

**AGENDA WITH COMMENTARY**

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

**MONDAY  
AUGUST 12, 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. Comments to the Board by:
  - A. Citizens registered to speak to the Board
  - B. Board Members
7. Superintendent's Reports
8. **Consent Agenda.....Pages 6-60**  
**All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:**
  - A. Minutes of regular meeting held on July 8, 2019
  - B. Minutes of special meeting held on July 11, 2019
  - C. Treasurer's Report
  - D. Activity Fund Fundraisers as per attached list

**E. Encumbrances for General Fund #'s 186-319, Building Fund #'s 46-126, Building Bond 2017 Fund #1, Building Bond Fund 2019 #2-3, Sinking Fund #1 and Activity Fund Reports**

**F. Fuel Bid**

**G. Out-of-State Trip Requests:  
Clay Drake, Savannah Rennick, Krystina Powell and AGED Students-National FFA Convention-Indianapolis, IN-October 28-November 2, 2019**

**H. Declare listed items as surplus**

**I. Contracts/Agreements under \$10,000**

**1. Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2019-2020**

**Pages 47-48**

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2019-2020 school year. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**2. Agreement with Brenda Brandon to provide CPI Training to GPS Staff for 2019-2020**

**Pages 49-50**

Commentary:

This training equips staff with skills to help de-escalate problematic behaviors and intervene with safe strategies. Mrs. Brandon will provide this training at a cost of \$50 per hour. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**3. Special Services Agreement with United Community Action Head Start for 2019-2020**

**Pages 51-60**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

9. **Business Agenda:**

- A. Recommendation, consideration and action to calculate the 2019-2020 school year by instructional hours** **Pages 61-68**

Commentary:

We have done this for the last 10 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon renewal agreement with Coca-Cola Southwest Beverages LLC for 2019-2020** **Pages 69-70**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program** **Page 71**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- D. Recommendation, consideration and action upon Memorandum of Understanding between Oklahoma City Community College and Guthrie High School for the dual/concurrent program for 2019-2020** **Pages 72-74**

Commentary:

This program is a cooperative partnership with Oklahoma City Community College enabling high school students to earn college credits while completing the requirements for high school graduation. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon School Bus Rider’s Handbook for 2019-2020** **Pages 75-85**

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon School Bus Driver’s and Monitor’s Handbook for 2019-2020** **Pages 86-111**

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Agreement with Betsy Chen, BCBA of BC Behavioral LLC, to provide specialized services relating to the provision of educational and behavioral services for students for 2019-2020** **Pages 112-114**

Commentary:

This agreement with Betsy Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, etc. A Behavioral Support Coach will also be provided throughout the length of the contract. This contract runs August 31, 2019-May 24, 2020. The estimated cost of these services is \$10,000. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sheriff’s Office for 2019-2020** **Pages 115-122**

Commentary:

Guthrie Public Schools will pay the Logan County Sheriff’s Office for the established cost of a resource officer for the months that school is in session as stated in this agreement. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 10. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2019-2020 and discussion of purchase or appraisal of real property, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 3 and 7**
  - A. **Vote to go into executive session**
  - B. **Acknowledge Board’s return to open session**
  - C. **Statement of minutes of executive session**
- 11. **Vote on action as set out on the Personnel Reports.....Pages 123-124**
- 12. **Action upon recommendation of extra-duty assignments as listed for 2019-2020**  
**Pages 125-128**
- 13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 14. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 15. **Adjourn**

**Dr. Mike Simpson**  
**Superintendent**

jf

Posted by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Place: \_\_\_\_\_

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
JULY 8, 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 JULY 8, 2019**

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

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Doug Ogle, Assistant Superintendent  
Carmen Walters, Executive Director of Federal Programs/Elementary Ed  
Michelle Chapple, Chief Financial Officer  
Angie Smedley, Director of Special Education  
Cody Thompson, Director of Operations  
Dee Benson, Director of Technology

1. The meeting was called to order by President Smedley.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.
3. A quorum was established.
4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Smedley asked everyone present to join her in a Moment of Silence.
- 6A. President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.

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

Katharine Hayes spoke to the Board regarding staggered times.

Donna Coffin spoke to the Board regarding staggered times.

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

There were no comments to the Board by Board members.

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

Superintendent Simpson reported on the following:

**Gave a construction update: This morning, we opened the track for our students to utilize. The new chair backs for the GHS gym are scheduled to arrive on July 19<sup>th</sup> and will be installed shortly after. Work continues on the HVAC of the central portion of the High School as well as the gyms. We have had chiller issues at the Junior High, GUES and Central. We have solutions for GUES and Central that have those units functional again. The Junior High chiller will require a new compressor which is on order.**

**Many of our staff will be attending Engage Oklahoma later this month. This is a conference sponsored by the Oklahoma State Department of Education.**

**Our board retreat is scheduled for this Thursday at the Cimarron National clubhouse. Breakfast will be at 8:00 a.m. with the meeting convening at 8:30 a.m. We hope to finish shortly after lunch.**

**A reminder to board members that the OSSBA/CCOSA Conference is not far away. It will be held August 23-25. Please see Jana Frey for registration.**

**8. President Smedley called for action on the Consent Agenda.**

**A motion was made by Bennett-Johnson and seconded by Sallee to approve the Consent Agenda excluding Item 8A, minutes of regular board meeting held on June 10, 2019.**

**The motion carried with 7 ayes and 0 nays.**

**A motion was made by Watts and seconded by Davis to approve Item 8A, minutes of regular board meeting held on June 10, 2019.**

**The motion carried with 6 ayes and 1 abstention-Member Bennett-Johnson abstaining.**

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

**A motion was made by Davis and seconded by Watts to approve a \$.10 increase for all paid student breakfast and lunch meals.**

**The motion carried with 7 ayes and 0 nays.**

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

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

**The motion carried with 7 ayes and 0 nays.**

**9C. President Smedley called for recommendation, consideration and action to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education**

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

A motion was made by Davis and seconded by Watts to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9D. President Smedley called for recommendation, consideration and action upon application for conducting cooperative activities programs with St. Mary's Catholic School of Guthrie for 2019-2020.

A motion was made by Watts and seconded by Bennett-Johnson to approve the application for conducting cooperative activities programs with St. Mary's Catholic School of Guthrie for 2019-2020.

The motion carried with 7 ayes and 0 nays.

- 9E. President Smedley called for recommendation, consideration and action upon Activity Fund Handbook for 2019-2020.

A motion was made by Watts and seconded by Pierson to approve the Activity Fund Handbook for 2109-2020.

The motion carried with 7 ayes and 0 nays.

- 9F. President Smedley called for recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2019-2020.

Discussion followed.

A motion was made by Watts and seconded by Davis to approve the Guthrie Upper Elementary Student Handbook for 2019-2020 with the following additional changes:

Page 11-The ~~Administer~~ Administrator will take disciplinary action...

Page 14- 4. Under no circumstance is a student to wear clothing that is purposely-frayed or has holes...

The motion carried with 7 ayes and 0 nays.

- 9G. President Smedley called for recommendation, consideration and action upon Jr. High School Student Handbook for 2019-2020.

A motion was made by Watts and seconded by Davis to approve the Jr. High School Student Handbook for 2019-2020.

Discussion followed.



**Dr. Simpson noted that he will have all sites correct their handbooks to reflect board members to be listed uniformly.**

**The motion carried with 7 ayes and 0 nays.**

- 9H. President Smedley called for recommendation, consideration and action upon Faver Alternative School Student Handbook for 2019-2020.**

**A motion was made by Watts and seconded by Pierson to approve the Faver Alternative School Student Handbook for 2019-2020.**

**Discussion after motion.**

**The motion carried with 7 ayes and 0 nays.**

- 9I. President Smedley called for recommendation, consideration and action upon Guthrie High School Student Handbook for 2019-2020.**

**Discussion followed.**

**A motion was made by Watts and seconded by Sallee to approve the Guthrie High School Student Handbook for 2019-2020 with the following additional changes:**

**Page 5-both bell schedules should end at 3:10 p.m.**

**Page 25-Beginning with the class of 2023, candidates for valedictorian may not have a grade below a B in an AP or Concurrent course or below an A in a regular course on their Transcript.**

**The motion carried with 7 ayes and 0 nays.**

- 9J. President Smedley called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2019-2020.**

**Discussion followed.**

**A motion was made by Sallee and seconded by Watts to approve the Guthrie High School Course Description Handbook for 2019-2020 and to additionally align any changes with the motion made on Item 9I.**

**Discussion followed.**

**The motion carried with 7 ayes and 0 nays.**

- 9K. President Smedley called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2019-2020.**

**A motion was made by Davis and seconded by Bennett-Johnson to approve the Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2019-2020.**

**The motion carried with 7 ayes and 0 nays.**

- 9L. President Smedley called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2019-2020.**

**A motion was made by Pierson and seconded by Watts to approve the loan agreement with Child Nutrition Fund for 2019-2020.**

**The motion carried with 7 ayes and 0 nays.**

- 9M. President Smedley called for recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2019-2020.**

**A motion was made by Watts and seconded by Pierson to approve the agreement with Imperial Vending for snack vending for 2019-2020.**

**The motion carried with 7 ayes and 0 nays.**

- 9N. President Smedley called for recommendation, consideration and action upon change order #1 to Innovative Mechanical LLC on HS HVAC Replacement.**

**A motion was made by Plagg and seconded by Watts to approve change order #1 to Innovative Mechanical LLC on HS HVAC Replacement.**

**The motion carried with 7 ayes and 0 nays.**

- 9O. President Smedley called for recommendation, consideration and action to approve the formation of a Shooting Sports Team at GHS for 2019-2020 through the GHS AG ED Program.**

**A motion was made by Watts and seconded by Pierson to approve the formation of a Shooting Sports Team at GHS for 2019-2020 through the GHS AG ED Program.**

**Discussion followed.**

**The motion carried with 7 ayes and 0 nays.**

- 9P. President Smedley called for discussion and possible action to modify school starting and ending times for the 2019-2020 school year.**

**Discussion followed.**

**A motion was made by Davis and seconded by Watts to not make a modification to the start and end times for the 2019-2020 school year.**

**The motion carried with 7 ayes and 0 nays.**

- 10. President Smedley 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, employment of temporary contract teachers as listed for 2019-2020 and teacher negotiations 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, 2 and 7.**

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

**The motion carried with 7 ayes and 0 nays. Executive session began at 8:03 p.m.**

- 10B. President Smedley acknowledged the Board's return to open session at 9:17 p.m.**

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

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

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

**The motion carried with 7 ayes and 0 nays.**

- 12. President Smedley called for action upon recommendation to rehire temporary contract teachers as listed for the first semester of 2019-2020.**

**A motion was made by Watts and seconded by Davis to rehire temporary contract teachers as listed for the first semester of 2019-2020.**

**The motion carried with 7 ayes and 0 nays.**

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

**Superintendent Simpson stated 3 resignations were offered since the posting of the agenda: Ryan Wiss-Teacher at GUES, Roger Alan Dawson-SPED Teacher at GJHS and Kaitlyn Williams-AG ED Teacher at GHS.**

**A motion was made by Plagg and seconded by Davis to accept the resignations of Ryan Wiss, Roger Alan Dawson and Kaitlyn Williams, all offered since the posting of the agenda.**

**The motion carried with 7 ayes and 0 nays.**

- 14. President Smedley 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.**

- 15. A motion was made by Watts and seconded by Davis to adjourn the meeting.**

**The motion carried with 7 ayes and 0 nays.**

**The meeting adjourned at 9:19 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
JULY 11, 2019**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 8:30 A.M. AT CIMARRON NATIONAL GOLF CLUB, 500 DUFFY'S WAY, GUTHRIE, OKLAHOMA ON JULY 11, 2019**

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

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Doug Ogle, Assistant Superintendent  
Carmen Walters, Executive Director of  
Federal Programs/Elementary Ed  
Michelle Chapple, Chief Financial Officer  
Angie Smedley, Director of Special  
Education  
Dr. Ann Caine, OSSBA

- 1. The meeting was called to order by President Smedley.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.**
- 3. A quorum was established.**
- 4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.**
- 5. President Smedley asked everyone present to join her in a Moment of Silence.**
- 6. President Smedley called for the Board to receive whole board development training and engage in discussion with Dr. Ann Caine, OSSBA, on roles and responsibilities and also on the superintendent evaluation tool. She noted that no action will be taken on this item.**

**Dr. Ann Caine gave training to the Board regarding their roles and responsibilities as board members. She then gave them additional training on using the superintendent evaluation tool.**

**Discussion followed.**

**Lunch recess began at 12:15 p.m.**

**The meeting reconvened at 12:44 p.m.**

- 7. President Smedley called for discussion on academic progress following transition to neighborhood schools.**

**Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, presented information regarding student academic progress following transition to neighborhood schools.**

**Discussion followed.**

- 8. President Smedley called for proposed executive session for the purpose of discussing teacher negotiations 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) 2 and 7.**
- 8A. A motion was made by Plagg and seconded by Watts to go into executive session.**  
**The motion carried with 7 ayes and 0 nays. Executive session began at 1:32 p.m.**
- 8B. President Smedley acknowledged the Board's return to open session at 1:38 p.m.**
- 8C. President Smedley stated that in executive session only those items listed in Agenda Item 8 were discussed and no votes were taken.**
- 9. A motion was made by Davis and seconded by Sallee to adjourn the meeting.**  
**The motion carried with 7 ayes and 0 nays.**  
**The meeting adjourned at 1:39 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**

**TREASURER'S REPORT  
JULY 31, 2019**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 3,867,753.77
Building Fund	818,574.07
Sinking Fund	1,964,500.55
ILR Fund	44,160.87
G&E Fund	6,600.60
Child Nutrition Fund	132,378.86
Activity Fund	466,191.79
School Age-Care Fund	75,619.14
Bond Fund	<u>862,887.25</u>

TOTAL \$ 8,238,666.90

**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 42,467.20
State of Oklahoma	0.00
Okla. Tax Comm.	209,113.30
School Land Earn.	37,649.49
R.O.T.C.	3,717.45
Federal Programs	190,682.04
Misc Receipts	10,246.41
Correcting Entry(-)	0.00
General Acct. Int.	3,125.52
Minus (-) Bank Fees	<u>105.46</u>
TOTAL	\$ 496,895.95

**SINKING FUND:**

Logan County	\$ 7,876.95
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**CHILD NUTRITION FUND:**

Local	-7.25
State	0.00
Federal	<u>14,032.99</u>
TOTAL	\$14,025.74

**INS.LOSS RECOVERY FUND:**

\$

**BUILDING FUND**

Logan County	\$ 2,902.41
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 2,922.41

**BOND FUND:**

Interest	\$ 253.64
Bank Fees	<u>(-) 9.88</u>
TOTAL	\$ 243.76

**WARRANTS PAID**

**GENERAL FUND:**

2018-2019      \$ 425,816.08  
2019-2020      \$ 602,455.56

**GIFTS & ENDOWMENTS FUND:**

2018-2019  
2019-2020

**BUILDING FUND:**

2018-2019      \$ 55,733.14  
2019-2020      \$ 23,110.58

**INS. LOSS RECOVERY FUND:**

2018-2019  
2019-2020

**CHILD NUTRITION FUND:**

2018-2019      \$ 29,266.00  
2019-2020      \$ 10,397.23

**BOND FUND:**

2018-2019      \$ 697,572.31  
2019-2020      \$

**CD/INVESTMENTS:**

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

**TOTAL MONIES IN F&M BANK \$ 8,238,666.90**

PLEGGED – FDIC                      \$ 250,000.00

PLEGGED – F&M BANK              \$ 10,279,000.00



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
As of 7/30/2019**

1. HS Stuco, 899 Homecoming Parade, shirts, mums, etc.
2. HS Stuco, 899 Stuco apparel (previously purchased)
3. HS Stuco, 899 Stuco dues
4. HS Stuco, 899 Faculty apparel/GPS faculty bundle
5. HS Stuco, 899 Pink Game
6. HS Stuco, 899 Pink Week (money chasers, pass the bucket, shirts, food, match makers, assemblies, etc.)
7. HS Stuco, 899 Winter Formal Dance



**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

\$ 4,490<sup>46</sup>

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \_\_\_\_\_

Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Homecoming Parade and Activities  
(Parade Entry Fees, Shirts, mums, Decorations, etc)

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: Student Council sponsored events

Name/Address of Vendor: WalMart, Sam's Club, Gandy Ink, Body Billboards, Amazon, Chris' University Spirit

Items to be purchased in order to conduct the fundraiser: Shirts, Decorations, Wood, Etc)

Estimated INCOME: 2200 Fundraiser start date: August 15, 2019  
 Less Estimated EXPENSES: 2000  
 Estimated PROFIT: 200 Fundraiser end date: December 1, 2019

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

What will happen to any items that are not sold? Re-Used at a later date Are \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_ Date: 8/5/2019

Principal's Signature: \_\_\_\_\_ Date: 8-6-19

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

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



**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

\$4,490<sup>46</sup>

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \_\_\_\_\_

Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling of previously purchased Student Council Apparel

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: Provide basic fees and supplies for Student Council Events

Name/Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser: Purchased in previous Student Council Fundraiser Events

Estimated INCOME: 400 Fundraiser start date: August 15, 2019  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 400 Fundraiser end date: May 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? Re-used at a later date Are \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_ Date: 8/5/2019

Principal's Signature: [Signature] Date: 8-6-19

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

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

[Signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \$ 4,490.46

Account Name: Student Council Account Number: 899

Select One: [ ] Soliciting in School Only [x] Soliciting in school & community [ ] Community Only

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

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 [x] 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: Student Council Shirts, Student council sponsored events

Name/Address of Vendor: Gandy Ink, Body Billboards, Chris' University Spirit

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

Estimated INCOME: 2000 Fundraiser start date: August 15, 2019
Less Estimated EXPENSES: 1200
Estimated PROFIT: 800 Fundraiser end date: May 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? Re-Used at a Later date Are school district facilities required? NO if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 8/5/2019

Principal's Signature: [Signature] Date: 8-6-19

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

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

[Signature]



RECEIVED  
AUG 05 2019  
BY: agf

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \$ 4,490<sup>46</sup>

Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) GPS Faculty Apparel  
individual clothing or bundled for GPS faculty, etc.

