

AGENDA WITH COMMENTARY

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

**MONDAY
NOVEMBER 11, 2019
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. Student Recognition**
- 7. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 8. Superintendent’s Reports**
- 9. Presentation on ACT High School to College Success Report, Annual Dropout Report, and College Remediation Rate for Fiscal Year 2018-2019 by Mr. Doug Ogle, Assistant Superintendent**
- 10. Presentation by Principals Mr. Jeff Ball, Mr. Scot Graham, Ms. Dani Watson, Ms. Marsha Todd, Ms. Susan Davison, and Mr. Robbie Rainwater on the final 2019 Oklahoma Testing Program (OSTP) for Charter Oak, Cotteral, Central, Fogarty, GUES, Guthrie Junior High, and the Juniors 2019 ACT scores for Guthrie High School by High School Principal Mr. Chris LeGrande**
- 11. Consent Agenda.....Pages 5-32
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 October 14, 2019
- B. Treasurer’s Report
- C. Activity Fund Fundraisers as per attached list
- D. Activity Fund Transfers as per attached list
- E. Encumbrances for General Fund #'s 676 - 772, Building Fund #'s 219 - 254, Gifts and Endowments Fund # 2 and listed change orders and Activity Fund Reports-the full register is available online
- F. Transportation request from Randy Wayne, Thunderbird Films, regarding use of a bus and driver, to be used during movie production on 11-30-19

12. **Business Agenda:**

- A. Recommendation, consideration and action to adopt calendar of regularly scheduled School Board meetings for 2020.....Page 33

Commentary:

We are required by statute to adopt a calendar of regular meetings and file with the County Clerk’s Office prior to December 15th. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon renewal agreement with Northwest Evaluation Association.....Pages 34 - 35

Commentary:

Measure of Academic Progress (MAP Testing) for students enrolled in grades Pre-K through 6 is an assessment published by Northwest Evaluation Association. Its computerized tests provide educators the information needed to support effective teaching and learning. The base cost for 2020 is \$9805.00 which is the same base cost as last year.

There is a complete explanation of the program’s usage in your packet. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon revision to District Policy:
 - *C-28 Selection of a Construction Manager* Page 36

Commentary:

This new policy was first read at the October 14, 2019 Regular Board Meeting. It is being recommended for approval from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

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

- **E-46 *Dyslexia Awareness Program***

Page 37

Commentary:

This new policy was first read at the October 14, 2019 Regular Board Meeting. It is being recommended for approval from our legal counsel based on state and federal law.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

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

- **F-5A *Transfer Policy***

Pages 38 - 52

Commentary:

This item was tabled at the October 14, 2019 Board Meeting. It has been revised and is now in front of you for approval. This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

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

- **F-13A *Student Diabetes Care and Management***

Pages 53 - 55

Commentary:

This new policy was first read at the October 14, 2019 Regular Board Meeting. It is being recommended for approval from our legal counsel based on state and federal law.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 13. 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 and discussion of extra-duty assignments as listed for 2019-2020, 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**
- A. Vote to go into executive session**
 - B. Acknowledge Board's return to open session**
 - C. Statement of minutes of executive session**

- 14. Vote on action as set out on the Personnel Reports.....Page 56**

- 15. Action upon recommendation of extra-duty assignments for 2019-2020.....Pages 57 - 58
- 16. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 17. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 18. Adjourn

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
OCTOBER 14, 2019**

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 OCTOBER 14, 2019

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

Board Members Absent: Tina Smedley

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

1. The meeting was called to order by Vice President Pierson.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee and Sharon Watts were present for roll call.

Member Tina Smedley was not present for roll call.

3. A quorum was established.
4. Vice President Pierson asked everyone present to stand and join her in the Pledge of Allegiance.
5. Vice President Pierson asked everyone present to join her in a Moment of Silence.
- 6A. Vice President Pierson asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there were three citizens registered to speak to the Board.

Cody Leach spoke to the Board about vaping rules.

Rusty Clark spoke to the Board about punishment options for students who get in trouble.

Menecca Gibbs spoke to the Board about vaping.

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

There were no comments to the Board by Board members.

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

Superintendent Simpson reported on the following:

Introduced Blake Wimsey with Foundation Insurance who presented the September Student of the Month to Mollie Throckmorton who was nominated by GJHS Teacher, Tina Ogle. She was awarded a \$65 Stacy's Place gift card.

Congratulated Central Elementary in receiving a \$25,000 grant from State Farm Insurance. Thanked local agent Kevin Craft and Courtney McLemore from Logan County Health Department for all their help.

Announced that he spent the morning with Rep. Garry Mize touring sites within the District visiting with staff and students.

Reminding everyone about Fall Break on October 17th and 18th.

Announced Homecoming is October 25th with the parade beginning at 3:00 p.m.

- 8. Vice President Pierson called for action on the Consent Agenda.**

A motion was made by Plagg and seconded by Watts to approve the Consent Agenda excluding items 8A, minutes of regular meeting held on September 9, 2019 and 8B, minutes of special meeting held on October 1, 2019.

The motion carried with 6 ayes and 0 nays.

A motion was made by Davis and seconded by Bennett-Johnson to approve Item 8A, minutes of regular meeting held on September 9, 2019.

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

A motion was made by Plagg and seconded by Watts to approve Item 8B, minutes of special meeting held on October 1, 2019.

The motion carried with 4 ayes and 2 abstentions-Members Sallee and Bennett-Johnson abstaining.

- 9A. Vice President Pierson called for discussion and possible action regarding the 2019-2020 School Budget.**

Michelle Chapple, CFO, gave a presentation to the Board regarding the 2019-2020 School Budget.

A motion was made by Davis and seconded by Watts to approve the 2019-2020 School Budget.

The motion carried with 6 ayes and 0 nays.

- 9B. Vice President Pierson called for recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center.**

Discussion before motion.

A motion was made by Watts and seconded by Bennett-Johnson to approve the transcription of math and science credit options taught at Meridian Technology Center.

The motion carried with 6 ayes and 0 nays.

- 9C. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:**

- *C-15A Service Animals*

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

- *C-15A Service Animals*

The motion carried with 6 ayes and 0 nays.

- 9D. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:**

- *D-9 Testing Employees (other than bus drivers) with regard to the use of Alcohol and Illegal Chemical Substances*

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

- *D-9 Testing Employees (other than bus drivers) with regard to the use of Alcohol and Illegal Chemical Substances*

Discussion followed after motion.

The motion carried with 6 ayes and 0 nays.

- 9E. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:**

- *D-9A Alcohol and Drug Testing for Bus Drivers*

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

- *D-9A Alcohol and Drug Testing for Bus Drivers*

The motion carried with 6 ayes and 0 nays.

9F. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *D-46 Wireless Communication Devices*

Discussion followed.

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

- *D-46 Wireless Communication Devices*

The motion carried with 6 ayes and 0 nays.

9G. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-5A Transfer Policy*

Discussion followed.

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

- *F-5A Transfer Policy*

The motion carried with 6 ayes and 0 nays.

9H. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-13 Administration of Medicine to Students*

Discussion followed.

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

- *F-13 Administration of Medicine to Students*

The motion carried with 6 ayes and 0 nays.

9I. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-18 Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised*

A motion was made by Watts and seconded by Bennett-Johnson to approve revision to District Policy:

- *F-18 Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised*

The motion carried with 6 ayes and 0 nays.

9J. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-33 Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances*

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

- *F-33 Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances*

The motion carried with 6 ayes and 0 nays.

9K. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-35 Activity Student Drug Testing*

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

- *F-35 Activity Student Drug Testing*

The motion carried with 6 ayes and 0 nays.

9L. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-40 Wireless Telecommunication Devices-Students*

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

- *F-40 Wireless Telecommunication Devices-Students*

Discussion followed.

The motion carried with 6 ayes and 0 nays.

9M. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-41 Student Behavior and Discipline*

A motion was made by Watts and seconded by Bennett-Johnson to approve revision to District Policy:

- *F-41 Student Behavior and Discipline*

The motion carried with 6 ayes and 0 nays.

9N. Vice President Pierson called for recommendation, consideration and action upon revision to District Policy:

- *F-46A Medical Marijuana Hemp Cannabidiol (CBD)*

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

- *F-46A Medical Marijuana Hemp Cannabidiol (CBD)*

The motion carried with 6 ayes and 0 nays.

- 9O. Vice President Pierson called for presentation of proposed new District Policy:
 - *C-28 Selection of a Construction Manager*
- 9P. Vice President Pierson called for presentation of proposed new District Policy:
 - *E-46 Dyslexia Awareness Program*
- 9Q. Vice President Pierson called for presentation of proposed new District Policy:
 - *F-13A Student Diabetes Care and Management*
- 9R. Vice President Pierson called for discussion and possible board action to pass the 2020 Annual School Election Resolution.

A motion was made by Plagg and seconded by Davis to pass the 2020 Annual School Election Resolution.

The motion carried with 6 ayes and 0 nays.

