placing white milk in front of other beverages in all coolers
 - Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
 - Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)
 - Using student surveys and taste testing opportunities to inform menu development, dining space decor, and promotional ideas
 - Displaying student artwork in the service and/or dining areas
 - Marketing menu options through daily announcements

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals. **At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for American (DGA).**

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Child nutrition professionals administer the district's program
- Special dietary needs will be accommodated
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about **ability of breakfast for students**
- **District will distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session**
- **District will post information on the nutritional content and ingredients of school meals on the menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters**
- **District will send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website**

Staff Qualifications and Training

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

- **District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors**

- District will require all personnel in the school nutrition programs to complete annual continuing education and training
- The Child Nutrition Staff will receive training in basic nutrition education, safe food preparation, and nutrition standards for healthy meals
- The Child Nutrition Staff will organize and participate in educational activities that support healthy eating behaviors and food safety

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, without restriction and at no charge at every district facility (including cafeterias and eating areas, classrooms, hallways, playgrounds, and faculty lounges) throughout the entire school day including during mealtimes. Students may also bring and carry approved water bottles – filled only with water – throughout the day. Students may be provided drinking cups, glasses, or reusable water bottles in places where meals are served.

All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).

Competitive Foods and Beverages

Foods and beverages sold during the school day apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards. Other foods and beverages provided (not sold) on campus (e.g., for classroom parties, celebrations, and afterschool-programming) must meet the USDA's Smart Snacks standards. The District, however, may allow exemptions for up to four celebrations during the school year, during which the foods and beverages served are not required to meet the Smart Snack standards.

Competitive items at celebrations and parties are not required to meet USDA Smart Snacks in School standards, although the District Wellness Officer is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

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

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

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards. Fundraising activities will not promote any particular food brands. Food and beverages offered at after-school concessions, or as a part of fundraisers held outside of school hours are encouraged to comply at least 10 percent with the USDA's Smart Snacks standards.

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

The district encourages schools to utilize fundraisers which promote at least 10 percent physical activity (e.g. walk-a-thons, jump rope for heart, fun runs).

Health and Nutrition Education

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

The District will promote activities to involve students and parents in the School Lunch Program. Schools will offer and integrate into the core curriculum, nutrition education to all grades, providing students the knowledge and skills necessary for lifelong healthy eating behaviors, including: What it means to eat healthy, consume the proper nutrients, and maintain a wholesome and balanced diet and; How to read labels and understand the problems associated with unhealthy food marketing to children.

Schools will ensure that nutrition education complies with state learning objectives and standards. Schools will ensure that nutrition education provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g. by using the cafeteria as a learning lab, visiting local farms, etc.). Schools will ensure that nutrition education is made available for staff. Schools will ensure that nutrition education is promoted to families and the community.

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

Farm-to-School Programs and School Garden

The District will allow the following:

- Allow school gardens on District property
- The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property
- The District will incorporate local and/or regional products into the school meal program
- Schools are encouraged to take field trips to local farms
- As a part of their education, students will learn about agriculture and nutrition

Nutrition and Healthy Food Promotion

The District will exhibit posters, signs, or other displays on the school campus that promote healthy nutrition choices. The District will provide age-appropriate activities such as contests, food demonstrations, and taste-testing, that promote healthy eating habits. The District will offer information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encourage them to teach their children about nutrition and healthy eating behaviors. The District will encourage school staff to display healthy eating habits and physical activity choices to students (e.g. by eating with students during meal times, consuming only healthy snacks, meals and beverages in front of students, sharing positive experiences with physical activity with students, etc.).

Physical Activity

The District will ensure that all students K-12 participate in a minimum of 60 minutes of physical activity each day, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education.

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

Physical Education Classes

All district students, except those excused due to medical necessity, will participate in age-appropriate, sequential PE classes as required by state and federal curriculum standards. All district elementary students will participate in 90-150 minutes of physical education per week throughout the school year.

During PE class, students must be moderately to vigorously active for at least half of the class time during most or all PE class sessions. A health unit will be taught in PE classes at each site. The curriculum for this unit will include nutrition, physical activity and general health information. All PE classes are taught by teachers who are certified to teach PE.