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: Gandy Ink, Chris' University Spirit, Body Billboards

Purpose for which funds will be used: purchase of shirts, stuco sponsored events

Name/Address of Vendor: \_\_\_\_\_

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

Estimated INCOME: 6000 Fundraiser start date: August 15, 2019  
 Less Estimated EXPENSES: 5000  
 Estimated PROFIT: 1000 Fundraiser end date: May 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? Re-used at a later date Are \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_ Date: 8/5/2019

Principal's Signature: Chris L. Grande Date: 8-6-19

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

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

*[Handwritten signature]*



**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

\$4,490.46

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \_\_\_\_\_

Account Name: Student Council Account Number: 899

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

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

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: Party Galaxy, Party City, Gandy Ink, Amazon

Purpose for which funds will be used: Donated to selected recipient(s)

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: eye black, wristbands, hats

Estimated INCOME: 300 Fundraiser start date: Sept 18, 2019  
 Less Estimated EXPENSES: 100  
 Estimated PROFIT: 200 Fundraiser end date: October 2, 2019

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

What will happen to any items that are not sold? Re-Used at a later date Are \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_ Date: 8/5/2019

Principal's Signature: Chris D. [Signature] Date: 8-6-19

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

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

[Signature]



**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 8/9/2019 Site: HS Unobligated Account Balance: \$4,490.46

Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pink Week (money chasers, pass the bucket, shirts, assemblies, food, match makers, etc.)

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) soda, water, sports drinks, concession food, potatoes, etc)

Manufacturer: Gandy, Walmart, Amazon, Sam's Club, Party Galaxy

Purpose for which funds will be used: Donated to Selected Recipient(s)

Name/Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser: food, shirts, decorations, wristbands, tickets, posters, etc)

Estimated INCOME: 5000 Fundraiser start date: September 18, 2019  
 Less Estimated EXPENSES: 2000  
 Estimated PROFIT: 3000 Fundraiser end date: October 2, 2019

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

What will happen to any items that are not sold? Re-used at a later date Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 8/5/2019

Principal's Signature: [Signature] Date: 8-6-19

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

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

[Signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$4,490.46

Request Date: 8/9/2019 Site: HS Unobligated Account Balance:

Account Name: Student Council Account Number: 899

Select One: [ ] Soliciting in School Only [x] Soliciting in school & community [ ] Community Only

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

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 [x] 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.

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

Manufacturer:

Purpose for which funds will be used: State Convention

Name/Address of Vendor: ticketprinting.com, dj services

Items to be purchased in order to conduct the fundraiser: tickets and dj services

Estimated INCOME: 1800 Fundraiser start date: Nov. 1st, 2019
Less Estimated EXPENSES: 650

Estimated PROFIT: 1150 Fundraiser end date: Jan. 31, 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? Re-used at a later date Are

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

Sponsor Signature: Date: 8/5/2019

Principal's Signature: Date: 8-6-19

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

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

Handwritten signature: M. Chapple



## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 186 - 319

PO No	Date	Vendor No	Vendor	Description	Amount
186	07/02/2019	44388	MIDCON DATA SERVICES, LLC	SHREDDING SERVICE/SPECIAL ED	1,500.00
187	07/02/2019	44384	PAESSLER AG	SUPPORT MAINTENANCE RENEWAL/TECHNOLOGY	400.00
188	07/02/2019	44188	ALAN G SMITH	BLADE SHARPENING FOR LIVESTOCK/AG/DRAKE/HS	250.00
189	07/02/2019	42456	STILLWATER MILLING COMPANY	SUPPLIES FOR AG PROGRAM/DRAKE/HS	1,000.00
190	07/08/2019	13021	OSSBA	BOARD RETREAT TRAINING	1,000.00
191	07/08/2019	80555	CHERYL A PRATT	MILEAGE REIMBURSEMENT/GIFTED & TALENTED	200.00
192	07/08/2019	82228	KRISTI KATHRYN BLAKEMORE	MILEAGE REIMBURSEMENT/CARL PERKINS	100.00
193	07/08/2019	17736	IXL LEARNING, INC.	TITLE: LEARNING PLATFORM/JUNIOR HIGH/MATH	3,613.00
194	07/08/2019	13229	QUILL CORPORATION	OFFICE SUPPLIES/HS	2,000.00
195	07/08/2019	12910	OFFICE DEPOT, INC.	OFFICE SUPPLIES/HS	1,000.00
196	07/08/2019	12686	LOREN L JONES	PRINTING SERVICES/HS	1,000.00
197	07/08/2019	17398	EDMOND MUSIC, INC.	INSTRUMENTS AND REPAIRS FOR BAND/HS	3,000.00
198	07/09/2019	43319	DIGICERT, INC	WILDCARD CERTIFICATE/TECHNOLOGY	1,307.00
199	07/09/2019	42077	DESHIELDS TRUCK SERVICE, INC.	LEAF SPRINGS, UBOLTS, SPRING PINS & LABOR/TRANSP.	2,314.54
200	07/09/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	TANK RENTAL/TRANSPORTATION	224.85
201	07/09/2019	44110	CDW LLC	1000 KINGSTON USB FLASH DRIVES/TRANSPORTATION	3,900.00
202	07/09/2019	44355	D & R INC	FLATBED FOR 2018 DODGE TRUCK PER QUOTE/TRANSP.	3,745.00
203	07/09/2019	44087	GOOLSBEE TIRE SERVICE INC	20 BUS TIRES/TRANSPORTATION	4,790.00
204	07/10/2019	10931	GUTHRIE CHAMBER OF COMMERCE	DUES/LEADERSHIP GUTHRIE	1,500.00
205	07/10/2019	15298	SOUTHWESTERN STATIONERY & BANK	DISTRICT CUMULATIVE STUDENT FOLDERS	563.00
206	07/10/2019	14201	WALKER TIRE DTR LLC	FLEET TIRES AND REPAIRS/TRANSPORTATION	500.00
207	07/10/2019	14201	WALKER TIRE DTR LLC	TIRES FOR AG TRUCK #80/TRANSPORTATION	1,391.40
208	07/10/2019	84137	LINDSAY MAE MAYS	MILEAGE REIMBURSEMENT/MAYS/HS	500.00
209	07/10/2019	44238	JKNM LLC	HOTEL STAY/ LEADERSHIP TRAINING/THROCKMORTON	420.00
210	07/10/2019	83485	DUSTIN GENE THROCKMORTON	MEAL PER DIEM/LEADERSHIP TRAINING 2019-2020	90.00
211	07/11/2019	44354	AMAIN.COM, INC	CARL PERKINS STEM SUPPLIES/PETERMAN/JH	1,987.73
212	07/11/2019	17727	PROJECT LEAD THE WAY, INC.	CARL PERKINS/LAB SUPPLIES/DARCY/STEM/HS	2,001.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 186 - 319

PO No	Date	Vendor No	Vendor	Description	Amount
213	07/11/2019	12783	ARISTOTLE CORPORATION	CARL PERKINS/SUPPLIES/OWENS/FACS/JH	99.80
214	07/11/2019	12387	LOWE'S COMPANIES, INC.	CARL PERKINS/WASHER, DRYER, STOVE/OWENS/FACS/JH	1,418.00
215	07/11/2019	42650	MARY R HESS	CARL PERKINS SUPPLIES/FACS/MAKER/HS	2,774.99
216	07/15/2019	44357	BRYCE WAYNE REED	DIAGNOSTIC AND REPAIRS OF BUSES/TRANSPORTATION	500.00
217	07/15/2019	44186	DOUBLE T ENTERPRISES, LLC	MISC. BATTERIES FOR VEHICLES/BUSES/TRANSPORTATION	1,000.00
218	07/15/2019	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES/SCHLUETER/GUES	150.00
219	07/15/2019	44388	MIDCON DATA SERVICES, LLC	SHREDDING SERVICE/PERSONNEL	800.00
220	07/15/2019	13131	PAUL PENLEY OIL COMPANY, INC.	UNLEADED FUEL PER BID/TRANSPORTATION	2,326.00
221	07/16/2019	12447	MARDEL, INC.	\$150 CLASSROOM SUPPLIES/BALL/COTTERAL	150.00
222	07/16/2019	42234	CHALK'S TRUCK PARTS, INC.	QSTRAINTS PER QUOTE/TRANSPORTATION	3,459.90
223	07/16/2019	44280	MARTIN AUTOMOTIVE	REPAIRS TO VEH 35/TRANSPORTATION	930.00
224	07/16/2019	13646	CAROLYN BLACK HALLER	BUS DRIVERS NEEDED SIGNS/TRANSPORTATION	720.00
225	07/16/2019	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES & CURRICULUM/SPED	336.48
226	07/16/2019	14207	WALMART COMMUNITY	SUPPLIES FOR CLASSROOMS/BENSON/FAVER	200.00
227	07/16/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR CLASSROOMS/BENSON/FAVER	200.00
228	07/16/2019	44380	SCHOOL SAFE ID, LLC	CAR RIDER MANAGEMENT SYSTEM/CHARTER OAK	1,850.00
229	07/16/2019	12967	OKLAHOMA HOME CENTERS, INC.	MAINTENANCE SUPPLIES FOR FACILITIES/ATHLETICS	500.00
230	07/16/2019	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	CHEMICALS FOR FIELDS/ATHLETICS	250.00
231	07/16/2019	10312	ALL AMERICAN SPORTS CORP.	FOOTBALL HELMETS/ATHLETICS	4,342.40
232	07/16/2019	15571	STAPLES CONTRACT & COMMERCIAL, INC.	CLASSROOM SUPPLIES/BARRETT/FAVER	91.90
233	07/16/2019	44395	SHERRI MAE FAIRCHILD	CONTRACT PSYCH EVAL/SPED	12,000.00
234	07/16/2019	44396	FIRELIGHT BOOKS LLC	CURRICULUM/SPED/HS	4,000.00
235	07/16/2019	16475	PEARSON EDUCATION, INC.	SPEECH SUPPLIES/SPED	981.75
236	07/16/2019	43509	CARRIE A KOURI	CLASSROOM SUPPLIES/SPED/HS	135.59
237	07/16/2019	43821	TEACHER SYNERGY, LLC	CLASSROOM SUPPLIES/SPED/HS	176.60
238	07/16/2019	12447	MARDEL, INC.	CLASSROOM SUPPLIES	480.75
239	07/16/2019	17909	DJC HOLDINGS, LLC	ONLINE CURRICULUM/SPED	4,168.86
240	07/16/2019	15994	AMAZON CAPITAL SERVICES	CLASSROOM DESK/SPED/GUES	204.57
241	07/16/2019	84175	BRENDA GAY MORRIS	REIMBURSEMENT/PAYROLL	944.01

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 186 - 319

PO No	Date	Vendor No	Vendor	Description	Amount
242	07/17/2019	44280	MARTIN AUTOMOTIVE	DIAGNOSIS AND REPAIR FOR TRUCK/TRANSPORTATION	500.00
243	07/17/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	PARTS AND SUPPLIES/TRANSPORTATION	1,000.00
244	07/17/2019	42351	DELCO DIESEL SERVICES, INC.	BRAKE DRUM DOLLY/TRANSPORTATION	575.00
245	07/17/2019	13646	CAROLYN BLACK HALLER	STUFF THE BUS SIGNS/TRANSPORTATION	288.00
246	07/17/2019	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/SAVORY/HS	150.00
247	07/17/2019	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/ANDREWS/HS	150.00
248	07/17/2019	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/STRAHORN/HS	150.00
249	07/17/2019	44299	CIMARRON SPORTS	4 SAFETY NETS/SOFTBALL/ATHLETICS	400.00
250	07/17/2019	16371	TWOTREES TECHNOLOGIES, LLC	NETOP VISION SOFTWARE/BARRETT/FAVER	949.00
251	07/17/2019	12910	OFFICE DEPOT, INC.	\$150 CLASSROOM SUPPLIES/DRAKE/HS	150.00
252	07/17/2019	17075	DEARINGER'S PRINTING & TROPHY, INC	LABELS FOR AG PROGRAM/DRAKE/HS	100.00
253	07/17/2019	44267	BLUE BEACON INTERNATIONAL, INC.	LIVESTOCK TRAILER WASHING/DRAKE/AG/HS	100.00
254	07/17/2019	10170	BECK IMPLEMENT & TRAILER	REPLACEMENT LIGHTS FOR TRAILERS/AG/DRAKE/HS	300.00
255	07/17/2019	12387	LOWE'S COMPANIES, INC.	SUPPLIES FOR AG PROGRAM/DRAKE/HS	500.00
256	07/17/2019	12447	MARDEL, INC.	\$50 CLASSROOM SUPPLIES/GODDARD/GUES	50.00
257	07/18/2019	42234	CHALK'S TRUCK PARTS, INC.	SEAT COVERS PER QUOTE/TRANSPORTATION	1,975.20
258	07/18/2019	10129	NORTHUP AUTO PARTS & MACHINE	SUPPLIES FOR BUSES AND VEHICLES/TRANSPORTATION	500.00
259	07/18/2019	14207	WALMART COMMUNITY	\$150 CLASS SUPPLIES/FREDRICKSON/CAMPBELL/JROTC/HS	300.00
260	07/22/2019	12682	MIDWEST BUS SALES, INC.	solenoid and pressure switch	168.50
261	07/23/2019	14207	WALMART COMMUNITY	150 teacher supplies	150.00
262	07/23/2019	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	2019 Deductible for Ins Claims	3,000.00
263	07/25/2019	44398	DETCO INDUSTRIES, INC.	Cleaning Supplies	360.00
264	07/25/2019	12967	OKLAHOMA HOME CENTERS, INC.	transportation supplies	500.00
265	07/25/2019	14207	WALMART COMMUNITY	Beginning of the year Bus supplies	650.00
266	07/25/2019	17552	ULINE, INC.	Bus tags for bus riders	191.00
267	07/27/2019	44186	DOUBLE T ENTERPRISES, LLC	Batteries for Buses and Vehicles	1,000.00
268	07/27/2019	44021	AGILE SPORTS TECHNOLOGIES, INC	video and storage for athletic teams	1,700.00
269	07/27/2019	14207	WALMART COMMUNITY	supplies for Ag program and building	500.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 186 - 319

PO No	Date	Vendor No	Vendor	Description	Amount
270	07/27/2019	13969	THE RAILROAD YARD, INC.	supplies and equipment needed for Ag Program	1,000.00
271	07/29/2019	12967	OKLAHOMA HOME CENTERS, INC.	supplies and materials	400.00
272	07/29/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	shop supplies and materials	500.00
273	07/29/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies 2019-2020	150.00
274	07/29/2019	42234	CHALK'S TRUCK PARTS, INC.	per Quote 896956 Qstraints	3,459.90
275	07/29/2019	42884	LOYAL SUPPLY, INC.	PER QUOTE Q942 CABLE CRIMPERS, CABLE, CONNECTORS	100.00
276	07/29/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Red AntiFreeze	1,099.99
277	07/29/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies 2019-2020	150.00
278	07/29/2019	14207	WALMART COMMUNITY	classroom supplies	142.00
279	07/29/2019	12967	OKLAHOMA HOME CENTERS, INC.	Hardware Supplies	900.00
280	07/29/2019	13130	BETROLD ENTERPRISES, INC.	Sheet Music	800.00
281	07/30/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES	1,162.95
282	07/30/2019	10599	STATE OF OKLAHOMA	WORKBOOKS FOR PARAPROFESSIONAL TRAINING	180.00
283	07/30/2019	84264	ANGELIQUE ANNETTE CASE	MILEAGE REIMBURSEMENT FOR WORKSHOP	50.00
284	07/31/2019	43236	CDI COMPUTER DEALERS INC.	Robot	498.00
285	08/01/2019	17901	SYN-TECH SYSTEMS, INC.	Super Maintenance Program	2,650.00
286	08/01/2019	14207	WALMART COMMUNITY	Classroom Supplies	150.00
287	08/01/2019	14207	WALMART COMMUNITY	Classroom Supplies	150.00
288	08/01/2019	16819	CEV MULTIMEDIA, LTD.	online curriculum	1,000.00
289	08/01/2019	44088	REPRODUCTION ENTERPRISES, INC.	semen tank fill and supplies	750.00
290	08/01/2019	44110	CDW LLC	PRINTER FOR SP ED CLASSROOM	294.22
291	08/01/2019	12686	LOREN L JONES	100 books - 3-part sets, 25 sets per book	296.00
292	08/01/2019	44269	VIVACITY TECH PBC	CHROMEBOOKS FOR SP ED CLASSROOMS	10,520.00
293	08/05/2019	15994	AMAZON CAPITAL SERVICES	FOVITEC MOUNT KIT/STEM/PETERMAN/JH	45.95
294	08/05/2019	16841	OK ASSOC OF CAREER & TECH EDUCATION	SUMMER CONFERENCE REGISTRATION/DARCY/STEM/JH	110.00
295	08/05/2019	12682	MIDWEST BUS SALES, INC.	Fuel filters	475.48
296	08/05/2019	16841	OK ASSOC OF CAREER & TECH EDUCATION	SUMMER CONFERENCE REGISTRATION/PETERMAN/STEM/JH	110.00
297	08/05/2019	41416	SCHOOL SPECIALTY, INC	Classroom supplies	128.25
298	08/05/2019	12447	MARDEL, INC.	classroom instructional books and supplies	80.00
299	08/05/2019	14207	WALMART COMMUNITY	classroom supplies	70.00
300	08/05/2019	12447	MARDEL, INC.	Classroom supplies \$150	80.00
301	08/05/2019	14207	WALMART COMMUNITY	Classroom supplies \$150	70.00
302	08/05/2019	14207	WALMART COMMUNITY	Supplies for Centralized Enrollment	50.00
303	08/06/2019	15994	AMAZON CAPITAL SERVICES	Building supplies	49.50