- 9S. Vice President Pierson called for recommendation, consideration and action upon Oklahoma Prevention Needs Assessment Survey for grades 6, 8, 10 and 12 sponsored by the Oklahoma Department of Mental Health and Substance Abuse Services in Cooperation with the Oklahoma State Department of Education.

A motion was made by Davis and seconded by Bennett-Johnson to approve the Oklahoma Prevention Needs Assessment Survey for grades 6, 8, 10 and 12 sponsored by the Oklahoma Department of Mental Health and Substance Abuse Services in Cooperation with the Oklahoma State Department of Education.

The motion carried with 6 ayes and 0 nays.

- 9T. Vice President Pierson called for recommendation, consideration and action upon “Stop, Go and Tell” Program through Bethesda, Inc. to take place at Central Elementary, Charter Oak Elementary, Cottler Elementary, and Fogarty Elementary for Kindergarten through 4th grade students.

A motion was made by Watts and seconded by Davis to approve the “Stop, Go and Tell” Program through Bethesda, Inc. to take place at Central Elementary, Charter Oak Elementary, Cottler Elementary, and Fogarty Elementary for Kindergarten through 4th grade students.

The motion carried with 6 ayes and 0 nays.

- 10. Vice President Pierson called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments for 2019-2020, discussion of confidential conversations with the Board’s attorney concerning pending claims and litigation, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 4 and 7 and 70 OKLA. STAT. Section 5-118.

10A. A motion was made by Sallee and seconded by Plagg to go into executive session.

The motion carried with 6 ayes and 0 nays. Executive session began at 8:01 p.m.

10B. Vice President Pierson acknowledged the Board's return to open session at 8:50 p.m.

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

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

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

The motion carried with 6 ayes and 0 nays.

12. Vice President Pierson called for action upon recommendation of extra-duty assignments as listed for 2019-2020.

A motion was made by Watts and seconded by Plagg to approve extra-duty assignments as listed for 2019-2020.

The motion carried with 6 ayes and 0 nays.

13. Vice President Pierson called for recommendation, consideration and action upon approval of Jake Jenson to be classified as an Adjunct Teacher for Physical Science at Guthrie High School.

A motion was made by Davis and seconded by Bennett-Johnson to approve Jake Jenson to be classified as an Adjunct Teacher for Physical Science at Guthrie High School.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there was one resignation offered since the posting of the agenda, Angel Case, Special Education Teacher at Guthrie Upper Elementary School.

A motion was made by Plagg and seconded by Sallee to approve the resignation of Angel Case, Special Education Teacher at Guthrie Upper Elementary School, offered since the posting of the agenda.

The motion carried with 6 ayes and 0 nays.

15. Vice President Pierson 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 Davis to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 8:54 p.m.

Kary Jarred, Deputy Minutes Clerk

S. Janna Pierson, Board 1st Vice President

TREASURER'S REPORT
October 31, 2019

BANK BALANCES

FARMERS & MERCHANTS

General Fund	3,127,987.26
Building Fund	216,240.25
Sinking Fund	71,454.71
ILR Fund	50,154.00
G&E Fund	30,850.60
Child Nutrition Fund	174,580.77
Activity Fund	638,697.58
School Age-Care Fund	75,619.14
Bond Fund	<u>357,599.37</u>

TOTAL \$ 4,743,183.68

RECEIPTS

GENERAL FUND:

Logan County	34,567.28
State of Oklahoma	1,153,594.78
Okla. Tax Comm.	158,888.04
School Land Earn.	35,053.38
R.O.T.C.	6,208.64
Federal Programs	
Misc Receipts	32,683.20
Correcting Entry(-)	
General Acct. Int.	1,936.56
Minus (-) Bank Fees	<u>94.82</u>
TOTAL	\$1,422,837.06

BUILDING FUND

Logan County	1,086.44
Bldg. for Champs	<u>20.00</u>
TOTAL	\$1,106.44

SINKING FUND:

Logan County	\$3,000.98
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CHILD NUTRITION FUND:

Local	43,511.02
State	15,010.53
Federal	<u>115,112.36</u>
TOTAL	\$173,633.91

INS.LOSS RECOVERY FUND:

\$2,743.13

BOND FUND:

Interest	103.93
Bank Fees	<u>(-) 8.51</u>
TOTAL	\$95.42

WARRANTS PAID

GENERAL FUND:

2018-2019 \$84,706.27
2019-2020 \$2,303,423.35

BUILDING FUND:

2018-2019 \$3,050.74
2019-2020 \$60,744.84

CHILD NUTRITION FUND:

2018-2019 \$
2019-2020 \$181,525.65

GIFTS & ENDOWMENTS FUND:

2018-2019
2019-2020

INS. LOSS RECOVERY FUND:

2018-2019
2019-2020

BOND FUND:

2018-2019 \$62,183.30
2019-2020 \$20,789.00

CD/INVESTMENTS:

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

TOTAL MONIES IN F&M BANK \$ 4,743,183.68

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$ 8,107,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 010/31/2019**

- | | | |
|----|-----------------|---------------------|
| 1. | JH Library, 825 | Spring Book Fair |
| 2. | NHS, 886 | Dues |
| 3. | HS Drama, 913 | Candy & snack sales |



RECEIVED
 OCT 08 2019
 BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: October 7th 2019 Site: Jr. High Unobligated Account Balance: 1,921.07

Account Name: Library Jr High Account Number: 825

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students will have an opportunity to buy books.

Spring Book Fair

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Purchase new books for the Jr. High Library from Scholastic

Name/Address of Vendor: Scholastic Books, 557 Broadway New York, NY 10012

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

Estimated INCOME: 3,000.00 Fundraiser start date: March 9th
 Less Estimated EXPENSES: 1,500.00
 Estimated PROFIT: 1,500.00 Fundraiser end date: March 13th

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

What will happen to any items that are not sold? items will be picked up by Scholastic Are _____

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

Sponsor Signature: [Signature] Date: 10/7/19

Principal's Signature: [Signature] Date: 10/7/19

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

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

[Signature]

BY: 



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

2507.93
2829.93

Request Date: 10.9.19 Site: High School Unobligated Account Balance: _____

Account Name: National Honor Society Account Number: 886

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

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

The Dues are \$15.00

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Recognition Ceremony expenses, office/group meeting expenses expenses/donations, national dues, graduation supplies, and any other expenses that mig

Name/Address of Vendor: _____

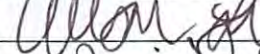
Items to be purchased in order to conduct the fundraiser: _____

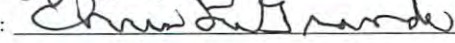
Estimated INCOME: 2500.00 Fundraiser start date: 1.6.2020
 Less Estimated EXPENSES: _____
 Estimated PROFIT: 2500.00 Fundraiser end date: 6.22.2020

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? N/A if yes a facility use permit must be completed.

Sponsor Signature:  Date: 10.9.19

Principal's Signature:  Date: 10-10-19

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

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





RECEIVED
OCT 31 2019
BY: _____

3.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 10-30-19 Site: GHS Unobligated Account Balance: 926.79 541.89 89

Account Name: Drama Account Number: 913

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

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

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) Candy and snacks

Manufacturer: Hersey, Nestle, Mars, Wrigley, Lays, Pringles, Trail mix, Nature Valley, Planters, Misc.

Purpose for which funds will be used: lodging, fees, contests, workshops, food and drinks, props, gas, subs, costumes, tech equipment, art supplies, construction supplies, tools, misc. supplies

Name/Address of Vendor: Walmart, Sams

Items to be purchased in order to conduct the fundraiser: Candy and Snacks

Estimated INCOME: 1000.00 Fundraiser start date: Jan. 9th
 Less Estimated EXPENSES: 400.00
 Estimated PROFIT: 1000.00 Fundraiser end date: Jan. 24th

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

What will happen to any items that are not sold? all will be sold Are school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Shelley Beyman Date: 10/30/19
 Principal's Signature: Chris [unclear] Date: 10-30-19
 Athletic Director's Signature (if applicable): _____ Date: _____

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

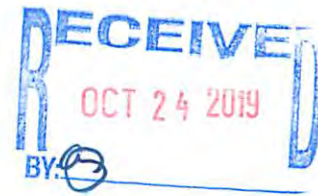
[Handwritten signature]

TRANSFERS FOR BOARD APPROVAL
As of 10/31/2019

TO:	FROM:	REASON	\$AMOUNT
Cotteral PTO, 804	Central PTO, 803	Student snacks	\$36.00



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



Amount 36.00

Date Requested 10.23.2019

Transfer to: Cotteral PTO 804
Account Name & Number

Transfer from: Central PTO 803
Account Name & Number

State Reason for Transfer Below

Student paid for snack shack for the year at Central. Transferred to Cotteral.