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade. Schools will ensure that PE classes and equipment afford all students an equal opportunity to participate in PE. Middle and high school students (6-12) will participate in at least 225 minutes of PE per week throughout the entire school year. During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games. Students will engage in moderate to vigorous physical activity for more than 50% of the PE class time. PE classes may have a teacher/student ratio comparable to core subject classroom size.

Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development. Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day.

Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements). The District will provide a list of alternative ways for teachers and staff to discipline students. The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.

The District will ensure the availability of proper equipment and facilities that meet the safety standards and will conduct necessary inspections and repairs.

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day.

The District will encourage children and their families to walk and bike to and from school. The District will work with local officials to designate safe and preferred routes to school. The District will promote National and International Walk and Bike to School Week/Day. The District will provide bike racks.

Recess (Elementary School Students)

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

The District will develop indoor recess guidelines to ensure elementary school students can have adequate physical activity on days when recess must be held indoors. The District will encourage schools with elementary school students to hold recess before lunch, in order to increase food consumption, reduce waste, and improve classroom attentiveness when students return from lunch. The District will require schools to provide all students short breaks (3-5 minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.

Physical Activity in the Classroom

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

Staff Wellness

The District recognizes that employee health is essential to student health and to creating healthy school environments. The District will encourage foods and beverages that meet Smart Snacks standards at all staff meetings, trainings, special occasions (e.g. birthdays and retirement parties), and other workplace gatherings. In addition we will provide the following:

- Provide employees with access to refrigerator, microwave, and sink with a water faucet
- Partner with community organizations or agencies to offer staff accessible and free or low-cost healthy eating/weight management programs
- Promote walking meetings
- Encourage 10-minute physical activity breaks into every hour of sedentary meetings
- Provide access to on-campus athletic facilities, such as gyms, running tracks, basketball courts, and tennis courts
- Promote employee participation in physical activity by creating exercise clubs or groups and/or sponsoring employee sports teams
- Promote stairwell use, if applicable, throughout the workday by making stairs appealing and posting motivational signs
- Use posters, pamphlets, and other forms of communication to promote physical activity
- Provide information about local physical activity resources and facilities, such as walking trails, community parks, and recreation facilities
- Partner with community organizations or agencies to offer voluntary health screenings annually to staff, including free or low-cost health assessments
- Partner with community organizations or agencies to provide stress management programs annually to staff
- Provide access to a private space (other than a restroom) that has an electrical outlet, and provide flexible paid or unpaid break times to allow mothers to express breast milk and/or breastfeed
- Partner with community organizations or agencies to offer immunization clinics (e.g., flu, Tdap, etc.) to staff
- Provide or partner with community organizations or agencies to offer free or low-cost first aid and CPR training

FELONY RECORD SEARCH POLICY

Pursuant to Section 5-142 of Title 70 of the Oklahoma Statutes, it shall be the policy of this School District that it will obtain the results of a “national criminal history record check,” as defined in Section 150.9 of Title 74 of the Oklahoma Statutes, of the name and fingerprints of every prospective School District employee as well as any current employee whose history the Board of Education recommends be searched.

During the first interview with each employment applicant, the School District will advise the applicant that:

1. The School District requires a national criminal history record check of every prospective employee's name and fingerprints as a condition of employment;
2. To enable the School District to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the School District;
3. The School District will only request a felony record search if the Superintendent of Schools recommends employment of the applicant or the Board of Education recommends a search of a current employee;
4. If the Superintendent of Schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. The applicant shall pay any fees charged by the law enforcement agency obtaining the fingerprints.
6. The School District will reimburse the applicant for the search fee and the fee for obtaining fingerprints unless the search discloses a prior felony offense conviction;
7. If the Superintendent of Schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation or other law enforcement agency to fingerprint the applicant; and
8. The applicant, if placed on duty prior to receipt of the felony search results, shall be employed as a temporary employee until the School District is notified that the check is clear of any felony conviction, provided that the employee shall be deemed to have resigned if the District does not receive the results of the national criminal history record check within sixty (60) days.

If the felony record search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior to receipt of the search results, will be deemed to have resigned from employment with the School District, effective upon acceptance by the Board of Education. The Board of Education may accept any employee's resignation at any time within thirty (30) days after the date the School District is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures which might otherwise be available under federal and state law and School District policies and procedures.