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 186 - 319

PO No	Date	Vendor No	Vendor	Description	Amount
304	08/06/2019	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	Insurance Deductible - Dante Perez	5,000.00
305	08/06/2019	12910	OFFICE DEPOT, INC.	Teacher Supplies	150.00
306	08/06/2019	17907	TEACHER INNOVATIONS, INC	PLANBOOKS FOR 2019-2020/JH	445.50
307	08/06/2019	15994	AMAZON CAPITAL SERVICES	keyboard for Mac Computer	90.00
308	08/06/2019	81708	JUANA R BENSON	Blanket PO for Mileage	300.00
309	08/06/2019	15926	DELL MARKETING L.P.	MAIN OFFICE SECRETARY TONER	80.00
310	08/06/2019	44400	CELLCO PARTNERSHIP	District Cellular	30,000.00
311	08/06/2019	43320	CHICKASAW	Call Manager Licenses	5,509.50
312	08/06/2019	42261	ASHTON CALVERT	2019 Fall Colorguard writer/technician	1,600.00
313	08/06/2019	43792	DEREK JOHNSON	2019 Fall Drumline Tech	1,500.00
314	08/06/2019	44369	MIRANDA COWDEN	2019 Fall Pitt Percussion Tech	1,000.00
315	08/06/2019	13789	SULLIVAN SUPPLY INC.	show supplies for ag program	850.00
316	08/06/2019	40887	LISA M HOEL	2019 School Year Woodwind Tech/Clinician	2,000.00
317	08/06/2019	10583	OKLAHOMA FFA ASSOCIATION	Affiliate fees	3,283.00
318	08/06/2019	12447	MARDEL, INC.	classroom supplies and materials	150.00
319	08/06/2019	14207	WALMART COMMUNITY	\$150)	150.00
<b>Non-Payroll Total:</b>					<b>\$181,626.06</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$181,626.06</b>

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 46 - 126

PO No	Date	Vendor No	Vendor	Description	Amount
46	07/08/2019	43749	TREAT'S SOLUTIONS, LLC	FLEXIBLE DUSTERS & MOP BUCKETS	204.76
47	07/08/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	1,000.00
48	07/08/2019	17549	SCHOOLDUDE.COM, INC.	MAINTENANCEDIRECT & INVENTORYDIRECT RENEWALS	6,383.47
49	07/08/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
50	07/08/2019	43883	UNITED REFRIGERATION, INC.	EMERGENCY TXV VALVE FOR GUES CHILLER	1,500.00
51	07/08/2019	44362	STATE OF OKLAHOMA	APPRENTICE LICENSE FOR MARK BRONK	25.00
52	07/09/2019	14674	HOMETOWN RENTAL & FEED, INC.	LAWN EQUIPMENT REPAIRS AND SERVICE	500.00
53	07/10/2019	17491	ENGINEERED EQUIPMENT, INC.	PARTS FOR JR HIGH CHILLER	1,668.00
54	07/10/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	ANNUAL CYLINDER RENTAL	149.90
55	07/10/2019	43883	UNITED REFRIGERATION, INC.	HVAC PARTS AND SUPPLIES	1,000.00
56	07/10/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	PARTS FOR FOGARTY HVAC	4,386.80
57	07/10/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
58	07/11/2019	44392	ALLIED STEEL CONSTRUCTION CO., LLC	CRANE RENTAL FOR FOGARTY HVAC PROJECT	2,880.00
59	07/11/2019	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	307.44
60	07/15/2019	17491	ENGINEERED EQUIPMENT, INC.	GUES CHILLER COMPRESSOR & PARTS PER QUOTE	14,938.00
61	07/15/2019	15994	AMAZON CAPITAL SERVICES	FENCE SLATS FOR CHAIN LINK	767.00
62	07/16/2019	43973	CHRISTOPHER CODY HAYES	REMOVE 2 TREES AND LAY SOD AT CENTRAL	3,770.00
63	07/16/2019	43973	CHRISTOPHER CODY HAYES	LEVELING BETWEEN HS BLDG AND ANNEX	1,800.00
64	07/16/2019	11163	H-I-S PAINT MFG. CO, LLC	PAINT FOR HS GYM STEPS	285.00
65	07/16/2019	44013	CENTRAL OKLAHOMA WINNELSON	WATER BOX FOR STADIUM	250.00
66	07/16/2019	42555	L & W SUPPLY	CEILING TILE FOR GUES	2,534.40
67	07/16/2019	17747	ROBERT L HINER	REFINISH HS NORTH GYM	3,000.00
68	07/16/2019	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	324.24
69	07/16/2019	44013	CENTRAL OKLAHOMA WINNELSON	FIXTURE HANGERS & SUMP PUMP FOR CENTRAL	484.00
70	07/16/2019	15994	AMAZON CAPITAL SERVICES	BAND SAW BLADES AND OIL	82.55
71	07/16/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	TXV FOR GUES CHILLER	1,500.00
72	07/16/2019	44397	LISA MALLORY	STRIP AND WAX HALLWAYS AT GUES	3,600.00
73	07/16/2019	44397	LISA MALLORY	STRIP AND WAX FLOORS AT HIGH SCHOOL	3,960.00
74	07/16/2019	43749	TREAT'S SOLUTIONS, LLC	GYM FLOOR FINISH	1,800.00
75	07/17/2019	10927	CHEROKEE BLDG MATERIALS OF OKC INC	CEILING TILES FOR JR HIGH GYM	1,250.00
76	07/17/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM CABLE FOR FOGARTY	4,975.19
77	07/17/2019	44092	INNOVATIVE MECHANICAL LLC	CHILLER REPAIRS AT CENTRAL	1,500.00
78	07/18/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC 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: 46 - 126

PO No	Date	Vendor No	Vendor	Description	Amount
79	07/18/2019	17491	ENGINEERED EQUIPMENT, INC.	CONDENSER FAN BLADE FOR CENTRAL CHILLER	381.00
80	07/18/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	5 TON CONDENSER FOR ADMIN	1,806.00
81	07/18/2019	44230	Nature's Truth LLC	WEED SPRAYING	300.00
82	07/18/2019	44382	ACTION FIRE PROTECTION LLC	FIRE ALARM REPAIRS AT FAVER	2,340.00
83	07/18/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
84	07/18/2019	43913	JOHNSON EQUIPMENT COMPANY	REPAIR RETAINING WALL AT FOGARTY	4,950.00
85	07/18/2019	15969	SOUTHWEST PAPER, INC - OKC	HALLWAY FLOOR FINISH	1,340.00
86	07/22/2019	15994	AMAZON CAPITAL SERVICES	CRAFTSMAN REPLACEMENT BATTERIES	61.98
87	07/22/2019	44397	LISA MALLORY	CEMENT FLOOR RESTORATION AT CENTRAL	3,810.00
88	07/22/2019	44271	MECHANICAL SALES MIDWEST, INC.	CONTROL ISSUES AT JR HIGH	1,500.00
89	07/23/2019	15969	SOUTHWEST PAPER, INC - OKC	FLOOR PADS AND FINISH	528.75
90	07/23/2019	11619	HOME DEPOT CREDIT SERVICES	WINDOW A/C UNITS FOR COTTERAL QUAD	888.00
91	07/23/2019	40596	JAMES C. MCGEE	REPAIR PARKING AND DRIVE AT FFA FARM	3,000.00
92	07/25/2019	10110	HENKE & WANG PLUMBING	ADDING GAS LINE IN FAVER PORTABLE FOR GAS STOVE	800.00
93	07/25/2019	17249	S. T. BOLDING III	ELECTRICAL WORK AT FAVER COMPUTER LAB	500.00
94	07/25/2019	44013	CENTRAL OKLAHOMA WINNELSON	WALL HUNG LAVATORY FOR HS	83.02
95	07/25/2019	15994	AMAZON CAPITAL SERVICES	WELDING SUPPLIES & PUMPS	1,004.00
96	07/25/2019	44226	SUNSTATE EQUIPMENT CO, LLC	EQUIPMENT RENTAL FOR JR HIGH GYM	185.00
97	07/25/2019	44393	ACME BRICK COMPANY	BRICK FOR GUES SIGN REPAIR	60.00
98	07/27/2019	13646	CAROLYN BLACK HALLER	Signs for track and tennis courts	200.00
99	07/27/2019	44383	STRYKER INTEGRATED SOLUTIONS, LLC	FIRE EXTINGUISHER REPLACEMENTS & SERVICE	2,500.00
100	07/27/2019	11514	H & M CARPET CENTER LLC	REPLACE CARPET IN HS LIBRARY AND LOUNGE	7,759.42
101	07/29/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
102	07/29/2019	44013	CENTRAL OKLAHOMA WINNELSON	MOUNTING KIT, FAUCET, SPOUT JR HI KITCHEN	290.61
103	07/29/2019	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL SUPPLIES	4,126.85
104	07/29/2019	44292	CHARLES D. KYLE	SAND FOR CHARTER OAK	160.00
105	07/29/2019	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES FOR DISTRICT	2,957.62
106	07/29/2019	11163	H-I-S PAINT MFG. CO, LLC	GRAY PAINT FOR HS GYM STEPS	285.00
107	07/30/2019	17747	ROBERT L HINER	PAINT VOLLEY BALL LINES JR HIGH GYM	500.00
108	07/30/2019	12568	MAINTENANCE SUPPLY CO, INC.	CUSTODIAL SUPPLIES	780.26
109	07/31/2019	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS FOR CENTRAL	110.74
110	07/31/2019	15994	AMAZON CAPITAL SERVICES	12" NUMBER STENCILS FOR CHARTER OAK	65.00
111	07/31/2019	13646	CAROLYN BLACK HALLER	OCCUPANCY SIGNS FOR HS WEIGHT ROOM	50.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 46 - 126

PO No	Date	Vendor No	Vendor	Description	Amount
112	08/05/2019	44292	CHARLES D. KYLE	REPAIR ROCK WALL AT JELSMA STADIUM	1,900.00
113	08/05/2019	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	1,000.00
114	08/06/2019	43554	ROBERTS DISPOSAL SERVICES, INC	ROLL OFF DUMPSTERS	920.00
115	08/06/2019	11514	H & M CARPET CENTER LLC	FLOOR PREP AT HS LOUNGE AND LIBRARY	600.00
116	08/06/2019	43913	JOHNSON EQUIPMENT COMPANY	BUS/BAND PARKING LOT REPAIRS	4,950.00
117	08/06/2019	17491	ENGINEERED EQUIPMENT, INC.	GASKETS FOR JH CHILLER	2,800.00
118	08/06/2019	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
119	08/06/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
120	08/06/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS FOR JR HIGH AUDITORIUM	1,600.00
121	08/07/2019	16105	GUITAR CENTER STORES, INC.	HS- CABLES, MICROPHONE, ETC. (FB)	712.88
122	08/07/2019	14189	VOSS ELECTRIC CO.	LED BULBS FOR JR HIGH STAGE	800.00
123	08/07/2019	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE	1,000.00
124	08/07/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
125	08/07/2019	12387	LOWE'S COMPANIES, INC.	paint for football field	1,200.00
126	08/09/2019	44401	Lippard Auctions	Online Service Fees	30,000.00
<b>Non-Payroll Total:</b>					<b>\$165,631.88</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$165,631.88</b>



**Purchase Order Register**

**Options:** Year: 2019-2020, Fund: Building Bond 2017, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1 - 1

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	07/09/2019	44092	INNOVATIVE MECHANICAL LLC	C/O #1 - ASBESTOS REMOVAL - HS HVAC PROJECT #1728	17,890.00
<b>Non-Payroll Total:</b>					<b>\$17,890.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$17,890.00</b>

## Purchase Order Register

**Options:** Year: 2019-2020, Fund: BUILDING BOND 2019, Date Range: 7/1/2019 - 6/30/2020, PO Range: 2 - 3

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2	07/02/2019	43580	DIGI SECURITY SYSTEMS LLC	CAMERAS & SOFTWARE LICENSE/TECHNOLOGY	12,789.00
3	07/22/2019	43580	DIGI SECURITY SYSTEMS LLC	8MP Camera	2,971.50
<b>Non-Payroll Total:</b>					<b>\$15,760.50</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$15,760.50</b>

**Purchase Order Register**

**Options:** Year: 2019-2020, Fund: Sinking, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1 - 1

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
1	07/01/2019	10142	BANCFIRST	BOND FUND PRINCIPAL AND INTEREST PAYMENT	1,498,750.00
<b>Non-Payroll Total:</b>					<b>\$1,498,750.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$1,498,750.00</b>

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
**As of 7/30/2019**

**GENERAL LEDGER ACCOUNT**

Balance (7/01/19)     \$477,001.28

Add Receipts         \$ 11,196.39

Less Checks Written   \$ 43,001.82

Adjustments             \$

Balance per Ledger    \$445,195.85

**BANK RECONCILIATION**

Balance per bank statement     \$466,191.79  
As of (7/31/19)

Add Deposits in Transit         \$

Less O/S Checks                     \$ 20,995.94


\*Adjustments                         \$

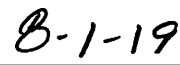
Bank correction                       \$

Balance per Ledger                 \$445,195.85

**Adjustment/Correction explanations:**

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

  
\_\_\_\_\_  
Activity Fund Clerk

  
\_\_\_\_\_  
Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2019 - 7/31/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$322.75	\$0.00	\$322.75	\$0.00	\$322.75
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$15,164.87	\$0.00	\$15,164.87	\$4,700.00	\$10,464.87
803 CENTRAL PTO	\$0.00	\$0.00	\$8,283.47	\$0.00	\$8,283.47	\$0.00	\$8,283.47
804 COTTERAL PTO	\$0.00	\$0.00	\$10,474.37	\$0.00	\$10,474.37	\$0.00	\$10,474.37
805 COTTERAL ACTIVITY	\$0.00	\$0.00	\$13,346.87	\$0.00	\$13,346.87	\$0.00	\$13,346.87
806 COTTERAL FACULTY	\$0.00	\$0.00	\$157.02	\$0.00	\$157.02	\$0.00	\$157.02
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$29,254.37	\$27,500.00	\$1,754.37	\$0.00	\$1,754.37
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$15,220.45	\$0.00	\$15,220.45	\$0.00	\$15,220.45
810 FOGARTY FACULTY	\$0.00	\$0.00	\$568.39	\$0.00	\$568.39	\$0.00	\$568.39
811 Elem Snack Grant	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$0.00	\$0.00	\$16,169.97	\$0.00	\$16,169.97	\$0.00	\$16,169.97
813 GUES FACULTY	\$0.00	\$0.00	\$2,255.95	\$0.00	\$2,255.95	\$0.00	\$2,255.95
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$462.93	\$0.00	\$462.93	\$0.00	\$462.93
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$14,196.80	\$0.00	\$14,196.80	\$1,760.00	\$12,436.80
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$327.10	\$0.00	\$327.10	\$0.00	\$327.10
819 ATHLETICS JUNIOR HIGH	\$0.00	\$0.00	\$7,459.45	\$1,234.40	\$6,225.05	\$3,412.00	\$2,813.05
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$2,283.82	\$0.00	\$2,283.82	\$0.00	\$2,283.82
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$2,767.54	\$0.00	\$2,767.54	\$0.00	\$2,767.54
823 JR HIGH ACCOUNT	\$0.00	\$32.00	\$9,420.89	\$0.00	\$9,452.89	\$4,021.00	\$5,431.89
824 JR HIGH FACULTY	\$0.00	\$0.00	\$1,990.15	\$0.00	\$1,990.15	\$0.00	\$1,990.15
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$1,921.07	\$0.00	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$0.00	\$10.00	\$25,357.75	\$0.00	\$25,367.75	\$0.00	\$25,367.75
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$0.00	\$0.00	\$5,323.70	\$0.00	\$5,323.70	\$0.00	\$5,323.70
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$3,199.20	\$0.00	\$3,199.20	\$0.00	\$3,199.20
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$0.00	\$0.00	\$10,797.26	\$0.00	\$10,797.26	\$0.00	\$10,797.26
841 CHARTER OAK PTO	\$0.00	\$0.00	\$5,091.52	\$0.00	\$5,091.52	\$0.00	\$5,091.52
842 CHARTER OAK FACULTY	\$0.00	\$0.00	\$440.43	\$0.00	\$440.43	\$0.00	\$440.43
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50	\$0.00	\$47.50
851 ART CLUB HS	\$0.00	\$150.00	\$8,455.31	\$0.00	\$8,605.31	\$0.00	\$8,605.31
852 ATHLETICS HS	\$0.00	\$3,624.52	\$22,218.84	\$2,790.08	\$23,053.28	\$8,747.50	\$14,305.78
853 HS CHEER	\$0.00	\$1,943.98	\$1,126.55	\$0.00	\$3,070.53	\$0.00	\$3,070.53
854 FOOTBALL CAMP	\$0.00	\$0.00	\$12,780.58	\$6,300.00	\$6,480.58	\$0.00	\$6,480.58
855 TENNIS HS	\$0.00	\$170.00	\$18,495.35	\$0.00	\$18,665.35	\$0.00	\$18,665.35
856 GHS LIBRARY	\$0.00	\$0.00	\$228.57	\$0.00	\$228.57	\$0.00	\$228.57
858 GHS LINK CREW	\$0.00	\$0.00	\$393.59	\$0.00	\$393.59	\$0.00	\$393.59
859 BAND (OPERATING) HS	\$0.00	\$55.00	\$8,257.49	\$0.00	\$8,312.49	\$1,100.00	\$7,212.49
860 CLASS OF 2021 HS	\$0.00	\$0.00	\$1,470.71	\$0.00	\$1,470.71	\$0.00	\$1,470.71
863 CLASS OF 2019 HS	\$0.00	\$0.00	\$1,896.07	\$0.00	\$1,896.07	\$0.00	\$1,896.07
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$6,571.89	\$0.00	\$6,571.89	\$0.00	\$6,571.89
865 CLASS OF 2022 HS	\$0.00	\$0.00	\$1,136.24	\$0.00	\$1,136.24	\$0.00	\$1,136.24
869 ENGLISH CLUB	\$0.00	\$0.00	\$901.44	\$0.00	\$901.44	\$0.00	\$901.44
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$1,244.05	\$0.00	\$1,244.05	\$200.00	\$1,044.05
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$14,756.73	\$0.00	\$14,756.73	\$0.00	\$14,756.73
872 CLASS OF 2020	\$0.00	\$0.00	\$4,068.23	\$0.00	\$4,068.23	\$0.00	\$4,068.23
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$22,224.72	\$2,800.00	\$19,424.72	\$750.00	\$18,674.72
877 FFA HS	\$0.00	\$0.00	\$8,828.58	\$59.74	\$8,768.84	\$3,820.00	\$4,948.84
878 FCCLA (FHA) HS	\$0.00	\$75.00	\$2,805.12	\$0.00	\$2,880.12	\$0.00	\$2,880.12
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$4,634.31	\$0.00	\$4,634.31	\$0.00	\$4,634.31
880 XC Bluecrew	\$0.00	\$0.00	\$3,839.32	\$0.00	\$3,839.32	\$3,835.50	\$3.82
881 Lady Jays Basketball	\$0.00	\$0.00	\$3,464.66	\$0.00	\$3,464.66	\$0.00	\$3,464.66
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$1,079.92	\$0.00	\$1,079.92	\$0.00	\$1,079.92