Sponsor's Signature: *Dani Watson*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Dani Watson*

Transfer # _____

Board Approved _____

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 676 - 772

PO No	Date	Vendor No	Vendor	Description	Amount
676	10/09/2019	16475	PEARSON EDUCATION, INC.	TESTING KIT FOR SP ED	355.50
677	10/09/2019	44446	CHRISTI WALLER	ACT PREP FACULTY TRAINING	3,510.00
678	10/09/2019	43821	TEACHER SYNERGY, LLC	\$150/Mayfield/Central	150.00
679	10/09/2019	10105	SWEETWATER SOUND, INC	Sound Board	2,100.00
680	10/09/2019	17803	LOGICAL RAM SOLUTIONS, INC	RAM	641.00
681	10/09/2019	44398	DETCO INDUSTRIES, INC.	Cleaning supplies for shop and vehicles	282.75
682	10/09/2019	15926	DELL MARKETING L.P.	TONER FOR COUNSELOR OFFICE	84.54
683	10/09/2019	17290	FLEETPRIDE, INC.	Wire Connectors 80095243	412.03
684	10/09/2019	42234	CHALK'S TRUCK PARTS, INC.	Stop sign power pack Q926401	222.00
685	10/09/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Nerf Bars for Truck 85 and Truck 94	538.45
686	10/09/2019	17290	FLEETPRIDE, INC.	Transmission with Torque converter Bus 7	5,513.83
687	10/09/2019	44435	ITSAVVY LLC	Mouses	222.40
688	10/09/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	94.90
689	10/09/2019	10023	CHASE AARON BIGGS	Security Officer for Elementary Sites	10,000.00
690	10/09/2019	13545	SCHOLASTIC BOOK FAIRS, INC	Books from half price sale	200.00
691	10/09/2019	44258	FIRST BOOK	80 new release books	400.00
692	10/09/2019	44422	BRAINSTORM BOOKS, INC	Nonfiction books	1,200.00
693	10/09/2019	17290	FLEETPRIDE, INC.	Oil Pan replacement for bus 26	3,986.48
694	10/09/2019	13183	PITSCO, INC	PLTW Supplies for Classroom	809.15
695	10/09/2019	15994	AMAZON CAPITAL SERVICES	Library supplies	131.86
696	10/09/2019	44445	ARETE ADVISORS, LLC	Statement of Work	58,710.90
697	10/10/2019	15994	AMAZON CAPITAL SERVICES	Teacher \$150	150.00
698	10/10/2019	16261	ANNA COFFIN	Spiral Binding Service for Budget Books	37.50
699	10/11/2019	42234	CHALK'S TRUCK PARTS, INC.	Pro Tech IV Pouch	290.00
700	10/11/2019	42234	CHALK'S TRUCK PARTS, INC.	RT Hand Rail	504.72
701	10/11/2019	44387	RUSH TRUCK CENTERS OF OK, INC	Diagnosis and repair of Bus A/C units	1,000.00
702	10/11/2019	12682	MIDWEST BUS SALES, INC.	Stopsign lights	359.00
703	10/11/2019	42884	LOYAL SUPPLY, INC.	Shop supply	822.27
704	10/11/2019	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	42.93
705	10/11/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Transmission Fluid	899.99
706	10/15/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Books	1,100.00
707	10/15/2019	17290	FLEETPRIDE, INC.	Diagnosis	500.00
708	10/15/2019	41972	CONTRACT PAPER GROUP, INC.	COPY PAPER FOR THE DISTRICT	16,350.00
709	10/15/2019	42234	CHALK'S TRUCK PARTS, INC.	Mirror c2 lamp backup alarm tank cap Wylonhead	1,329.96
710	10/15/2019	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES FOR SP ED	157.88
711	10/15/2019	17290	FLEETPRIDE, INC.	OBD 11 hand held for cummins	449.00
712	10/15/2019	43236	CDI COMPUTER DEALERS INC.	Video Server	2,939.00
713	10/15/2019	44024	SHI INTERNATIONAL CORP	Adobe Acrobat Licenses	1,610.00
714	10/15/2019	40031	LEISURE HOSPITALITY MGMT, INC	HOTEL LODGING FOR SP ED DIRECTOR CCOSA CONF	130.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 676 - 772

PO No	Date	Vendor No	Vendor	Description	Amount
715	10/15/2019	41365	EWING IRRIGATION PRODUCTS INC	HS- RYE GRASS (ALL SPORTS) FIELDS	600.00
716	10/15/2019	11350	GARRETT BOOK COMPANY	Library books	861.92
717	10/15/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for Kim Hinkle	150.00
718	10/15/2019	40530	ANGIE KAYE SMEDLEY	PER DIEM FOR OVERNIGHT OCT 21-22, 2019 CONFERENCE	30.00
719	10/15/2019	12447	MARDEL, INC.	Teacher allowance for Amanda Shults	150.00
720	10/16/2019	44449	THE CARPET DEPOT, LLC	HS- CARPET (LOCKER ROOM) BASKETBALL	2,600.00
721	10/21/2019	14207	WALMART COMMUNITY	Classroom Supplies (\$150)	150.00
722	10/21/2019	14207	WALMART COMMUNITY	\$150 Teacher Supplies - Audra Branson	150.00
723	10/21/2019	15994	AMAZON CAPITAL SERVICES	Storage Bins and Supplies for PLTW Classes	136.27
724	10/21/2019	17727	PROJECT LEAD THE WAY, INC.	Pltw supplies for classroom	1,119.48
725	10/21/2019	17756	VEX ROBOTICS, INC	Vex robotics supplies	343.19
726	10/23/2019	13229	QUILL CORPORATION	Office desk	515.01
727	10/23/2019	11169	ENDEX OF OKLAHOMA, INC.	Network Services	2,500.00
728	10/23/2019	13438	ROSS TRANSPORTATION, INC.	Repair to bus 54 lift	783.58
729	10/23/2019	17289	A-1 RADIATOR SERVICE, INC.	Repairs to radiators	1,100.00
730	10/23/2019	84158	SAVAHANNA LEANNE RENNICK	Reimbursement	250.00
731	10/23/2019	84313	KRYSTINA LYNN POWELL	Reimbursement	250.00
732	10/23/2019	41416	SCHOOL SPECIALTY, INC	\$150 Teacher Classroom	109.88
733	10/23/2019	11849	JERRY D. JONES	TOWING SERVICE	2,000.00
734	10/23/2019	83736	CLAYTON R DRAKE	Out of state travel reimbursement	250.00
735	10/23/2019	44280	MARTIN AUTOMOTIVE	SERVICE ON VEH #73	1,200.00
736	10/23/2019	12682	MIDWEST BUS SALES, INC.	5 camera system's for Buses	9,818.75
737	10/23/2019	15994	AMAZON CAPITAL SERVICES	TI 36 XS-multiview	309.60
738	10/23/2019	14207	WALMART COMMUNITY	Classroom 150	150.00
739	10/23/2019	15994	AMAZON CAPITAL SERVICES	Lerner/\$150/Central	150.00
740	10/29/2019	42234	CHALK'S TRUCK PARTS, INC.	Emergency window latches	122.05
741	10/29/2019	10599	STATE OF OKLAHOMA	Curriculum for classroom	384.00
742	10/29/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	DISTRICT FLEET PARTS AND SUPPLIES	1,000.00
743	10/29/2019	15718	OVERHEAD DOOR COMPANY OF OKC, INC.	Work on shop overhead doors	500.00
744	10/29/2019	12682	MIDWEST BUS SALES, INC.	Stop sign lights	359.40
745	10/29/2019	43510	HOOTEN OIL COMPANY, INC	300 gallons of DEF	429.00
746	10/29/2019	12936	OKLA. ASSOC. FOR PUPIL TRANS.	Chris Beach online training	45.00
747	10/29/2019	44280	MARTIN AUTOMOTIVE	Repairs to 35	500.00
748	10/29/2019	44195	DHE COMPUTER SYSTEMS, LLC	Chromebooks	11,218.00
749	10/29/2019	44435	ITSAVVY LLC	Optiplex 9020	3,900.00
750	10/29/2019	10954	BLICK ART MATERIALS, LLC	Pottery Clay	138.10
751	10/29/2019	11933	JOHN VANCE MOTORS, INC.	Alignment for Truck 93 (AG-ED)	99.00
752	10/29/2019	44458	CHRISTOPHER TILLMAN	ELEMENTARY SECURITY OFFICER	10,000.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 676 - 772

