

**AGENDA WITH COMMENTARY**

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

**MONDAY  
JUNE 8, 2020  
6:30 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 11-144**

**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 May 11, 2020**
  - B. Treasurer's Report**
  - C. New Activity Fund Account Requests**
  - D. Activity Fund Fundraisers as per attached list**
  - E. Encumbrances for General Fund #'s 1202-1253, Building Fund #'s 488-537, Child Nutrition Fund # 23, Casualty/Flood Ins. Recovery Fund #1 and listed change orders and Activity Fund Reports-the full register is available online**
  - F. Declare listed items as surplus**

**G. Out-Of-State Trip Request:  
Mick Fredrickson, Cameron Campbell and JROTC students-Top of Texas  
Drill Meet-October 3, 2020-Wichita Falls, TX**

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

**1. Agreement with Oklahoma Hearing Solutions for Audiological Services for  
2020-2021.....Pages 86-88**

Commentary:

Guthrie Public Schools is required to provide audiological evaluations and hearing aid molds for certain students with hearing impairments. Oklahoma Hearing Solutions is used on an as needed basis only. There is no increase in cost. The cost of this agreement will be approximately \$1,000.00 if services are needed.

**Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**2. Agreement with YMCA of Greater Oklahoma City for facility use for 2020-  
2021 at Fogarty Elementary.....Pages 89-91**

Commentary:

This will be the seventh year the YMCA has been in charge of the School Age Care Program. We have agreed to continue hosting the program at Fogarty Elementary before and after school during the school year. This agreement allows the District and the YMCA to have this arrangement for one school year. **Dr.**

**Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**3. Agreement with YMCA of Greater Oklahoma City for facility use for 2020-  
2021 at Charter Oak Elementary.....Pages 92-94**

Commentary:

This will be the third year the YMCA has extended their School Age Care Program to Charter Oak Elementary for before and after school during the school year. This agreement allows the District and the YMCA to have this arrangement for one school year. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**4. Renewal agreement with Oklahoma State School Boards Association for  
membership dues for 2020-2021.....Pages 95-96**

Commentary:

We have been a member of OSSBA for many years. They provide great service to the District and to the Board. There is no increase in cost. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 5. **Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2020-2021 fiscal year.....Pages 97-101**

Commentary:

This agreement is for participation in CCOSA’s Financial Assistance Program. This program emphasizes assistance in providing advisory services to school leaders regarding school budgets and legal issues. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 6. **Renewal agreement with PowerSchool, formerly PeopleAdmin, for School Recruiter Services for 2020-2021.....Pages 102-103**

Commentary:

This is the software we use to accept online applications for employment with Guthrie Public Schools. There is an increase of \$345.34 over last year’s agreement. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 7. **Recommendation, consideration and action upon approval of agreement with 3D E-Consulting Group, LLC for 2020-2021.....Page 104**

Commentary:

3D E-Consulting Group, LLC is the company that built our EZRouting software which we use for transportation routing. They built EZBoundary for us to use in establishing elementary attendance zones. There is no change in cost. **Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 8. **Renewal agreement with West Interactive Services Corporation for School Messenger service for 2020-2021.....Page 105**

Commentary:

School Messenger is our emergency notification and parent contact system. It is used by our Administrators to remind students and parents of important events and is also used to make notifications when we are closed unexpectedly due to weather. There is a cost increase of \$229.23 from last year. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**9. Contract renewal with Simplified Online Communication System to host the District website for 2020-2021.....Pages 106-113**

Commentary:

Simplified Online Communication System is our current website hosting company. The annual cost has not changed from last year. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**10. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2020-2021.....Pages 114-132**

Commentary:

The transition school-to-work program is for eligible students with disabilities. The purpose of the agreement is to provide work-readiness training and work experiences for the students. They cannot work more than 15 hours a week during the school year or not more than 20 hours a week during summer break. They will receive school credit for participation and will be paid a stipend based on the federal minimum wage. The Department of Rehabilitation will reimburse the District for stipends paid to the students in the school work study program. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**11. Agreement with Today’s Therapy Solutions for Occupational Therapy Services for Extended School Year Services (ESY) for the months of June and July 2020.....Pages 133-137**

Commentary:

Today’s Therapy Solutions has agreed to provide Occupational Therapy Services to Guthrie Public Schools for ESY for June and July 2020 for \$350 per student. The approximate cost of this service will be \$700. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**12. Recommendation, consideration and action upon agreement with Tina Ramey to provide Speech Therapy Services for Extended School Year Services (ESY) for the months of June and July 2020.....Pages 138-139**

Commentary:

We are required to continue special education services as a part of ESY for certain students who meet eligibility requirements. The cost of this service for June and July will be approximately \$3,000.00. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**13. Special Services Agreement with United Community Action Head Start for 2020-2021.....Pages 140-144**

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 upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2020-2021**

**Pages 145-150**

Commentary:

This is a contract renewal. Their primary role is to advise the district on matters related to issuing bonds. This will be the seventh year we have contracted with MFS. The continuing disclosure service is included in this renewal as well. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**B. Recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2020-2021.....Pages 151-160**

Commentary:

This agreement would extend our contract with Clearwater Enterprises and lock in our natural gas price for the 2020-2021 school year. We have contracted with Clearwater for several years and have saved significant costs by doing so. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2020-2021....Pages 161-163**

Commentary:

Ms. Ewing has provided Physical Therapy Services for Guthrie Public Schools for the last twelve years. There is no increase in price from last year. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Agreement with Kyla Rechlin for Psychoeducational Services for 2020-2021**

**Pages 164-165**

Commentary:

Ms. Rechlin will provide Special Education evaluations for the 2020-2021 school year and will supplement services provided by the District’s school psychologists and psychometrists. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrist and psychologist can complete in a 45 day period, the additional assessments will be completed by Ms. Rechlin. The fee schedule is provided for you in your packet and will total approximately \$15,000. **Angie Smedley will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon contract with Sodexo, Inc. for 2020-2021 for Child Nutrition Services.....Pages 166-167**

Commentary:

This is the fourth year we have used Sodexo, Inc. as our food service management. We have been pleased with the services provided. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon Temporary Appropriations for 2020-2021 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.....Page 168**

Commentary:

Temporary Appropriations allows the school district to function until the final appropriations can be prepared and brought before the Board in the fall. Every public school district in the state must take this action to continue to operate. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- G. Recommendation, consideration and action upon agreement with NORTHchurch, Inc. for facility use for 2020-2021.....Pages 169-174**

Commentary:

Guthrie Public Schools has agreed to allow use of Guthrie Upper Elementary School as a host site for NORTHchurch, Inc. The specifics of the lease are included in your board packet. Rental charges are based upon the Board approved Facilities Schedule. This agreement is for 2020-2021. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- H. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2020-2021**

Pages 175-190

Commentary:

Ms. Chapple has stated that OSIG has been a good option for our school district. Public schools are not attractive to private insurance carriers at this time. OSIG’s membership includes 447 school districts. The 2020-2021 premiums show an annual increase of \$56,477.00 from last year. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**I. Recommendation, consideration and action upon renewal with OSAG for workers’ compensation insurance coverage for 2020-2021.....Pages 191**

Commentary:

Ms. Chapple has recommended that we renew our workers’ compensation insurance coverage with OSAG. The renewal premium of \$104,968.00 reflects an increase of \$14,932.55 from last year. The following factors were given in the recommendation to renew with OSAG:

- 1) There is no year-end audit of the plan which could result in additional premiums.
- 2) Any unused portion of our district’s loss fund will be returned to us. Also, we are not subject to assessments due to losses incurred by other member districts.
- 3) OSAG is an association that serves to benefit school districts in the State of Oklahoma and not to generate profits for shareholders.

**Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**J. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2020-2021.....Pages 192-198**

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. This service also includes interim assessments. There is no price increase from the 2019-2020 agreement. A complete explanation on the uses of this program is in your packet.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**K. Recommendation, consideration and action upon Elementary Student Handbook for 2020-2021.....Pages 199-222**

Commentary:

Deletions to last year’s handbook and supplements are noted with a strike through and changes or additions are noted in red. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**L. Recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2020-2021.....Pages 223-249**

Commentary:

This is the second year to have an individual handbook for Guthrie Upper Elementary School that is not tied to the elementary handbook for GPS. Deletions from the previous elementary handbook are noted with a strike through and changes or additions are noted in red. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**M. Recommendation, consideration and action on the following appointments for 2020-2021:**

- **Michelle Chapple – Purchasing Agent**
- **Brandi Brown – Encumbrance Clerk**
- **Jana Wanzer – Treasurer**
- **Anita Paul – Assistant Treasurer**
- **Jana Frey – Clerk of the Board and Minutes Clerk**
- **Kary Jarred – Deputy Clerk of the Board and Deputy Minutes Clerk**

Commentary:

The Board is required by State Statutes to annually designate employees to perform these duties.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**N. Recommendation, consideration and action to approve a 4 year lease agreement with ImageWorks for District copiers.....Pages 250-264**

Commentary:

Imageworks has been our vendor for the past several years. This is the third year of our 4 year agreement. We are very happy with their service and support. The District will pay .006 cents per copy and we will renew the agreement annually. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**O. Recommendation, consideration and action to ratify the lease purchase financing agreement for Oklahoma LED project.....Pages 265-269**

Commentary:

The District is required to take action to ratify this agreement for each ensuing fiscal year. This is the fifth year for this agreement. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.



- P. Recommendation, consideration and action upon renewal agreement with Frontline Technologies for Time and Attendance System and AESOP services for 2020-2021.....Page 270**

Commentary:

This is the seventh year for the use of Frontline Technologies. The time clock system, VeriTime, is utilized by support employees. The AESOP system is a software that tracks employee leave and assigns substitute teachers. There is an annual increase in cost of \$1007.76 for this software. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- Q. Recommendation, consideration and action to accept the bid as listed for the Ag Farm for Guthrie Public Schools for 2020-2021.....Page 271**

Commentary:

Quotes have been received for lawn services at the Ag Farm for Guthrie Public Schools. The tabulation sheet attached specifies the quote from each company. There was only one bid submitted which is highlighted on the tabulation sheet. **Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- R. Recommendation, consideration and action to approve Change Order #1 for TCS Construction LLC.....Pages 272-283**

Commentary:

This change order refers to multiple items for the secure vestibule projects as listed in the board packet. **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 for 2020-2021 as listed, teacher negotiations for 2020-2021, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools and engaging in confidential communications between the Board and its attorney concerning a pending claim by AT&T Corp., the Board having been advised by its attorney that disclosure will seriously impair the ability of the Board to process the claim in public interest, and, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 4 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 284-285**
- 12. Action upon extra duty assignments for 2020-2021.....Page 286**

13. **Discussion, consideration and possible action to approve a Settlement Agreement with AT&T Corp.**
14. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
15. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
16. **Adjourn**

**Dr. Mike Simpson  
Superintendent**

**jf**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
MAY 11, 2020**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR  
MEETING HELD AT 6:30 P.M. CONDUCTED THROUGH VIDEOCONFERENCE ON MAY 11,  
2020**

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

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

1. The meeting was called to order by President Smedley at 6:30 p.m.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Chris Schroder and Tina Smedley 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 that there were no citizens registered to speak to the board.
- 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:

**Announced that Friday was our last day of distance learning. The hope is to be able to provide Board Members with the number of students enrolled in transcribed courses that took advantage of the enrichment offered to raise their grades.**

**Today was the first day of personal belonging retrieval at our sites. The traffic was very light this morning but seemed to pick up in the afternoon.**

**Mr. Ogle has formulated a plan for 12-month staff to return to work gradually with full staff back to work on June 1<sup>st</sup> barring any spike in Covid-19 locally or any orders contrary to such by one of our governing bodies.**

**Announced we will have 4-day work weeks for June and July beginning on June 1<sup>st</sup>.**

**The OSSAA will be issuing guidance for a gradual return to summer activities after June 1<sup>st</sup>.**

**Outside organizations may return to campus after May 22<sup>nd</sup> with review of their social distancing plan and approved building usage form.**

**Reported that this afternoon, we received acknowledgement of our allocation of CARES Act Funds. We are expecting to receive just over \$782,000. Much of this will be used to fill budget holes expected for next year.**

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

**A motion was made by Pierson and seconded by Plagg to approve the Consent Agenda.**

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

**9A. President Smedley called for recommendation, consideration and action upon renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2020-2021.**

**A motion was made by Davis and seconded by Bennett-Johnson to approve renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2020-2021.**

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

**9B. President Smedley called for recommendation, consideration and action upon agreement with QualityCare Labs, LLC, for student drug testing services for 2020-2021.**

**A motion was made by Schroder and seconded by Sallee to approve agreement with QualityCare Labs, LLC, for student drug testing services for 2020-2021.**

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

**9C. President Smedley called recommendation, consideration and action to accept each bid as**

listed for lawn services for Guthrie Public Schools.

**Dr. Simpson recommended that we accept each bid except for the Ag Farm bid, and award the bids to Hudson Lawn Care. The Ag Farm bid had incorrect measurements given and will be re-bid for the June meeting.**

**A motion was made by Pierson and seconded by Bennett-Johnson to accept each bid except for the Ag Farm bid, and award the bids to Hudson Lawn Care.**

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

- 9D. President Smedley called for recommendation, consideration and action to approve Change Order #3 for Innovative Mechanical LLC.**

**A motion was made by Plagg and seconded by Davis to approve Change Order #3 for Innovative Mechanical LLC.**

**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, rehiring of support personnel as listed for 2020-2021, employment of temporary contract teachers as listed for 2020-2021, employment of probationary teachers as listed for 2020-2021, employment of career teacher as listed for 2020-2021, discussion of teacher negotiations for 2020-2021 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 Davis and seconded by Bennett-Johnson to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 6:44 p.m.**

- 10B. President Smedley acknowledged the board's return to open session at 7:17 p.m.**

- 10C. President Smedley stated that in executive session the following people were present: Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Chris Schroder, Tina Smedley and Dr. Mike Simpson. Only those items listed in agenda item 10 were discussed and no votes were taken.**

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

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

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

- 12. President Smedley called for recommendation, consideration and action to hire a principal at Guthrie Junior High School for 2020-2021.**

**Dr. Simpson recommended that Mr. Todd Bramwell be hired as the Guthrie Junior High School principal for 2020-2021.**

**A motion was made by Davis and seconded by Pierson to hire Mr. Todd Bramwell as the Guthrie Junior High School principal for 2020-2021.**

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

- 13. President Smedley called for action upon recommendation to rehire support personnel as listed on Schedule A for 2020-2021.**

**A motion was made by Pierson and seconded by Plagg to rehire support personnel as listed on Schedule A for 2020-2021.**

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

- 14. President Smedley called for action upon recommendation to rehire temporary contract teachers as listed on Schedule B for the first semester of 2020-2021.**

**A motion was made by Schroder and seconded by Sallee to rehire temporary contract teachers as listed on Schedule B for the first semester of 2020-2021.**

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

- 15. President Smedley called for action upon recommendation to rehire probationary contract teachers as listed on Schedule C for 2020-2021.**

**A motion was made by Davis and seconded by Pierson to rehire probationary contract teachers as listed on Schedule C for 2020-2021.**

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

- 16. President Smedley called for action upon recommendation to rehire career teacher as listed on Schedule D for 2020-2021.**

**A motion was made by Pierson and seconded by Sallee to rehire career teacher as listed on Schedule D for 2020-2021.**

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

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

**Superintendent Simpson stated there were two resignations received since the posting of the agenda. Jackie Ross, 4<sup>th</sup> grade teacher at Cotteral Elementary, and James Strahorn, GHS math teacher, submitted their resignations since the posting of the agenda.**

**A motion was made by Plagg and seconded by Bennett-Johnson to accept the resignations of Jackie Ross, 4<sup>th</sup> grade teacher at Cotteral Elementary, and James Strahorn, GHS math teacher, submitted after the posting of the agenda.**

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

- 18. 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.**

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

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

**The meeting adjourned at 7:23 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**



## Board of Education Personnel Reports

### Regular Board Meeting – May 11, 2020

#### Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Murray, Carly	DistrictWide	Psychometrist	08-03-20		6	Morgan Kowalewski

<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
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#### FMLA Requests

**Certified:**

**Support:**

#### Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Price, Lowell	GUES ELA	GUES/Social Studies	Shane Robinson
Robinson, Shane	GUES Soc. Studies	GUES Gifted/Talented	Cheryl Pratt
Shults, Amanda	Fog. Kinder.	Fog. 1 <sup>st</sup> Gr.	Calee Lyons

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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#### Separation of Employment

<u>Classification Certified</u> Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Boyenga, Rachel	Central	3rd Grade	resignation	05-22-20
Covarrubias, Priscila	GUES	Music	resignation	05-22-20
Davis, Ally	Fogarty	4 <sup>th</sup> Grade	resignation	05-22-20
Lausen, Sarah	Charter Oak	3 <sup>rd</sup> Grade	resignation	05-22-20
Pratt, Cheryl	GUES	Gifted/Talented	resignation	05-22-20
Rainwater, Robbie	JH	Principal	resignation	06-22-20





## Board of Education Personnel Reports

<b>Classification</b>	<b>Classified</b>	<b>Teaching</b>	<b>Reason for</b>	
<b>Name</b>	<b>Site</b>	<b>Assignment</b>	<b>Separation</b>	<b>Effective Date</b>
Campbell, Michayla	Cotteral	Speech Lang. Path.	resignation	05-22-20
Cantrell, Christina	Fogarty	Cafeteria Worker	resignation	05-22-20
Cooper, Quiche	HS	Spec, Ed. Para.	resignation	06-08-20
Stephens, Dale	JH	Custodian	resignation	05-12-20
Yearout, Brandi	JH	Site Secretary	resignation	06-08-20

## Guthrie Public Schools

## Contract Type

## Options:

Filter: Active = True And ContractStatus = 'SUPPORT'

Employee Name	Site	Contract Type	Hire Date
BROWN, BRANDI	ADMINISTRATION	SUPPORT	8/15/2019
FREY, JANA	ADMINISTRATION	SUPPORT	7/31/2012
JARRED, KARY	ADMINISTRATION	SUPPORT	12/1/2008
NORTON, MEGHAN	ADMINISTRATION	SUPPORT	7/1/2018
PAUL, ANITA	ADMINISTRATION	SUPPORT	5/31/2005
SAVORY, SANDRA	ADMINISTRATION	SUPPORT	8/23/2004
WANZER, JANA	ADMINISTRATION	SUPPORT	2/1/2012
WOODS, LISA	ADMINISTRATION	SUPPORT	10/25/2010
BEAUCHAMP ANDERSON, STEPHANIE	CENTRAL	SUPPORT	8/15/2019
BOYSTER, VALERIE	CENTRAL	SUPPORT	9/18/1998
CLYMER, REGINA	CENTRAL	SUPPORT	6/2/2008
DAVIDSON, ALLEN	CENTRAL	SUPPORT	9/30/2019
DODGION, SHANE	CENTRAL	SUPPORT	12/12/2012
FOSHEE, STACY	CENTRAL	SUPPORT	9/21/2015
HAMMERLE, KATIE	CENTRAL	SUPPORT	3/12/2020
HOEL, KRISTINA	CENTRAL	SUPPORT	10/1/2019
LEWELLYN, CODY	CENTRAL	SUPPORT	1/1/2014
STEVENSON, MELVA	CENTRAL	SUPPORT	3/29/2018
WATTS, AMBER	CENTRAL	SUPPORT	7/2/2018
WHITE, MELISSA	CENTRAL	SUPPORT	9/24/2019
ANDERSON, CASEY	CHARTER OAK ELEMENTARY	SUPPORT	9/18/2006
DANIEL, ANDRA	CHARTER OAK ELEMENTARY	SUPPORT	12/18/2017
DRAKE, TARA	CHARTER OAK ELEMENTARY	SUPPORT	8/14/2014
GREEN, DANA	CHARTER OAK ELEMENTARY	SUPPORT	8/23/2018
HIGHTOWER, HOLLY	CHARTER OAK ELEMENTARY	SUPPORT	3/29/2017
MCBRIDE, MICHELE	CHARTER OAK ELEMENTARY	SUPPORT	12/11/2002
MYRICK, CHRIS	CHARTER OAK ELEMENTARY	SUPPORT	5/27/2014
POWELL, JOYCE	CHARTER OAK ELEMENTARY	SUPPORT	8/28/2018
RATLIFF, SUZANNE	CHARTER OAK ELEMENTARY	SUPPORT	8/21/2007
TANABE, ALEE	CHARTER OAK ELEMENTARY	SUPPORT	7/1/2018
BICKELL, DANQUA	CHILD NUTRITION	SUPPORT	8/15/2017
KING, TONY	CHILD NUTRITION	SUPPORT	8/26/2019
BOHLMAN, LUCAS	COTTERAL	SUPPORT	8/19/2019
CHAMBERS JR, WALTER	COTTERAL	SUPPORT	12/1/2010
JAMES, KENDRA	COTTERAL	SUPPORT	8/17/2015
OWEN, LEISA	COTTERAL	SUPPORT	3/26/2018
PAYNE, SHIRLEY	COTTERAL	SUPPORT	8/16/2011
PURVIANCE, SHERANA	COTTERAL	SUPPORT	8/28/2017
RINGWALD, DELTA	COTTERAL	SUPPORT	8/16/2006
STEGALL, ERIN	COTTERAL	SUPPORT	1/13/2020
STOUT, TAMARA	COTTERAL	SUPPORT	10/25/1993
WINN, JESSICA	COTTERAL	SUPPORT	8/15/2012
GRAVES, HARLEY	DISTRICT WIDE	SUPPORT	7/30/2018
BARKER, ROBERT	FOGARTY	SUPPORT	12/10/2018
BEAUCHAMP, MISTY	FOGARTY	SUPPORT	12/11/2007
BUFFORD, MICHELE	FOGARTY	SUPPORT	8/15/2013
CALDWELL, DOYLE	FOGARTY	SUPPORT	10/1/2012
EVANS, KIMBERLY	FOGARTY	SUPPORT	1/11/2016
HAGGARD, DEBBIE	FOGARTY	SUPPORT	9/4/2017
HAGGARD, MELISSA	FOGARTY	SUPPORT	4/19/2017
HUGHES, SHAY	FOGARTY	SUPPORT	8/8/2018

Employee Name	Site	Contract Type	Hire Date
LOPEZ, MARTHA	FOGARTY	SUPPORT	2/11/2011
PACE, VICTORIA	FOGARTY	SUPPORT	2/3/2020
RAYAS, TONYA	FOGARTY	SUPPORT	7/30/2018
AITKEN, SUZANNE	GUES	SUPPORT	8/15/2019
ARNOLD, GLENDA	GUES	SUPPORT	11/5/2019
ASKINS, DEBBIE	GUES	SUPPORT	8/15/2017
DUMAS, STELLA	GUES	SUPPORT	6/12/2000
FOX, PAMELA	GUES	SUPPORT	11/10/2014
GOODWIN, DONNA	GUES	SUPPORT	11/14/2006
HALL, ROBERT	GUES	SUPPORT	2/13/2012
JOHNSON, SALLY	GUES	SUPPORT	8/15/2013
JONES, TRACY	GUES	SUPPORT	10/1/2018
JONES, WENDY	GUES	SUPPORT	4/2/2018
LAVENDER, JANICE	GUES	SUPPORT	3/26/2018
LYNN, WHITNEY	GUES	SUPPORT	8/16/2016
MCDONALD, HEATHER	GUES	SUPPORT	12/6/2010
MCLEAN, BETH	GUES	SUPPORT	8/15/2019
MORROW, RUBY	GUES	SUPPORT	4/20/2015
NORTON, SANDRA	GUES	SUPPORT	8/17/2000
OLIVER, GARY	GUES	SUPPORT	4/6/2015
SHUCK, LEAH	GUES	SUPPORT	9/7/1993
TUCKER, LINDA	GUES	SUPPORT	8/26/1991
WALLIS, TYLER	GUES	SUPPORT	8/15/2019
WOHLDMANN, DENISE	GUES	SUPPORT	2/2/2016
WRIGHT, GINA	GUES	SUPPORT	1/19/2015
ARNOLD, SONYA	HIGH SCHOOL	SUPPORT	8/14/2014
BOYCE, SONATA	HIGH SCHOOL	SUPPORT	10/1/2013
CAMPBELL, CAMERON	HIGH SCHOOL	SUPPORT	7/1/2015
CANALES, MARTHA	HIGH SCHOOL	SUPPORT	2/11/2011
CASEY, KATE	HIGH SCHOOL	SUPPORT	8/15/2019
CHAVEZ, REBECCA	HIGH SCHOOL	SUPPORT	1/30/2019
COLEMAN, BERNADETTE	HIGH SCHOOL	SUPPORT	8/15/2017
COLEMAN, ISAAC	HIGH SCHOOL	SUPPORT	8/15/2019
FREDRICKSON, MICK	HIGH SCHOOL	SUPPORT	7/1/1998
GONZALEZ, ANDY	HIGH SCHOOL	SUPPORT	6/2/2008
GRANDSTAFF, AMY	HIGH SCHOOL	SUPPORT	8/15/2019
HIBBLER, JANETTA	HIGH SCHOOL	SUPPORT	8/1/2002
HOEL, MIRANDA	HIGH SCHOOL	SUPPORT	8/24/2018
JOHNSON-FIELDS, PAM	HIGH SCHOOL	SUPPORT	8/16/2011
LANE, BRENDA	HIGH SCHOOL	SUPPORT	8/12/2002
LIJEWSKI, JOHN	HIGH SCHOOL	SUPPORT	7/16/2014
LYNN, EVELYN	HIGH SCHOOL	SUPPORT	5/1/1997
MAYS, LINDSAY	HIGH SCHOOL	SUPPORT	7/1/2018
MOBLEY, BYRON	HIGH SCHOOL	SUPPORT	9/2/2010
NEPHEW, CRAIG	HIGH SCHOOL	SUPPORT	8/14/2012
PARKS, JASMINE	HIGH SCHOOL	SUPPORT	8/26/2019
PATMON, DENISE	HIGH SCHOOL	SUPPORT	1/23/2017
POLLARD, STEPHANIE	HIGH SCHOOL	SUPPORT	8/1/2017
POWELL, JULIANNE	HIGH SCHOOL	SUPPORT	8/22/2018
RODGERS, KELSEY	HIGH SCHOOL	SUPPORT	11/26/2018
STANFORD, MAGGIE	HIGH SCHOOL	SUPPORT	6/12/2017
VOLKERT, TRISTIN	HIGH SCHOOL	SUPPORT	12/10/2018
WHITAKER, TEARA	HIGH SCHOOL	SUPPORT	2/12/2018
WILLIAMS, MARGARET	HIGH SCHOOL	SUPPORT	6/2/2008
WILSON, BILLY	HIGH SCHOOL	SUPPORT	3/14/2019

Employee Name	Site	Contract Type	Hire Date
ANDERSON, LYNETTE	JUNIOR HIGH	SUPPORT	2/8/2012
BOHANAN, KENNETH	JUNIOR HIGH	SUPPORT	1/3/2005
CLYMER, ZAC	JUNIOR HIGH	SUPPORT	8/15/2019
CROUCH, CARITA	JUNIOR HIGH	SUPPORT	12/4/2017
DATIN, MARLA	JUNIOR HIGH	SUPPORT	10/26/2015
EATON, AMANDA	JUNIOR HIGH	SUPPORT	9/16/2019
HAMILTON, ROSIE	JUNIOR HIGH	SUPPORT	8/31/2015
HAMM, CORI	JUNIOR HIGH	SUPPORT	8/15/2019
MCCABE, MOLLY	JUNIOR HIGH	SUPPORT	8/15/2019
MENDOZA, BEATRIZ	JUNIOR HIGH	SUPPORT	5/4/2015
SMITH, ANITA	JUNIOR HIGH	SUPPORT	12/3/2018
SMITH, TYRA	JUNIOR HIGH	SUPPORT	9/5/2012
TERRY, ASHLEE	JUNIOR HIGH	SUPPORT	8/13/2018
BRONK, MARK	MAINTENANCE	SUPPORT	8/1/2012
CAUSLEY JR, FRED	MAINTENANCE	SUPPORT	3/26/2018
KERN, LYDIA	MAINTENANCE	SUPPORT	9/1/1997
SKINNER, LINDA	MAINTENANCE	SUPPORT	7/1/2004
WEEKS, BILL	MAINTENANCE	SUPPORT	7/5/2016
WEEKS, BRIAN	MAINTENANCE	SUPPORT	6/4/2018
WOHLDMANN, LAWRENCE	MAINTENANCE	SUPPORT	10/6/2015
MOWDY, TREVOR	TECHNOLOGY	SUPPORT	3/1/2014
SARASUA, LYN	TECHNOLOGY	SUPPORT	8/2/2010
SULLAWAY, GREGORY	TECHNOLOGY	SUPPORT	11/3/2003
WEBB, JOHN	TECHNOLOGY	SUPPORT	9/30/2019
BENSON, GREG	TRANSPORTATION	SUPPORT	8/15/2019
BERG, JOHN	TRANSPORTATION	SUPPORT	9/1/1997
BIRDWELL, SUSAN	TRANSPORTATION	SUPPORT	7/1/2013
BIRT, CHERYL	TRANSPORTATION	SUPPORT	8/16/2016
BROWN, MELISSA	TRANSPORTATION	SUPPORT	10/2/2006
CARLILE, REBECCA	TRANSPORTATION	SUPPORT	10/9/2019
CHRISTIAN JR, RUSSELL	TRANSPORTATION	SUPPORT	5/22/2006
DEATON, GERALD	TRANSPORTATION	SUPPORT	9/12/2011
EAKS, ANN	TRANSPORTATION	SUPPORT	1/11/2011
FORSSELL, ROBERT	TRANSPORTATION	SUPPORT	8/16/2016
GARINGER, SANDY	TRANSPORTATION	SUPPORT	8/15/2017
GILSTRAP, LEOLA	TRANSPORTATION	SUPPORT	11/12/2007
GRAVES, DENISA	TRANSPORTATION	SUPPORT	9/4/2018
HARVEY, MANWANA	TRANSPORTATION	SUPPORT	9/22/2014
HICKS, AMBER	TRANSPORTATION	SUPPORT	8/20/2014
HUDIBURGH, DON	TRANSPORTATION	SUPPORT	10/22/2019
HUNTEMAN, JOHN	TRANSPORTATION	SUPPORT	8/19/2014
JOHNSON, BOBBY	TRANSPORTATION	SUPPORT	12/5/2016
JOHNSON, HAILEY	TRANSPORTATION	SUPPORT	4/1/2013
JORDAN, JEFFREY	TRANSPORTATION	SUPPORT	8/24/2018
JORDAN-REYNOLDS, SABRINA	TRANSPORTATION	SUPPORT	4/4/2013
LEE, TAMMY	TRANSPORTATION	SUPPORT	11/12/2007
MAIN, DAVID	TRANSPORTATION	SUPPORT	10/1/2012
MAIN, LOUISE	TRANSPORTATION	SUPPORT	2/16/2017
MANNING, CHARLOTTE	TRANSPORTATION	SUPPORT	1/16/2018
MARTIN, PAUL	TRANSPORTATION	SUPPORT	10/13/2008
MCKEEVER, LORA	TRANSPORTATION	SUPPORT	8/19/2004
POWELL, LISA	TRANSPORTATION	SUPPORT	8/22/2014
RADOE, NICHOLAS	TRANSPORTATION	SUPPORT	3/26/2018
SHORT, DAVID	TRANSPORTATION	SUPPORT	7/14/2014
SNELLING, MELISSA	TRANSPORTATION	SUPPORT	2/4/2019

Employee Name	Site	Contract Type	Hire Date
SPRADLING, MITZIE	TRANSPORTATION	SUPPORT	3/1/2004
SWARTZ, NICKOLAS	TRANSPORTATION	SUPPORT	10/16/2019
THOMASON, BRANDI	TRANSPORTATION	SUPPORT	8/16/2016
THOMPSON, JAMIE	TRANSPORTATION	SUPPORT	10/27/2013
THOMPSON, JOHN	TRANSPORTATION	SUPPORT	9/22/2014
TODD, BRIDGET	TRANSPORTATION	SUPPORT	1/16/2018
TOON-DAVES, SHELLEY	TRANSPORTATION	SUPPORT	12/17/2012
WAINSCOTT, JOSH	TRANSPORTATION	SUPPORT	11/19/2012
WAINSCOTT, NITA	TRANSPORTATION	SUPPORT	8/17/2015
WAINSCOTT, SABRINA	TRANSPORTATION	SUPPORT	3/12/2000
WELCH JR, CHESTER	TRANSPORTATION	SUPPORT	6/1/2007
WILDS, DAMON	TRANSPORTATION	SUPPORT	8/28/2017
WILLIAMS, JANE	TRANSPORTATION	SUPPORT	8/13/1999

## Guthrie Public Schools

## Contract Type

## Options:

Filter: Active = True And ContractStatus = 'TEMPORARY'