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2019 - 7/31/2019

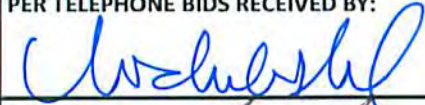
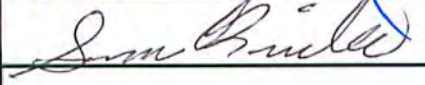
	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$1,682.43	\$0.00	\$1,682.43	\$0.00	\$1,682.43
884 HIGH SCHOOL ACCOUNT	\$0.00	\$24.51	\$16,172.43	\$200.00	\$15,996.94	\$5,121.00	\$10,875.94
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$2,941.67	\$0.00	\$2,941.67	\$0.00	\$2,941.67
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$2,892.93	\$0.00	\$2,892.93	\$0.00	\$2,892.93
889 KEY CLUB HS	\$0.00	\$0.00	\$491.28	\$0.00	\$491.28	\$0.00	\$491.28
890 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
892 MATH OF FINANCE	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98	\$0.00	\$93.98
893 MU ALPHA THETA HS	\$0.00	\$0.00	\$1,759.40	\$0.00	\$1,759.40	\$0.00	\$1,759.40
895 JROTC HS	\$0.00	\$0.00	\$5,625.69	\$0.00	\$5,625.69	\$0.00	\$5,625.69
897 SOCCER CLUB HS	\$0.00	\$0.00	\$1,103.84	\$0.00	\$1,103.84	\$0.00	\$1,103.84
898 SCIENCE CLUB HS	\$0.00	\$20.00	\$7,378.66	\$0.00	\$7,398.66	\$0.00	\$7,398.66
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$4,490.46	\$0.00	\$4,490.46	\$0.00	\$4,490.46
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$0.00	\$5,225.38	\$1,329.80	\$3,895.58	\$893.92	\$3,001.66
902 VOCAL HS	\$0.00	\$0.00	\$4,302.78	\$0.00	\$4,302.78	\$1,260.00	\$3,042.78
904 YEARBOOK HS	\$0.00	\$0.00	\$10,480.51	\$0.00	\$10,480.51	\$290.00	\$10,190.51
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$100.00	\$2,885.84	\$0.00	\$2,985.84	\$0.00	\$2,985.84
913 DRAMA HS	\$0.00	\$20.00	\$1,966.79	\$0.00	\$1,986.79	\$0.00	\$1,986.79
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$169.53	\$0.00	\$169.53	\$150.00	\$19.53
925 GENERAL FUND REFUND	\$0.00	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$8.97	\$0.00	\$8.97	\$0.00	\$8.97
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$28,854.59	\$600.00	\$28,254.59	\$0.00	\$28,254.59
932 SUMMER SCHOOL HS	\$0.00	\$1,835.00	\$0.00	\$0.00	\$1,835.00	\$0.00	\$1,835.00
933 FAVER C&C	\$0.00	\$0.00	\$317.88	\$0.00	\$317.88	\$0.00	\$317.88
934 TRANSPORTATION C&C	\$0.00	\$200.90	\$2,772.05	\$0.00	\$2,972.95	\$2,130.00	\$842.95
935 VENDING MACHINE ADMIN	\$0.00	\$0.00	\$734.44	\$52.80	\$681.64	\$547.20	\$134.44
937 FAVER ACTIVITY	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$0.00	\$2,577.98	\$11,699.96	\$135.00	\$14,142.94	\$1,644.75	\$12,498.19
942 C.N. CLEARING ACCT	\$0.00	\$337.50	\$0.00	\$0.00	\$337.50	\$20,000.00	(\$19,662.50)
<b>Total</b>	<b>\$0.00</b>	<b>\$11,196.39</b>	<b>\$477,001.28</b>	<b>\$43,001.82</b>	<b>\$445,195.85</b>	<b>\$64,382.87</b>	<b>\$380,812.98</b>

**Transportation Department  
Fuel Bids  
2019-2020**

DATE: <u>7-15-19</u> PO#: <u>2020-11-220</u>	TIME BIDS BEGAN: <u>8:05 am</u> TIME BIDS CLOSED: <u>8:45 am</u>	AMOUNT NEEDED: DIESEL: <u>—</u> UNLEADED: <u>1000</u>
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COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<del>KIT, BRIAN, CODY or HARDIN</del> <u>Eugene</u>	1-866-455-3835	<u>2.4431</u>	
PENLEY OIL COMPANY	<del>MIKE, SCOTT or GEORGEANN</del>	235-7553	<u>2.3260</u>	
RED ROCK	<del>JOANIE or TRICHA</del> <u>Theresa</u>	677-3373	<u>no bid</u>	
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	<u>2.98</u>	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Penley Oil Company</u>	
UNLEADED FUEL: <u>1,000 gallons</u>	PRICE PER GALLON: <u>2.3260</u>	TOTAL AMT: <u>2,326.00</u>
DIESEL FUEL: <u>X</u>	PRICE PER GALLON: <u>X</u>	TOTAL AMT: <u>X</u>
		TOTAL PURCHASE: <u>2326.00</u>

PER TELEPHONE BIDS RECEIVED BY: <u></u> <u></u>	COMMENTS:
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**GUTHRIE PUBLIC SCHOOLS  
FIELD TRIP REQUEST  
Effective 2-08**

Today's Date 7/2/19 Date of Activity 10/28/19 to 11/2/19

Destination Indianapolis, IN

Class & Grade Level 9-12

Teacher(s) Mr. Drake, Ms. Rennick, Ms. Powell

Names of teacher assistants or other adults attending:

Number of students 12 Number of sponsors 3

Leave Time 7 am Return Time 11 pm

Event Beginning Time if different 8 am Event Ending Time if different 6 pm


Emergency Phone Contact Number (405) 334-1613

Cost to be paid per student 0.00 Due when? \_\_\_\_\_ Cost to district \$8,125.00

Paid for by Activity Fund  Yes  No

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

Transportation request completed?  Yes  No

  
Principal Signature

8-1-19  
Date

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

\_\_\_\_\_  
Special Education Director

\_\_\_\_\_  
Date

Every student must have a signed consent, indemnity and release form on file before going on any activity. List the State Curricular Objectives and the educational objective to be addressed by this field trip:

To allow students to attend motivational workshops with emphasis on leadership, communication, and goal setting.





# EMPLOYEE TRIP REQUEST

Check if Out of State

Krystina Powell  
Name of Employee

07/31/2019  
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN Date(s) of Conference 10/28/19 to 11/2/19

Full Legal Name (for air travel) Krystina Powell

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

Departure Date 10/28/19  AM  PM (check one) Return Date 11/2/19  AM  PM (check one)

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

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

To take students to attend workshops and conference meetings over leadership, communication, and goal setting while teachers also will be attending workshops for student engagement, chapter direction, and program building.

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

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

Travel*	\$	<u>2,500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>450.00</u>	
Lodging	\$	<u>4,500.00</u>	
Meals	\$	<u>350.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>325.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>8,125.00</u></b>	

activity \_\_\_\_\_

activity \_\_\_\_\_

activity \_\_\_\_\_

general \_\_\_\_\_

general \_\_\_\_\_

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

Principal's Approval Chris [Signature] 8-1-19  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

Board of Education Approval \_\_\_\_\_  
Date

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Drake  
Name of Employee

07/31/2019  
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN Date(s) of Conference 10/28/19 to 11/2/19

Full Legal Name (for air travel) Clay Drake

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

Departure Date 10/28/19  AM  PM (check one) Return Date 11/2/19  AM  PM (check one)

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

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

To take students to attend workshops and conference meetings over leadership, communication, and goal setting while teachers also will be attending workshops for student engagement, chapter direction, and program building.

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

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

Travel*	\$ 2,500.00	(mileage, air, ground, parking & toll) see below	activity
Registration	\$ 450.00		activity
Lodging	\$ 4,500.00		activity
Meals	\$ 350.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	general
Substitute	\$ 325.00	(calculate @ \$65 per day)	general
<b>Total</b>	<b>\$ 8,125.00</b>		

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

Principal's Approval  8-1-19  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

Board of Education Approval \_\_\_\_\_  
Date

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Savannah Rennick  
Name of Employee

07/31/2019  
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Indianapolis, IN Date(s) of Conference 10/28/19 to 11/2/19

Full Legal Name (for air travel) Savannah Rennick

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

Departure Date 10/28/19  AM  PM (check one) Return Date 11/2/19  AM  PM (check one)

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

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

To take students to attend workshops and conference meetings over leadership, communication, and goal setting while teachers also will be attending workshops for student engagement, chapter direction, and program building.

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

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

Travel*	\$ 2,500.00	(mileage, air, ground, parking & toll) see below	activity
Registration	\$ 450.00		activity
Lodging	\$ 4,500.00		activity
Meals	\$ 350.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	general
Substitute	\$ 325.00	(calculate @ \$65 per day)	general
<b>Total</b>	<b>\$ 8,125.00</b>		

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

Principal's Approval Chris L. [Signature] 8-1-19  
Signature Date

Program Director's Approval \_\_\_\_\_  
Signature Date

Board of Education Approval \_\_\_\_\_  
Date

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



Staking A Claim in Our Students' Future

**Cody Thompson**  
*Director of Operations*

**Phone 405-282-5944**  
cody.thompson@guthrie.net

To: Dr. Mike Simpson and  
Board of Education

Date: July 16, 2019

We would like to declare surplus misc. classroom furniture including desks, chairs, and tables at Central ES.

Thank you,

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by a long, sweeping horizontal line that tapers to the right.

Cody Thompson



Staking A Claim in Our Students' Future

Cody Thompson  
*Director of Operations*

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

To: Dr. Mike Simpson and  
Board of Education

Date: August 6, 2019

We would like to declare the attached list of buses as surplus.

Thank you,

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

Cody Thompson

# GUTHRIE PUBLIC SCHOOLS

8/5/201

## Equipment List

<b>Mode</b>	<b>Make</b>	<b>Capacity</b>	<b>Tag #</b>	<b>GPS #</b>	<b>VIN</b>
2002	International School Bus	71 Passenger	SD12584	9	4DRBRABP12B947100
2002	International School Bus	71 Passenger	4-36879	24	4DRBRABP12B947095
2002	International School Bus	71 Passenger	SD12586	27	4DRBRABP92B947099
2002	International School Bus	71 Passenger	4-33343	49	4DRBRABP02B947122
2002	International School Bus	71 Passenger		119	4DRBRABP62B947102
2002	International School Bus	71 Passenger		120	4DRBRABP62B947108
2006	Freightliner Lift Bus	16 Passenger	4-40017	53	4UZAAXDCX6CV23480

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
NOTICE OF ALLOCATION  
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2020**

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

Date: 07/01/19

TYPE OF AID	Project Code	Income Code	AMOUNT
Program Assistance Grant	412	3812	
3.0 AG EDUCATION			39,900.00
2.0 FAM & CONSUMER SCIENCES			13,000.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			19,000.00
Summer Salary	411	3811	
3.0 AG EDUCATION			21,960.00
State Teacher Salary Reimb	411	3811	
3.0 AG EDUCATION			7,800.00
2.0 FAM & CONSUMER SCIENCES			4,400.00
2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH			4,400.00

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

Questions regarding this Notice of Allocation should be directed to Debbi Butterfield at 405-743-5458.

Total: 110,460.00

=====

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

*Stephanie Rossander*

Stephanie Rossander, Finance Manager  
Oklahoma Department of Career and Technology Education

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2019-2020**

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

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2019** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

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

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

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

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

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

This contract, once signed and completed, should be returned **no later than September 30, 2019** to: Angela Jones, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

\_\_\_\_\_  
President, Board of Education                      Date

\_\_\_\_\_  
Superintendent of Schools                      Date

\_\_\_\_\_  
Marcie Mack, Ed.D., State Director                      October 2019

\_\_\_\_\_  
District Name (please print)



**MEMORANDUM:**

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

**FROM:** Angie Smedley, Director of Special Education

**SUBJECT:** Contractual Agreement with Brenda Brandon for CPI Training

**DATE:** August 1, 2019

Attached is an agreement with Brenda Brandon to provide CPI Training to Guthrie Public Schools Staff for the 2019-2020 school year. CPI (Crisis Intervention Prevention) training equips staff with skills to help de-escalate problematic behaviors and intervene with safe strategies.

Mrs. Brandon will provide this training for a compensation of \$50/hour.

Brenda Brandon  
Certified CPI Instructor

Contract for Professional Services

This contract is entered into by and between Brenda Brandon and Guthrie Public Schools for CPI Training services August 13, 2019 and ending June 30, 2019.

Services include conducting CPI classes, providing feedback, and issuing completion certificates to participants.

Compensation charged will be \$50.00 per hour.

The District will provide the training materials.

Either party may terminate this contract with 30 days written notice.

Brenda Brandon \_\_\_\_\_ Date \_\_\_\_\_

Director of Special Services \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**MEMORANDUM:**

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

**FROM:** Angie Smedley, Director of Special Education

**SUBJECT:** Special Services Agreement with United Community Action Head Start

**DATE:** July 29, 2019

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

**SPECIAL SERVICES AGREEMENT BETWEEN  
United Community Action Head Start & Guthrie Public Schools  
2019-2020**

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

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Improvement Act (IDEA) 2007 and (45 CFR Chapter XIII), Head Start Program Performance Standards and the Improving Head Start for School Readiness Act of 2007. Pertinent contact information for all agencies is included as Attachment A.

For the 2019-2020 School Year, Guthrie Public Schools will utilize: Developmental Delay X, or Categorical, \_\_\_\_\_, eligibility for Head Start age children.

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

**I. LEA RESPONSIBILITIES:**

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

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

II. **LOCAL HEAD START RESPONSIBILITIES:**

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

- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

### **III. COORDINATION OF COST SHARING:**

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

### **IV. COORDINATION OF REQUIRED PAPERWORK:**

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

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

**v. COORDINATION OF SCREENING:**

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

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

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

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

**vi. COORDINATION OF IEP REVIEW:**

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

**VII. COORDINATION OF INSERVICE TRAINING:**

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

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

**VIII. TRANSITION**

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

**IX. RESOLUTION OF DISPUTE**

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

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



Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K. Ricci  
Head Start Director

7/22/19  
Date

\_\_\_\_\_  
Superintendent, LEA

\_\_\_\_\_  
Date

**ATTACHMENT A:  
CONTACT INFORMATION**

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

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

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

ACF Federal Region VI Office  
Kimberly Chalk, Regional Program Manager  
1301 Young Street, Ste 917  
Dallas, TX 75202  
Phone: (214) 767-9648  
Fax: (214) 767-3743  
Email: [dallas@acf.hhs.gov](mailto:dallas@acf.hhs.gov)

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

**ATTACHMENT B:**

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1\*
2019-2020

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

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

Center: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

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

hereby give \_\_\_\_\_ Head Start/Early Head
(Name of Head Start/Early Head Start Center)

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

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

and possible special or early intervention services.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Teacher Signature) (Date)

\*\*\*\*\*

Head Start/Early Head Start Use Only
Screening Results

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

\_\_\_/\_\_\_, Gross Motor: \_\_\_/\_\_\_, Fine Motor: \_\_\_/\_\_\_, Problem Solving: \_\_\_/\_\_\_,

Personal-social: \_\_\_/\_\_\_/ Comments: \_\_\_\_\_ Date \_\_\_\_\_

ASQSE: Indicate Total Score/Cutoff Score \_\_\_\_\_ / \_\_\_\_\_ /Date \_\_\_\_\_

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

Physical \_\_\_\_\_ Date \_\_\_\_\_
(Most Recent)

Dental \_\_\_\_\_ Date \_\_\_\_\_
(Most Recent)

Other \_\_\_\_\_ Date \_\_\_\_\_



**Staking A Claim in Our Students' Future**

**Doug Ogle**  
Assistant Superintendent

Phone 405-282-8900  
[doug.ogle@guthrieps.net](mailto:doug.ogle@guthrieps.net)  
[www.guthrie.k12.ok.us](http://www.guthrie.k12.ok.us)

## Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Assistant Superintendent

Date: July 24, 2019

Re: 2019-20 School Calendar Conversion

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Guthrie Public Schools has an adopted calendar of 180 days for the 2019-2020 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

### SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
HS - 705

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

### SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
JH - 610

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

COUNTY
Logan

DISTRICT
Guthrie

SITE
GUES - 125

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.