PO No	Date	Vendor No	Vendor	Description	Amount
753	10/29/2019	42607	OKLAHOMA TECHNOLOGY STUDENT ASSOC	TSA Leadership Fees for Mr. Darcy and Mr. Peterman	50.00
754	10/29/2019	84186	MICHAEL LAWSON SMITHSON	Refund for Flex Benefit	713.66
755	10/29/2019	83704	JANET KAY LUDLOW	Refund for Flex Benefit	76.84
756	10/29/2019	83799	GRETCHEN RUTH HANNA	Refund for Flex Benefit	515.62
757	10/30/2019	44107	COUGHLAN COMPANIES, LLC	library books	1,202.87
758	10/30/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	library books	1,842.95
759	10/30/2019	12601	MCGRAW-HILL EDUCATION	Kindergarten Big Books Set for Fog and COE	1,130.08
760	10/31/2019	16678	KARY JARRED	MILEAGE REIMBURSEMENT	75.00
761	10/31/2019	44453	MASTER THREADS, LLC	HS- BLANKET PO UNIFORMS (WR)	1,500.00
762	10/31/2019	44456	SHOOT-A-WAY INC	HS- SHOOT A WAY SERIES 6000 (BASKETBALL)	3,710.00
763	10/31/2019	15926	DELL MARKETING L.P.	IMAGING UNIT FOR NORTH OFFICE SECRETARY	37.99
764	10/31/2019	14207	WALMART COMMUNITY	classroom \$150 supply funds	150.00
765	10/31/2019	15994	AMAZON CAPITAL SERVICES	Blanket PO for classroom supplies	250.00
766	11/01/2019	12910	OFFICE DEPOT, INC.	Class supplies	150.00
767	11/01/2019	43821	TEACHER SYNERGY, LLC	CURRICULUM FOR SP ED CLASSROOM	509.55
768	11/01/2019	17792	ROSETTA STONE,LTD	Renewal for 12 seats that expire Nov 2019	1,980.00
769	11/01/2019	16105	GUITAR CENTER STORES, INC.	SPEAKER CABLES	198.00
770	11/01/2019	12171	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES	128.76
771	11/01/2019	15994	AMAZON CAPITAL SERVICES	MISC SP ED SUPPLIES BLANKET PO	1,000.00
772	11/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	Shop supplies and materials	300.00
Non-Payroll Total:					\$188,131.59
Payroll Total:					\$0.00
Report Total:					\$188,131.59

Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 219 - 254

PO No	Date	Vendor No	Vendor	Description	Amount
219	10/09/2019	44013	CENTRAL OKLAHOMA WINNELSON	WATER COOLERS FOR COTTERAL	1,037.54
220	10/09/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
221	10/09/2019	14189	VOSS ELECTRIC CO.	BULBS AND BALLAST FOR FOGARTY AUD	495.00
222	10/09/2019	42501	EARTHSMART CONTROLS, LLC	HIGH SCHOOL STAT REPLACEMENT	3,710.00
223	10/09/2019	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING PARTS	1,467.06
224	10/09/2019	10183	NATIONAL PEN HOLDINGS, LLC	SOFT TOUCH GEL PENS	98.00
225	10/09/2019	44448	REBECCA LOUISE JORDAN	POWER WASHING CONCRETE IN STADIUM	2,000.00
226	10/11/2019	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	50.71
227	10/11/2019	44013	CENTRAL OKLAHOMA WINNELSON	LAV FAUCETS FOR JR HI & HS CONCESSIONS	395.24
228	10/11/2019	17922	ONE BEAT CPR	AED UNIT FOR ADMIN	1,228.00
229	10/11/2019	10611	CITY OF GUTHRIE	BURN PERMITS	0.00
230	10/11/2019	43749	TREAT'S SOLUTIONS, LLC	JR JUMBO TISSUE FOR CHARTER OAK	1,649.50
231	10/11/2019	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	2,522.75
232	10/11/2019	11619	HOME DEPOT CREDIT SERVICES	FLOOD LIGHT FOR TRANS FUEL PUMPS	100.00
233	10/11/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
234	10/15/2019	44197	ALL HOURS LOCKSMITH, INC.	REPLACE MAIN ENTRANCE DOORS AT COTTERAL	2,107.00
235	10/15/2019	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES	46.42
236	10/15/2019	44190	BREWER CARPET & DESIGN CENTER, INC.	FLOORING FOR ADMIN RR'S & ENTRIES	5,792.02
237	10/16/2019	43225	RED DIRT SEPTIC & BACKHOE, LLC	LAGOON SERVICE AT CHARTER OAK	1,000.00
238	10/23/2019	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	1,000.00
239	10/23/2019	15969	SOUTHWEST PAPER, INC - OKC	BATTERIES FOR FLOOR MACHINES	2,200.00
240	10/23/2019	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER IN FFA SHEEP BARN	1,200.00
241	10/23/2019	17450	ALL COMMERCIAL OPENINGS, INC.	DOOR CLOSERS AND HINGES	1,195.00
242	10/29/2019	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	1,500.00
243	10/29/2019	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	1,980.32
244	10/29/2019	40767	NEW ACADEMY HOLDING CO. LLC	10' BOAT FOR LAGOON	650.00
245	10/29/2019	17249	S. T. BOLDING III	ADD LIGHTING TO EAST SIDE OF STADIUM	2,200.00
246	10/29/2019	44292	CHARLES D. KYLE	INSTALL PAD FOR DUMPSTER AT FOGARTY	3,500.00
247	10/29/2019	42872	PATRICK A. COUNTESS	FENCING AROUND HVAC UNITS AT HS	1,650.00
248	10/29/2019	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS FOR COTTERAL	245.66
249	10/29/2019	15969	SOUTHWEST PAPER, INC - OKC	WASTE RECEPTACLES FOR GUES	864.00
250	10/29/2019	43225	RED DIRT SEPTIC & BACKHOE, LLC	LAGOON MAINTENANCE SERVICE AGREEMENT	1,800.00
251	10/29/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00

Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 219 - 254

PO No	Date	Vendor No	Vendor	Description	Amount
252	10/29/2019	43906	BRADEN DAVENPORT	Administration Building Display Case	2,000.00
253	10/29/2019	15994	AMAZON CAPITAL SERVICES	SWITCH TRIPPERS, REPLACEMENT PINS, LIGHT KEYS	77.22
254	10/30/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
Non-Payroll Total:					\$49,761.44
Payroll Total:					\$0.00
Report Total:					\$49,761.44

Purchase Order Register

Options: Year: 2019-2020, Fund: GIFTS FUND, Date Range: 7/1/2019 - 6/30/2020, PO Range: 2 - 2

PO No	Date	Vendor No	Vendor	Description	Amount
2	10/23/2019	42632	AAA PLAYGROUNDS	State Farm Grant	24,853.00
				Non-Payroll Total:	\$24,853.00
				Payroll Total:	\$0.00
				Report Total:	\$24,853.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 10/8/2019 - 11/1/2019, PO Range: 1 - 772, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
76	07/01/2019	42600	BEASLEY TECHNOLOGY, INC.	SERVER SUPPORT-TECHNOLOGY	-2,000.00
78	07/01/2019	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS -TECHNOLOGY	-2,000.00
242	07/17/2019	44280	MARTIN AUTOMOTIVE	DIAGNOSIS AND REPAIR FOR TRUCK/TRANSPORTATION	-436.05
269	07/27/2019	14207	WALMART COMMUNITY	supplies for Ag program and building	-40.86
270	07/27/2019	13969	THE RAILROAD YARD, INC.	supplies and equipment needed for Ag Program	-12.00
319	08/06/2019	14207	WALMART COMMUNITY	\$150)	-5.65
322	08/06/2019	14207	WALMART COMMUNITY	\$150 teacher supply fund	-0.43
323	08/06/2019	11453	W. W. GRAINGER	first aid kit refill	-23.11
348	08/12/2019	14207	WALMART COMMUNITY	Classroom supplies	-0.16
349	08/12/2019	14207	WALMART COMMUNITY	\$150 Classroom Supplies	-1.17
355	08/14/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	-4.58
370	08/15/2019	14207	WALMART COMMUNITY	\$150 Classroom Supply	-0.12
375	08/16/2019	14207	WALMART COMMUNITY	Teacher \$150 Classroom Supplies	-0.04
376	08/16/2019	14207	WALMART COMMUNITY	Teacher supplies	-0.75
382	08/19/2019	12447	MARDEL, INC.	classroom supplies	-2.28
386	08/19/2019	14207	WALMART COMMUNITY	classroom supplies	-3.95
389	08/19/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	-7.24
392	08/19/2019	15994	AMAZON CAPITAL SERVICES	Classroom supplies	-1.27
395	08/19/2019	14207	WALMART COMMUNITY	\$150 for supplies	-4.59
404	08/19/2019	14207	WALMART COMMUNITY	Classroom \$150	-6.15
408	08/19/2019	14207	WALMART COMMUNITY	\$150.00/L. Cotton/Central	-4.21
411	08/19/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	-0.98
412	08/19/2019	14207	WALMART COMMUNITY	Teacher Stipend	-3.46
414	08/19/2019	14207	WALMART COMMUNITY	Classroom Supplies	-1.69
418	08/19/2019	14207	WALMART COMMUNITY	classroom supplies	-6.90
419	08/19/2019	14207	WALMART COMMUNITY	150 general fund for start of the year	-0.73
423	08/19/2019	14207	WALMART COMMUNITY	\$150 Teacher Allowance	-31.62
429	08/19/2019	14207	WALMART COMMUNITY	teacher allowance	-0.27
430	08/19/2019	14207	WALMART COMMUNITY	150.00 teacher supplies	-0.48
439	08/21/2019	14201	WALKER TIRE DTR LLC	TIRE REPAIRS	-39.90
440	08/22/2019	14207	WALMART COMMUNITY	\$150 Classroom Supplies	-27.33
445	08/23/2019	15994	AMAZON CAPITAL SERVICES	Go Sport Foam Dodge Ball Set	-15.11
460	08/26/2019	14207	WALMART COMMUNITY	\$150/Paul/Central	-0.50
490	08/29/2019	13497	EDMOND SAM'S CLUB #6267	Part of \$150 Teacher Allowance	-0.02
499	08/30/2019	15994	AMAZON CAPITAL SERVICES	\$150 Classroom Supplies	-0.93
501	08/30/2019	14207	WALMART COMMUNITY	\$150 Teacher Supplies	-0.56