Employee Name	Site	Contract Type	Hire Date
DEVEREAUX, APRIL	ADMINISTRATION	TEMPORARY	3/5/2018
BLEWETT, BAILEY	CENTRAL	TEMPORARY	1/6/2020
LERNER, ELIZABETH	CENTRAL	TEMPORARY	8/15/2019
SMITH, MONIQUE	CENTRAL	TEMPORARY	8/15/2019
BROWN, LAURIE	CHARTER OAK ELEMENTARY	TEMPORARY	11/5/2018
BROWN, MACEY	CHARTER OAK ELEMENTARY	TEMPORARY	8/15/2019
CAREY, KACIE	CHARTER OAK ELEMENTARY	TEMPORARY	1/6/2020
EWY, JO	CHARTER OAK ELEMENTARY	TEMPORARY	1/6/2020
HOLEMAN, KAYCE	CHARTER OAK ELEMENTARY	TEMPORARY	1/6/2020
MARSH, EMILY	CHARTER OAK ELEMENTARY	TEMPORARY	9/11/2019
TRINDLE, SHONNA	CHARTER OAK ELEMENTARY	TEMPORARY	8/19/2019
BOYD, LAURA	COTTERAL	TEMPORARY	8/15/2019
JOHNS, KERRY	COTTERAL	TEMPORARY	2/24/2020
RANEY, DENISE	COTTERAL	TEMPORARY	8/15/2019
SARMIENTO, HEATHER	COTTERAL	TEMPORARY	1/6/2020
BERRYHILL, KAYLEA	FOGARTY	TEMPORARY	1/7/2019
FITE, KELLY	FOGARTY	TEMPORARY	8/15/2019
HELTON, CHANCIE	FOGARTY	TEMPORARY	1/4/2018
MING, PAMALA	FOGARTY	TEMPORARY	8/15/2019
WARREN, KYNNISHA	FOGARTY	TEMPORARY	9/9/2019
BANDY, ANGELA	GUES	TEMPORARY	8/15/2019
CASE, SEAN	GUES	TEMPORARY	8/15/2019
CAUGHELL, PATTI	GUES	TEMPORARY	1/6/2020
CRAWFORD, SABLE	GUES	TEMPORARY	8/15/2019
DAVENPORT, JADON	GUES	TEMPORARY	8/15/2019
GIBSON, RACHEL	GUES	TEMPORARY	8/15/2019
JOHNSTON, STACEY	GUES	TEMPORARY	8/15/2019
MCNEU, KENDRA	GUES	TEMPORARY	8/15/2019
MEISNER, MARY	GUES	TEMPORARY	8/15/2019
MUHAMMAD, COURTENAY	GUES	TEMPORARY	8/15/2019
PRICE, LOWELL	GUES	TEMPORARY	8/15/2019
PROVENS, DREW	GUES	TEMPORARY	1/28/2020
RHOADES, JILL	GUES	TEMPORARY	8/15/2019
ROLLINS, CHERRY	GUES	TEMPORARY	8/15/2019
SCHLUETER, SARAH	GUES	TEMPORARY	1/4/2018
WOODS, BRYAN	GUES	TEMPORARY	10/16/2019
WOODS, MELODI	GUES	TEMPORARY	8/15/2019
BANKS, SHARLET	HIGH SCHOOL	TEMPORARY	8/15/2019
BEACH, CHRIS	HIGH SCHOOL	TEMPORARY	8/15/2019
BURNETT, TONNIE	HIGH SCHOOL	TEMPORARY	8/15/2019
DAVIS, PAM	HIGH SCHOOL	TEMPORARY	7/13/1998
DRAPER, GRACE	HIGH SCHOOL	TEMPORARY	10/29/2019
GORDON, JUSTIN	HIGH SCHOOL	TEMPORARY	8/15/2019
HANNA, MICAELA	HIGH SCHOOL	TEMPORARY	8/15/2019
HAYES, JAKE	HIGH SCHOOL	TEMPORARY	8/15/2019
HUDSON, MARY	HIGH SCHOOL	TEMPORARY	8/11/2000
PLAGENS, CHASE	HIGH SCHOOL	TEMPORARY	8/15/2019
POWELL, KRYSTINA	HIGH SCHOOL	TEMPORARY	8/1/2019
TOFFOLI, KRISTIN	HIGH SCHOOL	TEMPORARY	1/10/2020
ALEXANDER, JASON	JUNIOR HIGH	TEMPORARY	8/15/2019
ALEXANDER, MACEY	JUNIOR HIGH	TEMPORARY	8/15/2019

BOYD, JULIA	JUNIOR HIGH	TEMPORARY	1/6/2020
BURGESS, VANESSA	JUNIOR HIGH	TEMPORARY	8/15/2019
CONNOLLY, CHRISTY	JUNIOR HIGH	TEMPORARY	1/6/2020
DAY, GINGER	JUNIOR HIGH	TEMPORARY	8/15/2019
RANEY, CHRIS	JUNIOR HIGH	TEMPORARY	8/15/2019
ROSE, AUDREY	JUNIOR HIGH	TEMPORARY	1/4/2018
SIMMONS, TIFFANY	JUNIOR HIGH	TEMPORARY	8/15/2019
YARBROUGH, KATIE	JUNIOR HIGH	TEMPORARY	8/15/2019

# Guthrie Public Schools

## Contract Type

**Options:** Filter: Active = True And ContractStatus = 'TEMPORARY TO PROBATIONARY'

Employee Name	Site	Contract Type	Hire Date
CAMPBELL, MEGAN	CENTRAL	TEMPORARY TO PROBATIONARY	8/28/2018
CHRISTIANSO, BARBARA	CENTRAL	TEMPORARY TO PROBATIONARY	8/28/2018
MAYFIELD, MARISSA	CENTRAL	TEMPORARY TO PROBATIONARY	8/28/2018
BENTON-HALL, AMY	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
BRODERICK, GABBY	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
HORN, CHRISTY	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
MYERS, GENIE	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
SUND, COURTNEY	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
WELCH, KALIE	CHARTER OAK ELEMENTARY	TEMPORARY TO PROBATIONARY	8/28/2018
BLACK, DANA	COTTERAL	TEMPORARY TO PROBATIONARY	8/28/2018
BURROUGHS, BLAKE	COTTERAL	TEMPORARY TO PROBATIONARY	8/28/2018
CHAMBERS, LEAH	COTTERAL	TEMPORARY TO PROBATIONARY	8/28/2018
DEHNHARDT, DESIREE	COTTERAL	TEMPORARY TO PROBATIONARY	8/28/2018
GILBERT, CHRISTY	FOGARTY	TEMPORARY TO PROBATIONARY	8/28/2018
HURST, LETICIA	FOGARTY	TEMPORARY TO PROBATIONARY	8/28/2018
FIELDS, SHANA	GUES	TEMPORARY TO PROBATIONARY	8/28/2018
MCCOY, AFTON	GUES	TEMPORARY TO PROBATIONARY	8/28/2018
MCLENDON, CATHRYN	GUES	TEMPORARY TO PROBATIONARY	8/28/2018
ARRINGTON, TOM	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
BLAKLEY, BOOKER	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
BURRIS, YULONDA	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
HESTER, KYRI	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
JENSEN, JAKE	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
RENNICK, SAVAHANNA	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	7/1/2018
ROBERTS, MALCOLM	HIGH SCHOOL	TEMPORARY TO PROBATIONARY	8/28/2018
OWEN, LAUREN	JUNIOR HIGH	TEMPORARY TO PROBATIONARY	8/28/2018
SNELL, PARKER	JUNIOR HIGH	TEMPORARY TO PROBATIONARY	8/28/2018



**Guthrie Public Schools****Contract Type****Options:**

Filter: Active = True And ContractStatus = 'CAREER'

<b>Employee Name</b>	<b>Site</b>	<b>Contract Type</b>	<b>Hire Date</b>
REECE, LISA	HIGH SCHOOL	CAREER	8/15/2017

**TREASURER'S REPORT  
MAY 31, 2020**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	6,638,541.59
Building Fund	683,267.64
Sinking Fund	2,556,623.89
ILR Fund	50,154.00
G&E Fund	20,247.60
Child Nutrition Fund	205,071.42
Activity Fund	531,100.09
School Age-Care Fund	75,619.14
Bond Fund	<u>436,634.34</u>

TOTAL \$ 11,197,259.71

**RECEIPTS**

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**GENERAL FUND:**

Logan County	343,915.63
State of Oklahoma	1,306,832.82
Okla. Tax Comm.	146,864.41
School Land Earn.	22,715.97
R.O.T.C.	6,471.44
Federal Programs	96,486.02
Misc Receipts	40,701.69
Correcting Entry(-)	
General Acct. Int.	4,558.76
Minus (-) Bank Fees	<u>83.86</u>
TOTAL	\$1,968,462.88

**BUILDING FUND**

Logan County	39,314.91
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 39,334.91

**SINKING FUND:**

Logan County \$128,828.42

**CHILD NUTRITION FUND:**

Local	180.80
State	22,042.38
Federal	<u>63,879.90</u>
TOTAL	\$86,103.08

**INS.LOSS RECOVERY FUND:**

**BOND FUND:**

Interest	42.82
Bank Fees	<u>(-) 8.05</u>
TOTAL	\$34.77

**WARRANTS PAID**

GENERAL FUND:

2018-2019  
2019-2020      \$1,964,614.54

GIFTS & ENDOWMENTS FUND:

2018-2019  
2019-2020

BUILDING FUND:

2018-2019      \$  
2019-2020      \$45,476.97

INS. LOSS RECOVERY FUND:

2018-2019  
2019-2020

CHILD NUTRITION FUND:

2018-2019  
2019-2020      \$99,787.35

BOND FUND:

2018-2019      \$44,860.34  
2019-2020      \$11,332.69

**CD/INVESTMENTS:**

---

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

**TOTAL MONIES IN F&M BANK** \$ 11,197,259.71

PLEDGED – FDIC              \$ 250,000.00  
PLEDGED – F&M BANK      \$ 13,093,000.00



Guthrie Public Schools  
ACTIVITY FUND REQUEST FOR NEW ACCOUNT  
Effective 7-2014

Date 5/15/2020

Site GHS

Desired Name of new Account Prom Account

Purpose of account Prom expenses

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Prom expenses

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
Sale of prom tickets

**Be specific as all financial activity will be based on your response.**  
**This form does NOT replace the fundraiser request form as required.**

[Signature]  
 Michelle Bredius

Sponsor Signature

Recommended by \_\_\_\_\_

[Signature]

Principal/Administrator Signature

Date \_\_\_\_\_

New Account Name Prom Account

New Account Number \_\_\_\_\_

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

[Signature]  
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Guthrie Public Schools  
ACTIVITY FUND REQUEST FOR NEW ACCOUNT  
Effective 7-2014

Date 5-19-20

Site 705

Desired Name of new Account Freshman Class 2024

Purpose of account To deposit class dues and pay expenditures during the four years the students will be at the high school.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)  
Activity fund operation expenses, banquet/reception expenses and supplies, rental fees, service projects t-shirts, sweatshirts, change, refreshments, parties, luncheons, contest entry fees, donations ribbons balloons, trophies, awards, dues & fees, fundraising expenses, homecoming expenses, student transportation, subs & bus, printing expenses, prom expenses, refunds, reimbursements, supplies, concession stand.

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)  
On site bakes sales, candy sales, concession stand, food sale and dances Donations, dues & fees, registrations, field trips, penny drives, prom fees, scholarships, supply fees, testing fees, tournament entry fees etc.

**Be specific as all financial activity will be based on your response.**  
**This form does NOT replace the fundraiser request form as required.**

X   
\_\_\_\_\_  
Sponsor Signature

X   
\_\_\_\_\_  
Principal/Administrator Signature

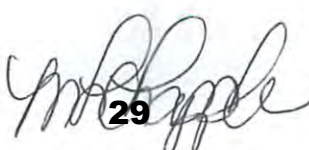
Recommended by \_\_\_\_\_

Date \_\_\_\_\_

New Account Name Class of 2024

New Account Number \_\_\_\_\_

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

  
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# GUTHRIE PUBLIC SCHOOLS

## ACTIVITY FUND FUNDRAISER REQUEST

### As of 6/01/2020

1. Cotteral PTO, 804	Snack Snack Fridays
2. JH Builders Club, 818	Organization dues w/t-shirt
3. Charter Oak, 840	Unsold 2019-20 Yearbooks
4. HS Academic Team, 850	\$25 Student dues
5. HS Art Club, 851	\$25 Supply fee
6. HS Cheer, 853	Donations from Community (letters, carhop for tisp & carwash)
7. HS Band, 859	Otis Spunkmeyer/Believe Kids Cookie Dough
8. HS Band, 859	Colorguard Dues
9. HS Band, 859	HS Band dues \$65
10. HS Band, 859	JH Band dues \$30
11. Class of 2023, 861	Class dues \$35
12. Class of 2022, 865	Class dues \$40
13. HS Courtesy Acct., 870	Faculty/Staff Jean pass
14. HS Student Pantry. 871	Donation Solicitations
15. FFA Booster, 876	Membership dues
16. FFA Booster, 876	Pork Chop dinner tickets & silent auction
17. FFA Booster, 876	John Deere gator raffle
18. FFA, 877	Meat sale (B&G, T&D, DJ's, Country Fundraising)
19. FFA, 877	Student Flowers & arrangement sales
20. FFA, 877	Student manufactured metal & wood product sales
21. HS Foreign Language Club, 879	\$25 Club dues w/t-shirt
22. HS Heritage Club, 883	Club dues w/t-shirt
23. HS Student Support, 885	Bottled water sales
24. HS Mu Alpha Theta, 893	Bottled water sales

25. HS Mu Alpha Theta, 893	\$25 Member dues, \$20 renewal & \$10 honorary
26. HS Science Club, 898	\$20 Lab fee & \$20 Club dues
27. HS Campus Beautification, 900	Staff parking pass sales \$50-\$100
28. HS Campus Beautification. 900	Student parking pass sales \$25
29. HS Drama, 913	Dues w/shirt
30. Admin Courtesy Comm., 922	Staff donation solicitation
31. Admin. Vending Machines, 935	Sell snacks/soda from vending machines

Pending the approval of new account:

A. Class of 2024	Class dues \$30
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1.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/20/2020 Site: Cotteral-120 Unobligated Account Balance: 12403.13

Account Name: Cotteral PTO Account Number: #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Capri Sun/Popcorn, Goldfish Snack Shack  
(snacks sold on Fridays)

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) popcorn, fruit snacks, chips, rice Krispy treats, Capri Suns  
all healthy snacks approved

Manufacturer: GPS Nutrition, Guthrie Confectionary (Marsh Powell)

Purpose for which funds will be used: PTO lucheons, instructional materials for teachers, Teacher Appreciation Week  
lounge supplies, incentives

Name/Address of Vendor: GPS Nutrition, Guthrie Confectionary

Items to be purchased in order to conduct the fundraiser: healthy snacks, goldfish, popcorn, Capri Sun

Estimated INCOME: 4500.00 Fundraiser start date: 08/20/2020  
Less Estimated EXPENSES: 2000.00

Estimated PROFIT: 2500.00 Fundraiser end date: 05/25/2021

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? staff may buy Are

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

Sponsor Signature: [Signature] Date: 4/10/20

Principal's Signature: [Signature] Date: 4/10/20

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

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

[Signature]





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BY: [Signature]

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/26/20 Site: GJHS Unobligated Account Balance: 299.49

Account Name: Builders Club Account Number: 818

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Organization dues w/1-shirt

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Funds will be used for supplies/needs for builders club

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: N/A - Shirts were previously ordered

Estimated INCOME: 200.00 Fundraiser start date: 8/1/20  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 200.00 Fundraiser end date: 5/22/21

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

What will happen to any items that are not sold? We will keep shirts for future years Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5-26-20

Principal's Signature: [Signature] Date: 5-26-2020

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

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

[Signature]  
33



3..

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-27-20 Site: 135 Charter Oak Unobligated Account Balance: 17,199.10

Account Name: Activity Account Number: 840

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Miscellaneous sells extra 2019-2020 yearbooks that didn't not sell from previous year

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: Lifetouch yearbooks

Purpose for which funds will be used: computers/software upgrades, classroom materials, field trips, student incentives, building and grounds needs

Name/Address of Vendor: vendor are in mass

Items to be purchased in order to conduct the fundraiser: selling left over stock

Estimated INCOME: 1,000.00 Fundraiser start date: Aug. 20, 2020  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 1,000.00 Fundraiser end date: May 1, 2021

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

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

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Jay Ball Date: \_\_\_\_\_

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

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

[Signature]  
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4.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 4-24-20 Site: GHS Unobligated Account Balance: 107.70

Account Name: High School Academic Team Account Number: 850

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$25 dues per student

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) None

Manufacturer: None

Purpose for which funds will be used: Gas to and from Academic Meets

Name/Address of Vendor: None

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

Estimated INCOME: 200 Fundraiser start date: 8-01-20  
Less Estimated EXPENSES: 100

Estimated PROFIT: 100 Fundraiser end date: 5-25-21

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? There is nothing that will be sold Are

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

Sponsor Signature: Daylen Edwards Date: 4-24-20

Principal's Signature: Chris L. Strande Date: 4-24-20

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

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

*Handwritten signature: M. Chapple*



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-15-2020 Site: HS Unobligated Account Balance: \$8462.52

Account Name: art Account Number: 851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) 25 dollar supply fee for covering classroom supplies

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used:

Classroom supplies

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 3,125 Fundraiser start date: Aug 1, 2020  
 Less Estimated EXPENSES: 0  
 Estimated PROFIT: 3,125 Fundraiser end date: May 31, 2021

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

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

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

Sponsor Signature: [Signature] Date: 5-15-2020

Principal's Signature: [Signature] Date: 5-15-20

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

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

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6.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/20 Site: High School Unobligated Account Balance: 251<sup>98</sup>

Account Name: High School Cheer Account Number: #853

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Donations from Community - letters sent, car hop for tips, carwash

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Competition, Cheer mats, Supplies

Name/Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser: N/A

Estimated INCOME: 2000.00 Fundraiser start date: 7/1/20  
 Less Estimated EXPENSES: 0  
 Estimated PROFIT: 2000.00 Fundraiser end date: 8/31/20

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? There will be no excess items Are

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

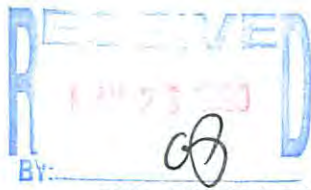
Sponsor Signature: Sam Gehmen Fields Date: 5/18/20

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature (if applicable): [Signature] Date: 5/18/20

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

[Signature]



1:

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-19-2020 Site: Band Unobligated Account Balance: \$6478.13

Account Name: Band Account Number: 859

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

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

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

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

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

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

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

Manufacturer: Otis Spunkmeyer/Believe Kids Fundraising

Purpose for which funds will be used: Band Trips, Music, Instruments, electronics, and other band equipment needs

Name/Address of Vendor: Believe Kids Fundraising PO Box 306047 nashville, TN 37320-6047

Items to be purchased in order to conduct the fundraiser: Cookie Dough/Brochure items

Estimated INCOME: 6000.00 Fundraiser start date: August 11th, 2020  
 Less Estimated EXPENSES: 3600.00  
 Estimated PROFIT: 2400.00 Fundraiser end date: August 14th, 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? They will be sold Are

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

Sponsor Signature: [Signature] Date: 5-19-20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]  
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-19-2020 Site: Band Unobligated Account Balance: 56478.13

Account Name: Band Account Number: 859

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

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

Varies from \$100 for Junior Varsity and \$150 for Varsity

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: Band Trips, Music, Instruments, electronics, and other band equipment needs

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 4200.00 Fundraiser start date: 7-1-2020
Less Estimated EXPENSES: 0

Estimated PROFIT: 4200 Fundraiser end date: 5-25-2021

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

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

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

Sponsor Signature: Date: 5-19-20

Principal's Signature: Date: 5-21-20

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

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

Handwritten signature: mitchapple



9.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-19-2020 Site: Band Unobligated Account Balance: \$6478.13

Account Name: Band Account Number: 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) HS Band Dues (\$65/Student)

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: Band Trips, Music, Instruments, electronics, and other band equipment needs

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 5200 Fundraiser start date: 7-1-2020  
Less Estimated EXPENSES: 0

Estimated PROFIT: 5200 Fundraiser end date: 5-25-2021

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

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

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

Sponsor Signature: [Signature] Date: 5-19-20

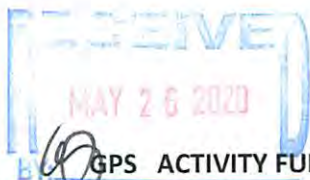
Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]  
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10.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-19-2020 Site: Band Unobligated Account Balance: \$6478.13

Account Name: Band Account Number: 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) JH Band Dues (\$30/Student)

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: Band Trips, Music, Instruments, electronics, and other band equipment needs

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 3000 Fundraiser start date: 7-1-2020  
 Less Estimated EXPENSES: 0  
 Estimated PROFIT: 3000 Fundraiser end date: 5-25-2021

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

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

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

Sponsor Signature: [Signature] Date: 5-19-20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]  
41



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

918.36

Request Date: 4-24-20 Site: GHS Unobligated Account Balance:

Account Name: Sophomore Class of 2023 Account Number: 861

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Dues of \$35 will be collected

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) None

Manufacturer: None

Purpose for which funds will be used: Money will be used to purchase class t-shirts + various class expenses

Name/Address of Vendor: Ratcliff Ink

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

Estimated INCOME: 2,500 Fundraiser start date: 8-01-19
Less Estimated EXPENSES: 1,100
Estimated PROFIT: 1,400 Fundraiser end date: 5-25-20

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

What will happen to any items that are not sold? given to students who can't afford dues Are

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

Sponsor Signature: Daylan Edwards Date: 4-24-20

Principal's Signature: Chris Williams Date: 4-24-20

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

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

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MAY 20  
BY: *afj*

12.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 5/15/2020 Site: GHS Unobligated Account Balance: 2126.00

Account Name: Class of 2022 Account Number: 865

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

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

Collection of \$40 class 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  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: \_\_\_\_\_

Class shirts, homecoming expenses and any unforeseen expenditures

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: <u>10,000.00</u>	Fundraiser start date: <u>August 2020</u>
Less Estimated EXPENSES: _____	
Estimated PROFIT: <u>10,000.00</u>	Fundraiser end date: <u>May 2021</u>

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

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

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

Sponsor Signature: Michelle Budus Date: 5-15-2020

Principal's Signature: Chris [Signature] Date: 5-15-20

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

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



BY: [Signature]

13.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/13/20 Site: High School Unobligated Account Balance: \$902.90 767.<sup>00</sup>

Account Name: Courtesy Account Account Number: 870

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Jeans Pass to GHS Faculty & Staff. Pass allows staff/faculty to wear jeans on Fridays during the school year.

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: The Fund allows the purchase of flowers and items sent for hospitalized staff or loss of a loved one. It also provides staff luncheons, p/t conference meals and teacher appreciation week and teacher of the year items.

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 600.00 Fundraiser start date: 8/20/20  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 600.00 Fundraiser end date: 5/30/21

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

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

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

Sponsor Signature: Jindsay Mays Date: 5/13/20

Principal's Signature: Chris L. [Signature] Date: 5-13-20

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

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

[Signature]



RECEIVED  
MAY 21 2020  
BY: [Signature]

14

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/26/20 Site: GHS Unobligated Account Balance: 16536.63

Account Name: Student Pantry Account Number: 871

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Donations, solicitations of funds, grants clothing, storage containers, non-perishable food and other items from the community.

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used: \_\_\_\_\_

Name/Address of Vendor: n/a

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

Estimated INCOME: 10000.00 Fundraiser start date: 7/1/20  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 10000 Fundraiser end date: 6/1/2021

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

What will happen to any items that are not sold? n/a Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5-26-20

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]



BY: [Signature]

15.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$19,724.67 16,107.47

Account Name: FFA Booster Account Number: 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collect money from members for membership dues for the FFA Booster Club

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: Parents, Supporters

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

Estimated INCOME: 1000 Fundraiser start date: Aug 1, 2020  
Less Estimated EXPENSES: 0

Estimated PROFIT: 1000 Fundraiser end date: May 31, 2021

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

What will happen to any items that are not sold? N/A Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5-26-2020

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]  
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16.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

16,107.47

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$19,724.67

Account Name: FFA Booster Account Number: 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pork chop dinner and silent auction. Tickets to be pre-sold as well as during the night of the event. Items to be auctioned off night of the event

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: Various based upon needs

Items to be purchased in order to conduct the fundraiser: food, drinks, utensils, and other concession items

Estimated INCOME: 20000 Fundraiser start date: Aug 1, 2020
Less Estimated EXPENSES: 7500
Estimated PROFIT: 12500 Fundraiser end date: Nov 1, 2020

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

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

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

Sponsor Signature: Clayton Date: 5-26-2020

Principal's Signature: Chris H. [Signature] Date: 5-27-20

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

16,107.47  
\$19,724.67

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: ~~\$19,724.67~~

Account Name: FFA Booster Account Number: 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Purchase a John Deere Gator and sell tickets as well as 1 ticket to be auctioned night of the event.

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: John Deere

Items to be purchased in order to conduct the fundraiser: Gator tickets to be sold, incentive prizes

Estimated INCOME: 20000 Fundraiser start date: Aug 1, 2020  
 Less Estimated EXPENSES: 7500  
 Estimated PROFIT: 12500 Fundraiser end date: Nov 1, 2020

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

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

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

Sponsor Signature: Clay Dyer Date: 5-26-2020

Principal's Signature: Chris Edwards Date: 5-27-20

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

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





18:

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

8799<sup>02</sup>

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$1,747.87

Account Name: FFA Account Number: 877

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling meat products like sausage, bacon, hot links, ham, turkey, chicken, cookies

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: Blue & Gold Sausage, Dj's fundraising, T&D Meats, Country Fundraising

Items to be purchased in order to conduct the fundraiser: Meat Products

Estimated INCOME: 105,000 Fundraiser start date: Aug 1, 2020  
 Less Estimated EXPENSES: 85,000  
 Estimated PROFIT: 20,000 Fundraiser end date: May 31, 2021

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

What will happen to any items that are not sold? N/A Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5-26-2020

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]  
49



19.

879922

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$1,747.87

Account Name: FFA Account Number: 877

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling flowers and floral arrangements made and grown by FFA members

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: Ball Horticulture, Hobby Lobby, American Plant, Guthrie Greenhouses, H&M Mum Supplies, Designs by Tammy

Items to be purchased in order to conduct the fundraiser: Plants, seeds, vegetables, growing containers, soil

Estimated INCOME: 7500 Fundraiser start date: Aug 1, 2020  
 Less Estimated EXPENSES: 4000  
 Estimated PROFIT: 3500 Fundraiser end date: May 31, 2021

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

What will happen to any items that are not sold? N/A Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5-26-2020

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]  
50



RECEIVED  
MAY 27 2020  
BY: [Signature]

20.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

879932

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$1,747.87

Account Name: FFA Account Number: 877

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Manufacturing and selling metal and wood products made by Ag Mechanics Classes

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: To raise money to support Guthrie FFA with trips, events, awards, scholarships, and other areas

Name/Address of Vendor: Railroad Yard, Ace, Lowes, Stillwater Steel

Items to be purchased in order to conduct the fundraiser: Metal, wood, hardware, paint, accessories

Estimated INCOME: 5000 Fundraiser start date: Aug 1, 2020  
 Less Estimated EXPENSES: 2500  
 Estimated PROFIT: 2500 Fundraiser end date: May 31, 2021

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

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

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

Sponsor Signature: [Signature] Date: 5-26-2020

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]  
51



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/15/20 Site: GHS Unobligated Account Balance: \$4714.16

Account Name: Foreign Language Club Account Number: #879

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) SPANISH CLUB DUES \$25 (CLUB SHIRT INCLUDED)

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: Club T-shirt, club expenses

Name/Address of Vendor: Okie Print/Travis Ratcliff

Items to be purchased in order to conduct the fundraiser: Club shirts

Estimated INCOME: \$2500.00 Fundraiser start date: August 1, 2020
Less Estimated EXPENSES: \$1000.00
Estimated PROFIT: \$1500.00 Fundraiser end date: May 2021

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

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

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

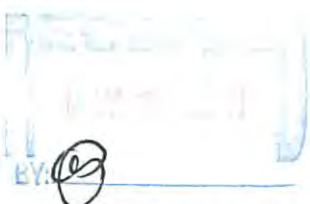
Sponsor Signature: [Signature] Date: 05-15-20

Principal's Signature: [Signature] Date: 5-15-20

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

Request Date: June/July 2020 Site: Guthrie High School Unobligated Account Balance: \$1,575.40

Account Name: Heritage Club Account Number: 883

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

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

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:

Name/Address of Vendor: Body Billboard's 2213 E. Oklahoma Ave.

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

Estimated INCOME: \$350.00 Fundraiser start date: August 1, 2020
Less Estimated EXPENSES: \$200.00
Estimated PROFIT: \$150.00 Fundraiser end date: May 31, 2021

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? Donate the shirt to the next group 2022 Are

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

Sponsor Signature: [Signature] Date: 5/21/2020

Principal's Signature: [Signature] Date: 5-22-20

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

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

[Signature] 53



-23-

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/13/20 Site: High School Unobligated Account Balance: \$2107.68

Account Name: Student Support Account Number: 885

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of bottled water in main office.

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) bottled water.

Manufacturer: Great Value

Purpose for which funds will be used: purchase of yearbooks for students who cannot afford them and to provide student scholarships.

Name/Address of Vendor: Walmart Guthrie OK

Items to be purchased in order to conduct the fundraiser: bottled water

Estimated INCOME: 2000.00 Fundraiser start date: 8/20/20  
 Less Estimated EXPENSES: 500.00  
 Estimated PROFIT: 1500.00 Fundraiser end date: 5/30/21

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? unused water bottles will be stored for sale next year. Are

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

Sponsor Signature: Lindsay Mays Date: 5/13/20

Principal's Signature: Chris L. ... Date: 5-13-20

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

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



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MAY 11 2020  
BY: [Signature]

24.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/08/20 Site: High School Unobligated Account Balance: \$3929.27

Account Name: Mu Alpha Theta Account Number: 893

Select One:  Soliciting in School Only  Soliciting in school & community  Community Only  
Selling Water @ the school

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: Pay for AP &/or clep testing for students that would like to take the test(s) but do not have the financial stability to do so.

Name/Address of Vendor: Walmart or Crest

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

Estimated INCOME:	<u>\$500</u>	Fundraiser start date:	<u>8/19/20</u>
Less Estimated EXPENSES:	<u>\$120</u>		
Estimated PROFIT:	<u>\$380</u>	Fundraiser end date:	<u>5/24/21</u>

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

What will happen to any items that are not sold? All items will be sold Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5/08/20

Principal's Signature: [Signature] Date: 5-11-20

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

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

[Signature]



MAY 1 2020  
BY: [Signature]

25.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 5/8/2020 Site: High School Unobligated Account Balance: \$3929.27

Account Name: Mu Alpha Theta Account Number: 893

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$25 new members, \$20 renewal membership \$10 honorary members

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: Pay yearly membership fees, Substitutes & fel expenses for OU OSU Math Days & purchase additional honor stoles for graduation

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME:	<u>\$325</u>	Fundraiser start date:	<u>8/19/20</u>
Less Estimated EXPENSES:	<u>\$100</u>		
Estimated PROFIT:	<u>\$225</u>	Fundraiser end date:	<u>3/01/21</u>

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

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

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

Sponsor Signature: [Signature] Date: 5/8/2020

Principal's Signature: [Signature] Date: 5-11-20

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

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

[Signature]





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MAY 20 2020  
[Signature]

26.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/15/2020 Site: GHS Unobligated Account Balance: 5124.88

Account Name: Science Club Account Number: 398

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$20 lab fee and science club 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  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: \_\_\_\_\_

Lab supplies, field trips, gas/substiutes and any unforeseen expenses

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 6000.00 Fundraiser start date: August 2020  
Less Estimated EXPENSES: \_\_\_\_\_

Estimated PROFIT: 6000.00 Fundraiser end date: May 2021

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

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

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

Sponsor Signature: Michelle Brooks Date: 5-15-2020

Principal's Signature: Chris [Signature] Date: 5-15-20

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

27.

Request Date: 5/13/20 Site: High School Unobligated Account Balance: \$3710.50

Account Name: Campus Beautification Account Number: 900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales for parking passes for staff for 2020-2021 school year. \$50-\$100 each

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: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, violation tags, etc. Also furniture, building improvements, maintenance of grounds/parking lot, awards, trophies and shirts.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: spray paint for parking spaces

Estimated INCOME: 300.00 Fundraiser start date: 8/01/20
Less Estimated EXPENSES: 50.00

Estimated PROFIT: 250.00 Fundraiser end date: 5/30/21

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

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

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

Sponsor Signature: Lindsay Mays Date: 5/13/20

Principal's Signature: Chris Hernandez Date: 5-13-20

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

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

[Handwritten signature]



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MAY 10 2020  
BY: [Signature]

28.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 5/13/20 Site: High School Unobligated Account Balance: \$3710.50

Account Name: Campus Beautification Account Number: 900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales for parking passes for students for 2020-2021 school year. \$25 each

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: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, violation tags, etc. Also furniture, building improvements, maintenance of grounds/parking lot, awards, trophies and shirts.

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

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags

Estimated INCOME: 6500.00 Fundraiser start date: 8/01/20  
 Less Estimated EXPENSES: 350.00  
 Estimated PROFIT: 6150.00 Fundraiser end date: 5/30/21

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? destroyed Are \_\_\_\_\_

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

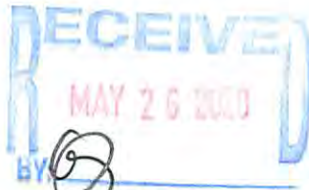
Sponsor Signature: Lindsay Mays Date: 5/13/20

Principal's Signature: Chau R. Grand Date: 5-13-20

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

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

[Signature]



29.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: GHS Unobligated Account Balance: 1652.43

Account Name: GHS DRAMA Account Number: 913

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

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

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: Shirts, fuel, fees, trips, paint, sound equipment, supplies, props, costumes, subs, paper goods, food, drink, misc. supplies, contest materials, workshop, etc

Name/Address of Vendor: Body Billboard

Items to be purchased in order to conduct the fundraiser: t-shirts

Estimated INCOME: 1500.00 Fundraiser start date: 8-15-20
Less Estimated EXPENSES: 1000.00
Estimated PROFIT: 500.00 Fundraiser end date: 5-27-21

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

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

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

Sponsor Signature: [Signature] Date: 5/18/20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]



30.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/2020 Site: Admin Unobligated Account Balance: 19.53

Account Name: Courtesy Committee Admin Account Number: 922

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

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

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

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

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

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

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: All donations will go to purchasing flowers/cards/gifts for admin bldg. staff during bereavement or illness.

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

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 170.00 Fundraiser start date: 8/1/2020  
 Less Estimated EXPENSES: \_\_\_\_\_  
 Estimated PROFIT: 170.00 Fundraiser end date: 12/30/2020

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

Sponsor Signature: [Signature] Date: 6-1-20

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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: 6/1/2020 Site: Admin Unobligated Account Balance: 19.53

Account Name: Vending Machines-Admin Account Number: 935

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sell snacks/soda from vending machines in admin bldg

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 [X] No [ ] If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Candy, Cookies, Chips, Soda

Manufacturer:

Purpose for which funds will be used: To replace items for resale

Name/Address of Vendor: WalMart, Sam's, Powell Confection

Items to be purchased in order to conduct the fundraiser: Snacks, candy, chips, & soda

Estimated INCOME: 250. Fundraiser start date: 7/1/2020
Less Estimated EXPENSES: 200.

Estimated PROFIT: 50.00 Fundraiser end date: 6/30/20

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? Held for next year Are

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

Sponsor Signature: [Signature] Date: 6-1-20

Principal's Signature: Date:

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

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

[Signature]



A.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/19/20 Site: 705 Unobligated Account Balance: \_\_\_\_\_

Account Name: Freshaman Class 2024 Account Number: \_\_\_\_\_

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Class dues \$30 will be collected

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

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

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

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

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: Funds will be use to pay for class shirts and for homeocming supplies.