**SCHOOL DAYS/HOURS WORKSHEET**

COUNTY
Logan

DISTRICT
Guthrie

SITE
Fogarty - 110

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

### SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
Central - 130

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Cotteral - 120

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

COUNTY
Logan

DISTRICT
Guthrie

SITE
Charter Oak - 135

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

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

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

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	173	1110.08

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

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

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

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

**Professional Development Hours/Days**

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

**Meets 1080 Requirement**

TOTAL DAYS TAUGHT FOR ASR
175

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature \_\_\_\_\_

Date \_\_\_\_\_

RAO Signature \_\_\_\_\_

Date \_\_\_\_\_

NOTES: Type here to enter a note.

FIRST AMENDMENT

This First Amendment, made and entered into effective as of July 1, 2019 (the "First Amendment") between Guthrie Public Schools, having its principal place of business at 705 E Oklahoma Avenue Guthrie, OK 73044 ("District") and Coca-Cola Southwest Beverages LLC, a Delaware limited liability company, (the "Beverage Provider"), shall serve to amend that certain Beverage Provider Agreement with an Effective Date of July 1, 2018, (the "Agreement"), between District and Beverage Provider. All capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement.

WITNESSETH:

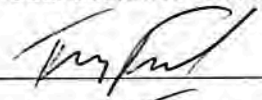
WHEREAS the parties to the Agreement wish to confirm and amend certain of its terms and conditions as set forth herein.

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

- A. The second Agreement Year of the Term begins on July 1, 2019.
- B. Exhibit A (Wholesale Pricing Schedule) of the Agreement is hereby amended and restated in its entirety and shall for the second Agreement Year of the Term be and read as provided in Exhibit A, attached to this Amendment and incorporated for all purposes.
- C. Except as modified herein, all other terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between the Agreement and this First Amendment, this First Amendment shall control. Each party represents, warrants and covenants to the other as follows:
  - 1 Authority. It has full power and authority to enter into this First Amendment and to grant and convey the rights set forth herein.
  - 2 Binding Obligation. All necessary approvals for the execution, delivery and performance of this First Amendment by it have been obtained, and this First Amendment has been duly executed and delivered by it and constitutes the legal and binding obligation of it enforceable in accordance with its terms.

IN WITNESS WHEREOF, the undersigned have caused this First Amendment to be duly executed as of the date first above written.

Coca-Cola Southwest Beverages LLC

BY: 

Printed Name: Terry Ford

Title: Director of Sales

Date: 7-26-2019

Guthrie Public Schools

BY: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A\***

<b>Product Description</b>	<b>Pricing</b>
20oz Sparkling Bottles	\$29.58
20oz Dasani Water	\$12.48
20oz PowerAde	\$26.40
20oz Vitaminwater	\$33.52
12oz Minute Maid Juice	\$31.58
18.5oz Gold Peak Tea	\$19.52
12oz Sparkling Cans	\$13.84

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

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

COUNTY DISTRICT CODE 42-1001

COUNTY Logan

SCHOOL FOOD AUTHORITY Jana Wanzer

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

Governing Body Guthrie Public Schools

\_\_\_\_\_  
(President, Clerk, or Other)

  
(Signature of Authorized Representative)

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Title: Treasurer & SFA Date: 8/8/19

**MAILING ADDRESS TO BE USED FOR ALL CORRESPONDENCE FROM THIS OFFICE:**  
802 East Vilas Guthrie, Oklahoma 73044  
(Street or Box) (State) (Zip Code)

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

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

**EDUCATIONAL SERVICES AGREEMENT BETWEEN  
OKLAHOMA CITY COMMUNITY COLLEGE  
and  
GUTHRIE PUBLIC SCHOOLS**

Oklahoma City Community College (OCCC) and Guthrie Public Schools (GPS) agree to the provisions specified below.

During the 2019-2020 academic year, contingent upon availability of qualified OCCC instructors, OCCC will offer certain college-level courses to eligible, concurrently enrolled high school students within the GPS system as follows:

**COURSES TAUGHT AT HIGH SCHOOL SITES**

OCCC will provide enrollment assistance and a qualified instructor for each course offered at the high school sites. Minimum enrollment per section will be 20 students.

GPS students shall pay \$135.29 per credit hour (\$100.84 tuition and \$34.45 in fees) for each course enrolled.

Lab Science classes will be billed as above with an additional \$20.00 per student lab fee.

OCCC will waive up to eighteen (18) credit hours of tuition per academic year at \$100.84 per credit hour for each junior or senior enrolled. The amount of tuition waived will be determined each semester and subtracted from the student bill.

**REGULARLY SCHEDULED CLASSES**

Eligible high school students who enroll in regularly scheduled, on-campus college classes will be charged the standard rate of \$135.29 per credit hour (\$100.84 tuition and \$34.45 in fees) for each course enrolled.

Students who enroll in a lab science class will be charged an additional \$20.00 per credit hour.

Students who enroll in online classes will be charged an additional \$12.00 per credit hour.

OCCC will waive up to eighteen (18) credit hours of tuition per academic year at \$100.84 per credit hour for each junior or senior enrolled. The amount of tuition waived will be determined each semester and subtracted from the student bill.



## **REQUIRED BOOK COSTS**

The cost of books will be determined in accordance with the class offered. Costs are estimated to be between \$75 and \$150 per class.

## **RESIDUAL ACT EXAMS**

OCCC will offer Residual ACT testing for students at a cost of \$55.00 per exam.

## **STUDENT BILLING**

All students pay their own bills, and will be billed through OCCC's bursar's office.

## **HIGH SCHOOL SPONSORED STUDENTS**

**If GPS intends to pay bills for its students, GPS shall provide OCCC with the following information prior to student enrollment.**

- The intent of the sponsorship; are they paying tuition **and/or** fees?
- Does the sponsorship include books?
- For first time OCCC applicants, will the sponsorship pay the \$30 initial, one-time enrollment fee?
- Inclusion of the class name and number being sponsored **or** the maximum credit hours or dollar amount of the sponsorship (per student).
- The names of the students. If their OCCC ID is not known, then we need some other type of identifier such as birthday or last 4 digits of the student's Social Security Number.
- Additional information needed: will the sponsor pay for classes dropped after the drop with refund date?
- Contact information for who the invoice should be remitted to and what kind of documentation, if any, is required to be submitted with the invoice.

## **NONDISCRIMINATION**

- OCCC and GPS agree to comply with all federal and state laws prohibiting discrimination and assure educational opportunities and benefits will be provided without distinction on the basis of race, color, religion, national origin, disability, sex, or veteran's status. Both assure compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and 11375, and The Americans with Disabilities Act of 1990, and all amendments to and all requirements imposed by the regulations issued pursuant to these acts.





**2018-2019**

**2019-2020**

## **PARENT & STUDENT**

# ***School Bus Rider **Safety & Disciplinary** Handbook with Rules and Guidelines***

I Board Approved on 7-9-2018

# School Bus Rider Guidelines



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

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

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

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

## **2018-2019 ELEMENTARY and SECONDARY ROUTE BUS TRANSPORTATION CHANGES**

**GPS, beginning this school year, has changed from Grade Site Schools to Neighborhood Schools. which include Pre-K – 4<sup>th</sup> grade at all four elementary schools Central, Charter Oak, Cotteral and Fogarty.**

**Because of this new setup at our lower elementary schools how we transport route students has been revised**

- Each **lower** Elementary School Site is assigned bus routes for their sites along with stops at **GUES Guthrie Upper Elementary**, the Junior High and High School
- Each **lower elementary** student rider will be assigned a bus to the elementary school associated with their primary **address-residence**
- There will be new bus stop locations throughout the district and school boundaries **for ALL route bus riders**
- Walk zone to each school is 1 1/2 miles from your **house-residence.**
- Walk distance to each stop is up to 1/2 mile from the bus stop to your **house-residence**
- We will no longer provide transportation by shuttling students from school to school
- **The disciplinary steps and procedures have been revised**

## **RIDING A DIFFERENT BUS**

~~Students who wish to ride another bus other than their assigned bus (i.e. from or going to a friend or relatives house, childcare, etc.) will provide their own transportation. This means parents are responsible for providing this type of transportation.~~

### **Registration Application for of Student Rider(s)**

**Each student must be registered as a bus route rider before they can ride a school bus.** Proof of residency is required, see the “Parent’s Backpack” on the website for more information. **IF residency is not verified student may lose rider privileges.**

**Once you have applied you and your student are agreeing to follow the Bus Rider Safety & Disciplinary Handbook approved by GPS Board of Education.**

The GPS Transportation Department has several ways to **submit a student’s application.** ~~register your student(s).~~

1. **ONLINE :** We encourage each household to register their student(s) online at **<http://guthrie.ezrouting.com>**, with this option you can make any necessary changes (like phone numbers, address, etc.) that might happen during the school year without having to come into our office.  
\* With this option we can have your student(s) assigned to a bus in approximately 3 days.
2. **WEBSITE :** A link to EZRouting is available along with a **paper registration application** that can be printed off and brought to the transportation office or faxed to (405) 282-5948 (**[www.guthrieeps.net](http://www.guthrieeps.net) click on Departments and drop down to Transportation**).
3. **OFFICE:** Paper **registration application** forms will be available for those who choose this option.

~~Proof of residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this application process form and submit and/or return it to the transportation office at least 5 days before the student wishes to starts riding the bus.~~

~~**Upon completing the registration process. You and your student(s) have agreed to comply with the bus rider policies which have been approved by the GPS Board of Education.** Once the student’s application has been **approved and entered** in our routing program; you will be notified of the route number, approximate morning pick up time, and stop location via email and/or text message. **IF** the application is **denied** you will be notified via email and/or text with a brief reason as to why.~~

### **Route Students**

**Students will ride only their assigned bus.** Students will only get on and off the bus at their assigned stop. If a Route student does not ride for two (2) consecutive mornings, without notifying transportation the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student(s) will again be riding.

**Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time** and wait in a **safe** and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus. Driver will wait two (2) minutes before pulling away from stop. There will be no going back. However, the bus can be met at the next approved stop location.

## RIDING A DIFFERENT BUS

Notes to the driver **or monitor** are not acceptable.

ANY Students who wish to ride another bus other than their assigned bus (i.e. coming from or going to a friend or relative's house, childcare, etc.) will provide their own transportation. **This means parents are responsible for providing this type of transportation.**

~~Emergency Rider Waiver: A written request MUST be submitted to GPS Transportation before a waiver will be considered (this wavier can be found on the district website under transportation).~~

**Rider Waiver:** In special unforeseen circumstances (i.e. ~~out-of-town,~~ **medical** emergency etc.), it **MAY** be possible for a student to obtain permission to ride another bus or get off at another stop. However the waiver will only be **subject to** ~~issued on a~~ space available, ~~basis~~ and on a case by case basis. These waivers are for **ONE DAY ONLY**. **Then other arrangements need to be made.**

## **BUSTER SAYS**

**SEAT TO SEAT \_ BACK TO BACK \_  
FEET ON THE FLOOR \_ STAY SEATED --  
ARMS AROUND BACKPACK!**

## **~~BUS DISCIPLINE~~ SAFETY & DISCIPLINE**

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

~~Discipline~~ **Safety** is the responsibility of parents, students, teachers, bus drivers, **bus monitors**, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other,

the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide **safe** transportation services a **Safety Violation will result.** ~~consequence and or punishment will result.~~

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

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

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

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

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

1. Students are expected to:
  - a. behave ~~well~~ **safely** while on the bus
  - b. Board **and exit** the bus quietly **and orderly**
  - c. take their assigned seats **if applicable**
  - d. remain seated **correctly,** ~~sitting forward~~
  - e. converse quietly with their nearest neighbor.
  - f. **Behave similar to the classroom**
2. ~~The bus driver is in charge of the bus.~~
3. ~~The bus driver will assign seats.~~
4. ~~Student behavior is expected to be like that in the classroom.~~

### **THE BUS DRIVER IS IN CHARGE OF THEIR BUS**

(Just like the teacher in a classroom)

Student behavior is expected to be similar to that in the classroom.

**The bus driver may or can assign seats by name and/or grade.**

**Any verbal or physical assault on a driver, monitor, or other transportation official by a student, his or her parent/guardian, or any other representative will result in IMMEDIATE termination of riding privileges.**

### **The SAFETY & Disciplinary Rules**

**These rules are in place to provide the safest ride to and from school and/or school activities.**

**Violation of safety procedures endangers everyone on the bus.**

The violation of any **infraction** of the following rules will place the student into the bus **safety/disciplinary discipline system process**.

### **THE BUS DRIVER IS IN CHARGE OF THEIR BUS**

(Just like the teacher in a classroom)

Student behavior is expected to be similar to that in the classroom.

1. Cell phones and some other electronic devices for music, and other appropriate uses are allowed only if headphones / earbuds are used and it does not create a disturbance on the bus. **Students are to leave one ear uncovered; should the driver or monitor need to give instruction.**

NO Cameras and any other device that may disturb or distract the driver or **other** students are not to be used on the bus.

Taking pictures **and/or selfies with others**, videos, or making voice recordings of another person on the bus is prohibited. **This is a violation of the FERPA Law (Family Educational Rights and Privacy Act) and the device may be confiscated.**

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



10. Students will reimburse the school district for damage to ~~school buses~~ **district fleet** resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct **of any nature according to district policy** and bullying – **either physical, verbal, or cyber.**
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, ~~sharps~~, fighting gear, etc.
13. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses. **Violation of this rule will result in an automatic 10 day suspension from the bus.**
14. Eating or drinking **other than bottled water** on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. ~~In hot weather, one bottled water is permitted per student.~~ Exceptions to this rule only apply to documented medical needs.  
  
Students must maintain clean bus interiors by keeping trash off the floor.  
  
Students may **not** throw ~~refuse~~ **anything** out of the windows.
15. **Aisles must be kept clear for emergency and safety visual checks.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
16. Large items which cannot be held in the student's lap **will not** be transported on the school bus **without prior approval from the transportation department.** This includes large Band instruments, **Sports equipment, Fundraisers, Food Backpacks, etc.**
17. ~~If a student does not ride for two (2) consecutive mornings, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.~~
18. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
19. No wearing gang colors, displaying gang tags, or making gang symbols. **Per district policy.**
20. No personal hygiene items such as body spray, cologne, perfume, **flowers**, or items that may affect allergies.
21. No animals, reptiles, fish, or fowl are permitted on the bus.
22. ~~No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.~~
23. **Improperly clothed - changing or removing clothes. Classroom dress code must be observed at all times and on all buses.**

- 24. No Balloons for **safety** reasons, they can block the view of the driver out windows and make a loud POP noise causing a distraction.
- 25. If student leaves school property for any reason other than for a verified school related activity, they will not be allowed to ride the bus to their residence.

**Safety Violation & Disciplinary Steps & Procedures process: Improper Conduct**

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

Any of the above steps or procedures may be skipped dependent upon the severity of the offense. Punishments may be designed to coordinate with the districts school building policies. Some incidents have an automatic suspension from bus and/or school.

~~**1st offense** — Driver issues bus citation to the student for parent notification. A copy of the incident will be sent to the address on file. A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department.~~

~~**2nd offense** — A copy of the incident will be sent to the address on file and a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from all buses from one (1) to five (5) days. The parent or guardian will be notified of this by Transportation or their school administrator.~~

~~**3rd offense** — A copy of the incident will be sent to the address on file and a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from all buses from six (6) days up to the remainder of the semester. The parent or guardian will be notified of this by Transportation or their school administrator.~~

~~**4th offense** — A copy of the incident will be sent to the address on file and a phone call placed to the parent or guardian. May issue a mandatory suspension from all buses for the remainder of the school year and possibly extended to the following school year. The parent or guardian will be notified of this by their school administrator.~~

~~Any of the above steps may be skipped dependent upon the severity of the offense. Punishments may be designed to coordinate with the districts school building policies.~~

**1<sup>st</sup> through 3<sup>rd</sup> Bus Citations**

A copy of each **Bus Citation** will be sent to the parent or guardian by the Transportation Department via email and/or U.S. Postal Service.

<b>Bus Safety &amp; Discipline</b> Citation – Parent Notification	Date _____	Bus # _____
Student Name _____	Citation # _____	
Your student has been given this citation for not following the safety guidelines rules of the bus. Should your student be given 3 of these in a short period of time, a Bus Incident Report will be given to the transportation office for further official action.		
____ not seated properly	____ horseplay	____ throwing objects
____ disturbing others	____ unacceptable language	____ loud noises/voices
____ distracting driver	____ disrespectful to driver	____ not obeying driver Other _____
_____		

If three citations (3) are acquired in a short period of time, the next measure is a Bus Incident Report.

**1st Bus Incident Report – Up to 5 day Suspension, unless deemed severe**

**2nd Bus Incident Report – Up to 10 day Suspension, unless deemed severe**

**4th Bus Incident Report – Up to the remainder of the 9 weeks, semester, school year, or possibly extend into the next school year.**

Each Bus Incident Report will be reviewed by transportation, then forwarded to a site administrator.

A conference with the student by the school principal, assistant principal, or their designee.

An administrator will call the parent or guardian notifying them of the mandatory suspension length and dates.

A copy of the incident report will be sent to the parent or guardian by the school office via email and/or the U.S. Postal Service.

A copy or notification will also be returned to the transportation office and attached to student’s EZRouting record.

The school office will also be attaching the incident report to the student’s official school record under discipline.