Non-Payroll Total: (\$4,685.09)

Payroll Total: \$0.00

Report Total: (\$4,685.09)

Change Order Listing

Options: Fund: Building, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 10/8/2019 - 11/1/2019, PO Range: 1 - 254, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
52	07/09/2019	14674	HOMETOWN RENTAL & FEED, INC.	LAWN EQUIPMENT REPAIRS AND SERVICE	-500.00
104	07/29/2019	44292	CHARLES D. KYLE	SAND FOR CHARTER OAK	-160.00
120	08/06/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS FOR JR HIGH AUDITORIUM	-253.28
132	08/12/2019	17248	DAKTRONICS INC.	HS- REPAIR TO SCORE BOARD (FB)	-315.00
135	08/12/2019	43992	INTEGRITY HEAT & AIR, LLC	DISTRICT A/C SERVICE AND REPAIRS	-192.58
Non-Payroll Total:					(\$1,420.86)
Payroll Total:					\$0.00
Report Total:					(\$1,420.86)

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 10/31/2019

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (10/01/19)	\$643,039.81	Balance per bank statement As of (10/31/19)	\$638,697.58
Add Receipts	\$ 165,960.60	Add Deposits in Transit	\$ 828.75
Less Checks Written	\$ 197,224.30	Less O/S Checks	\$ 27,792.61
Adjustments	\$	*Adjustments	\$ +42.39
		Bank correction	\$
Balance per Ledger	\$611,776.11	Balance per Ledger	\$611,776.11

Adjustment/Correction explanations: Bank charged for deposit slips in error.
Adjustment will be applied on November statement.

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



Activity Fund Clerk

11-1-19

Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2019 - 10/31/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$305.15	\$43.00	\$0.00	\$20.00	\$328.15	\$100.00	\$228.15
802 CENTRAL ACTIVITY	\$17,049.59	\$4,679.37	\$0.00	\$2,479.82	\$19,249.14	\$14,004.36	\$5,244.78
803 CENTRAL PTO	\$9,137.82	\$810.15	\$0.00	\$1,949.72	\$7,998.25	\$2,545.00	\$5,453.25
804 COTTERAL PTO	\$12,013.52	\$1,074.45	\$0.00	\$575.10	\$12,512.87	\$1,139.10	\$11,373.77
805 COTTERAL ACTIVITY	\$12,760.66	\$3,788.96	\$0.00	\$4,656.82	\$11,892.80	\$8,826.64	\$3,066.16
806 COTTERAL FACULTY	\$192.17	\$30.95	\$0.00	\$0.00	\$223.12	\$0.00	\$223.12
808 FOGARTY PARENTS ORG.	\$10,988.80	\$1,555.98	\$0.00	\$3,684.28	\$8,860.50	\$270.00	\$8,590.50
809 FOGARTY ACTIVITY	\$23,480.79	\$11,585.70	\$0.00	\$1,243.52	\$33,822.97	\$9,715.59	\$24,107.38
810 FOGARTY FACULTY	\$38.04	\$0.00	\$0.00	\$0.00	\$38.04	\$0.00	\$38.04
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$250.00	\$1,255.89
812 GUES ACTIVITY	\$25,277.06	\$4,207.71	\$0.00	\$3,808.66	\$25,676.11	\$32,092.95	(\$6,416.84)
813 GUES FACULTY	\$2,020.00	\$53.25	\$0.00	\$100.00	\$1,973.25	\$0.00	\$1,973.25
814 GUES HONOR CHOIR	\$462.93	\$0.00	\$0.00	\$0.00	\$462.93	\$220.68	\$242.25
815 GUES PARENTS ORG.	\$19,008.17	\$2,142.68	\$0.00	\$1,965.47	\$19,185.38	\$1,650.00	\$17,535.38
816 GHS SPECIAL KIDS	\$279.13	\$0.00	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$327.10	\$0.00	\$0.00	\$16.50	\$310.60	\$83.50	\$227.10
819 ATHLETICS JUNIOR HIGH	\$4,968.05	\$1,750.00	\$0.00	\$1,500.00	\$5,218.05	\$1,765.00	\$3,453.05
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$2,760.82	\$1,400.00	\$0.00	\$2,339.70	\$1,821.12	\$561.63	\$1,259.49
822 HONOR SOCIETY JR HIGH	\$2,767.54	\$0.00	\$0.00	\$0.00	\$2,767.54	\$0.00	\$2,767.54
823 JR HIGH ACCOUNT	\$9,418.89	\$0.00	\$0.00	\$4,183.50	\$5,235.39	\$0.00	\$5,235.39
824 JR HIGH FACULTY	\$1,990.15	\$0.00	\$0.00	\$0.00	\$1,990.15	\$570.00	\$1,420.15
825 LIBRARY JR HIGH	\$1,921.07	\$0.00	\$0.00	\$0.00	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$26,627.75	\$160.00	\$0.00	\$57.74	\$26,730.01	\$442.26	\$26,287.75
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$6,863.70	\$110.00	\$0.00	\$44.97	\$6,928.73	\$3,505.00	\$3,423.73
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$282.97	\$1,198.49	\$443.63	\$754.86
832 YEARBOOK JR HIGH	\$3,389.20	\$0.00	\$0.00	\$64.59	\$3,324.61	\$0.00	\$3,324.61
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$27,531.43	\$7,009.60	\$0.00	\$3,260.83	\$31,280.20	\$19,975.77	\$11,304.43
841 CHARTER OAK PTO	\$9,849.07	\$1,351.54	\$0.00	\$2,665.99	\$8,534.62	\$3,996.60	\$4,538.02
842 CHARTER OAK FACULTY	\$502.04	\$84.73	\$0.00	\$40.00	\$546.77	\$0.00	\$546.77
850 ACADEMIC TEAM HS	\$147.50	\$25.00	\$0.00	\$32.40	\$140.10	\$0.00	\$140.10
851 ART CLUB HS	\$9,614.41	\$0.00	\$0.00	\$336.37	\$9,278.04	\$400.00	\$8,878.04
852 ATHLETICS HS	\$52,169.08	\$25,052.94	\$0.00	\$32,630.11	\$44,591.91	\$23,051.17	\$21,540.74
853 HS CHEER	\$7,457.48	\$0.00	\$0.00	\$1,405.39	\$6,052.09	\$1,288.26	\$4,763.83
854 FOOTBALL CAMP	\$6,220.11	\$0.00	\$0.00	\$1,403.20	\$4,816.91	\$138.00	\$4,678.91
855 TENNIS HS	\$19,450.35	\$2,630.00	\$0.00	\$247.50	\$21,832.85	\$5,768.00	\$16,064.85
856 GHS LIBRARY	\$228.57	\$0.00	\$0.00	\$0.00	\$228.57	\$0.00	\$228.57
858 GHS LINK CREW	\$653.59	\$0.00	\$0.00	\$0.00	\$653.59	\$520.00	\$133.59
859 BAND (OPERATING) HS	\$20,007.88	\$24,491.00	\$0.00	\$13,965.91	\$30,532.97	\$32,049.74	(\$1,516.77)
860 CLASS OF 2021 HS	\$2,420.71	\$450.00	\$0.00	\$0.00	\$2,870.71	\$750.00	\$2,120.71
861 CLASS OF 2023 HS	\$720.00	\$450.00	\$0.00	\$0.00	\$1,170.00	\$100.00	\$1,070.00
863 CLASS OF 2019 HS	\$1,896.07	\$0.00	(\$1,896.07)	\$0.00	\$0.00	\$0.00	\$0.00
864 GHS ALUMNI ACCOUNT	\$6,571.89	\$0.00	\$1,896.07	\$0.00	\$8,467.96	\$0.00	\$8,467.96
865 CLASS OF 2022 HS	\$2,856.24	\$630.00	\$0.00	\$898.26	\$2,587.98	\$600.00	\$1,987.98
869 ENGLISH CLUB	\$1,036.44	\$0.00	\$0.00	\$0.00	\$1,036.44	\$360.00	\$676.44
870 HS FACULTY/COURTESY ACCOUNT	\$1,582.71	\$98.55	\$0.00	\$220.47	\$1,460.79	\$205.00	\$1,255.79
871 HS STUDENT PANTRY	\$14,806.73	\$1,000.00	\$0.00	\$425.57	\$15,381.16	\$0.00	\$15,381.16
872 CLASS OF 2020	\$8,791.68	\$50.00	\$0.00	\$238.19	\$8,603.49	\$700.00	\$7,903.49
876 FFA 4H BOOSTER CLUB HS	\$11,792.02	\$32,639.50	\$0.00	\$5,616.51	\$38,815.01	\$5,423.14	\$33,391.87
877 FFA HS	\$75,501.97	\$5,987.00	\$0.00	\$68,334.09	\$13,154.88	\$9,537.00	\$3,617.88
878 FCCLA (FHA) HS	\$2,926.12	\$31.00	\$0.00	\$113.09	\$2,844.03	\$2,339.46	\$504.57
879 FOREIGN LANGUAGE SPAN HS	\$6,454.31	\$200.00	\$0.00	\$1,418.20	\$5,236.11	\$2,950.00	\$2,286.11
880 XC Bluecrew	\$3,206.28	\$1,020.00	\$0.00	\$952.95	\$3,273.33	\$1,539.18	\$1,734.15
881 Lady Jays Basketball	\$3,464.66	\$2,977.00	\$0.00	\$0.00	\$6,441.66	\$3,775.00	\$2,666.66