Name/Address of Vendor: Body Billboards

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

Estimated INCOME: 2500 Fundraiser start date: 8/1/20  
Less Estimated EXPENSES: 1000

Estimated PROFIT: 1500 Fundraiser end date: 5/31/21

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

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

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

Sponsor Signature: [Signature] Date: 5/19/20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]  
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## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1202 - 1253

PO No	Date	Vendor No	Vendor	Description	Amount
1202	05/04/2020	15994	AMAZON CAPITAL SERVICES	FURNITURE FOR CLASSROOM PART 2	184.97
1203	05/05/2020	42541	TERESA EWING	CONTRACT PT SERVICES	5,000.00
1204	05/04/2020	14112	UNITED HOLDINGS LLC.	PULL TRANSMISSION PAN FOR FURTHER DIAGNOSTIC	1,000.00
1205	05/04/2020	12682	MIDWEST BUS SALES, INC.	CALIPERS FOR BUSES	133.37
1206	05/05/2020	44548	STEVEN HARDISON	REPAIRS TO VEHICLE 38	900.00
1207	05/05/2020	11453	W. W. GRAINGER	FILTERS FOR SWAMP COOLER (SHOP)	223.20
1208	05/08/2020	11619	HOME DEPOT CREDIT SERVICES	DRYER AND CLEANING SUPPLIES	546.31
1209	05/07/2020	44258	FIRST BOOK	FICTION BOOKS	30.00
1210	05/06/2020	11453	W. W. GRAINGER	4 SHELVING UNITS FOR SHOP	2,225.20
1211	05/07/2020	12682	MIDWEST BUS SALES, INC.	SEON BUS CAMERA SYSTEM	2,582.40
1212	05/08/2020	17473	HYDROTEX PARTNERS LTD.	55 GALLON DRUMS 15W40 OIL X2	2,452.02
1213	05/12/2020	43749	TREAT'S SOLUTIONS, LLC	44 GAL TRASH CAN	186.09
1214	05/11/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	AIR, FUEL, OIL FILTERS FOR FLEET USE	2,903.00
1215	05/08/2020	15994	AMAZON CAPITAL SERVICES	PE EQUIPMENT	54.24
1216	05/11/2020	15994	AMAZON CAPITAL SERVICES	EQUIPMENT AND SUPPLIES	622.68
1217	05/11/2020	42456	STILLWATER MILLING COMPANY	SUPPLIES AND EQUIPMENT	250.00
1218	05/11/2020	12910	OFFICE DEPOT, INC.	SUPPLIES FOR AG PROGRAM	300.00
1219	05/12/2020	44280	MARTIN AUTOMOTIVE	REPAIR TO TRUCK 63	460.00
1220	05/18/2020	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	EMERGING LEADERS ACADEMY FOR D. OGLE	600.00
1221	05/18/2020	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO EVAL. TRAINING FOR T. BRAMWELL	359.00
1222	05/15/2020	13991	THOMPSON SCHOOL BOOK DEPOSITORY	DISTRICT TEXT BOOK ORDER FIRST HALF	97,849.03
1223	05/15/2020	12993	ARCHWAY TEXTBOOK DEPOSITORY	DISTRICT 2020-2021 TEST BOOK FIRST HALF ORDER	50,830.27
1224	05/18/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	REPAIRS FOR BUS 1	0.00
1225	05/18/2020	10234	MAKER'S GLASS, INC.	REPAIR BUS WINDOW BUS 32	90.00
1226	05/18/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	DIAGNOSIS FOR BUS 1	625.00
1227	05/15/2020	43913	JOHNSON EQUIPMENT COMPANY	PATTERSON 30' FANS X 2	4,600.00
1228	05/15/2020	17552	ULINE, INC.	SHELVING SYSTEM	1,972.48
1229	05/19/2020	17916	ADVANCED MEDICAL EQUIPMENT LLC	IHEALTH TOUCHLESS THERMOMETER	2,560.00
1230	05/11/2020	44147	OUTBACK LABS, LLC	SUPPLIES AND EQUIPMENT	302.00
1231	05/15/2020	44147	OUTBACK LABS, LLC	EQUIPMENT FOR AG PROGRAM	384.99
1232	05/15/2020	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND EQUIPMENT FOR AG PROGRAM	255.00
1234	05/18/2020	11849	JERRY D. JONES	TOWING FOR SCHOOL BUSES AND WHITE FLEET	2,000.00
1235	05/20/2020	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL	2,875.20



## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1202 - 1253

PO No	Date	Vendor No	Vendor	Description	Amount
1236	05/12/2020	10161	BARLOW EDUCATION MGMT SERVICES, LLC	NEGOTIATIONS CONTRACT FOR 2020-2021	7,500.00
1237	05/20/2020	42234	CHALK'S TRUCK PARTS, INC.	GRILLES FOR BUSES	472.66
1239	05/21/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	AIR FILTERS FOR BUSES	899.28
1240	05/22/2020	15994	AMAZON CAPITAL SERVICES	TITLE VI: CB BAGS FOR EACH SITE	817.13
1241	05/26/2020	15994	AMAZON CAPITAL SERVICES	RSA TITLE I TITLE II: Chromebooks X2 Cotteral	558.00
1242	05/27/2020	42687	CRISIS PREVENTION INSTITUTE, INC.	TRAINING WORKBOOKS	770.00
1243	05/18/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	REPAIRS TO BUS 21	4,735.85
1244	05/18/2020	17290	FLEETPRIDE, INC.	ENGINE FOR BUS 21	13,000.00
1245	05/28/2020	15994	AMAZON CAPITAL SERVICES	LENOVO 300E CHROMEBOOK	308.95
1246	05/20/2020	17552	ULINE, INC.	TRUCK,, SHELVING UNITS FOR TRANS STORAGE BUILDING	1,962.60
1247	05/28/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	REPAIRS TO BUS 1	4,735.85
1248	05/28/2020	17290	FLEETPRIDE, INC.	ENGINE FOR BUS 1	13,000.00
1249	05/28/2020	42234	CHALK'S TRUCK PARTS, INC.	LED STOP ARM SQUARE SLAVE AND MASTER LEAD	882.84
1250	05/29/2020	17916	ADVANCED MEDICAL EQUIPMENT LLC	IHEALTH TOUCHLESS THERMOMETER	1,280.00
1251	05/29/2020	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	HS- CNL 40 GAL TRAILER SPRAYER (ALL SPORTS)	699.00
1252	05/26/2020	17290	FLEETPRIDE, INC.	CORE FOR ENGINE BUS 21	4,000.00
1253	06/03/2020	12682	MIDWEST BUS SALES, INC.	2019 SPED BUS SAF-T-LINER C2 310TS #SW5032	81,750.00
<b>Non-Payroll Total:</b>					<b>\$322,728.61</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$322,728.61</b>

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 488 - 537

PO No	Date	Vendor No	Vendor	Description	Amount
488	05/01/2020	43883	UNITED REFRIGERATION, INC.	FOGARTY HVAC PARTS	1,000.00
489	05/01/2020	15994	AMAZON CAPITAL SERVICES	BAND SAW BLADES AND TRACER KIT FOR FOGARTY	100.00
490	05/05/2020	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER IN AGED	1,100.00
491	05/05/2020	43656	GRACO ROOFING CONSTRUCTION LLC	FOGARTY ROOF REPAIRS	2,979.00
492	05/08/2020	11163	H-I-S PAINT MFG. CO, LLC	YELLOW PARKING LOT STRIPING PAINT	170.00
493	05/08/2020	12967	OKLAHOMA HOME CENTERS, INC.	PAINT FOR HIGH SCHOOL	600.00
494	05/12/2020	43749	TREAT'S SOLUTIONS, LLC	NITRILE GLOVES	36.99
496	05/11/2020	15994	AMAZON CAPITAL SERVICES	RIGHT ANGLE DRILL KIT	75.00
497	05/14/2020	43798	DENSE MECHANICAL	EMERGENCY REPAIRS TO GUES CHILLER	1,500.00
498	05/14/2020	11619	HOME DEPOT CREDIT SERVICES	MATERIALS FOR FAVER ANNEX	500.00
499	05/14/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND PAINT SUPPLIES	1,000.00
500	05/12/2020	44194	MERRIFIELD OFFICE SOLUTIONS	HANGING CLAMPS FOR BLUEPRINT RACKS	500.00
501	05/13/2020	44092	INNOVATIVE MECHANICAL LLC	CHILLER DIAGNOSTICS AT GUES	0.00
502	05/13/2020	40596	JAMES C. MCGEE	RECYCLED ROCK FOR FOGARTY	400.00
503	05/13/2020	12910	OFFICE DEPOT, INC.	PAGE DIVIDERS WITH TABS FOR DISTRICT SDS BOOKS	193.82
504	05/13/2020	12967	OKLAHOMA HOME CENTERS, INC.	GROUND AND BLACK WIRE ROLLS	130.00
505	05/13/2020	12387	LOWE'S COMPANIES, INC.	STABILIZER KNEE PADS	119.92
506	05/15/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	500.00
507	05/15/2020	43639	KONE, INC	FOGARTY LIFT REPAIRS	1,200.00
508	05/15/2020	17152	TIME SPENT LLC	CARPET CLEANING AT TRANSPORTATION	300.00
509	05/15/2020	43798	DENSE MECHANICAL	LEAK SEARCH ON GUES CHILLER	1,500.00
510	05/14/2020	17277	EDMOND SAFE & LOCK, INC.	REKEY LOCKS AT CHARTER OAK	100.00
511	05/21/2020	43749	TREAT'S SOLUTIONS, LLC	HAND SANITIZER STANDS	1,620.00
512	05/19/2020	15994	AMAZON CAPITAL SERVICES	WASHABLE FACE MASKS	400.00
513	05/20/2020	44156	P&T ENTERPRISES, LLC,	HAND SANITIZER	242.88
514	05/21/2020	43749	TREAT'S SOLUTIONS, LLC	SPRAY BOTTLES AND GLOVES	352.53
515	05/22/2020	17249	S. T. BOLDING III	ELECTRICAL REPAIRS	1,500.00
516	05/21/2020	43749	TREAT'S SOLUTIONS, LLC	HAND SANITIZER	270.00
517	05/21/2020	12967	OKLAHOMA HOME CENTERS, INC.	500' WIRE FOR FOGARTY	500.00
518	05/21/2020	15969	SOUTHWEST PAPER, INC - OKC	BLADES FOR GUES WET VAC	46.76
519	05/21/2020	44156	P&T ENTERPRISES, LLC,	100 BOXES HAND SANITIZER	2,208.00
520	05/22/2020	44156	P&T ENTERPRISES, LLC,	8OZ PUMP BOTTLES OF HAND SANITIZER	230.40
521	05/26/2020	44092	INNOVATIVE MECHANICAL LLC	GUES CHILLER REPAIRS	0.00
522	05/26/2020	15994	AMAZON CAPITAL SERVICES	BREAKERS FOR FOGARTY	50.00
523	05/26/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	500.00
524	05/27/2020	11514	H & M CARPET CENTER LLC	REPAIR TILE IN HS GIRLS NORTH RESTROOM	400.00
525	05/27/2020	15718	OVERHEAD DOOR COMPANY OF OKC, INC.	DOOR REPAIR AT MAINTENANCE SHOP	500.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 488 - 537

PO No	Date	Vendor No	Vendor	Description	Amount
526	05/27/2020	14189	VOSS ELECTRIC CO.	BATTERIES FOR DISTRICT EMERGENCY LIGHTS	58.75
527	05/26/2020	44092	INNOVATIVE MECHANICAL LLC	GUES CHILLER REPAIRS	4,175.00
528	05/26/2020	43749	TREAT'S SOLUTIONS, LLC	NITRILE GLOVES	256.05
529	05/27/2020	42004	ROBERT BROOKE & ASSOCIATES	RESTROOM PARTITION HARDWARE	107.09
530	05/27/2020	11619	HOME DEPOT CREDIT SERVICES	COUNTERTOP KITS FOR HS GIRLS NORTH RR	398.00
531	05/27/2020	15969	SOUTHWEST PAPER, INC - OKC	HAND SANITIZER 8OZ BOTTLES	1,876.80
532	05/27/2020	15969	SOUTHWEST PAPER, INC - OKC	GP ROLL TOWELS FOR AUTO DISPENSERS	2,618.80
533	05/27/2020	42205	THE PUBLIC GROUP, LLC	FEES FOR ONLINE AUCTION SERVICE	1,200.00
534	05/27/2020	43913	JOHNSON EQUIPMENT COMPANY	GRADE AND POUR CONCRETE SLAB AT COTTERAL	3,850.00
535	05/29/2020	11619	HOME DEPOT CREDIT SERVICES	CORNERS FOR FAVER ANNEX	53.94
536	05/29/2020	15969	SOUTHWEST PAPER, INC - OKC	CLASSROOM FLOOR FINISH	1,712.10
537	05/27/2020	43913	JOHNSON EQUIPMENT COMPANY	CONCRETE SLAB FOR FOGARTY UNIT	4,000.00

<b>Non-Payroll Total:</b>	<b>\$43,131.83</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$43,131.83</b>
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## Purchase Order Register

Options: Year: 2019-2020, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2019 - 6/30/2020, PO Range: 23 - 23

PO No	Date	Vendor No	Vendor	Description	Amount
23	05/21/2020	43748	PARENT/STUDENT REFUND	CN REFUND FOR LISA COOK	47.15
<b>Non-Payroll Total:</b>					<b>\$47.15</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$47.15</b>

## Purchase Order Register

**Options:** Year: 2019-2020, Fund: CASUALTY/FLOOD INS. RECOVERY, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1 - 10

PO No	Date	Vendor No	Vendor	Description	Amount
1	05/20/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	WARRANTY ON GUES COMPRESSOR	2,914.00
<b>Non-Payroll Total:</b>					<b>\$2,914.00</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$2,914.00</b>

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 1252, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
36	07/01/2019	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2019-2020	-348.02
37	07/01/2019	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2019-2020	-2,054.04
38	07/01/2019	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2019-2020	-111.84
39	07/01/2019	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2019-2020	-309.03
43	07/01/2019	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2019-2020	-16.92
44	07/01/2019	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2019-2020	-94.90
45	07/01/2019	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2019-2020	-100.00
46	07/01/2019	83680	MEGHAN KATHLEEN NORTON	EXPENSE REIMBURSEMENT FOR 2019-2020	-247.14
47	07/01/2019	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2019-2020	-1,435.00
63	07/01/2019	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES/ADMIN	-100.00
68	07/01/2019	81228	APRIL LYNN DEVEREAUX	MILEAGE REIMBURSEMENT FOR 2019-2020	-209.12
69	07/01/2019	43981	OkAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE	-141.00
70	07/01/2019	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2019-2020/CHARTER OAK	-7,886.51
73	07/01/2019	43632	TONY GLOVER dba AJG INC.	BLANKET FOR PART/SUPPLIES-TECHNOLOGY	-500.00
81	07/01/2019	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK-TECHNOLOGY	-52.22
90	07/01/2019	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	-1,000.00
94	07/01/2019	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-100.00
95	07/01/2019	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS-TECHNOLOGY	-2,000.00
96	07/01/2019	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	BLANKET FOR SERVICES-TECHNOLOGY	-1,000.00
106	07/01/2019	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS AND SUPPLIES-TECHNOLOGY	-1,000.00
107	07/01/2019	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES-TECHNOLOGY	-742.00
116	07/01/2019	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR NETWORK SUPPORT -TECHNOLOGY	-1,500.00
119	07/01/2019	40530	ANGIE KAYE SMEDLEY	MILEAGE REIMBURSEMENT	-138.74
120	07/01/2019	43789	NANCY ELIZABETH MCLEAN	MILEAGE REIMBURSEMENT	-500.00
121	07/01/2019	82157	LISA C WOODS	MILEAGE REIMBURSEMENT	-500.00
123	07/01/2019	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	-240.48
126	07/01/2019	83798	SONYA ALECIA ARNOLD	MILEAGE REIMBURSEMENT	-500.00
128	07/01/2019	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA PRO ASSESSMENT	-300.00

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 1252, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
129	07/01/2019	17878	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGICAL SERVICES FOR 2019-2020	-1,000.00
130	07/01/2019	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR STAFF VACCINATIONS	-175.00
131	07/01/2019	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	-212.02
132	07/01/2019	42541	TERESA EWING	CONTRACT FOR PHYSICAL THERAPY FOR 2019-2020	-604.60
137	07/01/2019	84183	CATHRYN HOLLIMAN MCLENDON	MILEAGE REIMBURSEMENT	-500.00
138	07/01/2019	84221	LAURIE DIANE BROWN	MILEAGE REIMBURSEMENT	-288.88
139	07/01/2019	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT FOR 2019-2020	-140.00
140	07/01/2019	80657	MARYLYN S STEFFENSEN	PSYCH TESTING CONTRACT FOR 2019-2020	-7,025.00
141	07/01/2019	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR ESY JULY 2019-2020	-1,194.16
142	07/01/2019	14207	WALMART COMMUNITY	SUPPLIES FOR ESY JULY 2019	-172.56
145	07/01/2019	10272	BODY BILLBOARDS	PLAQUES FOR EMPLOYEE OF THE MONTH	-250.00
146	07/01/2019	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	-300.00
150	07/01/2019	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	-125.00
164	07/01/2019	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	NON-DOT PHYSICALS/TRANSPORTATION	-300.00
170	07/01/2019	17358	STATEWIDE COMPLIANCE SERVICES, INC	TANK TESTING (YEARLY) /TRANSPORTATION	-300.00
174	07/01/2019	44291	CERTIFIED LANGUAGES INT'L, LLC	TITLE I - PHONE TRANSLATION SERVICES FOR DISTRICT	-3,617.50
177	07/01/2019	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES/SPED	-285.29
189	07/02/2019	42456	STILLWATER MILLING COMPANY	SUPPLIES FOR AG PROGRAM/DRAKE/HS	-3.52
192	07/08/2019	82228	KRISTI KATHRYN BLAKEMORE	MILEAGE REIMBURSEMENT/CARL PERKINS	-26.34
227	07/16/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR CLASSROOMS/BENSON/FAVER	-4.37
255	07/17/2019	12387	LOWE'S COMPANIES, INC.	SUPPLIES FOR AG PROGRAM/DRAKE/HS	-4.39
283	07/30/2019	84264	ANGELIQUE ANNETTE CASE	MILEAGE REIMBURSEMENT FOR WORKSHOP	-50.00
289	08/01/2019	44088	REPRODUCTION ENTERPRISES, INC.	semen tank fill and supplies	-12.60
331	08/09/2019	17940	PROSPERITY BANK	Out of town fuel and repairs	-15.86
366	08/15/2019	11127	STOCK SHOW PLANNER	wall planner and supplies	-100.00
393	08/19/2019	14207	WALMART COMMUNITY	Classroom \$150.00	-150.00
405	08/19/2019	12682	MIDWEST BUS SALES, INC.	Towing, Not Starting and A/C work	-874.00
416	08/19/2019	14207	WALMART COMMUNITY	Teacher \$150	-150.00
424	08/19/2019	14207	WALMART COMMUNITY	Classroom Supplies	-38.36
433	08/19/2019	44332	RANDALL FIVE INC	shop supplies for ag program	-130.88
435	08/20/2019	84165	MICHAYLA ANNE CAMPBELL	MILEAGE REIMBURSEMENT	-500.00
436	08/20/2019	83659	CATHERINE JOAN ADAMS PAYNE	MILEAGE REIMBURSEMENT IN DISTRICT	-216.48

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 1252, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
441	08/22/2019	15994	AMAZON CAPITAL SERVICES	\$150 Teacher Allowance for Classroom Supplies	-147.05
461	08/26/2019	83480	AMANDA JENSEN PAUL	mileage reimbursement 2019-20	-155.44
498	08/30/2019	17963	HEATH SHELTON	Photography for Charter Oak & JHS	-77.21
516	09/05/2019	17124	UNIV. OF OK HEALTH SCIENCES CTR	PROFESSIONAL DEVELOPMENT/SPEECH	-220.00
520	09/05/2019	42234	CHALK'S TRUCK PARTS, INC.	C-2 Turn Lamp	-158.22
528	09/06/2019	15994	AMAZON CAPITAL SERVICES	\$150 for Classroom Supplies	-0.90
531	09/06/2019	81316	JAMIE KAY ALEXANDER	MILEAGE REIMBURSEMENT FOR 19-20	-688.14
558	09/11/2019	11933	JOHN VANCE MOTORS, INC.	repairs to bus 59 lift	-500.00
577	09/12/2019	40775	APPLE STORE	BLANKET FOR APPS/SP ED	-135.04
582	09/12/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	-14.85
587	09/13/2019	16678	KARY JARRED	MILEAGE REIMBURSEMENT	-75.00
590	09/17/2019	17290	FLEETPRIDE, INC.	diagnosis of bus 7	-500.00
604	09/19/2019	83231	JULIE ANN MELVIN	MILEAGE REIMBURSEMENT	-80.00
605	09/19/2019	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	-1,201.01
611	09/24/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	-16.29
614	09/24/2019	83566	BRENDA DEEANN BRANDON	CONTRACT FOR CPI	-1,000.00
632	09/27/2019	43821	TEACHER SYNERGY, LLC	150.00 Classroom Supply Budget	-150.00
634	09/27/2019	13431	ROSENSTEIN FIST & RINGOLD	CONSULTATION SERVICES - CYBER ATTACK	-1,130.00
665	10/04/2019	17727	PROJECT LEAD THE WAY, INC.	PLTW GATEWAY PARTICIPATION	-750.00
676	10/09/2019	16475	PEARSON EDUCATION, INC.	TESTING KIT FOR SP ED	-355.50
707	10/15/2019	17290	FLEETPRIDE, INC.	Diagnosis	-500.00
710	10/15/2019	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES FOR SP ED	-157.88
719	10/15/2019	12447	MARDEL, INC.	Teacher allowance for Amanda Shults	-150.00
750	10/29/2019	10954	BLICK ART MATERIALS, LLC	Pottery Clay	-138.10
771	11/01/2019	15994	AMAZON CAPITAL SERVICES	MISC SP ED SUPPLIES BLANKET PO	-197.05
773	11/04/2019	80663	SHERI DAWN STEVENSON	MILEAGE REIMBURSEMENT FOR HOMEBOUND STUDENT	-242.14
774	11/04/2019	84288	MELODI JO WOODS	MILEAGE REIMBURSEMENT FOR PROF DEVELOPMENT	-55.00
777	11/04/2019	43391	MOBYMAX, LLC	CURRICULUM FOR SP ED CLASSROOM	-99.00
787	11/08/2019	11933	JOHN VANCE MOTORS, INC.	Fuel Filters and oil filter change	-600.00
789	11/08/2019	17940	PROSPERITY BANK	Fuel and emergency expenses	-500.00
792	11/08/2019	84285	JILL KATHLEEN RHOADES	MILEAGE REIMBURSEMENT IN DISTRICT	-500.00
804	11/13/2019	12447	MARDEL, INC.	Instructional materials	-50.00
806	11/13/2019	14201	WALKER TIRE DTR LLC	Tires for white fleet	-186.50
808	11/14/2019	40791	APPLE, INC.	\$150/Charter Oak/Brown	-150.00



## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 1252, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
817	11/18/2019	17290	FLEETPRIDE, INC.	Repairs to 2005 Ford 1 Ton truck 73	-500.00
824	11/19/2019	17290	FLEETPRIDE, INC.	Repairs to bus 15	-500.00
834	11/20/2019	17290	FLEETPRIDE, INC.	Repairs bus 26 rear main	-0.40
839	11/21/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for Pam Ming	-150.00
851	11/22/2019	12387	LOWE'S COMPANIES, INC.	supplies for shop and school farm	-3.65
870	12/04/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	PROF DEV FOR SP ED STAFF	-1,000.00
896	12/09/2019	13864	AMERICAN EAGLE CO., INC.	\$150 CLASSROOM SUPPLIES/G. SALAS/HS	-150.00
899	12/09/2019	12447	MARDEL, INC.	Curriculum	-150.00
904	12/09/2019	40775	APPLE STORE	BLANKET FOR SPECIAL ED APPS	-500.00
908	12/09/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies GPS \$150	-150.00
909	12/09/2019	15994	AMAZON CAPITAL SERVICES	150 classroom	-146.57
937	12/13/2019	17290	FLEETPRIDE, INC.	New Turbo	-631.00
944	12/16/2019	17289	A-1 RADIATOR SERVICE, INC.	RADIATORS AND REPAIR	-1,000.00
950	12/17/2019	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	-160.00
958	12/19/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for JESSICA OWENS	-150.00
959	12/20/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for TISH HURST	-150.00
963	12/20/2019	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	-500.00
965	12/20/2019	15994	AMAZON CAPITAL SERVICES	Classroom fund	-150.00
967	12/20/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	-150.00
968	12/20/2019	14207	WALMART COMMUNITY	\$150 Teacher Allowance	-150.00
983	01/08/2020	44489	INDUSTRIAL TRUCK EQUIPMENT INC	Repair for bus lifts	-500.00
984	01/09/2020	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES	-1,000.00
985	01/08/2020	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT 2ND SEMESTER	-484.34
986	01/08/2020	44395	SHERRI MAE FAIRCHILD	PSYCH TESTING CONTRACT FOR 2ND SEMESTER	-9,375.00
987	01/08/2020	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	-17.02
1002	01/16/2020	44147	OUTBACK LABS, LLC	Clippers for program	-55.84
1003	01/16/2020	84183	CATHRYN HOLLIMAN MCLENDON	MILEAGE REIMBURSEMENT FOR PD	-100.00
1005	01/16/2020	84288	MELODI JO WOODS	MILEAGE REIMBURSEMENT FOR PD	-100.00
1024	01/22/2020	15994	AMAZON CAPITAL SERVICES	SP ED BLANKET PO	-804.38
1026	01/28/2020	13789	SULLIVAN SUPPLY INC.	Show supplies for program	-55.52
1037	02/03/2020	44361	BETSY CHEN	BEHAVIORAL SERVICES	-13,581.88
1040	01/28/2020	40775	APPLE STORE	IPADS FOR CLASSROOM USE	-5,880.00
1065	02/10/2020	17290	FLEETPRIDE, INC.	Bus 21 diagnostic	-500.00
1066	02/10/2020	83615	PATTI JO BOHLMAN	MILEAGE REIMBURSEMENT	-250.00
1083	02/17/2020	11966	JOSTENS, INC.	DIPLOMAS & COVERS/HS	-151.47
1088	02/19/2020	17598	KRANOS CORPORATION	HS- HELMETS (FB)	-263.85
1089	02/17/2020	11631	HAC, INC.	BLANKET PO	-69.99
1090	02/19/2020	83867	CARLY MARCILLE MURRAY	IN-DISTRICT MILEAGE REIMBURSEMENT	-601.65

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020,  
PO Range: 1 - 1252, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1094	02/19/2020	13789	SULLIVAN SUPPLY INC.	LIVESTOCK FANS FOR PROGRAM	-5.00
1105	02/24/2020	44489	INDUSTRIAL TRUCK EQUIPMENT INC	REPAIRS TO BUS 58 LIFT	-583.79
1126	03/02/2020	13138	HERTZBERT-NEW METHOD, INC	RSA: BOOKS AND READING MATERIALS/CENTRAL	-57.34
1136	03/05/2020	10707	COUNTRY FORD MERCURY, INC.	REPAIRS TO VEH #73	-1,000.00
1139	03/06/2020	14207	WALMART COMMUNITY	STORAGE BOXES	-75.00
1144	03/09/2020	11933	JOHN VANCE MOTORS, INC.	DIAGNOSTIC FOR SUV 36	-129.95
<b>Non-Payroll Total:</b>					<b>(\$94,707.73)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$94,707.73)</b>

## Change Order Listing

**Options:** Fund: Building, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 537, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
9	07/01/2019	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	-425.00
18	07/01/2019	14674	HOMETOWN RENTAL & FEED, INC.	PROPANE FOR FORKLIFT	-112.09
114	08/06/2019	43554	ROBERTS DISPOSAL SERVICES, INC	ROLL OFF DUMPSTERS	-460.00
237	10/16/2019	43225	RED DIRT SEPTIC & BACKHOE, LLC	LAGOON SERVICE AT CHARTER OAK	-310.00
245	10/29/2019	17249	S. T. BOLDING III	ADD LIGHTING TO EAST SIDE OF STADIUM	-430.33
250	10/29/2019	43225	RED DIRT SEPTIC & BACKHOE, LLC	LAGOON MAINTENANCE SERVICE AGREEMENT	-1,120.00
367	02/07/2020	16370	QUICK SERVICE STEEL	MISC IRON, PIPE, METAL MATERIALS	-300.00
382	02/18/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-10.16
387	02/19/2020	40596	JAMES C. MCGEE	RECYCLED ASPHALT AND SPREAD MAINT/BUS LOT	-137.50
422	03/04/2020	12967	OKLAHOMA HOME CENTERS, INC.	MATERIAL TO REPAIR COTT EQUIPMENT	-84.31
427	03/06/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-74.64
436	03/10/2020	42501	EARTHSMART CONTROLS, LLC	DIAGNOSTIC AT CENTRAL	-800.00
444	03/24/2020	17152	TIME SPENT LLC	STEAM CLEAN FOGARTY QUAD CLASSROOMS CARPET	-304.40
448	03/24/2020	11619	HOME DEPOT CREDIT SERVICES	DEHUMIDIFIER	-2.47
450	03/25/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-16.73
451	04/02/2020	12967	OKLAHOMA HOME CENTERS, INC.	ROOFING MATERIAL FOR FAVER ANNEX	-30.63
456	04/02/2020	40596	JAMES C. MCGEE	ADD'L REPAIRS TO FOGARTY PARKING LOT	-37.50
<b>Non-Payroll Total:</b>					<b>(\$4,655.76)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$4,655.76)</b>

## Change Order Listing

**Options:** Fund: CHILD NUTRITION FUND, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 5/5/2020 - 6/2/2020, PO Range: 1 - 21, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2019	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2019-20	-2,000.00
8	07/01/2019	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2019-20	-565.00
<b>Non-Payroll Total:</b>					<b>(\$2,565.00)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$2,565.00)</b>

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
As of 5/31/20

**GENERAL LEDGER ACCOUNT**

**BANK RECONCILIATION**

Balance (5/01/20)	\$522,389.26	Balance per bank statement As of (5/31/20)	\$531,100.09
Add Receipts	\$ 14,907.33	Add Deposits in Transit	\$ 960.00
Less Checks Written	\$ 19,498.73	less O/S Checks	\$ 14,262.23
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$517,797.86	Balance per Ledger	\$517,797.86

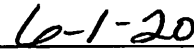
**Adjustment/Correction explanations:**

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**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: 5/1/2020 - 5/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$412.36	\$39.25	\$0.00	\$0.00	\$451.61	\$0.00	\$451.61
802 CENTRAL ACTIVITY	\$12,226.71	\$0.00	\$0.00	\$1,023.95	\$11,202.76	\$3,800.00	\$7,402.76
803 CENTRAL PTO	\$8,533.97	\$0.00	\$0.00	\$1,542.05	\$6,991.92	\$0.00	\$6,991.92
804 COTTERAL PTO	\$12,320.99	\$0.00	\$0.00	\$0.00	\$12,320.99	\$0.00	\$12,320.99
805 COTTERAL ACTIVITY	\$12,080.86	\$40.00	\$0.00	\$0.00	\$12,120.86	\$0.00	\$12,120.86
806 COTTERAL FACULTY	\$391.27	\$17.75	\$0.00	\$0.00	\$409.02	\$0.00	\$409.02
808 FOGARTY PARENTS ORG.	\$17,622.51	\$0.00	\$0.00	\$345.80	\$17,276.71	\$361.66	\$16,915.05
809 FOGARTY ACTIVITY	\$12,143.80	\$0.00	\$0.00	\$304.65	\$11,839.15	\$3,726.00	\$8,113.15
810 FOGARTY FACULTY	\$139.37	\$0.00	\$0.00	\$0.00	\$139.37	\$0.00	\$139.37
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$15,645.71	\$521.00	\$0.00	\$3,994.68	\$12,172.03	\$384.39	\$11,787.64
813 GUES FACULTY	\$1,424.86	\$85.45	\$0.00	\$0.00	\$1,510.31	\$0.00	\$1,510.31
814 GUES HONOR CHOIR	\$646.12	\$0.00	\$0.00	\$0.00	\$646.12	\$0.00	\$646.12
815 GUES PARENTS ORG.	\$18,795.27	\$0.00	\$0.00	\$397.02	\$18,398.25	\$5,305.00	\$13,093.25
816 GHS SPECIAL KIDS	\$279.13	\$0.00	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$299.49	\$0.00	\$0.00	\$0.00	\$299.49	\$0.00	\$299.49
819 ATHLETICS JUNIOR HIGH	\$6,140.05	\$0.00	\$0.00	\$130.00	\$6,010.05	\$2,238.50	\$3,771.55
820 GOLF JUNIOR HIGH	\$2,266.69	\$0.00	\$0.00	\$0.00	\$2,266.69	\$0.00	\$2,266.69
821 FHA JUNIOR HIGH	\$3,126.59	\$0.00	\$0.00	\$0.00	\$3,126.59	\$52.00	\$3,074.59
822 HONOR SOCIETY JR HIGH	\$2,777.29	\$0.00	\$0.00	\$0.00	\$2,777.29	\$0.00	\$2,777.29
823 JR HIGH ACCOUNT	\$4,749.04	\$7.50	\$0.00	\$0.00	\$4,756.54	\$128.45	\$4,628.09
824 JR HIGH FACULTY	\$1,369.84	\$204.31	\$0.00	\$0.00	\$1,574.15	\$138.43	\$1,435.72
825 LIBRARY JR HIGH	\$4,138.98	\$0.00	\$0.00	\$2,217.91	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$26,672.97	\$0.00	\$872.00	\$0.00	\$27,544.97	\$602.02	\$26,942.95
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$4,500.33	\$0.00	(\$872.00)	\$0.00	\$3,628.33	\$0.00	\$3,628.33
831 T.S.A. JR HIGH	\$1,030.69	\$0.00	\$0.00	\$0.00	\$1,030.69	\$0.00	\$1,030.69
832 YEARBOOK JR HIGH	\$4,986.07	\$640.00	\$0.00	\$1,031.97	\$4,594.10	\$0.00	\$4,594.10
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$22,837.72	\$20.90	\$0.00	\$2,752.74	\$20,105.88	\$1,025.00	\$19,080.88
841 CHARTER OAK PTO	\$6,503.30	\$0.00	\$0.00	\$320.48	\$6,182.82	\$0.00	\$6,182.82
842 CHARTER OAK FACULTY	\$580.60	\$34.93	\$0.00	\$0.00	\$615.53	\$0.00	\$615.53
850 ACADEMIC TEAM HS	\$107.70	\$0.00	\$0.00	\$0.00	\$107.70	\$0.00	\$107.70
851 ART CLUB HS	\$8,462.41	\$0.00	\$25.00	\$0.00	\$8,487.41	\$0.00	\$8,487.41
852 ATHLETICS HS	\$34,237.85	\$3,549.36	\$0.00	\$1,817.32	\$35,969.89	\$4,709.41	\$31,260.48
853 HS CHEER	\$2,464.99	\$1,478.00	\$0.00	\$0.00	\$3,942.99	\$4,678.00	(\$735.01)
854 FOOTBALL CAMP	\$4,678.91	\$0.00	\$0.00	\$0.00	\$4,678.91	\$2,605.50	\$2,073.41
855 TENNIS HS	\$21,255.21	\$0.00	\$0.00	\$1,697.00	\$19,558.21	\$3,255.00	\$16,303.21
856 GHS LIBRARY	\$238.57	\$0.00	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57
858 GHS LINK CREW	\$130.97	\$0.00	\$0.00	\$0.00	\$130.97	\$0.00	\$130.97
859 BAND (OPERATING) HS	\$6,650.48	\$452.50	\$0.00	\$1,193.00	\$5,909.98	\$0.00	\$5,909.98
860 CLASS OF 2021 HS	\$3,409.90	\$0.00	(\$50.00)	\$0.00	\$3,359.90	\$0.00	\$3,359.90
861 CLASS OF 2023 HS	\$888.36	\$30.00	\$0.00	\$0.00	\$918.36	\$0.00	\$918.36
864 GHS ALUMNI ACCOUNT	\$8,467.96	\$0.00	\$0.00	\$0.00	\$8,467.96	\$0.00	\$8,467.96
865 CLASS OF 2022 HS	\$2,101.08	\$0.00	\$25.00	\$0.00	\$2,126.08	\$0.00	\$2,126.08
869 ENGLISH CLUB	\$839.74	\$0.00	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$902.90	\$47.75	\$0.00	\$0.00	\$950.65	\$235.00	\$715.65
871 HS STUDENT PANTRY	\$16,675.04	\$0.00	\$0.00	\$0.00	\$16,675.04	\$138.41	\$16,536.63
872 CLASS OF 2020	\$7,587.70	\$0.00	\$0.00	\$0.00	\$7,587.70	\$0.00	\$7,587.70
876 FFA 4H BOOSTER CLUB HS	\$23,407.47	\$0.00	\$0.00	\$0.00	\$23,407.47	\$7,300.00	\$16,107.47
877 FFA HS	\$8,597.65	\$2,549.60	\$0.00	\$390.16	\$10,757.09	\$1,957.87	\$8,799.22
878 FCCLA (FHA) HS	\$3,014.57	\$0.00	\$0.00	\$0.00	\$3,014.57	\$646.00	\$2,368.57
879 FOREIGN LANGUAGE SPAN HS	\$4,714.16	\$0.00	\$0.00	\$0.00	\$4,714.16	\$0.00	\$4,714.16
880 XC Bluecrew	\$1,121.18	\$2,800.00	\$0.00	\$0.00	\$3,921.18	\$0.00	\$3,921.18
881 Lady Jays Basketball	\$6,367.19	\$0.00	\$0.00	\$0.00	\$6,367.19	\$2,445.00	\$3,922.19
882 GUTHRIE RUNNING CLUB HS	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80