Examples of Improper Conduct (All Offenses)

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

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

6. Throwing things on the bus
7. Shouting or yelling out of the window.
8. Obscene gestures to other passengers or outside the bus.
9. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
10. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
11. Touching or putting hands on another student in an aggressive or harassing manner.
12. ~~Violation of safety procedure that could endanger anyone.~~
13. Any instance of 'horseplay'
14. Arguing with or showing disrespect to the driver
15. Not sitting in their assigned seat
16. Failure to immediately correctly identify themselves, to the driver.
17. Smoking, chewing, or possession of drugs or tobacco products
18. Vandalizing or damaging bus property is prohibited and students who do so may be responsible for payment to cover the cost of damages.
19. Tampering with bus emergency or safety equipment, video cameras or DVRs.
20. Physical assault of another person.
21. Inappropriate displays of affection.
22. ~~Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School classroom dress code, per student handbooks, applies to the bus. NO sports bras, spaghetti straps, short athletic shorts, men's tank-tops, or shirtless etc.~~
23. Picking on other students
24. Getting on or off the bus at an incorrect location.
25. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
26. Sexual misconduct **as defined by district policy** (~~Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals; soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)~~)
27. ~~Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver, or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.~~

### **There is no excuse for any offense**

**When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes.**

**A parent or guardian and the appropriate school principal will be notified by Transportation.**

The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation **Department**, and School Administration, **and/or School Resource Officer**.

~~**GPS Driver  
Handbook  
School Bus Driver's  
and Monitor's  
Handbook**~~

**Guthrie Public Schools  
Transportation Department**

**Employee Policy & Procedure Handbook**

~~**Guthrie Public Schools**~~

~~2018-2019~~

**2019-2020**

Edited/Updated on July 9, 2018

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Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.  
 THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE

## Aim

To transport students safely and efficiently to and from schools and activities.

## Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

## Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements. ( P & S )
2. Demonstrate to the Director of Operations or Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. ~~Have an acceptable moral character.~~
4. ~~Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.~~
5. Be a responsible driver.
6. ~~Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.~~
7. ~~Be willing to accept necessary modifications to assigned routes.~~
8. Must maintain a standard school bus driver's certification **from the state** (SDE).
9. ~~Attend meetings called by the Director of Operations or Route Supervisor.~~
10. ~~Show proper care and respect for equipment at all times.~~
11. ~~Show proper respect for the students.~~
12. ~~Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.~~
13. ~~Fill out all applicable forms completely, accurately, and in a timely manner.~~
14. ~~DRESS ATTIRE must be neat in appearance.~~
  - a. ~~Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn. Maintain acceptable dress code standards for drivers.~~
  - b. ~~Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.~~
  - c. ~~Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.~~
  - d. ~~If shorts are worn, they must be of Bermuda or walking short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.~~
  - e. ~~Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.~~ f. ~~No halter tops or tube tops.~~
  - g. ~~No pajama pants.~~

## ~~Expected Conduct~~ **Expectations** for Transportation Employees

1. Have an acceptable moral character.
2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.
5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval.
9. \*IF necessary drivers employees will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance.
  - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn Maintain acceptable dress code standards for drivers.
  - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.
  - c. Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.
  - e. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
  - f. No halter-tops or tube tops.
  - g. No pajama pants-
14. Be on time for work.
15. Employees are expected to register their time only for themselves at the transportation terminal or as the Director of Operations approves.
16. Drivers and Monitors Clock In -  
At least 30 minutes before your duties start. Otherwise you may be considered late and your duties could possibly be covered by a substitute.

Other Employees Clock In -

Are to adhere to their designated work hours.

**17. YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**

Drivers and Monitors Clock Out -

Within 5 minutes of exactly 3 hours of start time.

Other Employees Clock Out -

Are to adhere to their designated work hours.

**NOTES:**

*The use of remote clock in/out will not be allowed or accepted.*

*Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc).*

***There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9 month employees.***

*Time may vary as specified by the Director of Operations, Supervisor or their designee.*

18. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you may be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director of Operations.
19. When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
20. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
21. **NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.**
22. Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. **This includes the transportation complex.**
23. No drivers **or monitors** are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. **Drivers Employees are not permitted to congregate in the garage.**  
  
The **driver's transportation** lounge is provided for **drivers your** use prior to, and after running, their bus routes.
24. Report all school related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

**Use of Cellular Phones**

Most drivers carry cellular phones; however, **they are not to be used while the bus district vehicle is in motion.** They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text (H.B. 1965 & S.B.183) **Driver headsets and/or Bluetooth items are not permitted on a bus.**

**Most monitors carry cell phones. They may be used to contact parents/guardians in reference to student care and contacting dispatch.**

## Child Check Procedure

Before exiting the bus, the driver **and /or monitor** will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

## Parking – Buses and Personal Vehicles

~~Parking spaces will be provided for all school bus drivers along the drive. Please do not park in the grass alongside the bus lot.~~

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field, the area west of the bus lot between the pavement and the maintenance dumpster, or the upper parking lot to the east of the garage area. ~~Cars~~ **Personal vehicles** may be **parked temporarily** in the office parking area while signing in or out in the dispatch office. ~~Cars~~ **Vehicles** may not be left in this parking area otherwise. This area is reserved for office personnel and visitors. **No double parking.** Please park in the designated areas only.

## Bus Assignments

Buses are assigned to routes by the **Director of Operation**, Route Supervisor and **Route Coordinator** **and** are subject to change at any time. Proper care and/or lifespan of any bus are key factors when assigning or changing buses.

~~All drivers **and/or monitors** are required to maintain their bus in excellent condition including cleanliness (inside and out), pre & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.~~

~~All drivers **and monitors** are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval.~~

~~\*If necessary drivers **employees** will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.~~

## Route Assignments

Routes are assigned to drivers **and monitors** by the **Director of Operations**, Route Supervisor and **Route Coordinator** are subject to change at any time. Drivers **and monitors** may ~~will~~ be consulted as a part of the change process, but must be willing to gracefully accept any required change in their **route assignment**.

## Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days. At the end of three days, at 5:00pm, the posting will be closed.

1. Drivers desiring an open route will apply for the Open Route posting.

2. Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, though not weighted in that order.
3. The Director of Operations or designee will make the final selection after review.

## Substitutes, Coaches, & Trip Drivers

Substitutes, Coaches, and Trip drivers carry the same responsibilities and expectations as a regular drivers and are subject to the same rules and regulations.

There are three categories of substitutes:

1. Full time substitutes - 6 hour AM & PM drivers who report to the dispatch office at a specific time each day. They will drive any route assigned to them by the dispatch office.
2. Part-Time substitutes - 3 hour drivers who report to transportation at a specific time each day. They can either drive or monitor any route assigned to them by dispatch.
3. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

## Registration of Riders

~~Each student must be registered as a bus rider before they can ride a school bus.~~

## Evaluations & Bus Observations & Discipline

All drivers employees will undergo a written evaluation of their performance annually. The Director of Operations, or another supervisor will conduct this written evaluation. Drivers Employees who are found deficient in any area will be put on a plan of improvement. Bus Observations may be conducted by the Director, a Supervisor or their assigns anytime and are used as part of the evaluation process.

Discipline procedures will follow a progressive pattern as follows:

- A. 1<sup>st</sup> Offense, Verbal Warning is issued and documented in Personnel File
- B. 2<sup>nd</sup> Offense, Written warning is issued with possible suspension without pay
- C. 3<sup>rd</sup> Offense, Written warning, corrective action up to and including termination.

## Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

**Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.**

## General Information and Requirements

Drivers will follow the designated route **exactly** as printed and will make no changes. Exceptions to this are roadwork/construction areas, accident, weather factors or an emergency as determined by a Supervisor. When this happens, the Transportation Office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the route sheet and subsequent stops as printed or a couple of minutes later but never early. Update routes often with a supervisor.
2. ~~Drivers will not~~ **No driver will arrive** at the first school before **7:15 a.m.** and will not unload students until an office radio all-call is made to release students at 7:20 a.m.
3. In the afternoon, NO DRIVERS will be at their first school before 3:05 p.m.
4. **No driver will leave** any school before **3:20 p.m.** after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
5. Stop for students to get on or off the bus only at the location designated by the route sheet. The Transportation Office must approve any exception in advance. Once departed, Drivers will not go back to schools or stops (AM&PM) without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
6. Drivers will never pass a waiting bus without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
7. Seat assignments **are mandatory, either by name or grade**, on all regular route buses. A seating chart must be provided to the Transportation office, kept on file and up to date as seating charts change.
8. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
9. All students must be seated before moving the bus.
10. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
11. Drivers/**monitors** should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely manner.
12. Students are never allowed to sit in the driver's seat or operate any of the bus equipment.
13. **Drivers/monitors** do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
14. All drivers/**monitors** must use extreme caution about touching students. Unless it is absolutely necessary and for safety purposes only, bus drivers should never touch a student.
  - a. **Document all counseling done with students.**
15. Never swing, point, or throw any object at a student, or threaten to strike a student.

16. Observe all traffic laws.
17. If you exit the bus for any reason, turn the ignition off and take the key with you.
18. Backing a school bus requires prior approval from a Supervisor, except when backing into the bus lot. **CALL DISPATCH FOR PERMISSION**
19. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers are for documented medical reasons only that may require food.

## Traffic Violations

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.

## Pre-Trip & Post-Trip ... Also see Addendums H & G

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

**Safety** is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

## Daily Trip Sheets & Work Orders

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on **the daily trip sheet**. ~~a work order and notify a mechanic, if a discussion is needed.~~ **IF the mechanic has a question they will come to you.**
3. **NO WORK ORDER = NO REPAIR**

## Proper Use of Two-Way Radios



Radios are to be used for school business only; personal use is not only against policy, it is also illegal. ~~Your radio must be turned on with volume up at all times when you're in the bus.~~ Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume ~~and squelch~~ on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. **Do not make jokes or wise cracks.** Always be professional.

**Two-way radios are to be used for the following:**

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems -- on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

These reasons are not all inclusive but should provide parameters by which the driver can properly use the system.

### **Driver Accident Procedures**

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a seating assignment chart, should be included in a clipboard or expanding file and carried on each bus or ~~school~~ **district** vehicle at all times during use.

ANY time a bus or another ~~school~~ **district** vehicle is damaged in ANY way, it is considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - Be sure to properly place reflective triangles. Do not let your vehicle become involved in another accident or be the cause of another accident.

2. ASK IF THERE ARE ANY INJURIES, ETC.
3. Radio/Call into dispatch with location and a brief description of the accident. (fender bender **with another vehicle** etc.)
4. Make sure the students stay where they are seated.
5. Render aid - first to your students and then to any other injured people.
6. Fill out Seating Assignments report with the full name of student & grade.  
**\*AGAIN, ask each student individually if they are injured.**
7. Do not leave the students unattended.
8. Follow all instructions from law-enforcement.
9. Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents (you must have positive identification and approval of the Director or Route Supervisor).
10. Make statements **only** to law-enforcement, school personnel, or our insurance company.
11. A report **must** be made, in writing, on all accidents no matter how minor the damage.
12. Failure to report an accident will be grounds for dismissal.

### **Mechanical Breakdown**

1. Secure the bus **or district vehicle** in a safe location, if possible.  
 Let the students know you are having mechanical problems.  
 Place the reflective triangles according to state law. **CALL DISPATCH**. Try to have some idea of the problem and relay that information.
2. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
3. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
4. Under no circumstance should you leave the location until transportation personnel have arrived.
5. Let the students know you are having mechanical problems
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.
8. Take special care in the transferring of the students from your bus to the replacement bus.

### **Drug Testing**

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
  2. Random testing - **all district drivers** who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.
- Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
  4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

**The Following Offenses could result in corrective action up to and including termination.**

1. Excessive Absenteeism
2. Using a cell phone while driving a bus, includes headsets, Bluetooth and other distracting technology devices.
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any traffic violation, on and off duty, or driver's license suspension.
15. Careless or reckless driving of a school bus.
16. **Insubordination**

## Philosophy

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all ~~school bus drivers~~ **employees** to be treated fairly. Every effort will be made to make the ~~bus driver's~~ **employee's** job as pleasant as possible. A cooperative effort on the part of the ~~driver~~ **employee**, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

## Addendum B

### Beyond Driving

Few people realize that ~~school bus drivers~~ **ALL employees** and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers **and monitors** have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools ~~bus drivers~~ **transportation employees** with the basic information, rules and regulations necessary to effectively operate and maintain a ~~school bus~~ **the department**. The information contained in this book is to be used in conjunction with the District Support Personnel Handbook, ~~School~~ **Parent/Student** Bus Rider Handbook, ~~Special~~

~~Transportation Services Parent/Student Rider Handbook~~, the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## Addendum C

### State Department of Education Requirements for School Bus Drivers in Oklahoma

#### School Bus Driver Certification Standard Certificate

Qualifications of a School Bus Driver

##### **Certification Requirements (Excerpts from OAC 210:30-5-1)**

- (I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that **each applicant submitted for a Standard Five-Year Certification**:
  - (i) Is at least 18 years of age.
  - (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
  - (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
  - (iv) Has not been convicted, plead guilty or no contest to a felony during the last ten (10) years.
  - (v) Has passed a driving record check, and **no certificate shall be issued** to a person who within the preceding three (3) years:
    - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.
- (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
  - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by the consumption of alcohol.
  - (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
  - (V) Has had four (4) or more traffic violations (excluding parking tickets).

## Addendum D

### Purpose of the Position

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

### Scope

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and

drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

## Knowledge, Skills & Abilities

(The knowledge, skills and attitudes required for satisfactory job performance) **Knowledge**

The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children
- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

### **Skills**

The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The school bus driver **employees** must demonstrate the following personal attributes: ✓  
be honest and trustworthy

- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

## Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:  
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, **stay with it**. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at

the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.

#### 4. YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS

5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
  - 1) Start amber warning lights 300-100 feet before the bus stop.
  - 2) Turn on the right directional signal.
  - 3) Pull completely off the road or as far to the right as possible and stop.
  - 4) Set the parking brake and shift to neutral gear.
  - 5) Turn off right directional signal.
  - 6) Visual search.
  - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
  - 8) Visual search.
  - 9) Open door.
  - 10) Visual search (direct students).
  - 11) Close door.
  - 12) Select gear and release the parking brake.
  - 13) Visual search.
  - 14) Turn on left directional signal. 15) Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!

17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

## Addendum E

### Prohibited Items and Activities on the Bus

#### **"The Rules**

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

~~All rule violations are cumulative and carry over from first semester to second semester.~~

~~Please see the School Bus Rider's Handbook for complete details, including procedures and penalties.~~

- ~~1. Students are expected to be well behaved Student's behavior is expected to be like in the classroom. Cameras may disturb the driver and others; they are not to be used on the bus.~~
- ~~2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student's suspension or expulsion from the bus.~~
- ~~3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion. **Assigned seating is mandatory.**~~
- ~~4. Students shall ride only their regularly assigned bus and are not permitted to ride to anyone else's home.~~
- ~~5. When requested by the driver, students must immediately and correctly identify themselves.~~
- ~~6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus~~
- ~~7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.~~
- ~~8. Students who live in town are in the "no ride zone" and are assigned to a bus for shuttle purposes therefore; in town students may not ride a school bus to another person's address~~



9. ~~Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.~~
10. ~~No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.~~
11. ~~Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.~~
12. ~~Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.~~
13. ~~Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.~~
14. ~~No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or other paraphernalia are allowed on school buses.~~
15. ~~Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, and no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Exceptions to this rule are for documented medical needs only, i.e. diabetic needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.~~
16. ~~Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.~~
17. ~~Students will get on and off the bus only at the stop to which they are assigned.~~
18. ~~If a student does not ride for **two (2)** consecutive days **mornings**, without prior notice from the parent/guardian the bus will not return or stop until you the parent/guardian notifies the Transportation Office that the student will again be riding~~
19. ~~No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.~~
20. ~~No wearing gang colors, displaying gang tags, or making gang symbols.~~
21. ~~No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.~~
22. ~~No animals, reptiles, fish, or fowl are permitted on the bus~~
23. ~~No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.~~

~~**Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.**~~

## Addendum F

### Transportation for Special Needs, IEP's, and Other Student Concerns

#### **Responsibilities of the driver and/or monitor**

An orientation for transporting students with special needs, IEP's and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver **and monitor** regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a **driver's monitor's** assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver **and monitor** needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver **and monitor** in case of a medical emergency on the bus.
5. Bus drivers **and monitors** should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver **and monitor** and develop techniques to ensure the daily commute to and from school is safe and successful
7. Socialization is necessary for all children. Bus drivers **and monitors** should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.
8. **CPI Training – before you are allowed to touch or restrain a student.**

### **Responsibilities of the Monitor**

~~The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers.~~

9. Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

### Duties of the Monitor **Additional Responsibilities of the Monitor**

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff.

They **Monitors** must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

- ~~1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.~~
- ~~2. Enforce the bus rules.
 
  - ~~a. Keep feet out of the aisle.~~
  - ~~b. Make sure students are sitting correctly.~~
  - ~~c. Eating, drinking, or chewing gum is not allowed, except for documented medical needs.~~
  - ~~d. No inappropriate language.~~
  - ~~e. Make sure behavior towards others is not antagonistic.~~~~
- ~~3. Help students on and off the bus when necessary.~~
- ~~4. Make yourself available to all students; move about the bus as needed.~~
- ~~5. Check seats for damage or items left on the bus.~~
- ~~6. When you return to the lot, lock rear doors and help put up the windows.~~
- ~~7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.~~
- ~~8. Help with the tie down on the wheelchairs.~~

~~If you need any help or have a question, ask the driver.~~

~~You~~ **Need** to be aware of the route pattern and its stops in case you have a substitute driver.

~~You also~~ **Need** to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

#### Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understanding why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

#### Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

**Addendum G new weekly report sheet**

**Pre-Trip Inspection**

**Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report**

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. *OAC 210:30-5-1*

These 14-steps are taken from the *SDE Oklahoma School Bus Driver Manual*. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district’s designated supervisor; (3) Keep documentation of completed bus repairs.