Guthrie Public Schools
Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 10/1/2019 - 10/31/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$205.72	\$0.00	\$0.00	\$199.92	\$5.80	\$0.00	\$5.80
883 HERITAGE CLUB HS	\$1,767.43	\$251.00	\$0.00	\$145.33	\$1,873.10	\$54.67	\$1,818.43
884 HIGH SCHOOL ACCOUNT	\$13,325.63	\$895.15	\$0.00	\$663.49	\$13,557.29	\$7,254.70	\$6,302.59
885 STUDENT SUPPORT HS	\$2,234.82	\$249.32	\$0.00	\$46.56	\$2,437.58	\$190.08	\$2,247.50
886 HONOR SOCIETY HS	\$2,892.93	\$0.00	\$0.00	\$385.00	\$2,507.93	\$0.00	\$2,507.93
889 KEY CLUB HS	\$491.28	\$0.00	\$0.00	\$0.00	\$491.28	\$0.00	\$491.28
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
892 MATH OF FINANCE	\$93.98	\$0.00	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98
893 MU ALPHA THETA HS	\$2,632.40	\$815.50	\$0.00	\$86.68	\$3,361.22	\$672.50	\$2,688.72
895 JROTC HS	\$6,335.69	\$60.00	\$0.00	\$1,575.93	\$4,819.76	\$390.00	\$4,429.76
897 SOCCER CLUB HS	\$1,103.84	\$0.00	\$0.00	\$584.00	\$519.84	\$140.00	\$379.84
898 SCIENCE CLUB HS	\$7,182.06	\$1,618.00	\$0.00	\$1,238.65	\$7,561.41	\$1,059.50	\$6,501.91
899 STUDENT COUNCIL HS	\$16,196.42	\$4,012.00	\$0.00	\$4,377.05	\$15,831.37	\$8,374.82	\$7,456.55
900 CAMPUS BEAUTIFICATION HS	\$9,782.08	\$150.00	\$0.00	\$840.05	\$9,092.03	\$230.74	\$8,861.29
902 VOCAL HS	\$5,703.72	\$300.00	\$0.00	\$2,669.21	\$3,334.51	\$1,991.06	\$1,343.45
904 YEARBOOK HS	\$13,702.51	\$1,185.00	\$0.00	\$140.00	\$14,747.51	\$2,223.00	\$12,524.51
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$2,985.84	\$0.00	\$0.00	\$0.00	\$2,985.84	\$0.00	\$2,985.84
913 DRAMA HS	\$3,232.79	\$90.00	\$0.00	\$1,794.79	\$1,528.00	\$966.11	\$561.89
922 COURTESY COMMITTEE ADMIN	\$169.53	\$0.00	\$0.00	\$0.00	\$169.53	\$150.00	\$19.53
925 GENERAL FUND REFUND	\$2,679.22	\$42.64	\$0.00	\$25.65	\$2,696.21	\$0.00	\$2,696.21
927 HALL OF FAME BANQUET	\$1,578.97	\$145.00	\$0.00	\$0.00	\$1,723.97	\$1,722.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$27,449.33	\$0.00	\$0.00	\$1,821.63	\$25,627.70	\$1,255.00	\$24,372.70
932 SUMMER SCHOOL HS	\$1,935.00	\$0.00	\$0.00	\$0.00	\$1,935.00	\$0.00	\$1,935.00
933 FAVER C&C	\$329.63	\$0.00	\$0.00	\$0.00	\$329.63	\$100.00	\$229.63
934 TRANSPORTATION C&C	\$2,711.81	\$844.18	\$0.00	\$1,118.44	\$2,437.55	\$1,750.00	\$687.55
935 VENDING MACHINE ADMIN	\$688.37	\$0.00	\$0.00	\$0.00	\$688.37	\$517.78	\$170.59
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$13,330.57	\$203.22	\$0.00	\$0.00	\$13,533.79	\$558.01	\$12,975.78
942 C.N. CLEARING ACCT	\$904.00	\$15,529.53	\$0.00	\$16,333.53	\$100.00	\$14,063.30	(\$13,963.30)
Total	\$643,039.81	\$165,960.60	\$0.00	\$197,224.30	\$611,776.11	\$237,314.93	\$374,461.18

Jana Frey

From: Susan Birdwell <susan.birdwell@guthrie.net> on behalf of Susan Birdwell
Sent: Wednesday, November 06, 2019 9:23 AM
To: Jana Frey; Cody Thompson; Doug Ogle
Subject: Bus for Movie

Hi Jana,
Yesterday afternoon Randy Wayne from Thunderbird films approached us regarding usage of a bus and driver. The shoot would be on 11-30-19 and we have drivers that will be happy to cover this role.

His information is:


Name of the movie is "Wild Indian"

Please let me know if you have any questions.

--
Susan Birdwell
Transportation Secretary
Guthrie Public Schools



Staking A Claim in Our Students' Future

Mike Simpson, Ed.D.
Superintendent

Phone 405-282-8900
www.guthrieeps.net

November 11, 2019

Notice to the County Clerk of Logan County, Oklahoma of the 2020 Regular Meetings of the Guthrie Board of Education, Independent School District I-001 of Logan County:

01-13-20	6:30 p.m.	Office of the Board, 802 E. Vilas
02-10-20	6:30 p.m.	Office of the Board, 802 E. Vilas
03-09-20	6:30 p.m.	Office of the Board, 802 E. Vilas
04-13-20	6:30 p.m.	Office of the Board, 802 E. Vilas
05-11-20	6:30 p.m.	Office of the Board, 802 E. Vilas
06-08-20	6:30 p.m.	Office of the Board, 802 E. Vilas
07-13-20	6:30 p.m.	Office of the Board, 802 E. Vilas
08-10-20	6:30 p.m.	Office of the Board, 802 E. Vilas
09-14-20	6:30 p.m.	Office of the Board, 802 E. Vilas
10-12-20	6:30 p.m.	Office of the Board, 802 E. Vilas
11-09-20	6:30 p.m.	Office of the Board, 802 E. Vilas
12-14-20	6:30 p.m.	Office of the Board, 802 E. Vilas

Gina Davis
Board Clerk

Person Reporting Dates: Jana Frey

Title: Minutes Clerk

Signature: _____



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Executive Director

Date: November 1, 2019

Re: Measures of Academic Progress (MAP Testing) Agreement

Attached is a copy of the 2020 agreement between Guthrie Public Schools and Northwest Evaluation Association. Measures of Academic Progress (MAP Testing) for students enrolled in grades Pre-K – 6th is an assessment published by Northwest Evaluation Association (NWEA). NWEA's computerized adaptive test provides educators the information needed to support effective teaching and learning. Educators use the growth and achievement data from Measures of Academic Progress (MAP) tests to develop targeted instructional strategies and to plan for overall school improvement. MAP testing results help educators make student-focused, data-driven decisions. MAP tests are available in reading, language, mathematics, and science. The tests are adaptive and provide an individual learning pathway for each student. MAP provides a suite of reports designed to give teachers and administrators data on which instructional decisions can be based. MAP data can also be used as a predictor to state assessments along with identifying Lexile ranges for students. MAP is aligned to state standards.

Measures of Academic Progress (MAP) is a State approved benchmark assessment to determine whether students enrolled in kindergarten through third grade are reading at grade level. The Reading Sufficiency Act (RSA) law requires that each student enrolled in kindergarten, first, second, and third grade be assessed at the beginning, middle, and the end of each academic school year using a screening instrument approved by the State Board of Education.

The cost for the 2020 MAP Testing web-based program is \$9,805.00, which is a decrease of \$9,805.00 from the previous year due to a license agreement of six months, not a year. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Northwest Evaluation Association.