**Guthrie Public Schools**  
**Revenue/Expenditure Summary**

Options: Fund: 60, Date Range: 5/1/2020 - 5/31/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$1,575.40	\$0.00	\$0.00	\$0.00	\$1,575.40	\$0.00	\$1,575.40
884 HIGH SCHOOL ACCOUNT	\$21,218.40	\$237.57	\$0.00	\$340.00	\$21,115.97	\$7,107.48	\$14,008.49
885 STUDENT SUPPORT HS	\$3,207.68	\$0.00	(\$1,100.00)	\$0.00	\$2,107.68	\$0.00	\$2,107.68
886 HONOR SOCIETY HS	\$2,972.93	\$285.00	\$0.00	\$0.00	\$3,257.93	\$0.00	\$3,257.93
889 KEY CLUB HS	\$582.28	\$0.00	\$0.00	\$0.00	\$582.28	\$195.00	\$387.28
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$3,929.27	\$5.00	\$0.00	\$0.00	\$3,934.27	\$260.60	\$3,673.67
895 JROTC HS	\$3,995.15	\$0.00	\$0.00	\$0.00	\$3,995.15	\$0.00	\$3,995.15
897 SOCCER CLUB HS	\$4,060.73	\$0.00	\$0.00	\$0.00	\$4,060.73	\$0.00	\$4,060.73
898 SCIENCE CLUB HS	\$5,605.57	\$20.00	\$0.00	\$0.00	\$5,625.57	\$380.69	\$5,244.88
899 STUDENT COUNCIL HS	\$8,520.76	\$0.00	\$0.00	\$0.00	\$8,520.76	\$342.39	\$8,178.37
900 CAMPUS BEAUTIFICATION HS	\$4,323.79	\$0.00	\$0.00	\$0.00	\$4,323.79	\$613.29	\$3,710.50
902 VOCAL HS	\$4,521.91	\$0.00	\$0.00	\$0.00	\$4,521.91	\$3,566.25	\$955.66
904 YEARBOOK HS	\$18,618.08	\$355.00	\$1,100.00	\$0.00	\$20,073.08	\$24,858.00	(\$4,784.92)
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$2,406.92	\$0.00	\$0.00	\$0.00	\$2,406.92	\$240.00	\$2,166.92
913 DRAMA HS	\$1,652.43	\$0.00	\$0.00	\$0.00	\$1,652.43	\$0.00	\$1,652.43
922 COURTESY COMMITTEE ADMIN	\$124.53	\$0.00	\$0.00	\$0.00	\$124.53	\$105.00	\$19.53
925 GENERAL FUND REFUND	\$3,026.73	\$41.05	\$0.00	\$0.00	\$3,067.78	\$18.00	\$3,049.78
927 HALL OF FAME BANQUET	\$1.97	\$0.00	\$0.00	\$0.00	\$1.97	\$0.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$35,829.26	\$957.19	\$0.00	\$0.00	\$36,786.45	\$0.00	\$36,786.45
932 SUMMER SCHOOL HS	\$1,935.00	\$0.00	\$0.00	\$0.00	\$1,935.00	\$0.00	\$1,935.00
933 FAVER C&C	\$395.21	\$14.50	\$0.00	\$0.00	\$409.71	\$0.00	\$409.71
934 TRANSPORTATION C&C	\$2,208.38	\$153.50	\$0.00	\$0.00	\$2,361.88	\$0.00	\$2,361.88
935 VENDING MACHINE ADMIN	\$696.68	\$0.00	\$0.00	\$0.00	\$696.68	\$412.19	\$284.49
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$6.94	\$65.33
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$14,456.13	\$207.12	\$0.00	\$0.00	\$14,663.25	\$2,090.71	\$12,572.54
942 C.N. CLEARING ACCT	\$27.00	\$113.10	\$0.00	\$0.00	\$140.10	\$21,444.70	(\$21,304.60)
<b>Total</b>	<b>\$522,389.26</b>	<b>\$14,907.33</b>	<b>\$0.00</b>	<b>\$19,498.73</b>	<b>\$517,797.86</b>	<b>\$107,372.88</b>	<b>\$410,424.98</b>



Staking A Claim in Our Students' Future

Cody Thompson  
*Director of Operations*

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

To: Dr. Mike Simpson and  
Board of Education

Date: May 21, 2020

We would like to declare the following items surplus:

GUES lounge items including table & 4 chairs, couch, recliner, tables, floor lamp,  
4 fake fig trees, and old metal gymnast bar.

Numerous band instruments per attached list from Mr. Blackburn

Thank you,

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

Cody Thompson





Linda Skinner <linda.skinner@guthrieeps.net>

**FW: Surplus Items**

1 message

**Cody Thompson** <cody.thompson@guthrieeps.net>  
To: Linda Skinner <linda.skinner@guthrieeps.net>

Thu, May 21, 2020 at 11:49 AM

Also surplus for the next board meeting

**From:** Susan Davison <susan.davison@guthrieeps.net>  
**Sent:** Wednesday, May 20, 2020 2:22 PM  
**To:** Cody Thompson <cody.thompson@guthrieeps.net>  
**Subject:** Surplus Items

Cody,

Please surplus the following items from our teacher's lounge.

Dining table and 4 chairs

Couch

Recliner

2 end tables and one sofa table

1 floor lamp

4 fake fig trees

Old metal gymnast bar (on the edge of the stage)

These items are in the hall outside the teachers' lounge.

These items will need to be removed before NorthChurch starts up again.

Thanks, Susan

## Band Instruments for Surplus 2020

5-13-20

We, the band staff, determined that the following instruments are not worth fixing and must be put on the surplus list. Please note that we have a gentleman that calls on this part of the US and is willing to purchase said instruments for a fair price. Again, they are not worth anything to us but to take up space and must get rid of them.

<b>Instrument</b>	<b>Brand</b>	<b>Serial Number</b>	<b>Reason</b>
Flute	Sky USA	N/A	Donated horn, No headjoint, not a real instrument
Oboe	Selmer	1882	Old, not worth repairing
Clarinet	Bundy	1229605	Broken Cannot be repaired.
Clarinet	Zyoid	84NB4397L	Old, Cannot be fixed
Clarinet	N/A	N/A	Donated horn, Broken, not a real instrument
Clarinet	Etude	11011067	Old, broken
Bass Clarinet	Vito	4798B	Old, missing parts
Trumpet	Olds	76663	Old, not worth repairing

Robert Blackburn

Parker Snell

Michael Way

Guthrie Band Staff



**GUTHRIE PUBLIC SCHOOLS  
FIELD TRIP REQUEST  
Effective 2-08**

Today's Date 8 May 20 Date of Activity 3 Oct 20

Destination Rider High School, Wichita Falls, TX

Class & Grade Level 9-12

Teacher(s) Fredrickson/Campbell

Names of teacher assistants or other adults attending:

Number of students 25 Number of sponsors 2

Leave Time 0630 Return Time 1700

Event Beginning Time if different \_\_\_\_\_ Event Ending Time if different \_\_\_\_\_

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? 0 Cost to district 0

Paid for by Activity Fund  Yes  No

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

Transportation request completed?  Yes  No

Activity information e-mailed to activities@guthrie.k12.ok.us (Send as an Attachment)  Yes  No

Principal Signature

5.27.20  
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 PASS objective and the educational objective to be addressed by this field trip:

Allow cadets to participate in competition to evaluate their preparation and performance.

**EMPLOYEE TRIP REQUEST**

Check if Out of State

Mick Fredrickson  
Name of Employee

8 May 2020  
Date

Employee's Current Assignment High School JROTC Senior Army Instructor

Title of Conference or Activity Top of Texas Drill Meet

Location Wichita Falls, TX Dates of Conference 3 Oct 2020

Full Legal Name (for air travel) \_\_\_\_\_

Departure Date 3 Oct 2020  AM  PM *(check one)* Return Date 3 Oct 2020  AM  PM *(check one)*

If applicable, a Field Trip/Transportation Request has been completed:  Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Allow color guard, academic team, physical fitness team and rifle team to participate in competition

Cost for attendance  
(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>400.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>125.00</u>	
Lodging	\$	_____	
Meals	\$	_____	(overnight stay required; calculate at \$30 per night)
Substitute	\$	_____	(calculate @ \$60 per day)
Total	\$	<u>525.00</u>	

All fees paid by JROTC

Acct #895

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

Principal's Approval  5-27-20  
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

Cameron Campbell  
Name of Employee

8 May 20  
Date

Employee's Current Assignment High School JROTC Army Instructor

Title of Conference or Activity Top of Texas Drill Competition

Location Wichita Falls, TX Dates of Conference 3 Oct 2020

Full Legal Name (for air travel) \_\_\_\_\_

Departure Date 3 Oct 2020  AM  PM *(check one)* Return Date 3 Oct 2020  AM  PM *(check one)*

If applicable, a Field Trip/Transportation Request has been completed:  Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Allow color guard, academic team, physical fitness team and rifle team to participate in competition

Cost for attendance  
(give a close estimate if necessary)

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

Travel\* \$ \_\_\_\_\_ (mileage, air, ground,  
parking & toll) *see below*

Registration \$ \_\_\_\_\_

All fees paid by JROTC

Lodging \$ \_\_\_\_\_

Acct #895

Meals \$ \_\_\_\_\_ (overnight stay required;  
calculate at \$30 per night)

Substitute \$ \_\_\_\_\_ (calculate @ \$60 per day)

Total \$ 0.00

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

Principal's Approval *Cameron Campbell*  
Signature

5-27-20  
Date

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

\_\_\_\_\_  
Date

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

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

**MEMORANDUM:**

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

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

**SUBJECT:** Agreement with Oklahoma Hearing Solutions for Audiological  
Services

**DATE:** June 1, 2020

Attached is an agreement with Oklahoma Hearing Solutions, Fine Hearing Clinic, to provide audiological services for the 2020-2021 school year. The Guthrie Public School District is required to provide audiology services including evaluations and hearing aid molds for certain students with hearing impairments. There are two non-profit organizations that provide some of these services. One is local and one is in Oklahoma City. We are often able to utilize these organizations for some services for some of our students. Due to our referrals to the non-profit organizations, we spent zero (0) dollars for this service last school year. When we are unable to utilize these organizations, we will refer students to Oklahoma Hearing Solutions AKA Fine Hearing Clinic. Oklahoma Hearing Solutions has agreed to continue to provide these services for Guthrie Public Schools. The cost of this contract maybe up to \$1,000.

**Additional Quotes:**

John W. Keys Speech and Hearing Center, University of Oklahoma College of Allied Health starting at \$65 - \$155 per hour

Hearing Health Care, Shawnee starting at \$90 - \$110 per hour

Oklahoma Hearing Center starting at \$75 per hour

**Oklahoma Hearing Solutions  
Public School Audiology Service Contract**

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April 13, 2020

Guthrie Public Schools

Re: Audiological Services for the 2020-2021 school year

To Whom It May Concern

Enclosed you will find the proposed Audiology Service Contract for the 2020-2021 school year. Please sign the original and return it at your earliest convenience. You are more than welcome to email them as well.

Our audiology staff is experienced in the utilization of assistive listening devices such as FM Units, Auditory Trainers and Soundfield amplification. We are also one of the few clinics that offer Auditory Processing Disorder (APD) evaluations in the Oklahoma City metro area. Upon request, we are able to test individuals with challenges using two audiologists at no additional cost. We are also available to assist you with IEP matters involving your hearing impaired students, their families, and their teachers. In addition, we are contracted Medicaid/Sooner Care providers for medical services and necessary hearing equipment under their guidelines, as well as most private insurance companies.

We consider it an honor to serve your district with the best hearing healthcare service available. For your added convenience, we have two locations to better serve you. Fine Hearing Care is located in Edmond at 2405 S. Bryant Ave. Suite 100 Edmond, OK 73013 and Hearing Solutions is located at 408 S. Mustang Rd. Ste. B Yukon, OK 73099. We are able to see your students at either of our locations. If you have any questions or comments regarding this matter, please contact Jill Laxton at [jill.laxton@finehearingcare.com](mailto:jill.laxton@finehearingcare.com) or at 405-340-9191. We look forward to serving you and your students.

Sincerely,

Jill Laxton  
Business Manager

**Oklahoma Hearing Solutions**

2405 S. Bryant, Suite 100 Edmond, OK 73013  
408 S. Mustang Road, Suite B Yukon, OK 73099

Phone: 405.340.9191 Fax 405.340.9185  
Phone: 405.265.1133 Fax 405.265.1144

**AUDIOLOGY SERVICE CONTRACT  
FOR THE GUTHRIE PUBLIC SCHOOL DISTRICT**

Oklahoma Hearing Solutions is proposing the following audiological service contract for the 2020-2021 school year in the Guthrie Public School District.

These services may include:

- |  |                   |
|--|-------------------|
| ◆ Hearing Evaluation (in our office)           | \$ 60.00          |
| ◆ Hearing Aid Evaluation                       | \$ 60.00          |
| ◆ Hearing Aid Evaluation (on-site) **          | \$ 90.00          |
| ◆ Central Auditory Processing (CAP) Evaluation | \$175.00          |
| ◆ Otoacoustic Emissions (OAE)                  | \$ 30.00          |
| ◆ Tympanometry                                 | \$ 15.00          |
| ◆ FM Unit Fitting                              | \$ 75.00          |
| ◆ FM Unit / Equipment Check                    | \$ 30.00 per unit |
| ◆ Earmolds                                     | \$ 55.00          |
| ◆ Hearing Aid Repairs (with 6 month warranty)  | Cost + 30%        |
| ◆ Equipment Repair and/or Parts                | Cost + 30%        |
| ◆ Hearing Aid Accessories and/or Parts         | Cost + 30%        |
| ◆ In-service Training / Consultation **        | \$ 75.00 per hour |
| ◆ Additional Visits with Students **           | \$ 75.00 per hour |

\*\* Mileage added for on-site services at the rate of \$ .45 per mile

Other services, equipment, and/or products are available with pricing upon request.

The effective dates of this agreement are July 1, 2020 to June 30, 2021. Should any invoice be left unpaid in excess of 60 days, it will be subject to possible finance charges. Either party may cancel this agreement with written notice at any time.

\_\_\_\_\_  
Jill Laxton  
Oklahoma Hearing Solutions, LLC  
DBA: Fine Hearing Care

\_\_\_\_\_  
Name:  
Guthrie Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 8th day of June, 2020, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”) and the YMCA OF GREATER OKLAHOMA CITY (“Licensee”)

### RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District’s Fogarty Elementary School (the “Facility”) solely to operate an after school program for school aged kids PreK through 6<sup>th</sup> grade (the “Permitted Use”).
- B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

THEREFORE, in consideration of the following mutual promises, covenants and conditions, and intending to be legally bound, the parties agree as follows:

1. The School District agrees to allow Licensee to use and occupy the Facility from August 15, 2020 through May 31, 2021, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each “Renewal Term”). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria, playground and classrooms. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee’s occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee’s use and occupancy of the Facility issued by a company or companies authorized to do business in the State of

Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall

provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

- 12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

INDEPENDENT SCHOOL DISTRICT No. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools

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

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

"SCHOOL DISTRICT"  
YMCA OF GREATER OKLAHOMA CITY  
By:

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

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Telephone:

"LICENSEE"

## FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 8th day of June, 2020, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”) and the YMCA OF GREATER OKLAHOMA CITY (“Licensee”)

### RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District’s Charter Oak Elementary School (the “Facility”) solely to operate an after school program for school aged kids PreK through 6<sup>th</sup> grade (the “Permitted Use”).
- B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

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2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria, playground and classrooms. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee’s occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee’s use and occupancy of the Facility issued by a company or companies authorized to do business in the State of

Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall

provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

INDEPENDENT SCHOOL DISTRICT No. 1 OF  
LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie  
Public Schools

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

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

“SCHOOL DISTRICT”  
YMCA OF GREATER OKLAHOMA CITY  
By:

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

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Telephone: \_\_\_\_\_

“LICENSEE”



**Oklahoma State School Boards Assn.**  
 2801 N. Lincoln Blvd. Suite 125  
 Oklahoma City, OK 73105  
 405.528.3571 or 888.528.3571  
 Fax: 405.609.3091  
 EIN: 73-6636480

Invoice	INV-07974-J7S3D2
Date	7/15/2020
Page	1
Amount Due	\$3,600.00
Customer #	6860

To pay online via credit card please visit: [www.ossba.org/payonline](http://www.ossba.org/payonline)

**Customer:**

Guthrie Public Schools  
 802 East Vilas  
 Guthrie OK 73044

For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
6860	Guthrie Public Schools			7/15/2020	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
1000	2020 - 2021 Membership Dues - Guthrie	1	\$0.00	\$3,600.00	\$3,600.00

The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of education. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs

<b>Subtotal</b>	\$3,600.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$3,600.00

**Questions ?**  
 Contact Jennifer at [jennifer@ossba.org](mailto:jennifer@ossba.org)  
 or Martha at [marthas@ossba.org](mailto:marthas@ossba.org)



# Membership Renewal

## Fax

Attention: Membership 2020-2021

Fax Number: (405) 609-3091

Please continue \_\_\_\_\_  
(School Name)

Public Schools membership in OSSBA for 2020-2021.

Purchase Order # \_\_\_\_\_

School board voted to join OSSBA on \_\_\_\_\_ 2020.

### Upcoming Events

#### **OSSBA/CCOSA Golf Tournament**

Thursday, August 27  
Lake Hefner Golf Club  
Oklahoma City

#### **OSSBA/CCOSA Annual Conference**

Friday – Sunday, August 28-30  
Cox Convention Center  
Oklahoma City

#### **Delegate Assembly**

Saturday, August 29  
Cox Convention Center  
Oklahoma City

For more information visit our website at [www.ossba.org](http://www.ossba.org)

Superintendent's Name: \_\_\_\_\_

Is the Superintendent new this year?  YES  NO

First year Superintendent?  YES  NO

\_\_\_\_\_  
Board Clerk Signature (*board clerk's signature is also a grant of permission to receive faxes from OSSBA*)

Date: \_\_\_\_\_ Pages (with cover): \_\_\_\_\_

**If your board membership has changed since the February election, please provide an updated list with this fax.**





CCOSA

## DISTRICT LEVEL SERVICES PROGRAM

2020-2021

The CCOSA District Level Services Program extends the individual benefits of CCOSA by providing whole school improvement training and tools to the entire school team. As a District Level Services member, your district will receive:

### Consulting Services

100+ years of experience stand ready to help your entire school district team in education administration, public school finance, school climate and culture, teaching and learning, communications, and education legal issues, including special services issues with CCOSA's lead counsel Andrea Kunkel.

As a District Level Services member, all of your district leaders have access by phone, email, or in person to all seven experts in education leadership and communication: Dr. Pam Deering, Derald Glover, Andrea Kunkel, Will Parker, Glen Abshere, Elyse Maxwell, and Dr. Jeanene Barnett.

Personalized learning opportunities for DLS members will extend beyond group professional learning sessions. In addition, we will work hard to fulfill individual district and/or school-specific consultations or professional learning sessions upon request. If provided on site, travel expenses will be covered by the district.

### Suite of CCOSA Quality School Framework Toolkits



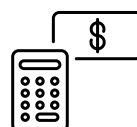
Blended Learning  
Framework



Energy Efficiency  
Framework



Blended Learning  
Framework 2.0



School Budget  
Framework



CCOSA

## DISTRICT LEVEL SERVICES PROGRAM

2020-2021

### Professional Learning Opportunities

(available for up to five registrants per district per training)

#### School Law for Administrators

- Fall
- Spring

#### Advocacy

- OASA Legislative Conference

#### Communication

- Sharing your district's story

#### School Budget Development & Training;

#### Budget Preparation for EON and SDB Act

- Budget Bootcamp 1
- Budget Bootcamp 2
- Budget Bootcamp 3

#### Special Education

- Focus topics as needed

#### Consultations

- Finance - two hours of one-on-one with Vernon Florence
- Principal Leadership - coaching for early career principals with certified principal trainers
- Preparing aspiring leaders for the next step - resume and interview preparation

### Exclusive Discounts and Free Services from CCOSA Partners

#### Services included:

##### School Communication Systems

- Aptegy (discount based on ADM)

##### Online Communication Services

- SOCS (discount based on ADM)

##### Teaching and Learning

- Renaissance Learning (discount 10% off)

##### Human Capital Management

- Barlow Education Management Systems (\$200 value)

##### Technology

- Twotrees Technology (discount up to %15 off)
- United Systems
- Forecast5 (10% off)

##### School Facilities Services

- Kerr3 Architects, Inc. and Red Sky Constructors

Find more information about these discounted or free services at [www.ccosa.org](http://www.ccosa.org).

For more information and to download the agreement form, visit <https://www.ccosa.org/index.php?district-level-services-program>.

To sign up, contact Laura Crabtree at [laura@ccosa.org](mailto:laura@ccosa.org) or call 405-594-1191.



**CCOSA’s District Level Services (DLS) Program**  
**(Agreement 2020-2021)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and \_\_\_\_\_ School District No. \_\_ of \_\_\_\_\_ County, Oklahoma (District) concerning the District’s participation in **CCOSA’s District Level Services Program** (Program) for the fiscal year ending June 30, 2021.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2018-19 ADM for all school districts that participated in the cooperative, interlocal, or technology center during the 2019-20 school year.

**P.O. CALCULATION GRID**

County Name: \_\_\_\_\_ County Number: \_\_\_\_\_

District Name: \_\_\_\_\_ District Number: \_\_\_\_\_

**P.O. CALCULATION GRID**

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<b>ADM (2018-19)</b>	<b>TOTAL</b>

**Purchase Order Number:** \_\_\_\_\_

**Purchase Order Amount:** \_\_\_\_\_

\*\*Please attach a copy of the purchase order when submitting completed forms\*\*

District Name: \_\_\_\_\_



## Superintendent Certification of Participation

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the Board of Education of \_\_\_\_\_ Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The \_\_\_\_\_ Board of Education has encumbered \$\_\_\_\_\_ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with \_\_\_\_\_ Public Schools.

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

\_\_\_\_\_  
Date

The District understands that CCOSA’s District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District’s Board of Education and ends on June 30, 2021. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. Delay in contract approval could result in your district missing valued services and workshops!

District Name: \_\_\_\_\_



## CCOSA’s District Level Services (DLS) Program

### Designated Administrator Contact Form 2020-2021

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

**Eligible Administrators**

(based upon each district’s size in ADM for the 2017-18 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Laura Crabtree ([laura@ccosa.org](mailto:laura@ccosa.org)) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

Prepared By: Christine Curtis  
 Customer Name: Guthrie Independent School District 1  
 Contract Term: 12 Months  
 Start Date: 7/1/2020  
 End Date: 6/30/2021

 Customer Contact: Doug Ogle  
 Title: Assistant Superintendent  
 Address: 802 E. Vilas  
 City: Guthrie  
 State/Province: Oklahoma  
 Zip Code: 73044  
 Phone #: (405)282-8900

Product Description	Quantity	Unit	Unit Price	Extended Price
Initial Term 7/1/2020 - 6/30/2021				
License and Subscription Fees				
UT Applicant Tracking	1.00	Students	USD 4,662.09	USD 4,662.09

 License and Subscription Totals: **USD 4,662.09**
**Quote Total**

<b>Initial Term</b>	<b>7/1/2020 - 6/30/2021</b>
<b>Initial Term Total</b>	<b>USD 4,662.09</b>

On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice.

All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement.

This renewal quote will continue to be subject to and incorporate the terms and conditions found at <https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf>.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

Signature:



Printed Name: Eric Shander

Title: Chief Financial Officer

Date: 4-3-2020

PO Number: \_\_\_\_\_

Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_



3DEZROUTING INC  
574-367-2000

1251 N Eddy St Suite 200  
South Bend, Indiana  
46617  
United States

Billed To	Date of Issue	Invoice Number	Amount Due (USD)
Susan Birdwell	06/01/2020	056	<b>\$6,900.00</b>
Guthrie Public Schools			
802 E Vilas	Due Date	Reference	
Guthrie, Oklahoma	07/31/2020	07/01/20 - 06/60/21	
73044			

---

Description	Rate	Qty	Line Total
3DEZR Software Annual Subscription	\$6,300.00	1	\$6,300.00
3DEZR Texting Service Annual Subscription	\$600.00	1	\$600.00
	Subtotal		6,900.00
	Tax		0.00
	Total		6,900.00
	Amount Paid		0.00
	Amount Due (USD)		\$6,900.00

Notes  
Covers Period 07/01/20 - 06/30/21 Annual Subscription



# SchoolMessenger Renewal Authorization

## ACCOUNT INFORMATION

District Name: Guthrie Ind Sch District 1

Annual Rate \$4813.79 Communicate service

Reference Quote #: 133794

Service Start Date: July 1, 2020

## ACKNOWLEDGEMENTS

Intrado Interactive Services Corporation d/b/a SchoolMessenger ("Provider") will continue to provide District with the online communications applications further described in the Reference Quote (the "Service") subject to the following terms and conditions:

### Order Authorization Terms.

The terms and conditions available at [www.schoolmessenger.com/webterms](http://www.schoolmessenger.com/webterms) will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement. The terms of this order will govern any conflict with the above-mentioned terms. No additional terms in Customer's purchase order will apply.

### Term and Termination.

This Agreement will commence on the Service Start Date and continue for 12 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term.

**Agreed and Acknowledged by the following who is authorized to sign on behalf of the District:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(or initials if signing electronically) \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_



## License and Service Agreement

The SOCS Partner identified and signing below approves the terms and conditions of this agreement between the Partner and FES.

<b>Partner:</b>  <p style="text-align: center;"><b>Guthrie Public Schools</b></p> Address:  <p style="text-align: center;">802 East Vilas Avenue Guthrie, OK 73044</p> <b>Student Enrollment: 3,461</b>	<b>Agreement Term Dates:</b>  <p style="text-align: center;">07/01/2020 – 06/30/2021</p> <hr/> <b>Special Terms:</b> Supersedes all previous agreements. Option to redesign your website at no charge – see page 7 for pricing details.
URL (web address): <a href="https://www.guthrieeps.net/">https://www.guthrieeps.net/</a> Website Champion: Sandra Savory Ph: 405-282-8900 Email: sandra.savory@guthrieeps.net Network Administrator: Dee Benson Ph: 405-282-8900 Email: dee.benson@guthrieeps.net Superintendent: Dr. Mike Simpson Email: mike.simpson@guthrieeps.net FES Partner Representative: Stacey Anderson Ph: 800-850-8397, ext. 6991 Email: stacey@fes.org Fax: 402-479-6691 Partnership: Jim Knox Contract Type: Schools Sales Tax Exempt: No___; Yes___ (Provide copy of exemption certificate or request form) Purchase Order attached: Yes___; No___	

**\*I attest that I have read this document and am authorized to sign on behalf of:  
Guthrie Public Schools**

**For: FES**  
1300 O Street  
Lincoln, NE 68508

By: \_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Please print full name)

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

By: \_\_\_\_\_  
Dan Kunzman, Vice President (Date)

**PLEASE FILL IN INFORMATION ON PAGES 1, 7, & 8, THEN RETURN A SIGNED, COMPLETED COPY TO DIANNA WATERS AT [diannaw@fes.org](mailto:diannaw@fes.org)**

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# LICENSE AND SERVICE AGREEMENT

## *Simplified Online Communication System (“SOCS”)*

This License and Service Agreement (the “Agreement”) made by and between FES, a Nebraska nonprofit corporation located in Lincoln, Nebraska and Guthrie Public Schools (“Licensee”).

THE PARTIES AGREE AS FOLLOWS:

1. License. FES grants to Licensee a limited, nonexclusive and nontransferable license to the Simplified Online Communication System (“SOCS”) web hosting service (collectively the “Licensed Service”). Exclusive proprietary title to all rights, patents, trademarks, copyrights, source code, graphic design and images created by FES and trade secrets in the Licensed Service shall remain with FES and no title to or ownership interest in the Licensed Service shall be transferred to Licensee.

2. Installation, Training, Technical and Support Services. FES shall provide certain technical services to Licensee associated with the installation, management and administration of the Licensed Service. One time set up fee does not include graphic design services. Graphic design services for the website are included in the license fee and limited to 3 mockup designs prior to site installation. Additional graphic services will be charged at the current hourly rate. FES shall provide updates and certain enhancements to the Licensed Service without charge during the term of this Agreement and any renewals. Basic instruction and support services shall be provided at no extra cost as a part of the initial delivery of the Licensed Service. Other technical assistance relating to subsequent technical client network support, configuration, and/or guidance, content creation and/or the transfer of existing content, or on-site training are not part of the license agreement and are subject to a separate charge. Those services and the related charges are noted on page 7 of this Agreement.

3. Charges, Payments, and Taxes. Licensee shall pay the royalty fees for the Licensed Service and related services and costs as set forth on the included pricing summary. All annual royalty fees shall be due on the date identified on the Exhibit; for any exercised renewal terms, the annual fee shall be due on the anniversary date of the original payment, unless otherwise agreed to by the parties. FES shall direct bill Licensee for all royalty fees, services, and support, including additional charges for technical assistance in accordance with the terms and rates set out the attached schedule. Interest shall accrue at the rate of one and one-half percent (1.5%) per month for any invoice balance outstanding for more than thirty (30) days. Each party shall be responsible for its own obligations associated with any federal, state, local or other taxes required with the delivery of the Licensed Service.

4. Obligations of Licensee. In addition to the covenants provided by Licensee within this Agreement, Licensee specifically agrees to the following:

- a. *Logos and Branding.* Permit FES or its designees and assigns to place a logo at a reasonable location on the site, with a link to the website of FES and/or its designee, if so requested by FES.
- b. *Utilization of Site.* Permit FES or its designees and assigns to utilize Licensees’ site and corresponding content in sales demonstrations, marketing materials and/or other venues to highlight Licensed Service to existing and/or potential Licensees.
- c. *Implementation Team.* Identify an initial SOCS implementation team to work directly with FES in the implementation of SOCS for Licensee.

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5. Warranties and Representations. FES hereby warrants that the Licensed Service (including enhancements and modifications) will perform in all material respects during the term of this Agreement. FES shall, at no additional charge to Licensee, undertake to correct any Licensed Service which does not perform substantially in accordance with the representations of FES. If a defect in the Licensed Service cannot be adequately remedied, the sole and exclusive remedy for any breach of this limited warranty will be restricted to (i) the replacement of the Licensed Service by FES or (ii) refund by FES to Licensee the annual royalty payment which applies to the year in which the defect occurred.

If Licensee modifies, attempts to modify, or decompiles or attempts to decompile the Licensed Service, fails to implement the changes to the Licensed Service as supplied by FES, or in any other way abuses or tampers with the Licensed Service, the warranty obligations of FES under this section shall be null and void. The limited warranty and restricted remedy contained herein is not applicable to any Licensed Service that has been modified or misused by Licensee.

**FES PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, NOR IS IT OBLIGATED FOR, AND EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR, THE CONTENT DEVELOPED BY LICENSEE OR ITS AGENTS AS ALLOWED BY THE EDIT FEATURES AVAILABLE IN AND UTILIZED THROUGH THE LICENSED SERVICE. FURTHER, NO REPRESENTATIONS OR WARRANTIES ARE MADE CONCERNING THE ACCURACY, COMPLETENESS, TIMELINESS OR RELIABILITY OF ANY INFORMATION CONTAINED IN ANY SITE LINKED THROUGH THE LICENSED SERVICE. FES DOES NOT WARRANT OR GUARANTY UNINTERRUPTED ACCESS TO THE LICENSED SERVICE AS USED THROUGH THE WORLD WIDE WEB AND ANY SITE LINKED TO THE LICENSED SERVICE OR THE AVAILABILITY OF INTERNET E-MAIL LINKS PROVIDED THROUGH THE LICENSED SERVICE. IN NO EVENT SHALL FES, ITS OFFICERS, AFFILIATES, AGENTS, LICENSORS, EMPLOYEES OR INTERNET SERVICE PROVIDERS BE LIABLE TO LICENSEE OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO, LOST REVENUE, LOST OR DAMAGED DATA, OR OTHER COMMERCIAL OR ECONOMICAL LOSS, WHETHER BASED IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY.**

FES shall use all reasonable efforts to ensure that the SOCS Service is operating and available to Customers 99.9% of the time in any calendar month. Downtime is considered to be time that the SOCS Network is unavailable due to a failure in the FES network. There may be periods of time that FES schedules maintenance on the SOCS network that requires an interruption of service. Customers will be notified in advance of scheduled maintenance and every effort will be made to schedule this maintenance outside the hours of 7:00 a.m. to 10:00 p.m. Central time. Scheduled maintenance is not considered downtime. FES cannot be responsible for connectivity issues arising from problems in the client's network or internet outages due to such things as environmental disaster, cyber-attack, widespread power outages and other events beyond FES' control.

To protect clients' and FES' networks, FES employs tools that vigorously filters viruses and spam. FES, at its sole discretion, reserves the right to filter content it feels poses a threat to the networks.