**A checkmark in each box below to indicate the step has been completed.** In the right column, Indicate with an “X” if a repair is needed. PRE-TRIP Indicate with an "o" when repair is completed.

- 1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED \_\_\_\_
- 2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED \_\_\_\_
- 3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED \_\_\_\_
- 4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED \_\_\_\_
- 5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED \_\_\_\_
- 6. Check that the bus’s Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED \_\_\_\_
- 7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED \_\_\_\_
- 8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED \_\_\_\_
- 9. Check each mirror for damage and assure each is properly adjusted. Check the driver’s seat belt. REPAIR NEEDED \_\_\_\_

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus’s wheelchair lift, adaptive equipment and straps. Verify that a “strap/belt cutter” is located within reach of the bus driver. REPAIR NEEDED \_\_\_\_

**TRIP INSPECTION FORM USED BY DRIVERS**

District \_\_\_\_\_  
 Dates \_\_\_\_\_ Bus \_\_\_\_\_  
 Starting Mileage \_\_\_\_\_  
 Ending Mileage \_\_\_\_\_  
 Driver \_\_\_\_\_  
 ✓ - satisfactory condition

X – repair needed  
 ○ - Repair completed

<b>Exterior</b>	Cross through days for weekend trips				
	mo	tu	we	th	fr

Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

**Engine Compartment**

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					

**Wheels**

Tires (CTI)					
Rims/Lugs					
Hubs					

**Inside**

Step well					
Emergency Equipment					
Driver's Seat					

Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

**Air Brake Test**

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

**Hydraulic Brake Test**

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

**Other Items (If equipped)**

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by \_\_\_\_\_  
Date \_\_\_\_\_

POST TRIP Child Check					
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**Addendum H**

**Post-Trip inspections** A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day.

1. **POST TRIP**
2. Inside: **The driver must walk the bus isle front-to-back and look in each seat for a child left onboard** (possibly asleep).
3. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED \_\_\_\_
4. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED \_\_\_\_
5. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED \_\_\_\_
6. Secure the bus according to district policy. Leaving **the keys in the bus is strongly discouraged**. REPAIR NEEDED \_\_\_\_

### **Post Trip Inspection (A.M. & P.M.)**

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. Submit a Work Order for all maintenance needs.
4. Check seats for vandalism and any students left on the bus.
5. Close windows, vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

### **Field Trip Pre-Trip and Post Trip Inspection**

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

### **Addendum I**

#### **Activity Trips**

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. **ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet.** Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. **Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over.** Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.
6. **Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.**

7. **If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.**
8. If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

**Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.**

9. No activity trip is to be made unless there is an adult sponsor on the bus. The site Principal and Route Supervisor may approve certain exceptions.
10. Drivers will take the group ~~only~~ to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, **please inform transportation of the request.**  
~~politely inform him/her that only the destination(s) on the sheet have been approved.~~
11. Drivers will drive their own buses unless assigned another bus.
12. Close all windows, doors, and top vents after the bus is parked.
13. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others however; state law requires that you remain at least 300 feet behind the bus in front of you. **DO NOT TAILGATE** In event of a breakdown or other problem, help is readily available.
14. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
15. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
16. Do not back your bus without a spotter.
17. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating. **Let your sponsor know where you will be and be available if needed in an emergency. You are not to leave the venue to which you have traveled, certain exemptions may apply; However you need to get approval from the transportation office and trip sponsor.**
18. Overnight trips:
  - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
  - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
  - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

**MEMORANDUM:**

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

**FROM:** Angie Smedley, Director of Special Education

**SUBJECT:** Extend Contractual Agreement with Betsy Chen, BCBA, for specialized services relating to the provision of educational and behavioral services for students.

**DATE:** August 1, 2019

Attached is an agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for students from August 31, 2019 to May 24, 2020. Services provided by Ms. Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides. A Behavioral Support Coach will also be provided throughout the length of the contract.

The cost for these services is estimated at \$10,000.



## CONTRACT AGREEMENT

WHEREAS, Guthrie Public Schools has need for professional academic and behavioral consultation for a student during ESY.

WHEREAS, **Betsy Chen, BCBA** under **BC Behavioral LLC** will provide specialized services relating to the provision of educational and behavioral services for a student during ESY.

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

**BC Behavioral LLC** agrees to:

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

**Guthrie Public Schools** agrees to:

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

### **ALLOWABLE COST AND PAYMENT**

The fee for these services is agreed upon at:  
Board Certified Behavior Analyst (BCBA) \$150.00 per hour  
Behavioral Support Coach \$50.00 per hour  
Lead Behavioral Coach \$75.00 per hour  
Mileage \$0.58 per mile (BCBA only)

Sessions with the student will consist of direct implementation with one Lead Behavioral Coach. If more support is needed, a Behavioral Support Coach can be provided depending on availability.

The BCBA will be providing ample supervision throughout this period to ensure the safety of both the student, behavioral coaches, and staff, as well as proper implementation of behavior plans, and will fade supervisions when appropriate.

**SPECIAL PROVISIONS**

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

**BC Behavioral LLC** staff agree to comply with all State and Federal law and regulations that are applicable to this agreement.

**TERMS OF CONTRACT AND RENEWAL**

The term of this contract shall commence on June 1, 2019 and expire on May 24, 2020, unless earlier terminated or extended by either party on 30 days notice to the other party.

Approved by Guthrie Public Schools on the \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature Date

Authorized LEA Representative

\_\_\_\_\_  
Print

Authorized LEA Representative

 \_\_\_\_\_ 8/3/19

Betsy Chen, BCBA  
BC Behavioral LLC  
3517 NW 164th Terrace  
Edmond, OK 73013  
Treatment Director

Date

## AGREEMENT FOR SERVICES

This Agreement for Services ("Agreement") is entered into this 15th day of August, 2019 by and between the **BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY** on behalf of the **LOGAN COUNTY SHERIFF'S OFFICE** ("LCSO") and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, commonly known as GUTHRIE PUBLIC SCHOOLS** ("GPS").

### **RECITALS:**

Pursuant to OKLA. STAT. tit. 74, §§ 360.19, 1008, GPS desires to contract with LCSO for one (1) law enforcement personnel for one (1) GPS school site(s), Charter Oak Elementary (individually referred to as a "School Site" and collectively as the "School Sites), while school is in session.

**NOW, THEREFORE**, in consideration of the fees provided herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants and agreements contained herein, the parties agree as follows:

### 1. SERVICES TO BE PROVIDED BY LCSO

- a. LCSO agrees to provide one CLEET certified, uniformed deputy sheriff to perform the services enumerated on Exhibit "A" at the School Sites during regular school hours, Monday through Friday, when school is in session, and at such other times as GPS may request for after-school activities and events.
- b. LCSO will utilize marked, fully equipped LCSO patrol cars and uniformed deputies on foot patrol. One marked LCSO vehicle will be present at either School Site during the hours designated in this contract.
- c. LCSO deputies shall work with GPS personnel on a cooperative basis.

### 2. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for an initial period from August 20th, 2019 to May 24th, 2020. After the initial period, this Agreement may be renewed annually by mutual agreement of the Parties.

### 3. COMPENSATION

- a. As compensation to LCSO for services provided under this Agreement, GPS agrees to pay LCSO a monthly fee of \$2998.17 for a total of \$29,981.70 per year from August 15th, 2019 to May 24th, 2020.
- b. If a deputy is absent during a school day for any reason, the deputy shall be replaced by another deputy qualified to perform the duties in a reasonable amount of time. If a SRO Deputy gets assigned a call for service a priority to release SRO Deputy from the call for service to return to their school as soon as possible. A call for service will not be considered absent from their SRO duties.
- c. Fees under Section 3(a) will be paid no later than the 15<sup>th</sup> of each month for services rendered during the prior month. All payments shall be credited to the LCSO Sheriff's Service Fee Account.

### 4. INDEPENDENT CONTRACTOR

- a. LCSO is and at all times shall be deemed an independent contractor and shall be wholly responsible for the manner in which LCSO performs the services required by the terms of the Agreement. Nothing contained herein shall be construed as creating the relationship of employer and employee, or principal and agent, between LCSO and GPS or any of LCSO's agents or employees. LCSO assumes exclusive responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment, including services provided under this Agreement. LCSO, its agents and employees, shall not

be considered in any manner to be a GPS employee or entitled to any rights or privileges of GPS employees.

- b. LCSO and GPS will work cooperatively to provide the best working relationship possible to ensure that the needs of the individual schools, students, principals, school staff, and deputies are met. To facilitate this, LCSO will designate a point of contact for routine questions, scheduling, and day-to-day operational issues. GPS administrators, LCSO's designated representative, and LCSO's deputies assigned to a School Site will meet as needed to facilitate scheduling and operation of the program.
- c. While GPS will not directly supervise LCSO's deputies in the day-to-day performance of duties as a law enforcement officer, GPS may provide input or feedback to LCSO regarding performance. If GPS objects to the assignment of any personnel under this Agreement, GPS will review those objections with the designated representative of LCSO for final resolution of the objections.

#### 5. ADDITIONAL PERSONNEL

- a. Nothing contained in this Agreement shall limit the right of GPS to engage other law enforcement or private security personnel for special events or other school-related activities as GPS deems necessary. In the event GPS elects to engage additional personnel, the services will be coordinated with LCSO.

#### 6. GENERAL DUTIES

- a. A description of general duties for LCSO deputies providing services under this Agreement is attached as Exhibits "A" and "B".
- b. It is anticipated that it may be necessary to amend Exhibits "A" and "B" from time-to-time to better reflect the scope of the general duties. For that reason, the Logan County Sheriff and the Superintendent of GPS are hereby authorized to make written, mutually agreed upon amendments to Exhibits "A" and "B" as needed.

#### 7. INSURANCE

- a. LCSO is self-insured. LCSO shall provide workers' compensation insurance in the amount required by Oklahoma law for all LCSO employees who are performing work under this Agreement.

#### 8. TERMINATION AND ASSIGNMENT

- a. This Agreement may be terminated with or without cause by either party at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other party.
- b. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other party to this Agreement.

#### 9. SEVERABILITY

- a. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

#### 10. ENTIRE AGREEMENT

- a. This Agreement constitutes the entire understanding between the parties. No other agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. Except as provided under Section 6, this Agreement can be modified only by a writing signed by both of the parties.

Executed this 12th day of August, 2019.

**THE BOARD OF COUNTY COMMISSIONERS  
OF LOGAN COUNTY, ON BEHALF OF THE  
LOGAN COUNTY SHERIFF'S OFFICE**

**INDEPENDENT SCHOOL DISTRICT NO. 3 OF  
LOGAN COUNTY, OKLAHOMA A/K/A  
GUTHRIE PUBLIC SCHOOLS**

\_\_\_\_\_  
MARVIN GOODMAN, Chairperson

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
MONTY PIERCY, Member

\_\_\_\_\_  
MIKE PEARSON, Member

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Assistant District Attorney

By: \_\_\_\_\_  
Sheriff DAMON DEVEREAUX

**Exhibit A**  
**LCSO Deputy Duties**

1. The primary function of the LCSO deputies serving as law enforcement personnel under the Agreement shall be to insure the safety of the students and faculty and provide campus security. Specifically, the deputies shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds and serve as a liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.
2. A GPS school administrator, such as a principal, or designee, shall retain authority regarding all school issues. The LCSO deputies shall determine all law enforcement issues. The deputies shall communicate with the school administration regarding all law enforcement incidents at School Site(s) or at school related activities.
3. The LCSO deputies shall participate in mandatory training under state law and/or LCSO policy. The deputies should also participate in reasonable training programs provided by GPS that directly impact ability and skills as a law enforcement officer at a school.
4. The LCSO deputies shall be available as a resource to provide information on topics on which the officers have special competence due to their law enforcement training. The deputies shall also attempt to identify and counter deviant behavior and any other behavior that would be disruptive or unsafe to the students, faculty or district property.
5. The LCSO deputies shall be visible in a public relations role in order to provide a highly visible crime deterrent on school property in order to effectively promote security and order in the schools.
6. The LCSO deputies shall attempt to provide guidance and direction for students, parents and staff when appropriate, to work with the school administrators to resolve school-police problems, and to work with parents of troubled youth.
7. The LCSO deputies shall not enforce GPS regulations or rules unless the violation of such rule or regulation constitutes a violation of a federal or state law.
8. Nothing in this Agreement shall limit or eliminate the need to utilize the 9-1-1 reporting system, or the use of law enforcement officers to handle or supplement calls for service. Use of 9-1-1 is encouraged for emergency calls even if the LCSO deputy assigned to School Site is also called.
9. Except in an emergency, the LCSO deputies should not be called away from their assigned school to handle incidents, as this may be disruptive to the school environment. The deputies may be contacted and may respond as soon as possible to assist LCSO officers when reasonably necessary to provide public safety.
10. LCSO deputies shall maintain a close liaison with LCSO Deputies who are not assigned to a School Site and other law enforcement officers, as needed, around their assigned schools. They shall exchange information regarding suspects, incidents, and potential problems to ensure reasonably consistent enforcement from officer to officer to the extent permitted by law.

11. The LCSO deputies may be required to meet with school officials and the building level administrators of the school to which he or she is assigned during contract hours to discuss incidents, potential problems, and issues. The primary purpose of these meetings will be to increase the effectiveness of the services provided by the LCSO under this Agreement.
12. LCSO reserves the right to assign deputies to a non-school function or issue in the event of an emergency or situation that dictates a call-up of sheriff personnel as directed in LCSO policy and procedures. An emergency situation may include a tornado, wildfire, etc.

**Attachment B**  
**Law Enforcement Personnel and School Discipline**

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement on school security and school discipline to guide and define the relationship between GUTHRIE Public Schools (“GPS”) and the Board Of County Commissioners of Logan County, on behalf of the LOGAN COUNTY SHERIFF’S OFFICE (“LCSO”) (collectively referred to as "the Parties") in the role of LCSO law enforcement personnel (“Deputy”) assigned to a School Site pursuant to this Agreement.

The Parties acknowledge that law enforcement plays an essential role in maintaining safety in the community and at GPS. However, the use of arrests and referrals to the criminal justice system for minor or typical school behaviors can adversely affect students and erode confidence in and respect for both the school administration and law enforcement. The Parties have developed this guidance to ensure a consistent approach to law enforcement and school discipline that emphasizes cooperation in the handling of school-based student misbehavior. Emphasis is placed on handling incidents uniformly while ensuring that each case is addressed on an individualized basis. The manner in which each incident is handled is dependent upon many factors unique to each child. This includes, but is not limited to, behavioral history, present circumstances, disciplinary record, academic record, general demeanor and disposition toward others, disability, special education status, and other factors. Accordingly, the Parties concur that students involved in the same incident or similar incidents may receive different and varying responses depending on the factors and needs of each student.

To address these issues and ensure that all students have access to a safe and productive learning environment, the Parties agree that cooperation is essential. Among other benefits, committed cooperation can enhance appropriate responses and use of resources, when responding to school-based misbehavior. For purposes of this MOU, student misbehavior is considered to be breaches of the Code of Student Conduct, disruptions, and other minor infractions or omissions by a student that occurs on school grounds, school transportation or during a school sponsored or related event.

**Responding to Student Misbehavior**

In the event a student misbehaves, the school principal and their designees will be the primary source of intervention and disciplinary consequences. The Deputy is responsible for criminal law issues—not school discipline issues. The Code of Student Conduct provides detailed information on consequences and interventions and shall guide the response to particular types of misbehavior. In addition, school officials should make reasonable efforts, where applicable, to connect students to school or community-based support services, such as counseling, mentoring, or extra-curricular activities.

Many types of minor student misbehavior may technically meet the statutory requirements for non-violent misdemeanors (e.g. theft, vandalism, disorderly conduct, loitering, incidents relating to alcohol, threats, harassment, etc.), but may be handled outside of the criminal justice system. Absent a real and immediate threat to students, teachers, or public safety, incidents involving public order offenses such as those above and including disturbance/disruption of school or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, may be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest) as may be appropriate on a case-by-case basis. Behavior that rises to the level of a felony offense is not included within this category.



All individuals involved in school discipline decisions shall consider the surrounding circumstances including the age, history, disability or special education status, and other factors that may have influenced the behavior of the student, the degree of harm caused and the student's genuine willingness to repair the harm and accept responsibility for the student's action.

The Deputy will avoid arresting students at school, where possible, unless the child poses a real and immediate threat to student, teacher, or public safety, or a judicial warrant specifically directs the arrest of the student in a school. The LCSO and GPS building level administrators shall be consulted prior to an arrest of a student where practicable, and the student's parent or guardian shall be notified of a child's arrest as soon as practicable.

### **Further Incidents**

Repeated incidents of non-violent misdemeanors shall result in graduated levels of school-based interventions and consequences by the administrators on campus, according to the Code of Student Conduct, and referral to law enforcement for certain incidents.

### **Student Rights**

Absent a real and immediate threat to student, teacher, or public safety, the Deputy may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will reveal evidence that the student has committed or is committing a criminal offense.

- The Deputy shall inform school administrators prior to conducting a probable cause search where practicable.
- The Deputy shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent these protections.

A school official may conduct a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.

- Absent a real and immediate threat to students, teachers, or public safety, a school official shall not ask a Deputy to be present or participate in such a search.

Absent a real and immediate threat to students, teachers, or public safety, a Deputy may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of Miranda rights and only in the presence of the child's parent or guardian.

It is the policy of LCSO to investigate all complaints against it, or of alleged misconduct by one its officers, to equitably determine whether the allegations are valid or invalid, and take appropriate action. Any student, parent, teacher, and principal or other school administrator may submit a complaint, orally or in writing, of abuses or misconduct by a Deputy to LCSO.