The School District will also request a national criminal history record check of the name and fingerprints of any current School District employee if the Board of Education recommends a search of that employee's felony record.

The School district may, in its discretion, require a national criminal history record search for substitutes of the same type and using the same standards applicable to prospective employees, or it may obtain a current records search, if available, from a school district that employed the substitute in the year preceding prospective employment by school district. Likewise, any person seeking employment as a substitute who has been employed as a full-time teacher by a school district in the State of Oklahoma in the five (5) years immediately preceding application for employment as a substitute, is not required to obtain a national criminal history record check if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was last employed stating the teacher left in good standing. Similarly, any person seeking employment as a substitute who has been employed as a full-time teacher by school district for ten (10) or more consecutive years immediately preceding application for employment as a substitute and who left full-time employment with school district in good standing is not be required to have a national criminal history record check for as long as the person remains employed as a substitute for consecutive years by school district.

The School district may, in its discretion, require a national criminal history record search for any volunteer, who has substantive contact with minor students, of the same type and using the same standards applicable to prospective employees or some other national criminal history records search that uses social security numbers instead of fingerprints. All felony record searches will be made in compliance with the Federal Fair Credit Reporting Act.

Pursuant to OKLA. STAT. tit. 57, § 589, the district shall conduct an annual name search against the Oklahoma Sex Offenders Registry and the Mary Rippy Violent Crime Offenders Registry of all district employees who provide or offer services to secondary students and children.

Guthrie School District

AUTHORIZATION AND RELEASE

This Authorization and Release is executed under penalty of perjury on the ____ day of _____, 20____, by _____, an applicant for employment ("Applicant") with the Guthrie School District.

Applicant understands that the School District's receipt of a national criminal history record check of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of a national criminal history record check of Applicant's name and fingerprints. Applicant hereby releases Applicant's national criminal history record check results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt and use of the search results.

Applicant acknowledges that Applicant has been furnished and understands all of the requirements of the School District's Felony Record Search Policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:

HAVE YOU EVER:

	<u>Yes</u>	<u>No</u>
a. Entered a plea of guilty or nolo contendere to a state or federal felony charge?	_____	_____
b. Been convicted of a state or federal felony offense?	_____	_____
c. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which which you entered a plea of guilty or nolo contendere?	_____	_____
d. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity?	_____	_____

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the national criminal history record check, Applicant will be classified as a temporary employee until notified otherwise by the Superintendent of Schools. Furthermore, Applicant understands that if the school district does not receive the results of the national criminal history record check within sixty (60) days, or the check reveals a prior felony offense conviction, or if Applicant provides a false response to one or more of the above questions, then Applicant will be deemed to have resigned. The Board of Education may accept Applicant's resignation at any time within thirty (30) days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later; and Applicant waives Applicant's right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and School District policies and procedures.

"Applicant"

VERIFICATION

STATE OF OKLAHOMA)
) ss.
COUNTY OF LOGAN

_____, Applicant, of lawful age and being first duly sworn upon oath, deposes and states: that Applicant is familiar with the statements set forth above; that Applicant has read the foregoing Authorization and Release; and Applicant states that all the matters therein set forth are true and correct.

Applicant

SUBSCRIBED AND SWORN TO before me this _____ day of _____,
20_____.

Notary Public

My Commission expires:

MILITARY LEAVE

The Guthrie Board of Education shall provide leave to teachers who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces, when that teacher is ordered by proper authority to active duty or service. Military leave shall be without loss of status, efficiency rating, pay, or benefits during the first 30 working days of such leave. The term “teachers” includes all certified personnel of the district whose positions require certification. The payment for the 30 working days is a one-time payment. That is, full salary will be paid during the first 30 working days of the military leave of absence.

~~Non-certified employees who are members of any component of the Armed Forces of the United States, including members of the National Guard and the Reserve Forces, when ordered by proper authority to active duty or service, are entitled to be paid full salary for 20 calendar days during each federal fiscal year in which the military leave occurs.~~

It is the policy of the district to provide leave for support employees who are a component of the armed forces in the United States including members of the National Guard, when that support employee is ordered by proper authorities to active duty or service. Military leave shall be without loss of status, efficiency rating pay or benefits during the first thirty (30) calendar days or the first thirty (30) regularly scheduled work days for support employees, or not to exceed two hundred forty (240) hours, of such leave of absence in any federal fiscal year. The district will also comply with all other rights guaranteed under state and federal law.