Confidentially: Absent the use of encryption, use of the Licensed Service through the Internet is not a secured medium and privacy cannot be assured. Internet e-mail is vulnerable to interception and manipulation of data. FES will not be responsible for any damages to Licensee or any third party suffered as a result of the transmission of information, confidential or otherwise, that may be made through Internet e-mail links provided through this Licensed Service. FES is not responsible for any errors or changes made to any transmitted information. Should Licensee or any third party user transmit information using Internet e-mail resources through the Licensed Service, such individuals do so at their own risk.

Accessibility: FES further acknowledges and warrants that, upon release to Licensee, the Licensed Service is currently in material compliance with relevant federal law and corresponding regulations associated with accessibility of web content and the prohibition of discrimination based on disability (the "Accessibility Standards"). FES agrees to promptly respond to, resolve and remediate any bona-fide complaint regarding accessibility of the Licensed Service under the Accessibility Standards in a timely manner and provide an updated version to Licensee at no cost. If FES, in its judgment, cannot remedy any bona-fide complaint concerning accessibility of the Licensed Service under the Accessibility Standards, then Licensee may terminate this Agreement, but its remedy shall be limited to that set out in Section 7 of this Agreement.

Licensee is entitled to make certain changes to the Licensed Service by adding, editing or

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supplementing content. Licensee is fully responsible for compliance with the Accessibility Standards as to any added content or alterations made to the original content prepared by FES, and Licensee shall indemnify and hold FES harmless for any claims of violation or noncompliance of the Accessibility Standards. In addition, all limited warranties provided by FES in this section shall not apply if the Licensed Service (including all elements of the licensed SOCS system) are: (i) modified or altered by Licensee in any way (other than by FES or with the specific prior written consent of FES); (ii) not timely updated by Licensee with the corrections, patches, fixes, updates, improvements or enhancements that FES may make available from time to time; or (iii) used in any manner or for any purpose by Licensee which is not specifically permitted by this Agreement or the documentation.

**Malware:** While FES makes reasonable efforts to assure that the Licensed Service as provided through the Internet does not contain computer viruses, Licensee is responsible to take precautions to scan for computer viruses and to ensure that Licensee has a complete current backup of the applicable items contained on its computer system.

**Links to Other Sites:** The Licensed Service allows for links to other sites through the use of the Internet. These links are provided solely as a service through the Licensed Service. Such linked sites are independently developed by parties other than FES, and FES assumes no liability or responsibility for the accuracy or appropriateness of the information contained in such sites. The inclusion of any link to any other site through the Licensed Service does not imply endorsement by FES. Any mention of another party or its product or service through links offered through the Licensed Service should not be construed as an endorsement of that party or its product or service by FES. If Licensee or any third party decides to access other linked websites, such action is taken at that party's own risk.

**Legal Content:** The Licensee agrees to comply with all digital rights, copyright, trademark and decency laws. FES reserves the right to remove content that violates these laws or when notified of an ownership dispute. It is the responsibility of the licensee to resolve such disputes and pay associated costs. If client is using the logo or mark of another organization, the client accepts all liability and may be required to demonstrate that permission has been granted to use said logo or mark (i.e. professional sports team logos, NCAA logos, Disney or Olympic logos).

6. **Marketing and Reproduction of Licensed Materials.** Licensee shall only publish, identify or make reference to FES's trade names, trademarks, logos or other identifying materials associated with SOCS or the Licensed Service as approved by FES. If such approval is given, Licensee shall provide complete recognition of FES to the Licensed Service in all forms of advertising, marketing, and related promotional materials. Licensee shall not download, offload nor reproduce, in whole or in part, the Licensed Service, except for archive emergency restart purposes, where relevant and as approved in writing by FES. Licensee shall not use any decompiler programs or devices with respect to the Licensed Service or in any way attempt to decompile the Licensed Service. Licensee shall not remove or destroy any proprietary markings or legends placed upon or contained within the Licensed Service or related materials.

7. **Limitation of Liability.** If FES, in its judgment, is unable to remedy any defects, failure, nonconformity or alleged breach of warranty under the Licensed Service or is otherwise unable to adequately replace the Licensed Service within ninety (90) days after receiving notice from Licensee, FES shall then refund to Licensee the annual royalty payment which applies to the year in which the alleged defect, failure, nonconformity or breach occurred. In no event shall FES be liable to Licensee for loss of profits, sales, goodwill, data or computer programs, or punitive, indirect, tort, economic, special, incidental or consequential damages. Each party agrees to indemnify and hold the other (as well as their respective affiliates, directors, officers, employees and agents) harmless from and against all liabilities, losses, damages, judgments, costs, and expenses of any kind which may be imposed on, incurred by or asserted against a party to this Agreement including, without limitation, attorney fees relating to or arising out of this Agreement or any transaction contemplated hereby, or any amendment, supplement, modification of, or any waiver or consent under or in respect of this Agreement or any transaction contemplated hereby that in each case results from a failure of a party to comply with or perform its obligation under this Agreement or from any act of negligence or willful misconduct on the part of such party.

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8. Term of Agreement and Termination.

- a. Unless otherwise terminated as provided herein, this Agreement shall commence as of the beginning date and terminate on the ending date of the term stated on page one (1) of this Agreement, subject to the terms of automatic extension set out below.
- b. Notwithstanding the terms of subpart (a) above, Licensee may terminate this Agreement if FES commits a material breach defined as the inability of the system to perform critical functionality (example: article moderation) or that renders the system inoperable and fails to cure that breach within thirty (30) days after receiving written notice from Licensee of that breach; provided, however, that FES shall have thirty (30) business days to cure any defects or breaches associated with its limited warranties associated with the Licensed Service, as set out in Section 7 above.
- c. Notwithstanding the terms of subpart (a) above, FES may terminate this Agreement (i) if Licensee is delinquent in making any payments due under this Agreement when due and continues to fail to make any such payment for ten (10) days after written notice of such delinquency is sent from FES, or (ii) if Licensee commits any other material breach of this Agreement and fails to remedy such breach within thirty (30) days after written notice of such breach is sent from FES. In the event of such termination by FES, Licensee shall remain liable for all fees incurred to date. Such termination by FES shall be without prejudice to any other remedies FES may have at law or in equity.
- d. The termination of this Agreement by either party for any reason contemplated herein shall terminate the rights of Licensee to the Licensed Service. Upon such termination, the license and all other rights granted to Licensee under this Agreement shall cease immediately and Licensee shall promptly (i) return all operating manuals, documentation and other material related to the Licensed Service in the possession of Licensee; (ii) purge the Licensed Service and any portion thereof from each and every computer, computer storage device, and every other medium of Licensee which such Licensed Service or any portion thereof may be on; and (iii) certify to FES that Licensee has complied with these provisions.
- e. At Licensee's request, upon termination of this Agreement by either party, and upon receipt of final payment to FES, FES agrees to return a backup file of client's database plus files uploaded by the client (ie: pictures) within 30 days of termination.
- f. So long as Licensee is not in default of any terms of this Agreement, then this Agreement shall automatically renew annually after completion of the initial term dates on the anniversary hereof, subject to Licensee's obligation to pay the annual royalty fee as provided for herein and any other obligations as contemplated by this Agreement. Either party may terminate the automatic renewal provision by providing notice to the other, no less than sixty (60) days prior to the anniversary date, of its intent to decline the automatic renewal of the contract term. In the event either party should exercise the termination right, the license rights granted to Licensee shall then cease in accordance with the terms of this section.
- g. The termination of this agreement before the end date, either by original contract or automatic renewal, will require the Licensee to pay 50% of the remaining total license fee.
- h. All communications regarding terminating or changing terms of this agreement must be rendered in writing. Phone calls will not be recognized for purposes of this contract.

9. General. Any notice required under this Agreement shall be given in writing to each party at the address identified adjacent to each party's signature. Licensee shall not assign or otherwise transfer this Agreement or any interest therein without the prior written consent of

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FES. This Agreement shall be binding upon the parties hereto, their successors and assigns as permitted. No waiver or any breach of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision of this Agreement. This Agreement may be originally executed in one or more counter-parts, each of which shall be deemed an original. This Agreement shall be governed by the laws of the State of Nebraska and the parties submit and consent to the jurisdiction of the Nebraska courts for any matter associated with this Agreement. No modifications to this Agreement shall be valid unless made in writing and signed by all parties hereto.

10. Compliance with State Laws. In executing this Agreement, Licensee represents that it has secured all necessary consents and approval from relevant governing or oversight boards and related entities as may be required by state or local law. Execution of this Agreement shall constitute acknowledgement of any such confirmation requirements and waiver of any subsequent claims of requiring consent, confirmation or approval as a condition precedent to the implementation or enforcement of this Agreement.

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## PRICING SUMMARY

**ANNUAL ROYALTIES/FEES:**

- **SOCS Web Hosting Service** ..... **\$4,900 per year**
  - Set-up Fee ..... Waived \$1,000 one-time charge
- **Notifier (Text Option)**..... **\$N/A per year**
  - (Annual fee plus \$50 one-time set-up fee, see below)
- **Mobile App in Stores Maintenance**..... **\$100 per year**
  - (\$200/yr plus \$350 one-time set-up fee, see below)
- **Additional URL/Domain Registrations** ..... **\$N/A per year**
  - One URL/Domain registration included
  - (# of add'l domains N/A x \$20 per domain)

**Total Annual Royalties/Fees** ..... **\$5,000 per year**

**Payment terms:**

- \$5,000 annually

**OPTIONAL ONE-TIME SERVICES/FEES:**

- SOCS Web Hosting Set-up (\$1,000)..... **\$N/A**
- Notifier Set-up (\$50)..... **\$N/A**
- Mobile App in Stores Set-up (\$350)..... **\$N/A**
- Add'l Listserv Set-up (\$100) per 10..... **\$N/A**

A listserv for each school building plus one for district office is included with hosting service. A district or single school within the district may purchase additional listservs (non-school building, i.e., athletics or alumni).
- Google Mail for Education Set-up (\$250/domain) ..... **\$N/A**
- Content Migration Set-up (\$50/hr) Estimate..... **\$N/A**

Migration of existing content on client website to the SOCS hosted site as part of the set-up process. SOCS will estimate hours needed based on publicly available content viewable on the client's existing sites. SOCS reserves the right to adjust this estimate if additional content is to be migrated. If over by 10% or more, client will be consulted. The client will provide a site map demonstrating where, on the SOCS site, the existing content will reside. Existing content will be migrated using copy and paste. It is the responsibility of the client to determine content that is outdated or expired. SOCS will work closely with the client throughout the process.
- On-line Payment Set-up (TBD)..... **\$N/A**

If using on-line payment services that requires set-up, there will be a one-time set-up charge.

**Total One-Time Set-up Fees**..... **\$0**

**OPTIONAL FEES:**

- On-site training is negotiable
- Licensee specific customization services will be made available to Licensee at an hourly programming rate.

**SPECIAL BILLING NOTES/ARRANGEMENTS:**

- Supersedes all previous SOCS license agreements, effective 07/01/2020.
- Includes option to redesign your website, at no charge.

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**Invoices and Billing Statements will be sent to the following address:**

Licensee: **Guthrie Public Schools**  
c/o: Brandi Brown  
Title: Encumbrance Clerk  
Street: 802 East Vilas  
City: Guthrie State OK Zip: 73044  
Phone Number: 405-282-8900  
Fax Number: 405-282-5904  
Email Address: brandi.brown@guthrie.net

Agreement Term Dates: From 07/01/2020 – 06/30/2021

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**MEMORANDUM:**

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

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

**SUBJECT:** Transition School-to-Work Agreement with the State of Oklahoma  
Department of Rehabilitation Services

**DATE:** June 1, 2020

Attached is an agreement with the State of Oklahoma Department of Rehabilitation Services to continue the transition school-to-work program for eligible students with disabilities during the 2020-2021 school year. The purpose of this agreement is to provide work-readiness training and work experiences for students with disabilities. Through this agreement, students with disabilities may be employed by the school or a private employer not more than 15 hours a week during the school year or not more than 20 hours a week during the summer break. The student will receive school credit for participation in the school work study program. The school district will pay the student a stipend for their work based on the federal minimum wage. The Department of Rehabilitation will reimbursement the school district for stipends of students in the school work study program. Also, The Department of Rehabilitation will participate in IEP transition services meetings, confer with teachers and parents, and complete vocational evaluations.

Thank you.

To: School Work Study Schools (The contact person for your school)

It is time for all of the school districts that have a Transition School-to-Work: Work Study contract to sign a new contract for fiscal year 2021 (July 1, 2020 – June 30, 2021).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the Vendor Information Form and “eSign” both, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire Vendor Information Form and eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

**Services beginning July 1, 2020 or after may not be provided until the Award of Contract has been issued.**

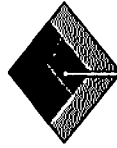
If you have questions about signing the contract, please communicate with Jim Kettler at the Oklahoma Department of Rehabilitation. His email address is [jkettler@okdrs.gov](mailto:jkettler@okdrs.gov) and his phone number is (405) 523-4812. For SWS contract content and service questions, contact Renee Sansom at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 951-3488.

If there are planned personnel changes that affect this contract, please also provide the new information to Jim and Renee at the above email addresses.

Thank you for your help in this matter.



Empowering Oklahomans with Disabilities



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
CHAMPION EXCELLENCE

The Workforce Innovation and Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skill Gains for Youth.

In order to document these Measurable Skill Gains, Vocational Rehabilitation / Services to the Blind and Visually Impaired (VR/SBVI) counselors need to obtain copies of students' secondary transcripts with parent consent (if student is under 18) or student consent (if student is over 18, unless parent has guardianship).

The Oklahoma State Department of Education Special Education Services (OSDE-SES) and DRS are requesting that the Local Education Authority (LEAs) collaborate with their local VR/SBVI counselors to establish procedures to assist VR/SBVI counselors with obtaining students' secondary transcripts and/or report cards in order for them to meet compliance under the WIOA.

Here are some examples of effective procedures that VR/SBVI counselors have shared:

1. The VR/SBVI counselor obtains DRS signed releases from parents (see example) and provides the school with copies of them. Then the VR/SBVI counselor gets the students' transcripts from the counselor's office or special education teacher.
2. The VR/SBVI counselor obtains DRS signed releases from parents and provides the school with copies of them. The special education teacher sends students' transcripts to the VR/SBVI counselor at the end of each semester with the School Work Study (SWS) time sheets.
3. The VR/SBVI counselor sends out the following letter to students each semester and encloses a self-addressed stamped envelope:

Dear [Client},

The first (second) semester of this school year is almost over and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation file the close of this semester. To do so, I need you to provide me with this semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or report card in the self-addressed stamped envelope that I have enclosed with this letter or email me at (insert counselor's email address). Please call me if you have any questions at all! Thank you so much!

Thanks for your support as we work to improve outcomes for students with disabilities.

Renee Sansom  
Transition Coordinator  
405-951-3488  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sdc.ok.gov](mailto:lori.chesnut@sdc.ok.gov)

**OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES  
VENDOR INFORMATION FORM**

**Please complete all blanks below.**

Vendor Name \_\_\_\_\_ FEI#  
(Federal Employer Tax ID#) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_

9-Digit Zip Code - *Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.*

Payment Address  
(If different from mailing address) \_\_\_\_\_

City/State \_\_\_\_\_

9-Digit Zip Code - *Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.*

Telephone: ( ) - Fax: ( ) - Email Address: \_\_\_\_\_  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

Name of Contact Person: \_\_\_\_\_

Telephone: ( ) - Email Address: \_\_\_\_\_  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

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

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of fourteen (14) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Guthrie Public Schools  
802 E. Vilas  
Guthrie OK 73044-5228

("Contractor"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-244 – 249, and by the State Plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the IEP and some are provided by the Oklahoma Department of Rehabilitation Services under the IPE. Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

## **I. Contract Period**

The Contract is effective from the latest date of signature of both parties or July 1, 2020, whichever is the latter, through June 30, 2021. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## **II. Contract Services**

### **A. Work Study Program**

There are two types of Work Study through DRS:

1. **School Work Study** (SWS) allows students with disabilities to **work on the school campus**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. **The school maintains liability** for the students while working on campus.
2. **Work Site Learning** allows students with disabilities to **work in the community**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. **The school maintains liability** for the students while working off campus.

Participating students may work up to **15 hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students must be given school credit for their participation during the school day, and the school staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the school may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The school will provide staff to work with the DRS counselor in the area of transition. The school will have at least one person designated to serve as the "Teacher/Transition Coordinator". Paraprofessionals could serve as Transition Coordinator or could also be assigned to help with the process and documentation. The Contractor agrees to provide designated staff time for performing the needed duties related to transition. The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

### **B. Other Work Opportunities**

This is not a Work Study through DRS:

1. **Employer Work Study** allows students with disabilities employment experience in **part-time jobs in the community** with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and the **DRS does not reimburse the employers for the wages/salary(ies)**.

If a student is utilizing the Employer Work Study, the two Work Study options through DRS should not be utilized.

**Students eligible to participate include those DRS transition students:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who:
  - have been determined eligible for DRS services; or
  - are on a trial work plan as determined by the DRS counselor;
- with an approved case;
- with an individualized plan for employment (IPE) in place;
- with SWS as a line of service on the IPE;
- who are at least 16 years of age; and
- who are attending high school.

DRS clients preauthorized to participate in Work Study may do so for **up to 24 total months**, as approved on an individual basis by the DRS counselor. The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the client requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the total 24 months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 months.

Students wishing to continue working 15 hours per week through the summer as part of Transition School-To-Work: Work Study may do so if the school's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1<sup>st</sup>.

**The school is required to continue supervising, monitoring, and reporting on students working in the school or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The Contractor must ensure that students have access to a wide variety of work/job types and must also ensure the Contractor has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the school include, but are not limited to, the following.

- *Custodial/bus barn:* learning simple maintenance of school vehicles, detailing school vehicles.
- *Manager of sports teams:* scheduling, scorekeeping, ordering, inventory maintenance, hauling, moving.
- *Teacher's Aid/Assistant:* reading to groups of or individual children, cleaning, organizing, grading, designing bulletin boards.



- *Office Assistant:* Making ID badges, taking photos for badges, using a camera, laminating, answering phones, taking phone messages, greeting visitors and directing to locations, data entry, filing.
- *Information Technology Assistant:* use compressed air to clean computers and keyboards, replace batteries, replace mice, clean monitors, conduct virus scans, clean out old hard drives, organizing, inventory maintenance, stocking, ordering.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

The final 9 months of their Work Study must be outside the school/district and in the community (unless approved by the DRS counselor in special circumstances).

Students may not work in their family owned business unless approved by the DRS Counselor. This includes farms and other businesses.

### **C. Contractor's Obligations**

The designated Teacher/Transition Coordinator(s) will:

1. be knowledgeable about the contents and requirements of the Contract;
2. obtain written preauthorization from the DRS counselor before initiating services for students (i.e., not starting the student to work before DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to school personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core Pre-Employment Transition Services;
  - a. Job Exploration Counseling;
  - b. Work-based Learning Experiences
  - c. Counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. Workplace Readiness, including social and independent living skills;
  - e. Self-advocacy, including peer mentoring;
6. assist with job placement and regular follow-up on the students' progress;
7. complete the DRS Student Case Sheet for each client prior to participation in DRS services to ensure eligibility and other essential dates of the case;
8. maintain an updated copy of the DRS Student Case Sheet in each client's folder;
9. work with the DRS Counselor to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
11. document such transition services or Pre-Employment transition services provided and completed by participating students;

12. provide such documentation to DRS counselor at the end of each semester;
13. submit by the 15<sup>th</sup> of the following month (or whenever payroll is run by the school for their payment cycle), at the same time, monthly time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study or Work Site Learning; and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

If claiming mileage reimbursement for teacher coordinator travel to/from job sites of DRS clients, submit monthly itineraries and travel claims which are each signed and verified by the school district superintendent.

#### **D. DRS's Obligations**

The DRS Counselor will:

1. provide Teacher/Transition Coordinators written preauthorization prior to initiation of services for each student approved to work;
2. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. organize his or her work schedule in order to be available to confer with the school personnel, the students in the program, parents, employers and other partners in the process;
5. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
6. provide upon request Teacher/Transition Coordinators blank copies of the DRS Student Case Sheet;
7. provide Teacher/Transition Coordinators updated information (as available) as requested;
8. assist with job placement and regular follow-up on the students' progress;
9. work with the school staff/teachers to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. regularly monitor students at job sites;
11. ensure the school/district is submitting monthly time sheets, progress reports, proof of payment to students, and documentation of transition services or Pre-Employment Transition Services (as completed);
12. provide reimbursement for the wages of students participating in School Work Study and Work Site Learning; and
13. provide mileage reimbursement at the state rate for teacher coordinator travel to/from job sites of DRS clients participating in School Work Study and Work Site Learning.

## **E. Student Wage**

1. The DRS and the Contractor agree that students who are employed by a school as part of a training program are not independent contractors, but employees of the school. **The Contractor agrees to deduct state and federal income tax from wages paid to the student.** The Contractor is responsible for costs incurred for workman's compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the Contractor further agree that **IRS regulations provide that services performed by a student, who is employed by the school in which the student is enrolled, are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(b). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the school. Section 31.3121(b)(10)-2(c). **The DRS and the Contractor agree that students who are employed by a school as part of a training program are not subject to FICA or FUTA.** The employee/student must be enrolled and regularly attending classes at the school at which the employee is employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than the school, as part of an internship program. *The student must be employed by the school in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the OESC. 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided with a W-2, Wage and Tax Statement, and not a 1099-Misc Form for Independent Contractors.**

3. For the school to be reimbursed for the student's wage, the student must have a trial work plan and/or an Individualized Plan of Employment (IPE) with the Oklahoma Department of Rehabilitation Services, and be participating in School Work Study or Work Site Learning. **Additionally, the school must have received in writing preauthorization for students to begin working before payments will be issued.**

4. The maximum number of hours of training per student reimbursable by the DRS cannot exceed 15 hours per week during the school year. The number of hours worked may exceed 15 for summer work only, when pre-approved by the DRS counselor; however, the DRS will reimburse 100% of the wages for up to 20 hours per week for wages paid by the school. Students may begin working up to 20 hours per week beginning with the first day of summer break; however, upon the first day back to school, the students must go back to working only up to 15 hours per week. If students intend on working more than the specified 15 hours per

week in the summer, any hours over the 15 and up to 20 per week must be preapproved by the DRS Counselor. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

5. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease work upon their last day of school/graduation. They may not continue to work through School Work Study or Work Site Learning beyond their last day of high school.

### **III. Compensation**

#### **A. Contract Amount**

The DRS shall reimburse the Contractor as follows:

- School Months – \$7.25 an hour, which is the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of students check.
- Summer Months – \$7.25 an hour, which is the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment will be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract. The DRS will cancel the Contract if procedures are not followed (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the contract). If a settlement agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, “Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma.”

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CAN NOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142 school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the school district up to \$45.00 per client who:

- \* Is going to participate in School Work Study or Work Site Learning;
- \* Is at least 18 years of age; and
- \* Who has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check (\$58.00) from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the \$45.00.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for work study hours that are not preapproved in writing by the DRS counselor.**

The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

All students who are placed in the Transition Work Study program must be active VR/VS clients and have a trial work plan and/or an IPE in place in order for the school/district to be reimbursed for wages paid through School Work Study or Work Site Learning, or for the student to participate in Employer Work Study.

## **C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services, and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services, and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services, and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

#### **IV. Standard Terms**

##### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

##### **B. Lobbying Activities**

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

##### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs.

##### **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

## **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

## **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

## **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education, or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts, and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

1. **Federal Funds**  
Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.
2. **State Funds**  
Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.
3. **Auditor Approval and Audit Distribution**  
The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the



Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

#### **N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

#### **O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

#### **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

#### **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

#### **R. Prior DRS Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

#### **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

#### **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.



STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN

**Guthrie Public Schools**

VENDOR

Contract Number

**Bonnie Allen**

\_\_\_\_\_ has been appointed program monitor for the above stated contract and assumes responsibility for actual monitoring of all programmatic aspects of the contract including the periodic and ongoing review of reports or other valid indications of performance. The program monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. Act as liaison for the contract.
2. Monitoring to insure that services are pre-authorized.
3. Monitoring the services provided through this contract.
4. Insuring the field staff are receiving, reviewing, and approving claims, and when required, submitting to DRS State Office for payment.
5. Periodically reviewing interim reports, or other indications of past performance through contact with field staff and/or vendors.
6. Monitoring vendor compliance with the requirements and specifications of the contract.
7. Complete a Professional Services Evaluation.
8. Receive and review vendor complaints, and forward them to the Contracts Unit.

All information pertinent to this contract, ie, original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews, and staff comments regarding service provision, except for client evaluations and reports, will be maintained in the Central Repository located in the Contracts Section of the Department of Rehabilitation Services. All evaluations and reports related directly to a client will be filed in the client's case file. Documentation will be made available for review upon request by the Department of Central Services. Copies of claims will be maintained in the Finance Unit of the DRS, and confidential client information will be maintained in the client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services, in a timely manner leading to employment of eligible disabled individuals.

**Signature:**

**Email:** dtyson-jones@okdrs.gov

**Memorandum:**

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

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

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

**DATE:** June 1, 2020

Attached is an agreement with Today's Therapy Solutions to provide Occupational Therapy services for June and July 2020 for Extended School Year (ESY). The agency has agreed to provide Occupational Therapy for \$350.00 per student. This fee includes phone calls, emails, telehealth services, and plan time. The cost of this service will be approximately \$700.00.

**Additional Quotes Received:**

ProCare Therapy, Inc.- \$67-\$70 per hour

Supplemental Health Care- \$65 per hour

# **AGREEMENT**

## **2020-2021 Occupational Therapy Extended School Year Services**

This Occupational Therapy Services Agreement (the “Agreement”) dates as of the 1<sup>st</sup> day of June, 2020, is between Guthrie Public Schools with a notice address of and Today’s Therapy Solutions (“Consultant”), with a notice address of 2828 NW 57<sup>th</sup> Street, Suite 100, OKC, OK 73112.

1. **Occupational Therapy Services.** CONTRACTOR agrees to make available to Guthrie Public Schools the services of a occupational therapist (OT) during the term of this Agreement, and such additional time as the parties may agree for the compensation set forth herein. The specific starting date for OT delivery of Services will be mutually determined by CONTRACTOR and Guthrie Public Schools.
2. **Occupational Therapy Duties.** The OT shall provide such occupational therapy services as indicated by the Guthrie Public Schools’ student’s Individualized Education Program or 504 Accommodation Plan. The OT Services shall include, without limitation, establishing a plan of care, recording student’s progress, preparing materials and assembling equipment used during treatment, participation in student-focused meetings and program-focused meetings, and completing paperwork as requested no later than the 10<sup>th</sup> of the month following the month in which the OT Services were provided. All equipment and materials to be used in treatment together with documentation forms will be provided by Guthrie Public Schools.
3. **Certification and Licensure.** The OT represents and warrants that the OT Services will be provided only by a certified occupational therapist licensed by the State of Oklahoma. CONTRACTOR further warrants that it has conducted sex offender background checks on the OT and determined that neither has a criminal history.
4. **Confidentiality.** CONTRACTOR agrees that the OT shall adhere to all state and federal laws regarding the confidentiality and privacy of the education records and patient healthcare records of students and students with disabilities.
5. **Insurance.** CONTRACTOR represents and warrants that each OT is insured under CONTRACTOR’ workers compensation insurance policy and under CONTRACTOR’ professional liability policy in a minimum amount of \$1,000,000.00 per incident/occurrence and \$3,000,000.00 aggregate, and that such insurance covers the OT when they are providing the OT Services and under this agreement. CONTRACTOR agrees to maintain each of the foregoing

insurance policies at all times while this Agreement is in effect and agrees to notify Guthrie Public Schools immediately should any of the foregoing policies be cancelled. CONTRACTOR will provide Guthrie Public Schools with copies of the foregoing insurance policies.

6. **Billing** - CONTRACTOR agrees to bill Guthrie Public Schools monthly for the OT, as otherwise provided herein, Guthrie Public Schools agrees to pay each monthly invoice within thirty (30) days of receipt. Each invoice shall contain a detailed statement of the OT Services performed including dates and times. CONTRACTOR agrees and acknowledges that all required documentation must be submitted to Guthrie Public Schools no later than the 10<sup>th</sup> day of the month following the month in which the OT Services were provided and that Guthrie Public Schools has no obligation to forward payment to Today's Therapy until Guthrie Public Schools has been provided with the required documentation, to include Medicaid billing documentation and services logs (if applicable), must be submitted to Guthrie Schools no later than the 10<sup>th</sup> day of the month following the month in which the OT services were provided and that Guthrie Schools will not forward payment to CONTRACTOR until Guthrie Schools has been provided with the required documentation.
7. **OSHA and Background Checks.** CONTRACTOR represents and warrants that the assigned OT has received training in the prevention of exposure to blood borne pathogens and other potentially infectious materials in accordance with the OSHA Standard on Blood borne Pathogens ("OSHA training") and agrees to provide Guthrie Public Schools with written verification of same. CONTRACTOR further represents and warrants that the OT have not been convicted of a felony, a sex offense subject to the Sex Offenders Registration Act in Oklahoma or the sex offender registration provisions of another state or federal law. CONTRACTOR agrees to provide Guthrie Public Schools with written consent for the OT for Guthrie Public Schools to conduct such background checks and criminal history investigations as Guthrie Public Schools may request from time to time during the term of this Agreement.
8. **Compensation** -
  - In order to account for time that includes putting together packets, phone calls, emails, telehealth services, billing will be as follows for ESY services:
  - Six weeks of ESY = \$350 per student (approximate equivalent of one hour of services per week for six weeks). This amount will be billed at the end of the ESY services.
9. **Term and Termination** - The term of this agreement shall begin June 1, 2020 and expire August 1, 2020. Either party may terminate this Agreement upon fourteen (14) days' written notice.
10. **Independent Contractor Status.** Each party is acting as an independent contractor and no employee or subcontractor of either party shall be deemed to

be employee of the other. Neither party undertakes by this Agreement or otherwise, to perform any obligation of the other party, whether regulatory or contractual, or to assume any responsibility for the other party's actions, business or operations. Neither party shall have the authority to bind, commit or incur any liability on behalf of the other party or to otherwise act in any way as an agent or representative of the other party.

11. **Employment of OT.** Guthrie Public Schools agrees that it will not hire any OT provided by CONTRACTOR under this Agreement during the term of this Agreement for a period of one year following the expiration or termination of this Agreement.
12. **Indemnification.** CONTRACTOR agrees to indemnify and hold Guthrie Schools, its board, employees, and agents, harmless for the acts of its board, employees, and agents, harmless for the acts of its OT and other employees while providing services to Guthrie Schools under this Agreement.
13. **Force Majeure.** Neither party shall be responsible for any failure or delay in the performance of any obligations due to any cause beyond its reasonable control, including, but not limited to, any such delay or failure arising from third party labor disputes, third party strikes, other third party labor or industrial disturbances, acts of God, floods, lightning, earthquakes, shortages of materials, rationing, utility or communication failures, fire, causality, war, acts of public enemy, riots, insurrections, embargoes, blockages, actions, restrictions, and new or changed regulations or orders of any governmental authority; provided that the party claiming force majeure event has given the other party reasonably promOT notice of the event.
14. **Notices** – All notices given hereunder shall be in writing and shall be given or sent by (i) certified, first class, U.S. mail to the parties at the address herein or at such other nationally recognized courier service to the parties at the addresses herein or at such other addresses of which either party may give notice.
15. **Miscellaneous** - This agreement embodies the entire agreement and understanding between Guthrie Public Schools and CONTRACTOR relating to the subject matter of this Agreement, and supersedes all previous communications, representations, understandings, and agreements, whether oral or written. This Agreement is to be governed by and construed in accordance with the laws, excluding the conflicts laws, of the State of Oklahoma. This Agreement may be amended only in a writing signed by both parties. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then that provision will be severed from this Agreement and any remaining provisions will continue in full force and effect. This Agreement shall be binding upon and insure to the benefit of and be enforceable by the parties to this Agreement and their respective successors and permitted assigns. This Agreement may not be assigned by either party without



the prior written consent of the other party. No waiver by either party hereto of any breach of any provision herein shall constitute waiver of any other provision nor shall such waiver constitute consent that the breach may continue or that any other breach will be waived. In the event of any suits or actions or other proceedings to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney fees and other costs and expenses incurred therein. The confidentiality provisions of this Agreement shall survive the termination of this Agreement.

Approved by the Guthrie Public Schools on the \_\_\_\_\_ day

of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
Guthrie Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attest:  
  
\_\_\_\_\_

**MEMORANDUM:**

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

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

**SUBJECT:** Agreement with Tina Ramey to provide Speech Therapy Services during ESY

**DATE:** June 1, 2020

Attached is an agreement with Tina Ramey to provide Speech Therapy services during June and July 2020 for Extended School Year Services (ESY). Ms. Ramey has agreed to provide this service for \$65 per hour. The approximate cost of this service will be \$3,000.00.

**Additional Quotes**

ProCare Therapy, Inc. - \$65-\$70 per hour

Supplemental Health Care - \$65

## **Agreement for Speech Pathology Consulting Services**

**Consultant Name:** Tina Ramey L.L.C.

**Consultant Address:** PO Box 119, Macomb, OK 74852

**Consultant Phone:** 405-598-8889

**Consultant License:** Oklahoma Licensed Speech-Language Pathologist

**School Term:** ESY Summer 2020

This agreement is entered into between Guthrie Public Schools ("District") and Tina Ramey L.L.C. Speech-Language Pathologist ("Consultant"), for good and valuable consideration. It is agreed that Consultant being duly licensed agrees to provide speech services and assessment data results to District according to the following terms and conditions:

### **General Terms and Conditions**

1. Descriptions of services to be provided: Consultant will provide services to District on an as needed basis for the school term identified above.
2. Consultant is an independent contractor and is not an agent or employee of the District. Consultant is not entitled to any benefits provided by District to its employees.
3. During the term of this agreement, Consultant agrees to maintain professional liability/malpractice insurance. Consultant acknowledges that she has full control over her own actions, and District shall not be responsible for any losses or liabilities sustained as a result of her independent malfeasance or negligence.
4. District shall take all necessary steps to assure provision of and complete access by Consultant to all District records, necessary for the performance of services described in Agreement. District designates that Consultant has a need to access and review all education records of students who are to be served and or evaluated by Consultant.
5. Consultant shall maintain the confidentiality of all information obtained during the course of a student's evaluation/treatment in accordance with the Family Educational Right to Privacy Act (FERPA). Consultant agrees to retain confidential all information relating to policies, procedures, and records of District which are provided by District; however Consultant reserves the right to act as a consultant to any other school or related institution during the term of this Agreement or subsequent thereto.
6. Description of services to included by not be limited to: Direct evaluations/screenings, direct intervention as defined by the IEP, any and all required documentation and/or report writing, instruction/consultation to school staff and/or parents, and any other duties required to complete the job of Speech-Language Pathologist.
7. Consultant's hourly rate will be \$65 per hour.
8. Consultant shall provide District with invoicing data for fee collection purposes as deemed necessary by the District. Monthly invoicing documentation to District as specified by District will be provided by Consultant to District's Director of Special Services for the purpose of calculating compensation for each month.