- Parents shall be permitted to submit a complaint in their native language.
- The complaint system must be confidential and protect the identity of the complainant from the Deputy to the extent consistent with the Deputy's due process rights.
- Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution.

The Deputy shall maintain activity reports and submit monthly summaries of these reports to district-level school

administrators, and the relevant law enforcement agency. The monthly summaries shall include the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.

**Discretion of Law Enforcement**

Nothing in this MOU is intended to limit the discretion of law enforcement. Deputies responding to an incident or consulting with school officials are encouraged to use their discretion in determining the best course of action, especially when using alternatives to arrest. While the option to use the criminal justice system is available for many incidents, the totality of the circumstances should be taken into consideration and any less punitive alternatives that ensure the safety of the school community should be considered.



# Board of Education Personnel Reports

## Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Bandy, Angela	GUES	5th Grade	08/15/19		6	Elizabeth Taylor
Beach, Christopher	High School	Physical Education	08/15/19		6	Suzanne Wilson
Burgess, Vanessa	Junior High	ELA	08/15/19		6	Cody Ryan
Burnett, Tonnie	High School	Physical Science/Physics	08/15/19		6	Ryan Hoskins
Cox, Inmer	High School	Spanish	08/15/19		6	Emily Bertels
Crozier, William	High School	Spec. Ed SelfContained	08/15/19		6	Emily Savory
Hanna, Micaela	High School	English	08/15/19		6	Matt Perring
Johnston, Stacey	Cotteral	5th Gr. Science	08/15/19		6	Ryan Wiss
Powell, Krystina	High School	Voc. Ag.	08/15/19		6	Kaitlyn Williams
Vilade, Jennifer	GUES	Spec. Ed. Mild/Moderate	08/15/19		6	Catherine Adams-Payne
Yarbrough, Katie	Junior High	7th-8th Gr. English	08/15/19		6	Kelsey Barmann

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Anderson, Stephan	Central	Cafeteria Manager	08/15/19	6	8	Valerie Boyster
Benson, Greg	Transportation	Route Driver	08/15/19	13	6	Lisa Johns
Brown, Brandi	Administration	Encumbrance Clerk	08/05/19	11	8	Michele Hamby
Casey, Katrina	High School	Caf. Worker	08/15/19	2	6	Miranda Hoel
Coleman, Isaac	High School	Spec. Ed. Paraprofessional	08/15/19	6	7.5	Bryan Woods
Grandstaff, Amy	High School	Caf. Worker - 6.5 hrs.	08/15/19	2	6.5	Nancy Montgomery
Hamm, Cori	Junior High	Spec. Ed. Paraprofessional	08/15/19	6	7.5	Suzanne Aitken
Harvey, Manwana	Transportation	Route Driver	08/15/19	13	6	Greg Peck
Lynn, Whitney	GUES	Para - Library Aide	08/15/19	6	7.5	Gretchen Hanna
McClain, Rebecca	Junior High	Caf. Worker - 6hrs.	08/15/19	2	6	Carita Crouch
McKeever, Lora	Transportation	Route Driver	08/15/19	13	6	Christine Peck
Snelling, Melissa	Transportation	Route Driver	08/15/19	13	6	Danny Lingerfelt
Thomason, Brandi	Transportation	Route Driver	08/22/19	13	6	Bri Alhamdani

## FMLA Request

Support: 1

Certified: 0

## Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Chambers, Leah	Cotteral - Kindergarten	Cotteral - 3rd Gr.	Dana LaRue	8/15/2019	
Gilbert, Christy	GUES - 5th Gr.	Fogarty - 3rd Gr.	Sara Hurt	8/15/2019	
Gotcher, Emily	HS - SpEd-Mild/Mod	GUES -SpEd/Multi	Kara Sawyer	8/15/2019	
Smith, Monique	JH - SpEd	Central - SpEd	Lyndsey Rollins	8/15/2019	



# Board of Education Personnel Reports

Classification		Support		
Name	Transferred From	Transferred To	Replacing	Transfer Date
Boyster, Valerie	Central - Caf. Manager	Central-Secretary	Jessica Winn	8/15/2019
Hoel, Miranda	HS - Caf. 6 hrs.	HS - Caf. 6.5 hrs.	Debbie Haggard	8/15/2019
Winn, Jessica	Central - Site Secretary	Cotteral - Site Secretary	Stacey Johnston	8/15/2019
Wright, Rogina	Fogarty - Paraprofession	GUES - Site Secretary	Becky Jones	8/15/2019

## *Separation of Employment*

Classification		Certified		
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Hurt, Sara	Fogarty	3rd Grade	Resigning	7/14/2019
LaRue, Dana	Cotteral	Kindergarten	Resigning	7/19/2019
Wilson, Phyllis	High School	PE	Resigning	7/17/2019

Classification		Support		
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Canales, Salvador	Child Nutrition	Warehouse Manager	Resigning	7/25/2019
Hamby, Michele	Administration	CFO Admin. Asst./Encumbr	Resigning	7/18/2019
Hanna, Gretchen	GUES	Library Aide	Resigning	7/18/2019
Iakovakis, Lacy	GUES	Spec, Ed. Paraprofessional	Resigning	7/25/2019
Jones, Rebecca	GUES	Site Secretary	Resigning	7/25/2019
Peck, Gregory	Transportation	Route Driver	Resigning	7/11/2019

## *2019-2020 HS Athletic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Bennett, Terry
	Baseball Asst. Coach - HS	\$2,000.00	Seifert, Hayden
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$5,100.00	Porter, Casey
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Morgan, Seth
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Reece, Lisa
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Burris, Yulonda
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	Beach, Christopher
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	Burris, Yulonda
	Basketball Head Coach (Boys) - HS	\$6,000.00	Morgan, Sean
	Basketball Head Coach (Girls) - HS	\$6,000.00	Roberts, Malcolm
	Cheerleading (Freshman) FB,BB,WR	\$1,200.00	Johnson-Fields, Pamela
	Cheerleading (Varsity) FB,BB,WR	\$1,950.00	Johnson-Fields, Pamela
	Cross Country Asst. Coach (Boys) - HS	\$1,100.00	Tarter, Clay
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	Tarter, Clay
	Cross Country Head Coach (Boys) - HS	\$2,500.00	Strahorn, James
	Cross Country Head Coach (Girls) - HS	\$2,500.00	Strahorn, James
	Football Asst. Coach - Grades 9-12	\$3,600.00	Hayes, Jacob
	Football Asst. Coach - Grades 9-12	\$4,100.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Bennett, Terry
	Football Asst. Coach - Grades 9-12	\$3,600.00	Gordon, Justin
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Defensive Coordinator - HS	\$750.00	Young, Tyler
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Head Coach - Grades 9-12	\$9,400.00	Beeby, Kelly
	Football Offensive Coordinator - HS	\$2,000.00	Rice, Jason
	Football Special Teams Coordinator- HS	\$750.00	Young, Tyler
	Football Special Teams Coordinator- HS	\$750.00	Bennett, Terry
	Golf Asst. Coach HS Girls	\$550.00	Morgan, Sean
	Golf Asst.Coach HS Boys	\$550.00	Morgan, Sean
	Golf Head Coach (Boys) - HS	\$2,700.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,700.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Boys) - HS	\$1,500.00	Alexander, Jason
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	UNASSIGNED, HS
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	UNASSIGNED, HS
	Soccer Head Coach (Boys) - HS	\$3,300.00	Myers, Monte
	Soccer Head Coach (Girls) - HS	\$3,300.00	Lausen, Ted
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Head Coach - HS	\$5,100.00	Blakley, Booker
	Summer Athletic Pride - HS	\$1,000.00	Hayes, Jacob
	Summer Athletic Pride - HS	\$2,000.00	Morgan, Sean
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Summer Athletic Pride - HS	\$1,000.00	Gordon, Justin
	Summer Athletic Pride - HS	\$2,000.00	Roberts, Malcolm
	Tennis Head Coach (Boys)	\$2,800.00	UNASSIGNED, HS
	Tennis Head Coach (Girls)	\$2,800.00	Berryman, Shelley
	Track Asst. Coach (Boys) - HS	\$1,600.00	Beeby, Kelly
	Track Asst. Coach (Boys) - HS	\$1,600.00	Sanders, Thomas
	Track Asst. Coach (Girls) - HS	\$1,600.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,600.00	Gordon, Justin
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	UNASSIGNED, HS
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	Reece, Lisa
	Track Head Coach (Boys) - HS	\$3,300.00	Jensen, Jacob
	Track Head Coach (Girls) - HS	\$3,300.00	Strahorn, James
	Weightlifting Coach HS	\$1,000.00	Sanders, Thomas
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$800.00	UNASSIGNED, HS
	Wrestling Asst. Coach - HS	\$2,300.00	Hayes, Jacob
	Wrestling Head Coach - HS	\$6,000.00	Davenport, Jadon

## *2019-2020 JH Athletic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Baseball Asst. Coach - 7th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Asst. Coach - 8th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Head Coach - 7th Gr	\$1,600.00	Burroughs, Blake
	Baseball Head Coach - 8th Gr	\$1,600.00	Crockett, Corbin
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Dablemont, Alexandre
	Basketball Head Coach - 7th Gr (Girls)	\$1,700.00	Morgan, Roosevelt
	Basketball Head Coach - 8th Gr (Boys)	\$1,700.00	Vaughan, Scot
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	UNASSIGNED, HS
	Cheerleading (Junior High) FB, BB, WR	\$975.00	Hooper, Kristen
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dement, Adam
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	Reece, Lisa
	Football Asst. Coach - 7th Gr	\$1,600.00	Raney, Chris
	Football Asst. Coach - 7th Gr	\$2,050.00	Stone, Brayden
	Football Asst. Coach - 8th Gr	\$1,600.00	Alexander, Jason
	Football Asst. Coach - 8th Gr	\$1,600.00	Morgan, Roosevelt
	Football Head Coach - 7th Gr	\$2,550.00	Seifert, Hayden
	Football Head Coach - 8th Gr	\$3,000.00	Plagens, Chase
	Golf Head Coach - 7th-8th-9th (Boys)	\$1,200.00	Gillett, Ronald
	Golf Head Coach - 7th-8th-9th (Girls)	\$1,200.00	Gillett, Ronald
	Pep Club - JH	\$200.00	Johnson-Fields, Pamela
	Softball Asst. Coach - JH	\$1,100.00	Vaughan, Scot
	Softball Head Coach - JH	\$1,600.00	Gillett, Ronald
	Tennis Head Coach - 7th & 8th (Boys)	\$1,200.00	Minter, Jess
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Alexander, Macey
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	Arrington, Tommy
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Dement, Adam
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Crockett, Corbin
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick

## *2019-2020 Administrative Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Additional Days (10)	\$2,207.50	Murray, Carly
	Additional Days (10)	\$2,207.50	West, Jessica
	Additional Days (20)	\$5,390.60	Benson, Juana
	Alternative Education Director - Faver	\$5,000.00	Benson, Juana
	Athletic Director Coordinator - JH	\$5,000.00	Young, Allison
	Board Meeting Video Production	\$2,400.00	Sullaway, Greg
	Bus Discipline Coordinator (1st Semester)	\$3,000.00	Unfilled,
	Bus Discipline Coordinator (2nd Semester)	\$3,000.00	Unfilled,
	Clerk of the Board	\$6,000.00	Frey, Jana
	Counselor	\$6,250.00	Unfilled,
	Data Specialist	\$3,000.00	Savory, Sandra
	District Registrar	\$3,000.00	Jarred, Kary
	Fixed Assets	\$2,725.50	Brown, Brandi
	Fixed Assets	\$161.00	Hamby, Michele
	Intern Assistant Principal	\$5,000.00	Carpenter, Emily
	SpEd Supervision 1st Semester	\$450.00	Unfilled,
	SpEd Supervision 1st Semester	\$450.00	Unfilled,
	SpEd Supervision 2nd Semester	\$450.00	Unfilled,
	SpEd Supervision 2nd Semester	\$450.00	Unfilled,
	Webmaster - District	\$2,000.00	Savory, Sandra



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

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

**Mr. Thompson spoke on the following items:**

**Expenditure Reports:**

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

**Completed Projects:**

- 147 Work-Orders completed by Maintenance Dept.
- HVAC projects:
  - \*Ordered new compressor for Jr. High
  - \*Repaired chiller at Central
  - \*Installed new compressor at GUES
  - \*Cleaned coils on chiller condenser at Central
  - \*Replaced condenser in Admin Finance office area
- Installed new interior lighting in Jr High Gym
- Refinished gym floor at Jr. High
- Installed HVAC in North gym at the High School
- Installed new seating at the High School main gym
- Made repairs to the wall and ceiling in the new JH Library
- Removed sand from the west playground area at Central
- Removed 3 trees along Noble St. at Central & installed sod
- Made major repairs to sewer line in boys C floor restroom at JH
- Made repairs to the hot water piping in the HS boiler room
- Completed all fire system inspections at all sites
- Poured concrete pad for picnic tables at Charter Oak
- Smart Boards installed at Central, Cotteral, Fogarty, GUES, & JH
- Changed door locks to GM system at Admin., Maintenance, & old shop
- Completed 27 state inspections on our school bus fleet
- Replace shingles on JH football building at Faver
- Cleaned carpets at Central, Charter Oak, and Cotteral
- Completed "Custodial summer cleaning" at Central, Charter Oak, Cotteral, Faver and the Jr. High
- Installed new sidewalk to Softball locker rooms
- Made repairs to HS walk-in freezer by stabilizing the roof that was collapsing
- Painted field lines on the band/bus lot for band practice
- Have replaced 7 of the 8 bus driver positions, contingent on all drivers returning. Three of the new drivers are former employees and one part-time driver moved to full time.
- Replaced over 200 ceiling tiles at Admin., Cotteral, Fogarty, GUES, & JH

### **Projects in Progress & Future Projects:**

- Currently have 130 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Installation of new trees, shrubs, and flowers in the front of the Jr. High
- Replace the current choir risers that are falling apart at the JH
- Make repairs to the rock wall at Jelsma Stadium
- Replace carpet in the teachers lounge and Library at the HS
- Begin replacing HVAC units at Fogarty
- Pour pads and install the memorial benches at GUES
- Remove the existing stain on the concrete floors in the south building at Central and put down new stain
- Phase II upgrades to the fire alarm system at Fogarty
- Adding a gas line to south portable at Faver for new stove
- Repair the road going from Charter Oak Rd. to the lagoon fence
- Replace the compressor to the chiller at the JH
- Replace condenser to the outside freezer at the HS
- Repair existing outside south steps at the HS
- Install concrete pad and donated picnic tables on the playground at Charter Oak
- Replace air filters and clean coils at all sites
- Continue to make bus fleet repairs
- Continue roof repairs where needed at all sites
- Extend sidewalk from BOC to the track
- Carpentry/Cabinet work in offices at Administration Building
- Replace guttering on the south side of Fogarty
- Ordered new lock cylinders to change out remaining door locks to District master key system
- Replace iron fence on the south side & sand on west playground at Central
- Parking lot resurfacing at the AGED hog farm
- Build and install iron gate at Charter Oak lagoon
- Retime flooring in restrooms and entry at Administration Building
- Refinish and paint new lines on the HS north gym
- Repair the retaining wall that collapsed on the north side of Fogarty
- Install new drainage system at the baseball locker room and concession stand area

### **Bond Projects Discussion:**

Charter Oak ES – Completed

Working on issues regarding grass and washout problems at the lagoon

Jr. High - Completed

H.S. – Phase II is underway. Change order for asbestos abatement

North Gym HVAC project is 99% completed. It is on and cooling

Other Projects:

South seating in HS main gym – 95%

Track resurfacing – completed

Jr. High gym floor resurfacing – completed

Jr. High gym floor lighting – completed

Replacing HVAC units at Fogarty – units are in and at the  
Maintenance shop

**Guthrie Public Schools**  
**Finance Committee meeting**

**August 6, 2019**

**4:00 P.M.**

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Carmen Walters, Janna Pierson, Jennifer Bennett-Johnson, Gina Davis, and Brandi Brown

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

**Mrs. Chapple** spoke on the following:

**Approval of Agreement with Coca-Cola Southwest Vending 2019-2020:**

This is a 5 year agreement and on year two. Prices are agreeable.

**Dr. Mike Simpson** spoke on the following:

**Approval of Agreement with Logan County Security Reserve Officers:**

Contract fee remains the same as last year.

**Mr. Ogle** spoke on the following:

Gave an update on the Career Tech allocation for this upcoming school year.

**Mrs. Smedley** spoke on the following:

**Approval of Agreement with Head Start Contract and CPI Training**

Prices will remain the same with Head Start. It's a program for all 3-5 year old that may need IEP Services. Also, wanted to extend Betsy Chan contract to end of school year since renovation going on in High School Building.

**Dr. Simpson** spoke on the following:

**District Updates**

Spoke about HVAC, gym lighting, and chillers for the district.

## Curriculum Meeting Minutes 08/06/2019

Members Present: Gina Davis, Janna Pierson, Jennifer Bennett-Johnson, Dr. Simpson, Doug Ogle, Carmen Walters, Angie Smedley

Ms. Walters shared information on Centralized Enrollment: map, menu, and video.

Mr. Ogle reviewed the contract for Career Tech.

Mr. Ogle explained the request to approve hours to days memo to provide to OSDE in case of inclement weather.

Mr. Ogle discussed the new driver and bus rider handbooks with changes only emphasizing safety.

Mr. Ogle presented the service agreement with OCCC. OCCC would provide an on-site professor for English I with a minimum enrollment of 12 students. GPS is reaching out to surrounding districts for participation.

Mr. Ogle gave an update on openings. There are only 2 certified positions open, both are special education at the junior high school. Only one support position, special education para, is open at GUES. Discussion was had on the teacher shortage, alternative certifications, and Special Ed Bootcamp.