Schedule A

SALES ORDER

Company Address: 121 NW Everett Street
Portland, OR 97209
License Start Date: 01/01/2020
License End Date: 06/30/2020

Created Date: 10/29/2019
Quote Number: 00025624
Partner ID: 9595

Prepared By: Nivarni Narayan
Phone: 503-548-5060
Email: nivarni.narayan@nwea.org

Contact Name: Carmen Walters
Phone: (405)282-8900
Email: carmen.walters@guthrieps.net

Bill To Name: Guthrie School District
Bill To Address: Accounts Payable
802 East Vilas
Guthrie, OK 73044

Ship To Name: Guthrie School District
Ship To Address: 802 E Vilas Ave
Guthrie, OK 73044

Table with 4 columns: Product, Sales Price, Quantity, Total Price. Rows include MAP Growth Science (Add-On), MAP Growth K-2, MAP Growth Math, Reading, & Language, and Children's Progress Academic Assessment (CPAA).

Quote Subtotal \$9,805.00
Estimated Tax \$0.00
Grand Total \$9,805.00

Notes

6 month license for MAP Suite.

Terms and Conditions

This Schedule A is subject to NWEA's terms and conditions located at: https://legal.nwea.org/. By signing this Schedule A you agree you have read and understood the terms and agree to them.

If this schedule includes virtually delivered professional learning or workshops, then cancellation is subject to the Virtual Workshop Cancellation Policy: at http://legal.nwea.org/supplementalterms.html.

Information about NWEA's collection, use, and disclosure of Student Information can be found here: https://legal.nwea.org/nwea-privacy-and-security-for-pii.html

NWEA's W9 can be found at: https://legal.nwea.org/nwea-w-9.html

Until this Schedule A is signed, the terms identified here are valid for 90 days from the date above. Please confirm the billing address, or specify changes to your account manager.

Signature

Signature: _____

Printed Name: _____

Date: _____

Title _____

SELECTION OF A CONSTRUCTION MANAGER

Pursuant to 61 O.S. § 62, the Board of Education authorizes the Superintendent or his or her designee to develop and maintain procedures for the selection of a construction manager for each project for which the District determines that the employment of a construction manager is permitted and desirable. This procedure shall, at a minimum:

1. Extend consideration only to construction managers recognized as qualified by the Department of Real Estate Services of the Office of Management and Enterprise Services;
2. Evaluate the candidates' professional qualifications, including but not limited to, licensing, registration, certifications, technical abilities and past experience relevant to the contemplated project; and
3. Select a construction manager based on professional qualifications and technical experience.

Upon selection of a construction manager, the District shall negotiate a contract with the highest qualified construction manager, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager, the District may negotiate with other construction managers in order of their qualifications.

Reference: 61 O.S. § 62

NEW POLICY
DYSLEXIA AWARENESS PROGRAM

The district recognizes that many students suffer from dyslexia and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia; and
3. Available dyslexia resources for teachers, students and parents.

Reference: 70 O.S. § 6-194 (F)

TRANSFER POLICY

A request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this School District.

Transfer

1. **Open Transfer:** Applications for Open Transfers must be submitted between January 1st and May 31st for the subsequent school year. Once approved, Open Transfers are valid only for the duration of the school year for which the application is made. A new application must be submitted each school year.
2. **Emergency Transfer:** Applications for an Emergency Transfer may be submitted at any time, but must specify the school year for which the Emergency Transfer is sought. Once approved, Emergency Transfers are only effective for the duration of the school year for which the application is made. A new application will be required each school year and the application must show one of the grounds for emergency discussed in this policy.

Applications for both Open and Emergency Transfers are available at the Oklahoma State Department of Education website under Student Transfers. Additionally, Applicants for any transfer must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). The District will not approve an application for an open or emergency transfer that is submitted without these completed forms. Transfers will be approved on a student-by-student basis in accordance with the policy provisions set out below. Siblings must apply individually.

A student whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district without the need for an emergency transfer application. Parents are responsible for transportation. The student may apply for a transfer, pursuant to this policy, for subsequent school years.

Approval of Transfers:

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy. The Superintendent will, on a periodic basis, report to the Board of Education on the status of transfers the District has approved.

Nondiscrimination

The district shall not accept or deny any transfer application based upon the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Criteria For Approval Or Denial Of ~~Regular~~ Transfers:

The fact that the District has adopted an ~~open~~ transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will **NOT** be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;
 - B. Exceeding class size limitations set by state law or District policy in such courses; or,
 - C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will **NOT** be approved if the student:

Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

- A. Has violated school regulations;
- B. Has committed an act commonly regarded as being immoral;
- C. Has been adjudicated as a delinquent for an ~~either a violent or nonviolent~~ offense ~~that is not a violent offense~~ under relevant Oklahoma law;
- ~~D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;~~

- ~~E~~D. Has been convicted as an adult for **either a violent or nonviolent offense under relevant Oklahoma law**; ~~an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;~~
- ~~F.~~ ~~Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;~~
- ~~G~~E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- ~~H~~F. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, ~~low point beer as defined by relevant Oklahoma law, a wireless telecommunication device,~~ or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- ~~I~~G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance.

A transfer will **NOT** be approved if the applicant:

1. Fails to complete **and submit** the Application Form (**Attachment A**), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to amend **Attachment A** by regulation to include additional information needed to review an application request.
2. **Fails to complete the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B);**
3. Fails to timely submit a completed application; or,
4. Provides incorrect information on the application request.

~~Delegation Of Approval Authority To Superintendent Or Superintendent's Designee:~~

~~The Board of Education delegates to the Superintendent or the Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.~~

First Priority For Transfer Openings Will Be Reserved For Children Of District Employees:

Subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~February~~ **May 31st**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:

Second, subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~February~~ **May 31st**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

~~Time Of Receipt Of Applications Determines Order Of Review:~~

All other transfers will be considered on a non-priority basis. Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom **an regular open** transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~APRIL 1ST~~ **May 31st**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

Time Deadlines for Open Transfers

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the district's superintendent not later than May 31st of the school year preceding the school year in which the transfer is requested. Additionally, the parent or person having custody of the student must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On or before May 31st of the school year preceding the school year in which the transfer is requested, the district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall approve or deny the application by July 15th and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, the student/parent have until August 1 to notify this district, in writing, that the student will be enrolling in this district. Failure of the parents to notify this district as required, in writing, may result in loss of the student's right to enroll in this district for the ensuing school year. By September 1, this district will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Emergency Transfers

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application to the superintendent or superintendent's designee on a form approved by the State Board of

Education. Additionally, the parent or person having custody of the student must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student; or
2. The inability of the resident district to offer the subject the student desires to pursue, PROVIDED the student became a legal resident of this receiving district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer; or
3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed; or
4. The total failure of the resident district to provide transportation to and from school; or
5. The concurrence of both the resident school district and this receiving district (with the Sending District's Superintendent's Signature on the Application); or
6. The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or
8. The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.

Applications for approval of an emergency transfer will not be deemed complete and submitted to the district for consideration until the parent has submitted to the district both (a) the State Board of Education approved emergency transfer application, and (b) the parent signed ATTACHMENT B, which will cancel the transfer if the conditions stated in the Attachment occur. This district shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

Prior to cancelling an emergency transfer, this district will notify the parent, in writing, of the date and time when the superintendent or superintendent's designee will be considering the transfer's cancellation.

Open & Emergency Transfers

Transportation

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

Nondiscrimination:

The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Students With Disabilities:

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and,
2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent- or student-initiated transfer applications governed by this policy.

Time Deadlines For Regular Transfers:

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than May 31st of the school year preceding the school year in which the transfer is requested. On or before May 31st of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than July 15th of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by August 1st of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. **Failure of the parents to notify this School District, in writing, as required may result in loss of the student's right to enroll in this District for the ensuing school year.** By September 1st this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Athletic and Other Competition:

A transfer student, ~~other than a student~~ granted an emergency open transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent's designee authority to cancel any transfer previously granted by the board of education or by their designee upon a determination that cancellation is appropriate. The consent form is attached as ATTACHMENT B, which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Emergency Transfers:

~~Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:~~

- ~~1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;~~
- ~~2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;~~

3. ~~A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;~~
4. ~~The total failure of the resident district to provide transportation to and from school; or,~~
5. ~~The concurrence of both the resident school district and this receiving District.~~
6. ~~The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or~~
7. ~~The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or~~
8. ~~The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.~~

Applications for approval of a transfer will not be considered unless the parent has signed **Attachment B**, which will cancel the transfer if the conditions stated in the **Attachment** occur. This District shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident school district.

Approval Of A Transfer Requires Agreement For Cancellation Of Transfer:

Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The board of education hereby delegates to the Superintendent or the Superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as **Attachment B**, which may be amended by administrative regulation.

Students Seeking A Transfer From A Non-Accredited School Or A Home School Only Will Be Granted Provisional Approval Pending Review Of Test Results And Application Of Policy Criteria To The Placement Deemed Appropriate:

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

~~Acceptance Of Assignment Required; Subsequent Change Needs Administrative Approval:~~

~~Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed at the time of, or after, enrollment, to change the grade/courses/programs in which the student stated he or she desired to enroll on the transfer application without specific written permission from the superintendent or designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.~~

ATTACHMENT A
Application Form

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student’s birth certificate:

2. Date of student’s birth: _____

3. Current address of student: _____

4. Full names of parent(s), guardian(s), or custodian(s) of the student:

5. Educational history of the student:
 - A. School district in which student currently resides: _____

 - B. School in which the student is currently enrolled, if different from above.