**The Undersigned, intending to be legally bound, do hereby affix their signatures:**

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Speech-Language Pathologist

\_\_\_\_\_  
Superintendent

**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:** June 1, 2020

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.

To: Guthrie Public School  
From: Big Five Community Services

Attached is our LEA Agreement. This is a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children on an IEP or IFSP and their families.

Please have the appropriate administrator sign this agreement then send the original back to Kimberly Matthews (Mental Health/ Disability Specialist) at the address below. She will have Anthony Stafford (Early Childhood Division Director) sign then send you a copy for your records. If you have any questions regarding the LEA Agreement, please contact Kim at (580)234-5656.

**Please send the original to:**  
Big Five Community Services (Head Start)  
306 W. Park Ave.  
Enid, OK 73701

**LOCAL EDUCATION AGENCY (LEA) AGREEMENT**  
**Big Five Community Services, Inc. and Guthrie Public Schools**  
**2020-2021**

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 implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start program Performance standards and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Guthrie Public Schools is the local education agency covering a designated area of Logan County.

**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 Head Start are expended in accordance with the requirements of the Individuals with Disabilities Act (IDEA).
- B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under 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 with those services 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 children with disabilities served in the LEA and by the Head Start Program.

**II. Local Head Start Responsibilities:**

- A. Head Start shall provide screening and assessment for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA with the LEA and in coordination with the LEA shall provide parents with their rights under these programs.
- B. 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 process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriate.
- D. 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 Program Disabilities Specialist or another program representative shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Reports prior to October 1, annually.
- G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
- H. Head Start will schedule a meeting with the school representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each entity in accomplishing the goal of providing services for children with disabilities.

The Service Coordination Work Plan will address the following four areas:

- III. **Coordination of Cost Sharing:**
- IV. **Coordination of Required Paperwork:**
- V. **Coordination of Screenings:**
- VI. **Coordination of IEP Review:**
- VII. **Coordination of In-service Training:**

The LEA and the Head Start Program will agree to coordinate in-service 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. Resolution of Dispute:**

In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Disability Specialist 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 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 Office of Head Start Region VI office.

It is further agreed:

1. Strict confidentiality of all program information will be maintained.
2. Staff from both programs will confer when needed for exchange of information, updates, problem solving, etc.
3. This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or Designee for any corrections, additions, deletions, or changes.
4. Termination of this agreement will be preceded by at least 60 days advance written notice.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

LOCAL EDUCATION AGENCY:  
GUTHRIE PUBLIC SCHOOL DISTRICT  
LOGAN COUNTY, OKLAHOMA  
802 E. VILAS  
GUTHRIE, OKLAHOMA 73044

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

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

HEAD START PROGRAM:  
BIG FIVE COMMUNITY SERVICES, INC.  
1502 NORTH 1<sup>ST</sup> AVE. OKLAHOMA  
DURANT, OK 74702

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

\_\_\_\_\_  
Early Childhood Division Director



May 26, 2020

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and the INDEPENDENT SCHOOL DISTRICT NUMBER 1, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), Guthrie, Oklahoma (the “Client”).

The Client desires to engage MFSOK and agrees as follows:

### *I. Scope of Services.*

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client’s new and outstanding debt obligations (the “Issues”). The Client designates MFSOK as the Client’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA Exemption”).

#### A. New Issue and Refunding of Existing Client Issues

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Assist Bond Counsel in the preparation of the Transcript of Proceedings for submission to the Oklahoma Attorney General for review and approval
13. Coordinate closing of the new Issue with Client and other parties.
14. Review Client's Estimate of Needs to be submitted to County.
15. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

**II. Compensation and Reimbursements**

- A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Minimum fee: \$17,500.00 for each series of bonds

- B. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of \$1,500.00 for the services performed.
- C. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of \$2,000.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.
- D. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

**III. Term and Termination**

- A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2021 and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.
- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

***IV. Successors and Assigns***

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

***V. Municipal Advisor Registration and Acknowledgement***

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Municipal Finance Services, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the MSRB. MFSOK is also registered as an Investment Advisor with the State of Oklahoma.

Within the MSRB website at [www.msrb.org](http://www.msrb.org), the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

***VI. Conflict of Interest Statement***

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest, because it may cause MFSOK to recommend a transaction that is unnecessary or in a size that be larger than is necessary. This may be viewed as a conflict of interest regarding our ability to provide unbiased advice to enter into such transaction. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

***VII. Legal Events and Disciplinary History***

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

[www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

***VIII. Fiduciary Duty***

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
  - a. any advice provided to or on behalf of the Client;
  - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and
  - c. any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will

not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

**IX. Recommendations**

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

**X. Record Retention**

Pursuant to SEC, MSRB and the Oklahoma Department of Securities record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

**Notices**

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

**MFSOK:**

Municipal Finance Services, Inc.  
Attn: Jon Wolff, Vice President  
P.O. Box 747  
Edmond, OK 73083-0747

**CLIENT:**

Independent School District Number 1  
Logan County, Oklahoma  
Attn: Superintendent  
802 E. Vilas  
Guthrie, OK 73044

**Acceptance**

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved. In addition, the Client acknowledges receipt of the Form ADV Part 2A Brochure and Part 2B Brochure Supplement.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 8, 2020 at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: Jon Wolff  
Jon Wolff, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 1  
LOGAN COUNTY, OKLAHOMA  
(GUTHRIE BOARD OF EDUCATION)

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

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)

# GAS SALES AGREEMENT

CONTRACT No. G.S. 20069

**THIS AGREEMENT (“Agreement”)** is made and entered into effective the **1<sup>st</sup>** day of **July, 2020** (“Contract Effective Date”) between **Clearwater Enterprises, L.L.C. (“Clearwater”)**, hereinafter referred to as “Seller”, and **Independent School District No. 1 of Logan County, Oklahoma, a/k/a Guthrie Public Schools**, hereinafter referred to as “Buyer”. Seller agrees to sell and deliver to Buyer, and Buyer agrees to purchase and receive from Seller, natural gas pursuant to the terms and conditions hereinafter set forth. Seller and Buyer may be referred to sometimes individually as “Party” or collectively as “Parties”.

- (1) **Transaction Confirmation:** At any time Seller may offer to sell to Buyer and/or Buyer may offer to purchase from Seller a specific quantity of gas under this Agreement by transmitting to the other a Transaction Confirmation, in the form attached hereto as Exhibit A, setting out the details of the proposed transaction. Subject to Section 3, Buyer has no obligation to purchase gas and Seller has no obligation to sell gas under this Agreement, except as set forth in a Transaction Confirmation duly executed by both Parties.
- (2) **Quantity:** Subject to the provisions of Section 3 hereof, Seller agrees to sell, and Buyer agrees to purchase all its gas requirements in the quantities of gas set forth in the applicable Transaction Confirmation (“Fixed Quantity” and/or “Quantity”). The Parties will cooperate in the nomination and confirmation of the actual quantities to be delivered by Seller and received by Buyer, pursuant to the procedures and requirements of the Local Distribution Company’s approved transportation tariff and any applicable procedures and requirements of the third-party pipeline(s) upstream of such Local Distribution Company’s facilities.
- (3) **Nature of Obligation:** During the term of this Agreement, Buyer agrees to purchase all of its monthly usage exclusively from Seller. Seller agrees to exercise its commercially reasonable efforts to supply all of Buyer’s monthly usage. If Seller is unable or unwilling to supply Buyer with all of its monthly usage, Buyer shall have as its sole remedy the option to terminate this Agreement upon forty-five (45) day notice to Seller.
- (4) **Price:** The price per MMBtu for the gas sold and purchased hereunder will be the Price as set out in the Transaction Confirmation. Such Price will be inclusive of any production, severance, and all other applicable taxes attributable to the gas prior to its delivery at the Delivery Point(s). Such price will not be inclusive of, and Buyer shall be responsible for, any transportation fees, riders, taxes or any other costs or charges incurred for services at or after the Delivery Point(s), including as assessed by the Local Distribution Company or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company. Additionally, Seller shall not be responsible or liable for, but Buyer shall be responsible for, any costs including, but not limited to, imbalances, penalties, or cash-out charges, which are the result of measurement corrections or in connection with the balancing of actual receipts over and under nominated and confirmed quantities at or after the Delivery Point(s), including as assessed by the Local Distribution Company or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company. Notwithstanding the above, Seller shall be responsible for any balancing fees or penalties charged to Buyer’s account by the Local Distribution Company or the third-party pipeline transporting the gas to the Local Distribution Company that are caused by over or under deliveries by Seller or by Seller’s gross negligence or willful misconduct.

- (5) **Term:** This Agreement shall remain in force and effect unless and until terminated by either Party upon forty-five (45) days' prior written notice; provided, however such termination shall not be effective as to any then duly executed Transaction Confirmation until the expiration of such Transaction Confirmation's designated term. The obligations to make payment for gas previously received and to balance to zero actual receipts over and under nominated and confirmed quantities, under a Transaction Confirmation, if any, shall survive the termination of this Agreement and the applicable Transaction Confirmation. Nothing contained in this Agreement shall be construed in such a manner as to obligate the general revenues of the Buyer beyond the Buyer's then-current fiscal year ending June 30.
- (6) **Delivery Point(s)/Point(s) of Sale:** Seller will deliver gas at the Delivery Point(s) identified within the Transaction Confirmation. All such Delivery Point(s) shall be considered the Point(s) of Sale between Buyer and Seller, and risk of loss for the gas delivered hereunder shall transfer from Seller to Buyer at the Delivery Point(s).
- (7) **Transportation:** The Local Distribution Company serving Buyer's applicable Facility site will be specified in the Transaction Confirmation. Seller will have no responsibility for, and Buyer will be responsible for all transportation of gas at or after the Delivery Point(s).
- (8) **Measurement, Metering, Quality:** Gas delivered by Seller at the Delivery Point(s) pursuant to this Agreement and any Transaction Confirmation will meet the quality specifications set out in the Local Distribution Company's tariff. Except as expressly provided in this Section 8 and Section 9, Seller disclaims any other warranty, express or implied, including any warranty of fitness for any particular purpose. The Parties acknowledge and agree that measurement and testing will be performed by the operator of the applicable Delivery Point according to the Local Distribution Company's most recent tariff requirements. Buyer will cooperate in good faith with any reasonable request of Seller to exercise Buyer's rights under the Local Distribution Company's tariff regarding measurement and testing at the Delivery Point(s).
- (9) **Title:** Seller warrants good title and its right to sell the gas delivered hereunder to Buyer free and clear of all liens, encumbrances and other claims of any nature whatsoever. Title shall pass from Seller to Buyer at the Delivery Point(s).
- (10) **Billing and Payment:** Seller agrees to provide Buyer a monthly invoice for the total quantity of gas delivered to Buyer at the Delivery Point(s). Buyer agrees to make payment to Seller of the total invoice amount on or before the 25<sup>th</sup> day of the month, except for any amount disputed in good faith. With regard to any amount disputed in good faith, Buyer will provide sufficient detail to support adjustments requested by Buyer to the invoice amount. Buyer and Seller will work together to resolve any disputed amount in a timely manner, but Buyer shall remain obligated to remit payment for undisputed amounts as provided herein. Any undisputed amounts due Seller and not paid when due shall bear interest from the due date at the lesser of (i) one and one-half percent per month from the date due until the date of payment; or (ii) the maximum applicable lawful interest rate. All invoices, statements and adjustments shall be considered final and correct as between the Parties unless disputed in writing within two (2) years from the date of such invoices, statements, or adjustments.
- (11) **Seller's Credit Terms and Right to Set-Off:** Seller's obligation to deliver gas hereunder is conditioned upon Buyer's compliance with Seller's credit policies and requirements. If the financial responsibility of Buyer is at any time unsatisfactory to Seller for any reason, then Buyer shall, within five (5) business days of Seller's written notification, provide Seller



with reasonable assurance of performance satisfactory to Seller. If Buyer fails to provide such reasonable assurance of performance within three business days of Seller's request, Seller may, without waiving any rights or remedies it may have, withhold further deliveries until such assurance is received or Seller may terminate this Agreement and any Transaction Confirmation effective upon Seller's written notice to Buyer. Buyer's obligation to make payment hereunder for gas received, and with regard to balancing nominated and confirmed volumes versus actual deliveries, shall survive the termination of this Agreement and any Transaction Confirmation. Furthermore, if any payment due to Seller hereunder is not paid when due, Seller shall have the right, in addition to all other rights and remedies, to set-off any such unpaid balance due Seller against any amounts owed by Seller, or by the parent or any subsidiary of Seller, to Buyer under this or any separate agreement or transaction.

- (12) **Forward Contract:** If a Party to this Agreement is considering or becomes subject to U.S. Bankruptcy Code proceedings, it is understood and agreed to that the other Party is a "forward contract merchant" under Section 556 of the U.S. Bankruptcy Code, that this Agreement and each Transaction Confirmation constitutes a "forward contract" within the meaning of the U.S. Bankruptcy Code, and that the other Party and this Agreement and each Transaction Confirmation executed hereunder shall be afforded all the rights and protections to forward contract merchants and forward contracts under the U.S. Bankruptcy Code without limitation.
- (13) **Taxes:** Seller shall pay or cause to be paid all production, severance and all other applicable taxes attributable to the gas prior to its delivery at the Delivery Point(s). Buyer is responsible for and hereby agrees to pay or cause to be paid all applicable sales, use, and gross receipts taxes or charges arising at or after delivery at the Delivery Point. If Buyer is entitled to purchase natural gas free from any such taxes or charges, Buyer shall promptly furnish Seller with the necessary exemption certificate(s) covering each Delivery Point.
- (14) **Notices:** Except as herein otherwise provided, any notice, request, demand, statement, routine communication, invoice, or bill provided for under this Agreement or the Exhibits hereto shall be in writing and delivered to the Parties at the addresses or facsimile numbers identified on Exhibits "B" and "C" attached hereto. Notice shall be deemed given when physically delivered to the other Party in person, when transmitted to the other Party by confirmed facsimile transmission, three Business Days after deposited, postage prepaid, in the U.S. Mail, or upon confirmed delivery by a delivery service. Either Party may change its address or facsimile number by providing notice of same in accordance herewith. Notices under this Agreement and any Transaction Confirmation are to be made to the person(s) designated by each Party on Exhibits "B" and "C" until each Party designates other persons to receive such notices.
- (15) **Previous Agreements:** This Agreement and Transaction Confirmation(s) executed in connection herewith replace and supersede any prior discussions, negotiations, representations or agreements, whether oral or written, between Seller and Buyer, if any, with respect to the purchase of gas by Buyer from Seller for the Facility(ies) and dates of service listed on the applicable Transaction Confirmation.
- (16) **Force Majeure:** Except with regard to Buyer's obligation to make payment(s) due under Section 10, neither Party hereto shall be liable for any failure to perform any of its obligations hereunder due to causes beyond its reasonable control, the occurrence of which could not have been prevented by the exercise of due diligence, such as acts of God; acts of civil or military authority; fires; strikes; floods; epidemics; war or riot;

limitations, constraints, or failure of transportation service (including by the Local Distribution Company and/or any other third-party pipelines upstream of the Delivery Point(s)); and inability of Seller to obtain gas supply at a reasonable cost; provided, however, that neither Party shall be relieved of its obligations hereunder solely by reason of that Party's financial inability to perform. Refusal of either Party to accede to a demand of laborers or labor unions which, in its sole discretion, it considers unreasonable shall not deny that Party the benefits of this provision.

- (17) **Confidentiality**: During the term hereof and for a period of one (1) year after termination of this Agreement, Seller and Buyer agree to maintain the confidentiality of this Agreement and each Transaction Confirmation executed in connection herewith, and each of the terms and conditions hereof and thereof, and Seller and Buyer agree not to divulge same to any third party (other than the receiving Party's employees, lenders, counsel, accountants and other agents with a need to know) without the express prior written consent of the other Party, except to the extent required by law, including, without limitation, the Oklahoma Open Records Act, or exchange rule. However, Seller consents to allow Buyer to divulge the terms hereof and of the applicable Transaction Confirmation(s) to a prospective purchaser of the Facility designated in such Transaction Confirmation(s), and Buyer consents to allow Seller to divulge the terms hereof to a prospective purchaser of all or substantially all of Seller's assets or any rights under this Agreement.
- (18) **Waiver**: No waiver by either Buyer or Seller of one or more defaults by the other in the performance of any of the provisions of this Agreement or any Transaction Confirmation shall operate or be construed as a waiver of any other or further default or defaults, whether of a like or different character.
- (19) **Severability**: If any provision in this Agreement or any Transaction Confirmation is determined to be invalid, void or unenforceable by any court having jurisdiction, such determination shall not invalidate, void, or make unenforceable any other provision, agreement or covenant of this Agreement.
- (20) **Governmental Regulation**: In the event any governmental authority prohibits any of the transactions described in this Agreement or any Transaction Confirmation, or otherwise conditions such transaction in a manner that is unacceptable in the reasonable judgment of the Party affected thereby, then the Parties shall negotiate in good faith alternative mutually acceptable terms giving effect to the maximum extent possible to the intentions of the Parties as expressed in this Agreement and the applicable Transaction Confirmation at the time of execution. If the Parties are unable to agree on mutually aggregable alternative terms by the date the governmental prohibition or condition takes effect, either Party may terminate this Agreement and the applicable Transaction Confirmation(s) effective upon written notice to the other Party.
- (21) **Supply Change**. If the Local Distribution Company, or any third-party pipeline upstream of and transporting the gas to the Local Distribution Company, limits, restricts, or otherwise modifies requirements for gas supply to the Delivery Point(s), including, without limitation, (i) the geographic source of such supply, (ii) the point of receipt into the Local Distribution Company's system to which such supply must be delivered, (iii) the point of receipt into such third-party pipeline's system to which such supply must be delivered, or (iv) the point of redelivery out of the such third-party pipeline's system through which such supply must be transported (a "Supply Change"), which Supply Change increases Seller's costs to

perform hereunder, then Seller shall be entitled to recover such increased cost from Buyer, including without limitation by modifying the price to be paid by Buyer for gas hereunder.

- (22) **Indemnity:** Seller agrees to indemnify Buyer and save it harmless from all losses, liabilities or claims including reasonable attorneys' fees and costs of court ("Claims") from any and all persons arising from or out of title to the gas upon delivery hereunder, failure of Seller's gas to meet the quality specification set forth in Section 8 upon delivery hereunder, personal injury or property damages from gas prior to delivery at the Delivery Point(s) or other charges thereon that attach prior to the Delivery Point. Buyer agrees, to the extent permitted by law, to indemnify Seller and save it harmless from all Claims from any and all persons arising from or out of Buyer's obligations for payment due hereunder or other charges that attach at or after the Delivery Point.
- (23) **Assignability:** This Agreement and any Transaction Confirmation shall inure to and be binding upon the successors and assigns of the Parties hereto; provided, that neither Party may assign this Agreement or any Transaction Confirmation and the rights and obligations hereunder or thereunder without first having obtained the written approval of the other Party, which approval shall not be unreasonably withheld. Seller reserves the right to review and approve the creditworthiness of any proposed assignee of Buyer. Upon any such assignment, transfer and assumption, the transferor shall remain principally liable for and shall not be relieved of or discharged from any obligations hereunder unless expressly waived by Seller.
- (24) **Applicable Law/Venue/Jury Waiver/Attorney's Fees:** This Agreement and each Transaction Confirmation shall be interpreted and enforced in accordance with the laws of the State of Oklahoma, without reference to its principles on conflict of laws. The Parties hereby submit to the personal jurisdiction of, and agree venue is proper in the state courts located in, Logan County, Oklahoma, and the federal courts located in the Western District of Oklahoma. Any suit arising out of or related to this Agreement or any Transaction Confirmation shall be brought exclusively in such courts, and the Parties irrevocably consent and submit to the exclusive jurisdiction of such courts and waive any objection based on venue or forum non conveniens. Each Party waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in respect of any proceedings relating to this Agreement or any Transaction Confirmation. In any action brought to enforce or interpret this Agreement or any Transaction Confirmation, the prevailing Party shall be entitled to recover the reasonable attorney's fees, costs and disbursements by outside counsel.
- (25) **Authority:** Each Party to this Agreement and any Transaction Confirmation represents and warrants that it has full and complete authority to enter into and perform this Agreement and any Transaction Confirmation. Each person who executes this Agreement and any Transaction Confirmation on behalf of either Party represents and warrants that it has full and complete authority to do so and that such Party will be bound thereby.
- (26) **Entirety:** Each Transaction Confirmation is hereby incorporated into and made a part of this Agreement. The entire agreement between the Parties shall include those provisions contained in this Agreement and any effective Transaction Confirmation. However, the provisions of each respective Transaction Confirmation shall apply only to the terms and quantities set forth in such Transaction Confirmation; the provisions of this Agreement shall apply to all quantities in all Transaction Confirmations. In the event of a conflict between the terms of any Transaction Confirmation and this Agreement, the terms of the Transaction Confirmation shall take precedence.

(27) **Preparation:** This Agreement and any Transaction Confirmation were negotiated by both Parties hereto with advice of counsel to the extent deemed necessary by each Party, and were not prepared by any Party to the exclusion of the other, and, accordingly, shall not be construed against either Party by reason of its preparation.

(28) **Signatures:** In lieu of original signatures, the Parties agree that this Agreement and any Transaction Confirmation is valid and binding upon the execution and delivery of same via facsimile transmission or email.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Agreement, effective as of the date first stated above, is hereby executed by an authorized representative of each Party on the dates shown below.

**Seller**

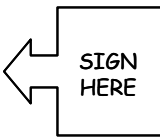
**Clearwater Enterprises, L.L.C.**

By: \_\_\_\_\_  
Name: Jenny Thompson  
Title: Chief Operating Officer  
Date: \_\_\_\_\_

**Buyer**

**Independent School District No. 1 of  
Logan County, Oklahoma, a/k/a Guthrie  
Public Schools**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**EXHIBIT A**  
**TRANSACTION CONFIRMATION**

**Clearwater Enterprises, L.L.C.** ("Seller") and **Independent School District No. 1 of Logan County, Oklahoma, a/k/a Guthrie Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2020 through June 30, 2021 and subject to renewal year to year thereafter by agreement of the Parties and subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 1 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 1 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding \$0.12/MMBtu to the Inside FERC's Gas Market Report first of the month index posting for Oneok Gas Transportation LLC, Oklahoma plus a monthly administrative fee of \$25.00/month per Facility. In the event the referenced index posting for Oneok Gas Transportation LLC, Oklahoma is not published for any delivery month, the average of the index postings ANR Pipeline Co., Oklahoma, Natural Gas Pipeline Co. of America, Midcontinent zone, and Panhandle Eastern Pipe Line Co., Texas, Oklahoma (mainline) shall be substituted therefore. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

**Seller**

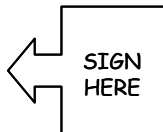
**Clearwater Enterprises, L.L.C.**

By: \_\_\_\_\_  
Name: Jenny Thompson  
Title: Chief Operating Officer  
Date: \_\_\_\_\_

**Buyer**

**Independent School District No. 1 of Logan County, Oklahoma, a/k/a Guthrie Public Schools**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**SCHEDULE 1 to TRANSACTION CONFIRMATION**

**Facility Listing and Estimated Monthly Usage**

<u>Facility(ies)</u>														
ONG Contract #	Current ONG Regional Receipt Location	Account Name	ONG Account #	Address										
<u>Estimated Monthly Usage (MMBtus)</u>														
4154	OGT-OKC	GUTHRIE PS COTTERAL ELEMENTARY	210185565	2001 W Noble Ave; Guthrie, OK 73044-2171										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		242	244	129	57	14	11	10	12	17	59	157	265	1217
4155	OGT-OKC	GUTHRIE PS FOGARTY ELEMENTARY	211183566	902 N Wentz St; Guthrie, OK 73044-1882										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		357	351	176	81	12	2	2	4	7	89	237	395	1713
4156	OGT-OKC	GUTHRIE PS HIGH SCHOOL	210186651	1615 N Walnut St; Guthrie, OK 73044-3910										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		465	414	241	104	24	21	16	21	36	152	337	520	2351
4157	OGT-OKC	GUTHRIE PS JR HIGH	211184786	705 E Oklahoma Ave; Guthrie, OK 73044-3746										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		265	254	123	47	6	2	1	4	8	35	197	297	1239
4158	OGT-OKC	GUTHRIE PS UPPER ELEMENTARY	211185109	1602 Crooks Dr; Guthrie, OK 73044-1803										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		983	1055	585	234	48	28	17	27	36	149	685	1114	4961
9605	OGT-OKC	GUTHRIE PS CHARTER OAK ELEMENTARY	213532963	4900 E Charter Oak Rd; Guthrie, OK 73044										
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Volume
		283	244	102	59	11	6	6	9	14	71	137	304	1246

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

**EXHIBIT B**  
**Seller Addresses and Contacts**

This Exhibit B to the Gas Sales Agreement between **Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer"), dated July 1, 2020, is for all purposes made a part of said Agreement.

**Main Address:**

**Clearwater Enterprises, L.L.C.**  
Address: 5637 N. Classen Blvd.  
Oklahoma City, OK 73118  
Phone: (405) 842-9200 Fax: (405) 842-9213

**Gas Supply Representative:**

Attn: Regina Fort  
Phone: (405) 842-9200 x201 Fax: (405) 842-9213  
Email: [rfort@clearwaterenterprises.net](mailto:rfort@clearwaterenterprises.net)

**Contractual Notices & Correspondence:**

Attn: Jennifer Rodriguez  
Address: Same as Main  
Phone: (405) 842-9200 x217 Fax: (405) 842-9213  
Email: [jrodriguez@clearwaterenterprises.net](mailto:jrodriguez@clearwaterenterprises.net)

**Invoices:**

Attn: Jeff Geis  
Address: Same as Main  
Phone: (405) 842-9200 x208 Fax: (405) 418-0129  
Email: [jgeis@clearwaterenterprises.net](mailto:jgeis@clearwaterenterprises.net)

**Payments:**

Attn: Jeff Geis  
Phone: (405) 842-9200 x208 Fax: (405) 418-0129  
Email: [jgeis@clearwaterenterprises.net](mailto:jgeis@clearwaterenterprises.net)

**Payment by Wire:**

Bank: International Bank of Commerce  
1200 San Bernardo St.; Laredo, TX 78040  
ABA: 114902528  
Account No.: 1601012268  
For the Account of: Clearwater Enterprises, L.L.C.  
Reference: Oklahoma Account

**Payment by ACH:**

Bank: International Bank of Commerce  
Oklahoma City, OK  
ABA: 303072793  
Account No.: 1601012268  
For the Account of: Clearwater Enterprises, L.L.C.

**Payment by Check:**

Clearwater Enterprises, L.L.C.  
Section# 3109  
P.O. Box 659506  
San Antonio, TX 78265-9506

**EXHIBIT C**  
**Buyer Addresses and Contacts**

This Exhibit C to the Gas Sales Agreement between **Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer"), dated July 1, 2020, is for all purposes made a part of said Agreement.

**Buyer**

**Main Address:**

**Guthrie Public Schools**  
Address: 802 East Vilas  
Guthrie, OK 73044  
Phone: 405-282-8900  
Fax: 405-282-5967

**Marketing Representative:**

Attn: Michelle Chapple  
Phone: 405-282-8900  
Fax: 405-282-5967  
Email: [michelle.chapple@guthrie.net](mailto:michelle.chapple@guthrie.net)

**Contractual Notices & Correspondence:**

Attn: Michelle Chapple  
Address: 802 East Vilas  
Guthrie, OK 73044  
Phone: 405-282-8900  
Fax: 405-282-5967  
Email: [michelle.chapple@guthrie.net](mailto:michelle.chapple@guthrie.net)

**Invoices and Payments:**

Attn: Accounts Payable - Brandi Brown  
Address: 802 East Vilas  
Guthrie, OK 73044  
Phone: 405-282-8900 ext 8946  
Fax: 405-282-5967  
Email: [acctspayable@guthrie.net](mailto:acctspayable@guthrie.net); [brandi.brown@guthrie.net](mailto:brandi.brown@guthrie.net)



**MEMORANDUM:**

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

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

**SUBJECT:** Professional Service Agreement with Teresa Ewing to provide Physical  
Therapy Services

**DATE:** June 1, 2020

Attached is an agreement with Teresa Ewing to provide Physical Therapy services for Guthrie Public Schools during the 2020-2021 school year. Ms. Ewing has provided this service to Guthrie Public Schools for the past twelve years. Ms. Ewing will provide this service at a rate of \$65.00 per hour for services and travel time. Mileage will be reimbursed at the Oklahoma State Travel Reimbursement Act rate. The cost of this service will be approximately \$65,000.

Additional Quotes  
ProCare Therapy, Inc. - \$70-\$75 per hour  
Supplemental Health – \$65 per hour

## **PROFESSIONAL SERVICES AGREEMENT**

Period of Performance: July 1, 2020 to June 30, 2021

This Service Agreement is entered into on this 1<sup>st</sup> day of July 2020 by and between Teresa Ewing, LLC, Physical Therapist and Guthrie Public Schools (“Guthrie”).

Whereas, Guthrie desires Teresa Ewing, LLC, PT to provide certain services, and:

Whereas, Teresa Ewing, LLC, PT is uniquely situated to assist Guthrie in the provision of some of those services, as described below,

Now, therefore, in consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. Teresa Ewing, LLC, PT will provide the following services for the referenced price to Guthrie:
  - a. Physical Therapy evaluations as needed
  - b. Physical Therapy interventions as needed
  - c. Training as needed:
    - i. Training on PT intervention techniques to paraprofessionals, teachers, or administration.
  - d. Consultation as needed
    - i. Consult with teachers about PT techniques to implement in the classroom setting.
  - e. Attend eligibility and IEP meetings upon request of teachers or the Director of Special Education.
  - f. Teresa Ewing, LLC, PT will provide reports as followed by the Oklahoma State Department of Education guidelines.
    - i. Progress reports as needed
    - j. Evaluations
2. Guthrie will pay Teresa Ewing, LLC, PT \$65.00/hour for services performed at Guthrie and preparation time plus mileage round trip and \$65/hour for travel time to and from the home of Teresa Ewing reimbursed at the current Oklahoma State Travel Reimbursement Act rate.
3. Teresa Ewing, LLC, PT will invoice Guthrie monthly for the services, and Guthrie will pay Teresa Ewing, LLC, PT no later

than thirty (30) days following the receipt of the invoice. Checks will be made payable to Teresa Ewing and sent to:

Teresa Ewing  
2721 NW 206<sup>th</sup>  
Edmond, Ok 73012

4. The term of this Agreement shall be from July 1, 2020 to June 30, 2021.
5. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

Agreed and Accepted:

Teresa Ewing, LLC, PT

Guthrie Public Schools

\_\_\_\_\_  
Authorized Signature

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

2721 NW 206<sup>th</sup>  
Edmond, OK 73012

\_\_\_\_\_  
Authorized Signature

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

802 E. Vilas  
Guthrie, OK 73044

**MEMORANDUM:**

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

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

**SUBJECT:** Contractual Agreement with Kyla Rechlin, Certified School Psychologist  
for Psycho-Educational Services

**DATE:** June 1, 2020

Attached is an agreement with Kyla Rechlin to provide Special Education evaluations for the 2020-2021 school year. Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Kyla Rechlin will supplement services provided by our school psychometrist and psychologists. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrist and psychologist can complete in a 45 day period, the additional assessments will be completed by Ms. Rechlin.

Ms. Rechlin has agreed to provide services for Guthrie Public Schools during the 2020-2021 school year for \$425.00 per test battery (including a written psycho-educational report). Ms. Rechlin will not charge mileage. These services will be approximately \$15,000.00.

**Additional Quotes**

Linda Johnson - \$450 per test battery plus \$50 per hour for eligibility meetings and consultation  
Mediscan Staffing Services - \$75 -\$95 per hour  
Soliant - \$71.50 - \$86.50 per hour  
ProCare Therapy \$70 - \$80 per hour plus mileage and travel time depending on the experience of the service provider and the needs of the district

KR Diagnostic Services, LLC

3159 E. Cedar Ridge Rd.

Guthrie, Ok 73044

405-514-7515

### **Psycho-educational Evaluations Contract Agreement**

This contract is entered into by and between KR Diagnostic Services, LLC, and Guthrie Public Schools from August 20, 2020 until May 25, 2021.

Services include psycho-educational testing, as specified in the referral, written psycho-educational reports given in a timely manner to comply with state and federal mandates, and consultation as needed.

Compensation charged will be as follows:

Specific Learning Disability, Intellectual Disability or Developmental Delay \$425

Cognitive Abilities Evaluation Only \$200

Academic Achievement Evaluation Only \$200

Psychological Evaluation for ADHD, Autism, or Emotional Disturbance - \$600

Psychological Only - \$300

Compensation will occur not more than 30 days from invoice.

Evaluations will be conducted with the use of district materials, test kits, protocols, scoring programs, and/or record forms.

KR Diagnostic Services, LLC \_\_\_\_\_  
Kyla L. Rechlin, Ed.S. Certified School Psychologist

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

Superintendent \_\_\_\_\_

June 8, 2020

Oklahoma Department of Education  
Becky Gray  
Child Nutrition Programs  
2500 North Lincoln Boulevard, Room 310  
Oklahoma City, OK 73105-4599

RE: Oklahoma Department of Education 2020-2021 FSMC Renewal

To Whom It May Concern:

On behalf of the Guthrie School District, I am pleased to notify you of our intent to renew our food service management contract with Sodexo Operations, LLC for July 1, 2020 through June 30, 2021.

I have included the following documents for the 2020-2021 renewal process:

- Letter of Intent to Renew
- Contract Renewal Agreement
- Required Federal Certifications
  - Suspension Debarment Certification Form
  - Anti-Collusion Affidavit
  - Lobbying Certification Form

Should you have any questions, please do not hesitate to call.

Sincerely,

Michelle Chapple  
Chief Financial Officer

Encl.

**FOODSERVICE MANAGEMENT COMPANY REQUEST FOR PROPOSAL AND CONTRACT BETWEEN  
GUTHRIE PUBLIC SCHOOLS (SFA) AND SODEXO OPERATIONS, LLC (FSMC)**

**THIRD AMENDMENT**

This Amendment is made in consideration of the mutual covenants and agreements contained herein by and between Guthrie Public School District, School Food Authority (SFA), and Sodexo Operations, LLC, Food Service Management Company (FSMC), to amend the Foodservice Management Company Request for Proposal and Contract that was executed by SFA and FSMC and effective July 1, 2017.

The contract is amended as follows:

1. "Effective Date" shall mean July 1, 2020
2. All other terms and conditions of this contract executed by SFA and FSMC remain the same.
3. This amendment is valid for the 2020-2021 school year. The contract and this Amendment shall terminate on June 30, 2021, and may be renewed for a remaining one (1) additional term of one (1) year upon mutual agreement of SFA and FSMC.
4. The amount of the Fixed Price per Meal and Meal Equivalent is deleted and replaced with \$2.268.