The positions of all employees called to active duty will be held for them by the district. Any replacement employee will be signed to a temporary contract only, with the understanding that the position will be filled by the returning veteran.



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Arrington, Tommy	High School	World History	08/28/18		6	Jason Rice
Dawson, Roger	Junior High	Spec. Ed. Mild/Mod.	08/28/18		6	Sheri Stevenson
Fields, Shana	GUES	Lib. Media Spec.	08/28/18		6	Pam Davis
Hurst, Leticia	Fogarty	Spec. Ed. Mild/Mod	08/28/18		6	New Position
McLendon, Cathryn	GUES	Speech Pathologist	08/28/18		6	Linda Sanchez
Morris, Brenda	Junior High	Lib. Media Spec.	08/28/18		6	Nicha Henry
Owen, Lauren	Junior High	FACS	08/28/18		6	Jessica Maker
Ryan, Cody	Junior High	JH English	08/28/18		6	Blair Workman
Smithson, Michael	GUES	Spec. Ed. Mild/Modified	08/28/18		6	Jessica Palmer
Stevenson, Sheri	Junior High	SP ED Mild/Mod 7th LD	08/28/18		6	Katie Higgins
Watson, Sabrina	Junior High	Geography	08/28/18		6	Hunter Herron
Wilson, Linda	Junior High	Jr. High Spec. Ed	08/28/18		6	Janet Ludlow

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Allnutt, Cassidy	Junior High	Caf. Manager	08/23/18	6	8	Michele McBride
Anderson, Michael	High School	Evening Custodian	07/30/18	3	8	Frank Carrera
Atchison, Shailah	Fogarty	Secretary	08/08/18	4	7.5	Anna Hume
Graves, Harley	Administration	Custodian -Admin/Faver/G	07/23/18	3	8	Denise Wohldmann
Jordan, Jeffrey	Transportation	Route Driver	08/24/18	13	6	Cherina Buchanan
Powell, Julianne	High School	Spec. Ed. Para	08/22/18	3	7.5	Blake Watson
Rayas, Tonya	Fogarty	Custodian	07/30/18	3	8	Donna Thornton
Smith, Monique	Central	Pre-K Para - Golden Age	08/28/18	4	6	Jessica Edge
Stevenson, Melva	Central	Cafeteria Worker	08/24/18	2	7	Mary Horton
Yearout, Brandi	Junior High	Financial Secretary	08/08/18	4	7.5	Candy Webb

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Campbell, Megan	Cotteral	Central	New Position	8/28/2018	
Rice, Jason	World History	Computer Apps	Malcolm Roberts	8/28/2012	

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Canada, Sabrina	Route Driver	Spec. Needs Rte. Driver	Gregory Peck	8/2/2018	
Peck, Gregory	Spec. Needs Route Driv	Route Driver	Craig Benham	8/8/2018	
Powell, Alicia	Route Driver	Spec. Needs Driver	Yvetta McClain	8/20/2018	
Watson, Blake	SpEd Para HS	SpEd ParaHS Single Stu	Anthony Bowie	8/15/2017	
White, Amber	Sp Ed ParaHS	SpEd Para -Single Stude	New Position	8/16/2016	



Board of Education Personnel Reports

Separation of Employment

Classification		Certified			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Herron, Hunter	Junior High	Jr. High Geography	Resigning	7/11/2018	
Moffitt, Angela	High School	English	Resigning	7/31/2018	

Classification		Support			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Carrera, Francisco	High School	Custodian	Resigning	7/10/2018	
Fox, Sandra	Fogarty	Custodian	Resigning	7/9/2018	
Hoel, Toni	Junior High	Registrar JH	Resigning	8/23/2018	
Hume, Anna	Fogarty	Site Secretary	Resigning	7/13/2018	
Reinhart, Susan	Charter Oak	Cafeteria Manager	Resigning	7/18/2018	
Sanchez, Linda	Fogarty	Sp Path Assistant	Resigning	7/18/2018	
Webb, Candy	Junior High	Financial Secretary	Resigning	8/23/2018	

Memo

To: Dr. Mike Simpson and Guthrie Board of Education
From: Doug Ogle, Assistant Superintendent
Date: July 23, 2018
Re: Statutory Waiver Application for Approval

Attached is an application requesting a deregulation for Shana Fields who if approved will be a Library Media Specialist at Guthrie Upper Elementary School. This deregulation requirement pursuant to 70 O.S. 3-126 must be approved by Guthrie School Board and then the Oklahoma State Board of Education in order to be in compliance.