 - C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____

6. Current or last completed grade of student: _____

7. Grade in which the student desires to enroll: _____

8. Courses in which the student desires to enroll in each semester in the coming school year:

9. Has the student a disciplinary record for violating school regulations?

Yes _____ No _____

If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):

10. Has the student ever been suspended from school or placed in a alternative education program or setting for disciplinary reasons?

Yes _____ No _____

If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:

11. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

Yes _____ No _____

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

12. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

Yes _____ No _____

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

13. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?

Yes _____ No _____

If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

14. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?

Yes _____ No _____

If Yes: State the name of the court making the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

15. Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?

Yes No

If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

16. Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; an unauthorized wireless telecommunication device; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes No

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

17. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance?

Yes No

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

18. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes No

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student's plan:

19. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes _____ No _____

ATTACHMENT B
Transfer Student Consent to Cancellation of Transfer

The undersigned, who is not a resident of this District, recognizes:

- 1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this District has no statutory right to attend this District;
3. That the District is not required to accept this transfer application; and,
4. That the District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this District, the administration of the District has the consent of the undersigned to cancel the student's transfer during the approved enrollment school year if: Reasons for cancellation include, but are not limited to, the following:

- 1. The student fails to comply with student behavior rules set by the District, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed District property;
3. The student does not have a valid excuse for failure to attend school;
4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
5. The best interest of the district

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the District's Board of Education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to District authority to cancel the transfer, if granted, for the reasons stated above.

EXECUTED this ___ day of _____, 2_____.

Signature of Parent Applying for a Transfer

Printed Name of Parent Applying for a Transfer

Signature of Student 18 Years of Age or Older

Printed Name of Student 18 Years of Age or Older

NEW POLICY
STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act (“Act”), OKLA. STAT. tit. 70 § 1210.196.1 et seq.

Definitions

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

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“School nurse” means a certified school nurse, a registered nurse contracting with the district or a public health nurse.

“Volunteer diabetes care assistant” means a district employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

Policy

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more district employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student’s physician at all times. The district will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the district will provide each district employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any district employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and

- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The district is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No district employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No district employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an assistant.



Board of Education Personnel Reports

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
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Draper, Grace	JH	Spec. Ed.	10/29/19		6	LeAnna Stevenson
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<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
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Arnold, Glenda	GUES	Custodian	11/5/19	3	8	Kimberly Williams
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Separation of Employment

<u>Classification Certified</u> Name	Site	Teaching Assingment	Reason for Separation	Effective Date
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Weeks, Sue	GUES/HS	Special Ed.	Resigned	10/15/19
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<u>Classification Classified</u> Name	Site	Teaching Assingment	Reason for Separation	Effective Date
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Case, Jennifer	Fogarty	Paraprofessional	Resigned	10/30/19
Simmons, Bert	Transpotation	Rte. Driver	Resigned	10/31/19



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

REQUEST FOR EXTRA-DUTY POSITION

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

<u>Jackson</u>	<u>Darrell</u>	<u>D</u>
Last Name	First Name	Middle Initial

<u>8th grade girls</u>	<u>GJHS</u>
Extra-Duty Position	Site

If hired by the Board of Education, would this be a replacement? Yes No

If yes, whom would this employee replace? _____

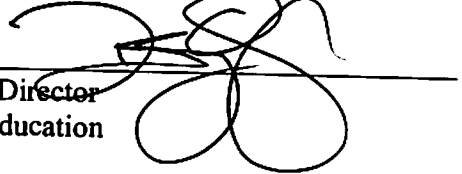
If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*? Yes No

Start Date <u>Nov.1 2019</u>	Extra-Duty Compensation <u>\$1700.00</u>
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Submitted By: <u>Jon Chappell</u>	<u>10/29/19</u>
Principal or Program Director	Date



Doug Ogle
 Doug Ogle, Executive Director
 Personnel/Secondary Education



10/22/19
 Date

Guthrie Public Schools
Property Committee Meeting
November 4, 2019 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Tina Smedley, Janna Pierson, Ron Plagg and Linda Skinner.

Dr. Simpson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for October
- 38 new Purchase Orders for October

Completed Projects:

- 288 Work-Orders completed by Maintenance Dept.
- HVAC projects:
 - *Completed 72 work orders
 - *District a/c and heating repairs
 - *Changed filters at Central, Fogarty, and GUES
 - *Replaced/repared thermostats district wide
 - *Turned on boilers at GUES and the High School
- General Maintenance:
 - *Completed 40+ work orders
 - *Replaced missing bricks to flower bed wall at GUES
 - * Installed projectors, white boards, and smartboards
 - *Repaired fencing at Operations building and Cotteral
 - *Replaced ceiling tiles at Central, GUES, and the HS
 - *Began spraying classrooms and buildings with our disinfectant machine to help fight flu outbreaks at each site
- Electrical/Lighting:
 - *Completed 21 work orders
 - *Reset light timers district wide
 - *Repaired/replaced light covers
 - *Reset classroom light timers at Charter Oak
 - *Replaced burned out lights in Central emergency signs
- Plumbing:
 - *Completed 31 work orders
 - *Repaired/cleaned out toilets, urinals, and sinks
 - *Repaired/replaced broken soap, toilet paper, and paper towel dispensers and water fountains
 - *Replaced the water heater to the sheep barn at the AGED complex
- Door Repairs:
 - *Completed 23 work orders
 - *Made repairs to entry and classroom doors district wide
 - *Repaired door locks and door handles district wide
- Deliveries/Warehouse:
 - *Completed 31 work orders

- *Delivered chrome books to the HS and JH
- *Delivered copy paper and custodial supplies and new kiln to JH
- *Delivered chairs and an auto scrubber to the HS
- Power outage district wide due to power pole failure
- Made repairs to the elevator at Central
- Cavins Construction damaged electrical wiring to the wrestling room when installing the fencing around the HVAC unit in the main gym. They made the necessary repairs to the lighting
- OSAG completed our annual inspection and will send us some helpful tools to continue to improve our safety programs
- ONG performed a pressure test at Fogarty after finding a closed gas valve to the Quad and found no gas leaks
- New trees and shrubs were installed in the front of the JH

Projects in Progress & Future Projects:

- Currently have 129 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Received quotes for new playground equipment for Central ES. The vendor will begin installation over the next 2 months
- Continue to make upgrades to our fire panels and monitoring
- Have quotes to replace the current choir risers for the music dept. at the JH
- Continue replacing 14 HVAC units at Fogarty
- Replace the condenser to the outside freezer at the HS
- Repair existing outside south steps at the HS
- Retile the flooring in the restrooms and entrances at Admin Bldg.
- Build and install iron gate to lagoon entrance at Charter Oak
- Replace air filters and clean coils at each site
- Continue roof repairs where needed at all sites
- Carpentry/Cabinet work in offices at Administration Building
- Continue the upkeep and repairs to our yellow and white fleet

Bond Projects Discussion:

Charter Oak ES – Completed
 W.L. McNatt will be re-hydroseeding areas of the lagoon next spring

High School HVAC Project:

Phase II Project

A/C – completed

Boiler/Heating installation – completed

BAS Controls – in progress

Change order – install control valves to each boiler

North gym HVAC - completed

Fogarty HVAC Project – scheduling installation of units

2019 Bond Issue Projects: Initial meeting for Phase 1 was held on Oct. 22nd with all the Principals on the secured vestibules project for each school site. We will meet again after our architect has completed the drawings for each school.

Guthrie Public Schools

Finance Committee meeting

November 5th, 2019

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Carmen Walters, Sharon Watts, Gina Davis, and Brandi Brown.

Mrs. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the budget.

Mrs. Chapple spoke on the following:

Comparative Financial Report.

Budget information was given and approved.

Ms. Walters spoke on the following:

Approval of Agreement with MAP Testing: Pre-K-6th grade.

This program is currently being used at each elementary site. Starting next school year will be looking into a new program called STAR for each elementary site, but keeping MAP at G.U.E.S for the science portion to help with the state testing standards. Both programs help students get ready for the state test.

Dr. Mike Simpson spoke on the following:

District Policy Updates:

He spoke briefly on policy updates. JH gym will be getting an updated fire alarm system.

Curriculum Committee Meeting

Minutes

November 5, 2019

5:00 PM

In attendance: Dr. Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Sharon Watts (for Travis Sallee), Gina Davis, Jennifer Bennett-Johnson, and Meghan Norton.

Ms. Walters:

- Discussion was held regarding the NWEA (Northwest Evaluation Association), contract for 2020 MAP (Measures of Academic Success), the State approved benchmark assessment for reading grades PK-6.

Mr. Ogle:

- Mr. Ogle summarized the two data points he will be presenting to the board to include the Annual Dropout Rate report, ACT and College Remediation Rate, and that Principals will be presenting Final OSTP results.
- Principals from GUES, Guthrie Junior High School, and Guthrie High School presented their site initiatives.