The Amendment is executed by the Parties in their capacities as stated below. All parties represent and warrant that the persons signing this Amendment are authorized to bind the respective parties.

**Guthrie Public School District**

\_\_\_\_\_  
By: Michelle Chapple  
Chief Financial Officer

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

**Sodexo Operations, LLC**

\_\_\_\_\_  
By: Charles Thomas  
Vice President

\_\_\_\_\_  
Date

**APPLICATION FOR APPROVAL  
OF TEMPORARY APPROPRIATIONS  
FOR THE FISCAL YEAR OF 2020-21**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2020-21:

General Fund	
Current Expense	<u>\$ 24,000,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 1,250,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,250,000</u>
School Age Care Fund	
Current Expense	<u>\$ 50,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 25,000</u>

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

BOARD OF EDUCATION OF GUTHRIE,  
#I-1, LOGAN COUNTY, OKLAHOMA

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE \_\_\_\_\_ COUNTY EXCISE BOARD

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SECRETARY OF COUNTY  
EXCISE BOARD

\_\_\_\_\_  
MEMBER



## LEASE AGREEMENT

THIS LEASE AGREEMENT (“Agreement”) is made this 8th day of June, 2020, by and between **INDEPEPDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (the “Lessor”) and **NORTHchurch, Inc.** (the “Lessee”).

### RECITALS:

Lessor is the owner of the Guthrie Upper Elementary School gymnasium and facilities located at 1615 N. Walnut, Guthrie, Oklahoma (the “Facilities”). Lessee desires to lease a portion of the Facilities for church meetings.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. LEASE OF PREMISES. In consideration of the rentals and upon the terms and conditions hereinafter stated, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the following areas of the School on each Sunday for the duration and at the rates set forth below:

July 1, 2020-June 30, 2021 – Sundays, 7:30 a.m. to noon (4.5 hours)

Gymnasium	\$152.50
Choir Room	\$ 67.50
Custodian	<u>\$ 67.50</u>
Total	\$287.50

(the “Leased Premises”).

2. TERM. The term (“Term”) of this Agreement is for a period from July 1, 2020, to June 30, 2021, unless this Agreement is terminated at an earlier date, as stated herein.

3. RENTAL. For the use and possession of the Leased Premises during the Term, Lessee agrees to pay Lessor the rental charges set forth above, one month in advance, commencing July 1, 2020. Lessee will be deemed to have used the Leased Premises on each Sunday unless Lessee gives Lessor at least two (2) weeks’ advance notice of Lessee’s intended non-use on any reserved Sunday. If the notice is properly given, Lessee’s rental for the applicable month will be reduced by a pro-rated amount. Otherwise, Lessee will be charged for the rental as if the Leased Premises were used. The monthly rental payment is due on the first (1st) day of each month for all scheduled uses during that month and will be delinquent if the full monthly rental is not received by Lessor on or before the tenth (10th) day of each month. In the event any rental payment is not made by the tenth (10th) day of the month, Lessor shall have the right to terminate this Agreement and Lessee's right to use and occupy the Leased Premises without any further notice or demand, statutory or otherwise, all of which are waived by Lessee. All rentals shall be paid in advance without deduction or offset. Lessor shall be entitled to a "late charge" of five percent (5%) of the amount of any rental installment which is not paid on or

before the delinquent date as a condition to reinstatement of this Agreement, which reinstatement shall be at Lessor's sole option. If Lessor elects to terminate this Agreement, the unpaid rental shall bear interest as herein provided and the "late charge" shall not be applicable. In the event any rental is paid by a check which is returned for any reason, Lessor shall have the right, by written notice to Lessee, to require that future rental installments be paid by cashier's check.

4. USE. The Leased Premises will be used by Lessee for religious meetings and services and for no other purpose. Lessee agrees that its use of the Leased Premises will be full and strict compliance with the requirements of applicable state, municipal and federal laws, rules and regulations. In the event Lessor determines that Lessee is not complying with the provisions of this Agreement concerning the nature and character of its use, Lessor shall give Lessee written notice. If Lessee fails to correct deficiencies in the operation within ten (10) days after receipt of Lessor's notice, Lessor shall have the right to terminate this Agreement. If Lessee violates any applicable provision of any state, municipal or federal law, rule or regulation governing its use of the Leased Premises, Lessor shall have the right to terminate this Agreement immediately and without notice to Lessee.

5. CODE COMPLIANCE. Lessee shall not use the Leased Premises in any manner which would constitute a change in use or occupancy, as that term is defined in the current edition of the International Building Code (the "Code"). In the event Lessee is required to have a license or a Certificate of Occupancy from any state or local regulatory agency as a condition to Lessee's use and occupancy of the Leased Premises, the cancellation, suspension, revocation or surrender of the license or the failure to obtain a Certificate of Occupancy shall constitute a basis for immediate termination of this Agreement by the Lessor.

6. HOURS. The Leased Premises will be used during the hours set forth in Section 1, above. Hours of use may be amended by mutual agreement of the parties.

7. UTILITIES AND CUSTODIAL SERVICES. The Lessor agrees to provide the following services to the Leased Premises: water, heat, air conditioning (but only if the Leased Premises are air conditioned); sewer and electric. Custodial services will be provided by Lessor at the rates set forth in Section 1, above.

8. ADDITIONAL SERVICES. Lessee agrees to reimburse Lessor for the cost of any services provided by Lessor in addition to those described above. Lessor will invoice Lessee for the cost of any additional services, which shall be paid by Lessee as additional rent due and payable with the next regularly scheduled payment of rental in accordance with the provisions of paragraph 3 above.

9. IMPROVEMENTS TO LEASED PREMISES. Lessor shall have no obligation to make any improvements or to remodel, repair, alter, decorate, paint or perform any other work of any nature to make the Leased Premises ready for Lessee's use. Lessee has inspected the Leased Premises and accepts the same in its present condition.

10. ACCESS TO OTHER AREAS OF SCHOOL BUILDING AND GROUNDS. Lessee shall have no right of access to, or use of, other areas of the building or the grounds, except halls and restrooms.

11. INDEMNITY. Lessee agrees to indemnify and hold Lessor harmless of and from all claims, demands, actions and proceedings asserted against Lessor arising out of Lessee's use of the Leased Premises, except to the extent that such claims, demands, actions and proceedings are the result of the negligence or wrongful act of the Lessor or its agents or employees. This indemnity shall include defense costs and attorney's fees except to the extent Lessor and its employees are responsible for any loss.

12. NOTICES. Any notices required or contemplated under this Agreement shall be addressed to the parties as follows:

If to Lessor:

Ms. Michelle Chapple, Chief Financial Officer  
Guthrie Public Schools  
802 East Vilas  
Guthrie, OK 73044

If to Lessee:

Mr. Clint Smith, Executive Director of Ministry  
NORTHchurch, Inc.  
PO Box 3307  
Edmond, OK 73083-3307

All notices shall be sent by certified mail, return receipt requested. Notices mailed in accordance with the foregoing shall be deemed to have been delivered five (5) days after deposit in the U.S. Mail at Guthrie, Oklahoma.

13. ALTERATION OF LEASED PREMISES. Lessee shall have no right to make any alterations to the Leased Premises unless prior written approval for the alterations is obtained from Lessor. All approved alterations shall be made at the expense of Lessee.

14. RISK OF LOSS. Lessor shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Lessee's property in the Leased Premises. Lessee assumes the entire risk of the foregoing. Lessee understands that Lessor does not, and will not, maintain any casualty or other insurance on Lessee's property. Lessee waives any right of subrogation on behalf of its insurance carrier against Lessor for any loss of, damage to, destruction or disappearance of Lessee's property in the Leased Premises.

15. DESTRUCTION OF SCHOOL BUILDING. In the event the School building is damaged or destroyed by fire or other casualty to the extent that the continued operation of the

Leased Premises is not practical, either party shall have the right to terminate this Agreement and the rental shall be paid to the date of termination.

16. LESSEE'S DEFAULT. The following shall constitute events of default on the part of Lessee:

- a. failure to pay the monthly rental by the tenth (10<sup>th</sup>) of the month;
- b. operating the Leased Premises in a manner contrary to any law, ordinance or regulation; or
- c. violation or non-performance of any other obligation of Lessee under this Agreement which is not corrected by Lessee within a reasonable time after Lessee's receipt of written notice from Lessor, except that written notice shall not be required for repeated violations or non-performance of the same nature.

Upon the occurrence of an uncorrected event of default, Lessor shall have the right to terminate this Agreement and Lessee's rights hereunder, including the right to occupy the Leased Premises, without notice or demand, statutory or otherwise, all of which are waived by Lessee.

If Lessor elects to terminate this Agreement because of an uncorrected event of default, Lessee shall be liable to Lessor for:

- d. all past due and unpaid rentals, plus interest from the due date(s) at the rate of 18% per annum; plus
- e. an amount equal to the present worth of the reasonable rental value of the Leased Premises from the date of Lessee's last rental payment to the normal expiration of the Agreement term, with no duty to mitigate damages; and
- f. Lessor's costs and expenses, including attorney fees, in recovering possession of the Leased Premises and reducing the amounts under subsections d. and e. to judgment.

17. WARRANTIES AND REPRESENTATIONS. Lessor makes and has made no warranties or representations concerning the Leased Premises, including, without limiting the generality of the foregoing, its suitability or fitness for any use and the condition or state of repair of the facilities serving the Leased Premises, including structural elements, plumbing, heating, ventilation, electrical, mechanical and systems controls. Lessee has inspected the Leased Premises and accepts the Leased Premises in "as is" condition.

18. LIABILITY INSURANCE. During the term of this Agreement, Lessee shall maintain and pay for public liability and property damage insurance specifically related to the Leased Premises and issued by companies authorized to do business in the State of Oklahoma, naming Lessor as a co-insured, and providing coverage in amounts not less than the amounts required to insure District's liability under the Oklahoma Governmental Tort Claims Act,

including any amendments thereto subsequent to the date of this Agreement. Copies of the certificates of insurance shall be furnished to Lessor prior to the commencement of the Agreement term and replacement certificates shall be furnished from time to time during the Agreement term to evidence that liability insurance is in force at all times. All insurance certificates issued under this section shall provide for at least ten (10) days' prior written notice to Lessor before cancellation of the coverage for any reason, including non-payment of the premium.

19. ASSIGNMENT AND SUBLEASE. Lessee shall not assign this Agreement or any interest herein or sublease all or any part of the Leased Premises without the prior written consent of Lessor.

20. WAIVER. The failure of either party to seek redress against the other for violation of, or to insist upon strict performance of the terms and provisions of this Agreement, will not constitute a waiver of the right to seek redress for any subsequent violation of the terms and provisions, or of any right to insist on strict performance.

21. GOVERNING LAW. This instrument is entered into in Oklahoma and the law of Oklahoma shall govern the construction of this instrument.

22. SEVERABILITY. If any provision of this instrument or its application to any party, person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this instrument, or the application of the provision to the party, person or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this instrument shall be valid and be enforced to the fullest extent permitted by law.

23. MISCELLANEOUS. This instrument represents the entire understanding between the parties hereto concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This Agreement shall be binding upon the parties and their respective successors and assigns, except that Lessee shall not assign this Agreement or sublease the Leased Premises. Time is the essence of the obligations of the parties herein. Lessee shall not advertise or represent that Lessee is sponsored by Lessor. In the event any action is brought by either party to enforce this Agreement, or for breach of the terms of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee, to be fixed by the court, and its other costs.

IN WITNESS WHEREOF, Lessor and Lessee have signed this Agreement as of the date first above written.

**Lessor:**

**INDEPENDENT SCHOOL DISTRICT NO. 1  
OF LOGAN COUNTY, OKLAHOMA**

**By:**

\_\_\_\_\_  
**President, Board of Education**

**Lessee:**

**NORTHchurch, Inc.**

**By:**

**Name:**

**Title:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Guthrie Public Schools



May 25, 2020

Board of Directors

Terry Davidson,  
Chairman  
Finance Director:  
Comanche Schools

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

Rick Thomas,  
Member  
Superintendent:  
Skiatook Schools

RE: Membership Proposal Effective 7/1/2020

Dear Dr. Mike Simpson:

Dr. John Cox,  
Treasurer  
Superintendent:  
Peggs Schools

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 447 school districts are members of OSIG. Our membership is strong and committed.

Dusty Ricks,  
Secretary  
Superintendent:  
Mid America  
Technology Center

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is constantly growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Brad Overton,  
Member  
Superintendent:  
Cordell Schools

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

For the 2020-2021 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective 07/01/2020.

Randy Hughes,  
Member  
Superintendent:  
McAlester Schools

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

Sherry Durkee  
Member  
Superintendent:  
Sand Springs Schools

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Library at [www.osig.org](http://www.osig.org)
- StopIt Anonymous Incident Reporting Mobile App & Web App

Executive Director

David Martin

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Sincerely,

OSIG Program Administration

Cc: Martin Insurance





**Guthrie Public Schools**  
**802 East Vilas**  
**Guthrie, OK 73044**

**This is not an invoice.**

<b>Breakdown of Insurance Cost</b>
------------------------------------

Annual Premium Breakdown	
Property:	\$227,787
Boiler & Machinery:	\$1,751
Auto Physical Dmg:	\$8,790
General Liability:	\$21,566
Auto Liability:	\$28,752
Educators Legal:	\$21,566
Excess Liability:	\$0
<b>Total Annual:</b>	<b>\$310,212</b>

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Total Values	\$71,508,733	\$73,048,486	\$73,660,206	\$73,917,237	\$92,261,907	\$96,046,304
Premium	\$204,779	\$194,997	\$192,444	\$200,722	\$232,704	\$263,704
Distribution	\$0	\$0	\$8,345	\$0	\$0	\$9,392

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
72	\$1,279,381	\$209,474	16.37%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

### Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

- Installment #1 1/3 of total due 7/1/20
- Installment #2 1/3 of total due 8/1/20
- Installment #3 1/3 of total due 9/1/20

P. O. Box 3068  
 Tulsa, OK 74101-3068  
 Phone 918-764-1686 ▪ Toll Free 866-444-0061

## Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

### Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence \$500,000,000
- Building - 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk
    - \*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
  - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
  - \*Note Flood Zones A and V are excluded
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

### Deductibles Optional increased deductible quotations are available upon request.

- \$2,500 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$50,000 Flood, Earthquake and Pollution

### General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

### School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- \*Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

### Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

### **Crime**

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

### **Cyber Liability**

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
  - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - \$2,000,000 Annual Aggregate for Media Liability
- First Party
  - \$2,000,000 Annual Aggregate for Cyber Extortion Loss
  - \$2,000,000 Annual Aggregate for Data Recovery Costs
  - \$2,000,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- \$10,000 Deductible

### **School Violent Acts Protection**

- \$25,000 Each Occurrence Limit
- \$250,000 Aggregate Limit (all members, all claims)
- No Deductible
- \$25,000 Property/Safety Improvements following School Violent Act

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

# Property Schedule

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## Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Greenhouse (No Contents)	\$3,209	\$0
1021 E. Perkins	Faver Gym	\$403,249	\$40,407
1021 E. Perkins	Faver Portable Class (2)	\$109,818	\$14,655
1021 E. Perkins	Faver School - Office	\$1,665,316	\$166,870
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,841	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$168,022	\$0
115 E. Harrison	Jelsma Stadium PA System	\$39,205	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$28,004	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,388,408	\$39,284
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$2,878	\$550
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,294	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,568	\$1,100
200 Crooks Dr.	Building for Champions and Weight Room	\$869,505	\$87,127
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$322,600	\$84,181
200 Crooks Dr.	High School & Gym	\$17,131,481	\$2,244,828
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$27,454	\$5,502
200 Crooks Dr.	High School Classroom SE	\$362,924	\$36,366
200 Crooks Dr.	High School Fence	\$22,403	\$0
200 Crooks Dr.	High School Greenhouse	\$94,091	\$9,427
200 Crooks Dr.	High School JROTC	\$1,512,183	\$259,292
200 Crooks Dr.	High School Potting Shed	\$34,500	\$3,457
200 Crooks Dr.	High School Storage Building	\$4,705	\$472
200 Crooks Dr.	High School Vo-Ag	\$714,088	\$112,242
200 Crooks Dr.	HS Pole Vault Pit	\$16,803	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$9,521	\$0
200 Crooks Dr.	HS Track & Fence	\$224,027	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$22,403	\$2,245
200 Crooks Dr.	HS Track Storage Containers (2)	\$9,858	\$988
200 Crooks Dr.	Letters on HS & GUES	\$2,801	\$0
200 Crooks Dr.	New Maintenance Building	\$424,617	\$56,121
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,601	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$56,007	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$16,803	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$28,004	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,841	\$0
200 Crooks Dr.	Softball Concession & Fence	\$28,004	\$2,806
200 Crooks Dr.	Softball Dressing Room Portable	\$76,842	\$8,981
200 Crooks Dr.	Softball Dugouts	\$5,601	\$0
200 Crooks Dr.	Softball Lights	\$50,406	\$0
200 Crooks Dr.	Softball Nets	\$1,906	\$0
200 Crooks Dr.	Softball Scoreboard	\$5,041	\$0
200 Crooks Dr.	Softball Storage Building	\$3,921	\$393
200 Crooks Dr.	Tennis Court Playing Surface	\$28,004	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$56,007	\$0
200 Crooks Dr.	Tennis Storage Building	\$6,272	\$629
200 Crooks Dr.	Vo-Ag Storage	\$47,045	\$8,418
200 E. Springer	25 Sec. Clock (2)	\$2,913	\$0
200 E. Springer	Athletic Building/Dressing Room	\$273,352	\$27,392
200 E. Springer	Baseball Dugouts	\$13,441	\$0
200 E. Springer	Baseball Grandstands/Press	\$196,023	\$19,643
200 E. Springer	Baseball Portable Building	\$4,705	\$472
200 E. Springer	Squires Field Lights/Poles	\$140,018	\$0
200 E. Springer	Squires Field Scoreboard	\$15,992	\$0
200 Sigma Pl.	Vacant Land (Liability Only)	\$0	\$0
2001 W. Noble	Cotteral East Classroom	\$382,639	\$40,737

# Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral Portables (#3&4)	\$112,012	\$11,223
2001 W. Noble	Cotteral Portico - Kitchen	\$7,281	\$0
2001 W. Noble	Cotteral Portico - Playground	\$1,904	\$0
2001 W. Noble	Cotteral School Building	\$3,868,263	\$387,613
2001 W. Noble	Cotteral South Classroom	\$150,516	\$16,983
2001 W. Noble	Cotteral South Classroom	\$150,516	\$16,983
2001 W. Noble	Cotteral Southwest Classroom	\$150,516	\$16,983
2001 W. Noble	Cotteral Southwest Playground	\$22,403	\$0
2001 W. Noble	Cotteral Storage Building	\$3,137	\$314
2001 W. Noble	Fence	\$3,586	\$0
317 E. Grant	Indoor Baseball	\$232,875	\$23,335
321 E. Noble	Central Elem.-Playground Equip.	\$22,403	\$0
321 E. Noble	Central Elementary	\$2,938,692	\$294,468
321 E. Noble	Fence	\$20,051	\$0
455 W. Beemer Rd.	Vo-Ag Farm Fence	\$16,269	\$0
455 W. Beemer Rd.	Vo-Ag Sheep/Goat Barn	\$130,153	\$12,933
455 W. Beemer Rd.	Vo-Ag Swine Barn	\$130,153	\$12,933
455 W. Beemer Rd.	Vo-Ag Well House (No Contents)	\$5,423	\$0
4900 E Charter Oak	Charter Oak Elementary	\$15,610,920	\$1,584,171
4900 E Charter Oak	Fence	\$24,017	\$0
4900 E Charter Oak	Playground	\$41,029	\$0
520 Crooks Dr.	Bus Barn	\$244,570	\$33,672
520 Crooks Dr.	Bus Barn Annex Portable	\$40,407	\$3,024
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$39,205	\$0
520 Crooks Dr.	Transportation Storage Building	\$64,687	\$6,482
702 Crooks Dr.	GUES Portable Classrooms (1)	\$56,007	\$5,612
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$22,403	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$11,750,439	\$1,870,689
702 Crooks Dr.	Portico Canopy GUES	\$16,803	\$0
702 Crooks Dr.	Walk In Freezer	\$21,963	\$5,502
705 E. Oklahoma	Junior High - Gym	\$1,544,643	\$154,778
705 E. Oklahoma	Junior High Main Building	\$7,167,140	\$785,690
705 E. Oklahoma	Portable Building	\$106,637	\$10,685
722 E. Harrison	DRO-Junior High Annex	\$8,507	\$12,501
802 E. Oklahoma	Maintenance Building	\$233,936	\$67,344
802 E. Vilas	Administration	\$1,390,805	\$168,363
802 E. Vilas	Fence	\$10,640	\$0
852' East of Dougla	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	Fence	\$20,431	\$0
902 N. Wentz	Fogarty Annex	\$361,244	\$36,199
902 N. Wentz	Fogarty Building	\$4,858,139	\$507,107
902 N. Wentz	Fogarty Playground	\$22,403	\$0
902 N. Wentz	Fogarty Portable Classroom	\$84,010	\$8,418
902 N. Wentz	Fogarty Portable Classroom	\$84,010	\$8,418
902 N. Wentz	Fogarty Portico	\$2,464	\$0
929 E. Perkins	Faver Athletic Annex	\$336,885	\$38,010
		<b><u>\$81,211,661</u></b>	<b><u>\$9,375,018</u></b>

Floater Limit	<u>\$250,000</u>	Auto Values:	<u>\$3,453,863</u>
EDP Limit	<u>\$1,500,000</u>	Total Values:	<u>\$96,290,542</u>
Extra Expense Limit	<u>\$500,000</u>		

# Auto Schedule

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## Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101	\$25,000
2	2014	Freightliner	Bus	71	4DRBRABPX2B947094	\$74,000
3	2002	International	Bus	71	4DRBRABP12B947095	\$25,000
4	2002	International	Bus	71	4DRBRABP52B947116	\$25,000
5	2002	International	Bus	71	4DRBRABP62B947108	\$25,000
6	2002	International	Bus	71	4DRBRABP12B947100	\$25,000
7	2002	International	Bus	71	4DRBRABP12B947114	\$25,000
8	2002	International	Bus	71	4DRBRABP72B947117	\$25,000
9	2002	International	Bus	71	4DRBRABP02B947119	\$25,000
10	2002	International	Bus	71	4DRBRABP72B947120	\$25,000
11	2002	International	Bus	71	4DRBRABP52B947102	\$25,000
12	2002	International	Bus	71	4DRBRABP32B947115	\$25,000
13	2002	International	Bus	71	4DRBRABP92B947099	\$25,000
14	2002	International	Bus	71	4DRBRABP82B947109	\$25,000
15	2002	International (A)	Bus	71	4DRBRABP92B947121	\$25,000
16	2002	International (A)	Bus	71	4DRBRABP02B947122	\$25,000
17	2002	International	Bus	48	4DRBRABM52B947123	\$25,000
18	2002	International	Bus	48	4DRBRABM72B947124	\$25,000
19	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259	\$25,000
20	2002	International w/	Bus	48	4DRBRABP12B947125	\$25,000
21	1999	Chevrolet	Pickup	3	1GCCS1446XK206349	\$3,600
22	2005	Ford	F350 Pickup	6	1FDWF36545EA59541	\$27,500
23	1999	Chevrolet	Pickup	3	1GCCS1442XK205117	\$3,600
24	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579	\$40,500
25	1996	Ford	Van	8	1FMEE11H5THB10979	\$5,000
26	2005	Ford	E150 Van	8	1FMRE11L25HA23243	\$41,200
27	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842	\$17,355
28	1997	Ford	Escort	5	1FALP13P7VW407606	\$12,000
29	1995	Ford	F-700	3	1FDNF70J7SVA9643	\$15,000
30	1973	Bullmobile	Trailer		13819	\$4,000
31	1980	Shopmade	Trailer		1001GFFA	\$4,000
32	1988	Van	Trailer		1WC200E1XJ2011732	\$2,000
33	1991	Barrett	Trailer		1B9P20205M1014201	\$15,688
34	1990	WW	Trailer		11WHS1628RW19	\$3,000
35	1998	Flatbed	Trailer		4P5SH1621W101	\$1,000
36	2004	Chevrolet	Malibu	5	1G1ND52F04M570533	\$10,616
37	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480	\$40,000
38	2006	Dodge	Caravan	7	1D4GP24R46B723011	\$18,382
39	2006	Dodge	Caravan	7	1D4GP24R66B723012	\$18,382
40	2002	Dodge	Pickup	3	1D7HA16N12J218895	\$6,775
41	2008	Ford	F350	3	1FTWW32Y18EA78508	\$36,510
42	1985	16'	Trailer			\$800
43	1990	Lawn Utility	Trailer			\$800
44	2006	Bleacher	Trailer			\$30,000
45	2006	Bleacher	Trailer			\$30,000
46	1967	AMG	Cargo Truck	3	NK00RC-7225547	\$0
47	2005	Ford	F350 Pickup	3	1FDWF36585EA31502	\$10,000
48	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820	\$55,000
49	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320	\$40,000
50	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321	\$40,000
51	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322	\$40,000
52	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323	\$40,000
53	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324	\$40,000
54	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325	\$40,000
55	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326	\$40,000
56	2008	Freightliner	Bus	20	4UZABRDT08CZ54311	\$50,000

# Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
57	2012	Thomas	Bus	53	4UZABPDT2CCBM8891	\$55,000
58	2008	Haulmark	Box Trailer		16HGB20238A029320	\$5,076
59	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643	\$22,000
60	2013	Ford	Expedition		1FMJK1F58DEF33757	\$23,725
61	2013	Ford	Expedition		1FMJK1F5XDEF33758	\$23,725
62	2012	Dodge	Ram		3C7WDSAT6CG213234	\$25,000
63	2013	Cimarron	Livestock Trailer		5PASG2422DC008280	\$29,980
64	2013	Ford	Expedition XL		1FMJK1F5XDEF60149	\$29,814
65	2013	Ford	Cargo Van		1FTNE1EW8DDB18029	\$16,000
66	2014	Thomas	Bus	71	4UZABRDU4ECFF9888	\$74,500
67	2014	Thomas	Bus	71	4UZABRDUOECFF9886	\$74,500
68	2013	Thomas	Bus	71	4UZABRDU5DCBT1251	\$69,500
69	2013	Thomas	Bus	71	4UZABRDU7DCBT1249	\$50,000
70	2013	Thomas	Bus	71	4UZABRDUXDCBT1245	\$69,500
71	2013	Thomas	Bus	71	4UZABRDU5DCBT1248	\$69,500
72	2012	Thomas	Bus	71	4UZABRDU9CCBA2099	\$48,000
73	2014	Thomas	Bus	71	4UZABRDU3ECFF9901	\$74,500
74	2014	Thomas	Bus	71	4UZABRDU1ECFF9895	\$74,500
75	2014	Thomas	Bus	71	4UZABRDU4ECFF9891	\$74,500
76	2014	Thomas	Bus	71	4UZABRDU7ECFF898	\$74,500
77	2012	Thomas	Bus	71	UZABRDU8CCBA2269	\$48,000
78	2014	Freightliner	Bus	71	4UZABRDU2ECFF9789	\$74,000
79	2014	Thomas	Bus	71	4UZABRDU8ECFF9778	\$69,500
80	2014	Thomas	Bus	71	4UZABRDU8ECFF9800	\$69,500
81	2014	Thomas	Bus	71	4UZABRDU0ECFF9791	\$69,500
82		Washer	Trailer		GPS	\$1,500
83		Elite	Sheep Trailer		TBD	\$8,500
84	2012	Ford	F350 Crewcab		1FT8W3CT1CEC95643	\$22,000
85	2018	Lonestar	Stock Gooseneck Trailer		LS1SG24800270E	\$35,735
86	2016	Dodge	Caravan	7	2C4RDGBG1GR235859	\$17,877
87	2018	Dodge	Ram Ag Pickup		3C6ERRGL3JG310882	\$41,359
88	2016	Thomas	Bus	71	4UZABRDU4GCGT6282	\$63,700
89	2016	Thomas	Bus	71	4UZABRDU5GCGT6291	\$63,700
90	2016	Thomas	Bus	55	4UZAVRDU4GCGT6265	\$67,700
91	2018	Thomas	Bus	48	4UZABRFD6JCJG3966	\$78,700
92	2016	Thomas	Bus	71	4UZABRDU7GCGT6292	\$63,700
93	2012	Freightliner	Box Truck		1FVACWDT3CDBD5587	\$53,500
94	2020	Thomas	Bus	71	4UZABRFDXLCLM2437	\$88,758
95	2020	Thomas	Bus	71	4UZABRFD5LCLJ5162	\$95,482
96	2019	Chevy	Silverado Pickup		3GCNWAEH0KG172097	\$23,050
97	2019	Ford	Expedition		1FMJK1FT4KEA84220	\$41,287
98	2019	Ford	Expedition		1FMJK1FT6KEA84221	\$41,287

Total Value of All Autos for Guthrie Public Schools: **\$3,453,863**



## Overview

### Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 18 years, OSIG's membership has grown to 447 and the program insures more than \$16 Billion in school property across Oklahoma.

### Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

***"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".***

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By sticking together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

## Financial Strength

**OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/19 was more than \$11.8 million and our assets were more than \$27 million.**

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/19</i>	
Cash	\$ 23,003,506
Other Assets	\$ 4,869,745
<b>Total Assets</b>	<b>\$ 27,873,251</b>
Notes Payable	\$ -
Other Liabilities	\$ 16,028,582
<b>Total Liabilities</b>	<b>\$ 16,028,582</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 11,844,669</b>

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at [www.ok.gov/oid](http://www.ok.gov/oid). Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.

## Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$500,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

## Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

## Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

## Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/20
Installment #2	1/3 of total	due 8/1/20
Installment #3	1/3 of total	due 9/1/20

A 25% minimum earned premium applies.

## Risk Management And Loss Control Tools

Loss Control Site Consultation

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website [www.osig.org](http://www.osig.org)

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms  
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

## Contacts For Questions

### Coverage Questions

Your Local Agent or:

Jennifer McKenzie  
 Arthur J. Gallagher Risk Management Services Inc. - Tulsa  
 1300 South Main  
 Tulsa, OK 74119  
 Phone: 918-764-7137  
 Toll-Free: 866-444-0061  
 Fax: 866-420-0695  
 Email: jennifer\_mckenzie@ajg.com

#### Eastern Oklahoma Schools (East of I-35)

Guy Griggs  
 Keystone Insurance  
 11 East Broadway  
 Sand Springs, OK 74063  
 Phone: 918-245-2558  
 Fax: 918-245-8553  
 Email: guy.griggs@insurica.com

### General Program Questions

David Martin  
 Executive Director  
 P O Box 3068  
 Tulsa, OK 74101  
 Phone: 918-688-1056  
 Fax: 866-420-0695

### OSIG Board Members

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Rick Thomas - Vice Chairman	Skiatook Schools	(918) 396-1792
Dr. John Cox - Treasurer	Peggs Schools	(918) 598-3412
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Randy Hughes - Member	McAlester Schools	(918) 423-4771
Brad Overton - Member	Cordell Schools	(580) 832-3220
Sherry Durkee - Member	Sand Springs Schools	(918) 246-1406

**Resolution of Guthrie Public Schools to Join  
Oklahoma Schools Insurance Group**

**Whereas, Oklahoma Schools Insurance Group** (“OSIG”) is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Guthrie Public Schools** is an Oklahoma public school district (“the District”); and

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2020/2021 plan year; and

**Whereas,** the quotation is acceptable to the District;

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG’s bylaws, the Plan Document, and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Guthrie Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members’ losses.

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

**Guthrie Public Schools**

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

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education



# Oklahoma School Assurance Group

Guthrie School District  
Attn: Dr. Mike Simpson  
802 East Vilas Avenue  
Guthrie, OK 73044

May 22, 2020

**Re: 2020-2021 OSAG Workers' Compensation Insurance Quote**

Dear Dr. Simpson,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2020-2021 OSAG renewal quote is as follows:

2020-2021 OSAG Premium <i>BEFORE</i> Discounts:	\$120,074
Financial Relief Benefit for 2020-21:	\$15,106
<b>Total 2020-2021 OSAG Workers' Compensation Renewal Premium Minus Awards/Credits:</b>	<b><u>\$104,968</u></b>

*\*Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000*

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The following example reflects the current and potential dividend awards for Guthrie School District if membership remains active, and district loss records qualify:

<i>2021-2022 Estimated Financial Relief Benefit</i>	<i>\$6,798</i>
<i>2021-2022 Possible Membership Dividend</i>	<i>\$40,772</i>
2022-2023 Possible Membership Dividend	\$20,211
2023-2024 Possible Membership Dividend	\$12,344
<b>Total Possible Future Membership Dividend:</b>	<b><u>\$80,124</u></b>

About the OSAG Proposal:

**OSAG is a group policy, therefore Experience Modification Factors are not applicable for our school district members.**

\*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

\*All members that renew with OSAG have a *Membership Dividend* associated with active membership. *In order to receive the Membership Dividend, a member must be active with paid premium for the 2020-2021 policy year.*

***\*\*CompSource Mutual has declared a \$60,000,000 dividend to be paid out to the benefit of policyholders with the potential of OSAG members receiving significant benefits for their membership in OSAG. This dividend would provide OSAG members record benefits and premium savings/reductions for each individual member. School district members would receive award amounts in addition to the Membership Dividend listed above.***



Guthrie Public Schools

**Memo**

**To: Dr. Simpson and Guthrie Board of Education**

**From:** Carmen Walters, Executive Director

**Date:** May 29, 2020

**Re: Aurora Learning Community Association (ALCA) Agreement**

---

Attached is a copy of the 2020-2021 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OSTP test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets and interim assessments.

The cost for the 2020-2021 ALCA web-based program is \$4,709.60 which is *not* a price increase from the 2019-2020 agreement. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Aurora Learning Community Association.





# Estimate

ALCA  
1001 East Elm Street  
Fairview, OK 73737

### BILLED TO

Carmen Walters  
802 E Vilas Ave  
Guthrie, OK  
73044-5228

### DETAILS

May 27, 2020  
Guthrie Renewal 20-21

### TOTAL DUE

**\$4,709.60**

Attn: Carmen Walters

Arch for Oklahoma 20-21

Includes a 72% discount on Arch and free 1-day professional development

Item	Quantity	Price	Subtotal
<b>Arch for Oklahoma 2020-21</b> Arch includes: <ul style="list-style-type: none"> <li>• Data Warehouse (All data sets: OSTP, ACT, STAR, WIDA, NWEA, etc)</li> <li>• Interim Assessments</li> <li>• Standards (unwrapped)</li> <li>• Daily Lesson Planner</li> <li>• Curriculum Mapping</li> <li>• Arch Classes for Blended Learning</li> <li>• Standards-based Grading</li> <li>• Real-Time Formative Assessments</li> <li>• Student &amp; Teacher Dashboards</li> <li>• Portfolios</li> </ul>	3364	\$5.00	\$4,709.60
<b>Professional Development &amp; Support 2020-21</b> Up to 6 hours of customizable professional development to facilitate sustainable best practice application of the Arch Instructional Management System.	1	\$900.00	\$0.00
<b>Total:</b>			<b>\$4,709.60</b>

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

This Arch License Agreement (“Agreement”) is by and between the Aurora Learning Community Association, 1001 East Elm, Fairview, Oklahoma 73737 (“ALCA”) and Customer (as defined in subsection 1.3 of this Agreement).