Due to the shortage of qualified applicants in replacing a Library Media Specialist, the administration would like to employ Mrs. Fields as Library Media Specialist at Guthrie Upper Elementary School for 2018-19 school year. Mrs. Fields is currently working on her Library Media Specialist degree from Northeastern and has a Masters in Science and Information Systems.

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 18 – 20 19 school year

Logan COUNTY
 802 E. Vilas SCHOOL DISTRICT MAILING ADDRESS
 Guthrie Upper Elementary School (GUES) NAME OF SITE

Guthrie SCHOOL DISTRICT
 Guthrie CITY
 73044 ZIP CODE

[Signature] 7/24/2018
 PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

PRINCIPAL SIGNATURE* DATE

Mike Simpson SUPERINTENDENT NAME (PLEASE PRINT)

mike.simpson@guthrieeps.net SUPERINTENDENT E-MAIL ADDRESS

[Signature] 7/24/2018
 SUPERINTENDENT SIGNATURE* DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____, 20____

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:
 (specify statute or OAC (deregulation) number: (see instructions))

70 O.S. 3-126

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:

One Year Only
 Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS
 _____ of _____

ENROLLMENT

High School
 Jr./Middle High
 Elementary
 District Total

DATE RECEIVED _____

70 O.S. _____

OAC _____

NAME OF WAIVER _____

A. Reason for the waiver/deregulation request (be specific).

Guthrie Upper Elementary has had an open Library Media Specialist since April and has not been able to fill the position with a certified applicant. We had two applicants that were certified and both took other positions in another district leaving us with no certified applicants the last month.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

We have an applicant (Shana Fields) who has her Masters in Science and Information Systems and has enrolled at Northeastern to pursue a Masters in Library Media Specialist. Mrs. Fields and her family are established in Guthrie and will be a long term solution for keeping a productive Library Media Specialist in our district.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

If approved, Mrs. Fields will place a quality instructional presence in our Library program at GUES and elevate student performance with her background.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary, or described in instructions.

A waiver/deregulation can be granted for up to 3 years. (Please see instructions for additional requirements)

Mrs. Fields has applied for Northeastern and is planning to enroll in the Fall of 2018 to complete her Library Media Specialist degree.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

There will be no financial impact on the district with the proposed waiver.

F. Describe method of assessment or evaluation of effectiveness of the plan.

The GUES principal Mrs. Susan Davison will evaluate Mrs. Fields and how she is adapting in the Library Media Specialist role. Mrs. Davison will also monitor the progress of Mrs. Fields Master's coursework in completing her Library Media Specialist degree in the three year time period if granted.

** You will be contacted if more information is needed to process this request.

Guthrie Public Schools
Property Committee Meeting
August 6, 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 July
- 78 new Purchase Orders for July

Completed Projects:

- 116 Work-Orders completed at Maintenance
- 22 Work-Orders completed at Transportation
- HVAC repairs/upgrades throughout the District
- Plumbing repairs/upgrades throughout District wide
- Installed new drain system and replaced sidewalk at Fogarty
- Painted concrete floors at Central and Fogarty
- Cleaning coils, condensate lines, strainers, and fan motors to classroom units at the JH. Will complete before school starts
- Completed Media Center move at Cottoral
- Completed patch repairs to High School main parking lot
- Changeover of plumbing fixtures at Cottoral and Fogarty
- Firetrol completed annual fire safety inspections throughout the District

Projects in Progress:

- Currently have 104 Maintenance Work-Orders in progress
- Currently have 65 Transportation Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Replacing air filters at all sites and cleaning coils
- Making needed repairs to out 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
- Move teachers relocating to Charter Oak in August
- Installing counter tops in Jr. High FACS classroom
- Continue to repair/upgrade guttering at Fogarty
- Building privacy wall in girls locker room at BOC
- Installing identification numbers on all interior doors
- Custodial summer cleaning continues and is on schedule
- Transportation's annual state safety bus inspections are underway
- Replacing one of the compressors on the chiller at GUES

Summer Projects:

- Restroom transitions to Pre-K – 4th grade-Cotteral and Fogarty are completed
- Replacing partitions in boys restroom downstairs at Fogarty
- Replacing kitchen hood suppression system at Cotteral
- Replacing buckled sections of Fogarty gym floor
- Replacing one compressor to the chiller at GUES
- Replaced doors on HS Color Guard room and door ordered for Cotteral cafe
- Completed graveling bus lot
- Parking lot repairs to first two rows at the HS is complete
- Materials ordered for Charter Oak fencing Phase II
- Paint hall floors at Central and Fogarty is complete
- Filling in parking lot cracks at GUES west lot
- Replace tile floor in Driver's Room and carpet in JH principal's office
- Serving line additions at Cotteral kitchen – materials ordered
- Replace and install sidewalk and drain system around the north portable at Fogarty - completed

Bond Projects Discussion:

Charter Oak ES – Dr. Simpson discussed the progress of the classrooms, Offices, Media Center, Gymnasium, Café and kitchen areas, parking lots, and the Lagoon.

J.H. – Dr. Simpson discussed the progress made on the water proofing, tuck-pointing, and the sidewalk and front entry stairs

H.S. – Scope and specifications for Phase II of the HVAC work is underway.

Mr. Ogle discussed the Career Tech Contract as well as the Memo for Days to Hire. He also discussed the memo regarding the application requesting deregulation for a Library Media Specialist for GUES.

Mr. Ogle discussed the open positions we need to fill for the school year along with our score standings compared to the State average.

Guthrie Public Schools
Finance Committee Meeting

August 7, 2018

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Gina Davis, 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 no beginning balance will be listed until the auditor certifies it.

Ms. Chapple spoke on the following:

Out-of-state Trip:

This is an all-expenses paid trip to Kissimmee, FL for the International ASBO conference in September.

Approval of Agreement with Coca-Cola Southwest Vending 2018-19:

This 5 year agreement comes with a guarantee of \$2000 funding per year, plus \$1000 per year product donation and \$500 in Powerade Gear, plus commission on all vended beverages.

Approval of Wellness Policy additions:

Changes/updates are marked in red. Updated verbage of current policy for the purpose of eligibility on TSET grant application

Mr. Ogle spoke on the following:

Career Tech Programs Contract for 2018-19:

Allocation for program assistance funds for our Ag Education, FACS, and STEM programs.

2018-2019 School Calendar Conversion (days to hours):

This conversion will accommodate the extra days needed to complete Charter Oak Elementary.

Statutory Waiver Application approval – Shana Fields:

This application approval is needed to fill the position of Library Media Specialist at GUES.

State Testing Results:

FY18 results were compared to FY17 results and state averages. ACT results for the past three years were discussed.

Dr. Simpson spoke on the following:

District Updates:

A brief update on new buses and school vehicles.

Curriculum Committee Meeting Minutes

August 7, 2018

5:00 pm

Those in attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Travis Sallee, Gina Davis, Jennifer Bennett-Johnson, and Michele Hamby (in the absence of Meghan Norton)

Discussion Items:

Ms. Walters

- Detailed the plans in place for the upcoming centralized enrollment. Information and forms have been added to the district website, including a helpful video. This is meant to help cut down time parents must spend at enrollment. It will be held August 15-16 at the high school, with 68 staff members on site. A dry run will take place Tuesday the 14th.
- We are suspending our Foreign Exchange Program for FY19.

Mr. Ogle

- Notice of allocation from the Oklahoma Department of Career and Technology Education to assist with program costs for Ag education, FACS, and STEM.
- A conversion of the calendar from days to hours will accommodate the extra days needed to complete Charter Oak Elementary School. 10 minutes has been added to each school day.
- This statutory waiver application requests deregulation for Shana Fields to fill the position of Library Media Specialist at GUES. She is currently working on her Library Media Specialist degree from Northeastern.