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall mean the following:

1.1 **Arch Platform** is a combination of many individual and integrated software components working together to provide an on-line platform through Arch which provides a means for allowing users to establish and maintain on-line learning communities over the internet. The Software provides a complete system of service components, which include but are not limited to, the following components: Comprehend, Assessment System, Course Planning and Delivery, Content Creation and Management, Collaboration Service, Project Management Service and Standards Management Service.

1.2 **Comprehend** is software allowing Qualified Subscribers (as defined in subsection 1.7 of this Agreement) to manage, manipulate, filter, analyze and report data.

1.3 **Customer** means an individual, school, school district, career tech, college, university or other educational entity using the Software as designated on page 4 of this Agreement or anyone affiliated with the preceding (i.e. teachers, students, staff, evaluators, etc.), and each individual’s employer for those individuals using the Software within the scope of his or her employment, if any.

1.4 **FERPA** means Family Educational Rights and Privacy Act codified at 20 U.S.C. §1231g et seq. and related regulations as amended.

1.5 **GammaStream** means GammaStream Technologies, Inc., an Oklahoma corporation.

1.6 **License** means a restricted, limited, non-exclusive, nontransferrable right to use the Software granted hereunder, but only pursuant to the terms and conditions of this Agreement, without any ownership in or to the Software.

1.7 **Qualified Subscriber** is an individual, school, school district, career tech, college, university or other non-profit entity organized exclusively for educational purposes and exempt from Federal taxation under the Internal Revenue Code of the United States who will be using the Software for his, her or its own personal, household, recreational, educational or non-commercial use. If Customer is an employer, Customer must be a non-profit entity which is organized exclusively for religious, educational or charitable purposes; operating exclusively for religious, educational or charitable purposes; and exempt from Federal taxation under the Internal Revenue Code of the United States of America; or a for-profit entity satisfactorily providing educational content as determined by ALCA in its sole discretion.

1.8 **Software** means Arch and all computer software used in Arch Platform, including but not limited to Comprehend, and all computer software programs provided with this Agreement

together with all accompanying documentation, utilities, any and all other interface software, and all upgrades provided by ALCA. Some third party materials included in the Software may be subject to other terms and conditions, which are typically found in a “Read Me” file located near such materials.

1.9 **Third Party(ies)** means any and all persons, partnerships, corporations, limited liability companies, limited liability partnerships, companies or any other associations or organizations except for ALCA and Customer.

2. **LICENSE GRANT.**

2.1 **Use Certification.** Customer hereby agrees and acknowledges an express condition to ALCA granting Customer a License to use the Software if that Customer is currently and will always continue to be a Qualified Subscriber during the term of the License. Customer hereby represents, warrants and certifies to ALCA that Customer is a Qualified Subscriber. If Customer is not a Qualified Subscriber, then Customer has no rights to use the Software under this Agreement, and further represents, warrants and certifies not to use the Software and to discontinue any existing use of the Software.

2.2. **Grant.** In consideration of payment of all fees due under this Agreement, Customer complying with this Agreement and Customer performing hereunder, ALCA grants Customer a restricted, limited, non-exclusive, non-transferrable right to use the Software, but only according to the terms and conditions of this Agreement. The specific use rights granted to Customer regarding the Software are as follows depending on the type of License Customer has acquired:

2.2.1 **Individual License.** The Individual License is a License issued to Customer as an individual person allowing Customer to use the Software for Customer’s own personal, household, recreational, educational, and non-commercial use only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies Customer will not use the Software and will discontinue any existing use of the Software.

2.2.2 **Non-Profit Entity License.** The Non-Profit Entity License is a License issued to Customer as a non-profit entity such as a public or private school district, church, charity, etc. allowing Customer to use the Software for religious, educational, or charitable purposes only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer or anyone affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies that Customer

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

will not use the Software and will discontinue any existing use of the Software. Customer shall ensure all individuals affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) comply with the terms and conditions of this Agreement.

**2.2.3 Shared Non-Profit Entity License.** The Shared Non-Profit Entity License is the same as a Non-Profit Entity License but it is shared among a number, to be determined by ALCA in its sole discretion, of small non-profit entities, such as public or private school districts, churches, charities, etc. It allows each of the non-profit entities to use the Software for religious, educational, or charitable purposes only, just as if each of the non-profit entities purchased its own Non-Profit Entity License. The Software shall be maintained on the Arch Platform. Each Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party other than the non-profit entities sharing the License. All of the small non-profit entities in a group sharing a Shared Non-Profit Entity License must have subscribed for the License within six months of the first invoice date of those small non-profit entities included in the group. If the group fails to attain the number of small non-profit entities required for the Shared Non-Profit Entity License, as determined by ALCA in its sole discretion, then the subscribing non-profit entities of the group may convert their Shared Non-Profit Entity License to a Non-Profit Entity License paying any additional fees required by ALCA, or may terminate their Shared Non-Profit Entity License without receiving any refund of amounts already paid for the License. If any Customer fails at any time to use the Software accordingly, each Customer's rights to use the Software under this Agreement are immediately terminated and each Customer further represents, warrants, and certifies that each Customer will not use the Software and will discontinue any existing use of the Software.

**2.3 Use Limitations.** Subject to the terms and provisions of this Agreement, including but not limited to section 3 of this Agreement, this Agreement and the License granted hereunder, only gives Customer the right to use the Software as directed by ALCA.

**2.4 Term.** The term of the License shall begin on the invoice date for all amounts due under this Agreement and terminate one year after the invoice date unless sooner terminated according to section 13 of this Agreement.

**2.5 Revocable.** The License granted hereunder is revocable at any time, with or without cause, in the sole discretion of ALCA by ALCA sending written notice of the revocation to Customer.

**2.6 Non-Exclusive.** Customer's License to use the Software shall be non-exclusive. ALCA, in ALCA's sole discretion, may license or provide the Software to any and all Third Parties, or use the Software for the benefit of Third Parties.

**2.7 Non-Transferrable.** Customer's License to use the Software shall be non-transferrable without the prior, written consent of ALCA which ALCA may withhold in its sole discretion. Any attempted sublicense, assignment or transfer by Customer in violation of this Agreement shall be void.

**3. USE RESTRICTIONS.** Without the prior written consent of ALCA, Customer may not, at any time, either directly or indirectly, and Customer may not assist or enable any Third Party, either directly or indirectly, to:

3.1 Reverse engineer, decompile, disassemble, or alter in any way the Software;

3.2 Sublicense, sell, lease, rent, dispose of, assign, or otherwise transfer the License or Software to any Third Party;

3.3 Distribute in whole or in part, modify, or create derivatives of the Software or applications created with the Software; or

3.4 Share the Software or the use of the Software with any Third Party or provide access to any Third Party in any way, including but not limited to non-ALCA certified trainers, although ALCA certified trainers may have access to the software in ALCA approved training sessions for Customer.

**4. TITLE TO SOFTWARE; COPYRIGHT.** Customer hereby acknowledges and agrees the Software is proprietary to GammaStream and remains the property of GammaStream protected by trade secret and/or copyright law. The License only gives Customer the right to use the Software according to the terms and provisions of this Agreement. This Agreement does not confer any ownership in the Software to Customer. GammaStream owns all title and intellectual property rights in and to the Software, the accompanying printed materials, and any copies of the Software. Customer hereby further acknowledges and agrees to be bound as a third party beneficiary by all of the terms and conditions of the Software License Agreement between GammaStream and ALCA dated June 25, 2003 and future amendments thereto, of which ALCA shall provide a copy within 30 days after Customer's written request for a copy.

**5. PAYMENT.** Upon execution of this Agreement and on the same day of each year thereafter, Customer shall pay ALCA an annual total sum in accordance with its standard fee schedule in effect at the time ALCA invoices Customer for all amounts due which are reflected on the Addendum attached hereto and made a part hereof. Any support services provided by ALCA or GammaStream shall be billed to Customer according to the standard fee schedule in effect at the time services are provided.

**6. TAXES.** In addition to all other amounts payable under this Agreement, Customer shall promptly pay to ALCA any and all sales and other taxes, federal, state or otherwise, which are levied or imposed because of the License or the transactions contemplated by this Agreement.

**7. SUPPORT SERVICES.** GammaStream shall provide technical consulting and support services as requested by Customer at GammaStream's standard fee schedule in effect at the time services are provided.

**8. CONTENT.** The Software is designed to allow Customer and Third Parties having a License to use the Software, to publish and share educational information, materials and content with each

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

other so there may be a free exchange of educational information and resources among those having a License to use the Software. As a result, Customer hereby understands and agrees as follows:

8.1 ALCA shall have the sole discretion in determining which information, materials and other content gets published and shared using the Software, and Customer hereby grants ALCA the right to determine if the information, materials and other content provided by Customer gets published or shared using the Software and to censor the information, materials and other content Customer provides. ALCA may in its sole discretion, either with or without cause and at any time, restrict Customer from publishing or sharing information, materials or other content through the Software, or require Customer to discontinue publishing or sharing information, materials or other content through the Software.

8.2 ALCA has no obligation to review, censor or police any information, material or other content, at any time, either before it is published or shared through the Software, whether by Customer or other Third Parties, or after it is published or shared through the Software, whether by Customer or other Third Parties, although ALCA, in ALCA's sole discretion, may choose to do so.

8.3 If ALCA reviews, censors or polices any information, material or content either before or after it has been published or shared using the Software, ALCA is not obligated to further review, censor or police any other information, material or content either published or shared through the Software, or proposed to be published or shared through the Software.

8.4 ALCA, GammaStream, and the Third Party providing the information, materials or content published or shared through the Software do not certify the contents or accuracy, or make any representations or warranties regarding the information, materials, or content provided through the Software. Customer hereby releases ALCA, GammaStream, and the Third Party providing the information, material or content, from any and all liability associated with Customer relying upon, disseminating, or in any way using the information, materials, or content provided through the Software.

8.5 Any and all information, materials, or content provided by Customer by using the Software shall be for educational or informational purposes only, as determined by ALCA in ALCA's sole discretion. Customer further consents and agrees that any and all Third Parties having a License to use the Software may use all information, materials, or content provided by Customer through the Software, for educational or informational purposes only, without any further restriction.

8.6 ALCA reserves the right to terminate Customer's License at any time, with or without cause, in ALCA's sole discretion and for no reason or for any reason, including but not limited to Customer's use of the Software not complying with the terms and provisions of this Agreement, including but not limited to, the terms and provisions of this section 8.

## 9. DATA MANAGEMENT.

9.1 **Data Source and Results.** ALCA will only import data

provided by Customer into the Software in order for the Software to provide Customer with information, reports and analysis of Customer's data. ALCA will not create, load or generate any data to be used by the Software, except ALCA will upload data into the Software for customer as long as Customer provides its data to ALCA in the format required by ALCA. ALCA shall not have any obligation to review or verify the accuracy of Customer's data. ALCA does not hereby certify the contents or accuracy of the data imported into the Software. Furthermore, ALCA does not hereby certify the contents or accuracy of the information, reports and analysis computed by the Software, or make any representations or warranties regarding the information, reports or analysis provided by the Software. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from erroneous or inaccurate information, reports or analysis computed by the Software for Customer or Third Parties.

9.2 **FERPA Compliance.** Customer hereby represents, warrants and covenants to ALCA and GammaStream that Customer will ensure Customer and any of Customer's agents and representatives, ALCA and any of its agents and representatives, GammaStream and any of its agents and representatives, and any Third Parties and any of their agents and representatives to whom Customer discloses data have complied and will remain in compliance with any and all state and federal regulations governing the transactions contemplated by this Agreement, including but not limited to FERPA and the public disclosures required thereunder. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from violation of state or federal rules or regulations hereunder.

9.3 **Confidentiality.** During the term of this Agreement, ALCA will have access to proprietary and confidential information, documents and instruments containing student data. All information ALCA has access to during the term of this Agreement, including but not limited to individual student data, is proprietary and confidential information belonging to Customer. All documents and instruments and any copies thereof ALCA has access to during the term of this Agreement is property belonging to Customer, and ALCA will hold them in express trust for Customer and on Customer's behalf. Without Customer's prior written consent or direction or authorization, during the term of this Agreement and any time thereafter, ALCA will not disclose any of Customer's information, documents or instruments to any Third Party; will not use any of Customer's information, documents or instruments for the use or benefit of any Third Party; and will not use any of Customer's information, documents or instruments for ALCA's own use or benefit. In addition to other releases contained herein and not in limitation thereof, if Customer authorizes or directs disclosure of confidential information, documents or instruments to a Third Party, Customer hereby releases ALCA and GammaStream from any and all liability resulting from said disclosure.

10. **NO WARRANTIES.** THE SOFTWARE IS PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND, AND NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED ARE MADE WITH RESPECT TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT, OR ANY OTHER WARRANTIES THAT MAY ARISE. ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE AND DO NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE. BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES. ALTHOUGH ALCA AND GAMMASTREAM, TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, DO NOT BELIEVE THEY HAVE INFRINGED ON ANY THIRD PARTIES’ PROPERTY RIGHTS, COPYRIGHTS OR PATENTS, BOTH ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS AS TO THEIR RIGHTS IN THE SOFTWARE AND EXPRESSLY DISCLAIM ANY AND ALL LIABILITY ASSOCIATED WITH ANY POSSIBLE PROPERTY RIGHT, COPYRIGHT OR PATENT INFRINGEMENT CLAIMED BY THIRD PARTIES. FURTHERMORE, BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR THE CONTENT CONTAINED IN THE SOFTWARE.

### 11. **RELEASE AND HOLD HARMLESS.**

11.1 Customer hereby releases and holds ALCA and its successors and assigns harmless from any and all liability resulting from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings, or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer’s use of the Software.

11.2 Customer hereby agrees and acknowledges that ALCA, GammaStream, any of their employees or agents, or any Third Party affiliated with them have not provided Customer with any legal advice regarding this Agreement, the Software or the contents therein.

12. **INDEMNIFICATION.** Customer shall indemnify ALCA and its successors and assigns, from any liability from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer’s use of the Software, including, but not limited to attorney fees, accountant fees, or court costs expended by ALCA in defending any such actions. Customer shall reimburse ALCA on demand for any payment made by ALCA at any time after the date of this Agreement, based upon the judgment of any court of competent jurisdiction or pursuant to a bona fide compromise or settlement of

claims, demands or actions, in respect of any damages to which the foregoing indemnity relates.

### 13. **TERMINATION AND REMEDIES.**

13.1 **Termination.** ALCA has the absolute and unconditional right to terminate this Agreement and the License granted hereunder at any time in ALCA’s sole discretion either with or without cause, upon sending written notice of the termination to Customer. Unless specifically waived in writing by ALCA, this Agreement and the License granted hereunder shall automatically and immediately terminate upon the occurrence of any of the following:

13.1.1 Customer failing to comply with or to perform when due any term, obligation, covenant, or condition contained in this Agreement;

13.1.2 Any covenant, representation or warranty contained herein being materially false;

13.1.3 Any suit, action or other proceeding being filed before any court or governmental agency against Customer;

13.1.4 Customer’s dissolution, either voluntarily or involuntarily;

13.1.5 The appointment of a receiver for any part of Customer’s property; or

13.1.6 Any proceeding being commenced by or against Customer under any bankruptcy or insolvency laws.

13.2 **Remedies.** In the event Customer breaches this Agreement in any way, or in the event ALCA has a good faith belief Customer is about to breach this Agreement, ALCA shall have the right to pursue any and all remedies existing at law or in equity and to collect any and all expenses of collection and enforcement of ALCA’s rights and Customer’s obligations hereunder, including reasonable attorney’s fees and costs. ALCA’s remedies under this Agreement shall not be exclusive but shall be cumulative and in addition to all other remedies provided by law and equity. No delay or omission in the exercise of any remedy of ALCA shall impair or affect its right to exercise the same. Customer’s breach of this Agreement could result in irreparable injury to ALCA. Accordingly, ALCA shall have the right to secure equitable relief against any actual or threatened breach of any provision of this Agreement without proving actual damages.

13.3 **Effect of Termination or Expiration.** In the event of any partial or complete termination or expiration of this Agreement, Customer’s representations, warranties and covenants shall survive termination or expiration. Customer shall remain bound by the representations, warranties and covenants contained in this Agreement and shall not be relieved of any obligation.

### 14. **GENERAL.**

14.1 **Notices.** All notices required or permitted herein must be in writing and shall be deemed to have been duly given on the date of service if served personally or by telecopier, telex, e-mail or other

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

similar communication to the party or parties to whom notice is to be given or on the third business day after mailing if mailed to the party or parties to whom notice is to be given by registered or certified mail, return receipt requested, postage prepaid, to Customer at Customer's last known numbers and address; or to ALCA at the numbers and address set forth below:

Mr. Gary Sacket, President  
Aurora Learning Community Association  
1001 East Elm Fairview, Oklahoma 73737  
Phone: (580) 227-1007  
Fax: (580) 227-1019  
Mail: sacketg@alcaweb.org

or to such other numbers or addresses as either party hereto may designate to the other from time to time for this purpose. Any communication which is mailed shall be confirmed immediately by telecopier, but failure to so confirm shall not affect the effectiveness of such notice from and after the date on which such notice is actually received.

**14.2 Integrated Agreement.** This instrument contains and constitutes the entire agreement between the parties herein and supersedes all prior agreements and understandings between the parties hereto relating to the subject matter hereof. There are no agreements, understandings, restrictions, warranties, or representations among the parties relating to the subject matter hereof other than those set forth herein. All other instruments or documents delivered pursuant to this Agreement are hereby incorporated herein and made a part of this Agreement.

**14.3 Construction.** This Agreement shall be construed, enforced, and governed in accordance with the laws of the State of Oklahoma. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, or neuter gender thereof or to the plurals of each, as the identity of the person or persons or the context may require. The descriptive headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision contained herein. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, there shall be no presumption or

burden of proof which arises favoring or disfavoring any party by virtue of the authorship or any of the provisions of this Agreement.

**14.4 Jurisdiction and Venue.** The District Court of Major County, State of Oklahoma shall have the exclusive jurisdiction and venue over all disputes, controversies or litigation regarding this Agreement and the enforcement thereof.

**14.5 Invalidity.** If any provision contained in this Agreement shall for any reason be held to be invalid, illegal, void or unenforceable in any respect, such provision shall be deemed modified so as to constitute a provision conforming as nearly as possible to such invalid, illegal, void or unenforceable provision while still remaining valid and enforceable, and the remaining terms or provisions contained herein shall not be affected thereby.

**14.6 Binding Effect.** This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. This Agreement shall be in full force and effect upon Customer downloading the Software, Customer clicking the applicable button to complete the installation process, or Customer reviewing any of the accompanying documentation.

**14.7 Litigation Expense.** In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the other party to such action such party's reasonable attorneys' fees, court costs and other expenses incidental to such litigation.

**14.8 Amendment and Waiver.** This Agreement may be amended at any time, but only by an instrument in writing executed by both parties hereto. A party hereto may waive any requirement to be performed by the other party, provided that such waiver shall be in writing, and executed by the party waiving the requirement.

**14.9 Assignment.** Customer shall not transfer or assign its rights and obligations under this Agreement without the prior written consent of ALCA although may freely transfer or assign its rights and obligations under this Agreement at any time.

**14.10 Time of Essence.** Time shall be of the essence with respect to the performance by the parties hereto of their respective obligations hereunder.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES AND AGREES TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.

AURORA LEARNING COMMUNITY ASSOCIATION

By: Gary Sacket

Name: Gary Sacket

Title: President, ALCA

Date: May 27, 2020

CUSTOMER

By: \_\_\_\_\_

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

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

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



Staking a Claim in our **Students'** Future

GUTHRIE ELEMENTARY SCHOOLS

STUDENT HANDBOOK

~~2019-2020~~

2020-2021

# Board of Education

Tina Smedley, President

Janna Pierson, 1<sup>st</sup> Vice President

~~E. Sharon Watts, 2<sup>nd</sup> Vice President~~

Gina Davis, Board Clerk

Jennifer Bennett-Johnson, Deputy Board Clerk

Ron Plagg, Member

Travis Sallee, Member

Chris Shroder, Member

# District Office

Dr. Mike Simpson, Superintendent of Schools

Mr. Doug Ogle, Assistant Superintendent

~~Ms. Carmen Walters, Executive Director of  
Federal Programs/Elementary Education~~

Mrs. Michelle Chapple, Chief Financial Officer



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JJ	Website
KK	Wellness Policy
LL	Wireless Communication Devices
MM	Disclaimer Site-Specific Handbook
NN	Asbestos Management Plan

## **A: ABSENCES, ATTENDANCE, & TARDIES**

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six (6) tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian **with a picture I.D.** through the office. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

## **B: BREAKFAST AND LUNCH**

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at guthrieps.net. (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

**CHARGING CANNOT BE ALLOWED.** Students who have a negative lunch account balance will be served an alternative meal for ~~a period of 3 days.~~ **Students must clear negative balances weekly. that day and payment should be made by the following day.**

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. ~~All prescriptions or medical statements must be renewed each year, as needs do change year to year as students grow and mature. No substitutions or modifications will be made without a current doctor's prescription or medical statement. All prescriptions or medical statements must be renewed each year, as needs change from year-to-year as students grow and mature.~~
8. **Prescriptions or medical statement must be dated for the current school year and provided every year to the cafeteria or child nutrition department.**

**RECOMMENDED HEALTHY SNACK OPTIONS:**

Nuts/peanuts	Dried fruits	Canned fruits	Trail mix
Whole grain cereal bars	Pretzels	Baked chips or crackers	Animal crackers
Graham crackers	Baked cereal mix	Baked fish shaped crackers	Granola bars
Whole grain chips	String cheese	Fresh fruits	Raw vegetables
Popcorn	Low fat yogurt	Low fat baked goods	Low fat crackers
Pudding	Beef jerky	Bagels	Multigrain bars
Fruit snacks	Bottled water	100 percent fruit juice	Tea (unsweetened or diet)
Skim milk	1 percent milk	Sports drinks	Electrolyte replacement drink
Fruit based (no less than 50 percent fruit juice and no added sweeteners)			

## **C: CIVIL RIGHTS COMPLIANCE & ASSURANCE**

### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools  
Office Address: 802 E. Vilas, Guthrie, OK 73044  
Phone Number (Voice/TDD): (405) 282-8900  
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

### **AVISO DE DECLARACIÓN NO-DESCRIMINATORIA**

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie  
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044  
Numero Telefono (correro de voz/TDD): (405) 282-8900  
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

**Procedural Requirements**  
Title VI, Title IX, Section 504, ADA  
July 2000

**DUE PROCESS**

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600  
Independence Avenue, SW / Washington, D.C. 20202-4605

**D. CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

**E: CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

**F: DANGEROUS WEAPONS**

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.

**G: DIABETES PLAN**

Guthrie Public Schools provides nursing services that promote students' ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is trained in diabetes management in schools. The district nurse works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student. (Available on the district website.)

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **H: DISCIPLINE AND BEHAVIOR**

- Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).
- Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:
  - Conference with teacher and student
  - Conference with teacher, student and principal
  - Conference with teacher, student, principal and parent
  - Conference with all the above and possible disciplinary actions

## **STUDENT DISCIPLINE/SUSPENSION**

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- After school detention
- Suspension from school

### ***Suspension***

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

- **Out of School Suspensions**

1<sup>st</sup> Offense - 1 day

2<sup>nd</sup> Offense - 3 days

3<sup>rd</sup> Offense - 5 days

4<sup>th</sup> Offense - 10 days

### **Discipline procedures fighting/bullying/harassment**

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

**1st offense – 3 days out of school suspension**

**2nd offense – 5 days out of school suspension**

**3rd offense – 10 days out of school suspension**

**\*\*Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.\*\***

**Any additional offenses - The principal will decide the length of suspension after the fourth offense. This might include suspension for the remainder of the semester and the following semester.**

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

### **Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and/or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property



- Any additional behaviors outlined in Section F-41 Student Behavior And Discipline in the GPS Policy Manual Located on the District Website.
- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors in the GPS Policy Manual Located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

### **THREATS**

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

### **PROHIBITED ITEMS**

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys

## **I: DRESS CODE**

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
10. Scooped neck and / or low-cut front and back necklines.
11. Pants below the waistline (sagging and bagging).
12. Shorts, dresses, and skirts shorter than fingertip length.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.  
Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

### **FADS**

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **J: ENROLLMENT**

**EMERGENCY INFORMATION** - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

**ENROLLMENT CARDS** - Please come to the school to make any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. Medical information on the enrollment card must be completed.

**IMMUNIZATIONS** - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

**VERIFICATION OF RESIDENCE** – All new and currently enrolled students must provide 2 current proofs of residency *each year*. Any change of address or telephone number should be reported to the School Office.

**GUARDIANSHIP** - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

## **K: FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others.

Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

**L: FREEDOM WEEK CURRICULUM**

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

**M: GRADING GUIDELINES FOR Pre-K – 4th**

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-4th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

**Grading Scale**

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 – Below

In grades K-4th, grades in physical education, music, art and handwriting will be reported accordingly:

- S - Satisfactory      N - Needs Improvement      U - Unsatisfactory

Parents of students in grades Pre-K-4th may access their child's grades by use of the Online Gradebook. Go to [www.guthrie.net](http://www.guthrie.net) under the parent section and complete the request for Online Gradebook Access form.

**N. MONEY AND VALUABLES**

Students are cautioned against bringing large sums of money to school.

**O: NO SCHOOL / DELAYED START**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

**P: PARENT INVOLVEMENT**

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

**Q: PARENTS' RIGHT-TO-KNOW**

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

## **R: PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

## **S: PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90<sup>th</sup> percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson

IV. . Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

## **T: READING SUFFICIENCY ACT**

Students' grades Kindergarten – 3<sup>rd</sup> that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

### **3<sup>rd</sup> Grade Students:**

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Below Basic and Basic level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Below Basic or Basic, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT. For more information regarding the Reading Sufficiency Act (RSA), please visit the Oklahoma State Department of Education's link here: <https://sde.ok.gov/search/node/RSA>

#### **U: RELEASE OF RECORDS**

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

#### **V: RETENTION POLICY**

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24-114.1*

#### **W: SCHOOL HEALTH & MEDICATIONS**

~~Oklahoma Statute §70-1210.194 (2014) states that:~~

~~A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from~~

~~the contagious disease or head lice.~~

- ~~B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.~~

**FEVER:** Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever-free for 24 hours without the use fever reducing medicine.

**VOMITING/DIARRHEA:** Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

**COMMUNICABLE DISEASE:** Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for “Should I keep my child home from school?” for more information.

## **HEAD LICE**

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <http://www.cdc.gov/parasites/lice/head/index.html>

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

Oklahoma Statute §70-1210.194 (2014) states that:

- A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

## **ACCIDENTS**

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed



necessary, 911 will be contacted as well as the parent. WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, a parent/guardian (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

***Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication\****. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. *\*Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

#### Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

Please refer to the District website [www.guthrieips.net](http://www.guthrieips.net) under the Departments menu tab, Health Information, Forms for more information.

## **X: SCHOOL SAFETY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockout drills referred to as "shelter in place" per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
2. Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat INSIDE the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.

5. The two remaining drills will be at the discretion of the district.

**Y: SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

**Z: SPECIAL ACTIVITIES**

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

**AA: STANDARDS OF CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

**DRUGS AND ALCOHOL**

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes/has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items en route to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

1<sup>st</sup> Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.

2<sup>nd</sup> Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the

following semester, provided no suspension shall extend beyond the regular academic year.

**The judgment of the Administrator will take precedence on each infraction.**

### **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for three (3) days.

2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.

3<sup>rd</sup> Offense: Suspension from school for ten (10) days.

**DISCIPLINARY SANCTIONS:** Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

**The judgment of the Administrator will take precedence on each infraction.**

### **BB: STUDENT DROP OFF and PICK UP**

**Drop Off:** There will be teacher Supervision starting at 7:30 a.m.

**Pick Up:** Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make arrangements for your child's pick up. When students are consistently dropped off prior to 7:30 a.m. and/or not picked up by 3:40 p.m., the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office, and/or Department of Human Services (DHS), for the welfare of the child.

### **CC: STUDENT ORGANIZATIONS**

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

### **DD: STUDENT REPORTS**

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log. Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the

teacher(s) for questions.

Elementary Parent/Teacher Conferences are held at the end of the nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

**EE: STUDENT WORK & MAKE-UP WORK  
HOMEWORK**

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

**MAKE UP WORK & WORK SUBMITTED LATE**

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

**FF: TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

**GG: TEXTBOOKS & LIBRARY BOOKS**

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

**REFUND POLICY**

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

**HH: VANDALISM**

Vandalism and defacing of property are prohibited. Any student committing an act of vandalism is subject to suspension.

**II: VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school with a picture ID and issued a visitor badge if they will be remaining in the building.

## **JJ: WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is [www.guthrieips.net](http://www.guthrieips.net). The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

## **KK: WELLNESS POLICY**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. ~~A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.~~

## **LL: WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

## **MM: DISCLAIMER**

**All of the preceding discipline steps within this handbook are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.**

## **NN: ASBESTOS MANAGEMENT PLAN**

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.



Staking a Claim in Our Students' Future

GUTHRIE UPPER ELEMENTARY  
SCHOOL

STUDENT HANDBOOK

~~2019-2020~~

2020-2021

# Board of Education

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Janna Pierson, 1<sup>st</sup> Vice President

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# District Office

Dr. Mike Simpson, Superintendent of Schools

Mr. Doug Ogle, Assistant Superintendent

Ms. Carmen Walters, Executive Director of  
~~Federal Programs/Elementary Education~~

Mrs. Michelle Chapple, Chief Financial Officer



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## **A: ABSENCES, ATTENDANCE, & TARDIES**

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name.

Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. Students WILL NOT be allowed to leave with anyone not listed on their enrollment contact list. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

## **B: BREAKFAST AND LUNCH**

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at [guthrieps.net](http://guthrieps.net). (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

**CHARGING CANNOT BE ALLOWED.** Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days. ~~Students must clear negative balances weekly.~~ **that day and payment should be made the following day.**

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

**School Food Service Responsibilities:**

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. **No substitutions or modifications will be made without a current doctor's prescription or medical statement. All prescriptions or medical statements must be renewed each year, as needs do change from year-to-year as students grow and mature.**
8. **Prescriptions or medical statements must be dated for the current school year and provided every year to the cafeteria or child nutrition department.**

**RECOMMENDED HEALTHY SNACK OPTIONS:**

Nuts/peanuts	Dried fruits	Canned fruits	Trail mix
Whole grain cereal bars	Pretzels	Baked chips or crackers	Animal crackers
Graham crackers	Baked cereal mix	Baked fish shaped crackers	Granola bars
Whole grain chips	String cheese	Fresh fruits	Raw vegetables
Popcorn	Low-fat yogurt	Low-fat baked goods	Low-fat crackers
Pudding	Beef jerky	Bagels	Multigrain bars
Fruit snacks	Bottled water	100 percent fruit juice*	Tea (unsweetened or diet)
Skim milk	1-percent milk	Sports drinks	Electrolyte replacement drink
*Fruit based (no less than 50 percent fruit juice and no added sweeteners)			

## **C: CIVIL RIGHTS COMPLIANCE & ASSURANCE**

### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools  
Office Address: 802 E. Vilas, Guthrie, OK 73044  
Phone Number (Voice/TDD): (405) 282-8900  
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

### **AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie  
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044  
Numero Telefono (correro de voz/TDD): (405) 282-8900  
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

## **DUE PROCESS**

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600  
Independence Avenue, SW / Washington, D.C. 20202-4605

**D. CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

**E: CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

**F: DANGEROUS WEAPONS**

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events is prohibited. Students should not bring any type of instrument that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. Violations shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Students may be suspended for up to one (1) calendar year for violation of this policy.

**G: DIABETES PLAN**

Guthrie Public Schools provides nursing services that promote students' ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is trained in diabetes management in schools. The district nurse works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student. (Available on the district website.)

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **H: DISCIPLINE AND BEHAVIOR**

It is our goal at GUES to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of the parents, students, teachers 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, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as, through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the Administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The Administrator will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

## STUDENT DISCIPLINE/SUSPENSION

If a student's conduct/behavior is not consistent with the expectations that have been set out, building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention
- After school detention
- Suspension from school

### *Suspension*

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling. When returning from any suspension, the student will conference with an Administrator before returning to class.

- **Out of School Suspensions**

- 1<sup>st</sup> Offense - 1 day
- 2<sup>nd</sup> Offense - 3 days
- 3<sup>rd</sup> Offense - 5 days
- 4<sup>th</sup> Offense - 10 days

### **Discipline procedures fighting/assault/bullying/harassment**

Fighting will not be tolerated at Guthrie Schools. Fighting is defined as any situation in which mutual participation in an incident involves physical violence. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1st offense – 3 days out of school suspension**
- 2nd offense – 5 days out of school suspension**
- 3rd offense – 10 days out of school suspension**

Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, regardless if actual harm is done. **The Administrator will take disciplinary action if either person involved fits the above definition.**

- 1<sup>st</sup> offense** – Suspension from school for fifteen (15) days.



**2<sup>nd</sup> offense** – Suspension from school for forty-five (45) days.

**3<sup>rd</sup> offense** – Suspension from school for the remainder of the semester.

Students who film fights at school and/or promote the video online may be disciplined under both policies as the Administrator deems appropriate.

**\*\*Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.\*\***

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors located in the GPS Policy Manual.

### **Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property

Any additional behaviors outlined in Section F-41 Student Behavior and Discipline in the GPS Policy Manual Located on the District Website.

- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors in the GPS Policy Manual Located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

## **GANG CODE/NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, disruption or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization, or gang that is not sanctioned (approved of), by the school Administration.
2. Wearing of pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following and filing of criminal charges, depending on the severity of the infraction.

## **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazines
5. Internet/Computer/System Peripherals

Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

## **PROFANITY**

Profanity and/or obscene gestures will not be tolerated en route to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. **However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.**

## **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. “Flag words” are also considered racial slurs.

- 1<sup>st</sup> Offense – Three (3) day suspension
- 2<sup>nd</sup> Offense – Five (5) day suspension
- 3<sup>rd</sup> Offense – Five (5) day to one (1) year suspension.

## THREATS

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

## PROHIBITED ITEMS

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys

## I: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. ~~Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school.~~ **Standards of grooming and dress are provided so clothing and grooming does not distract from the education process. Any clothing that disrupts the learning atmosphere of the school is prohibited. All students are expected to dress appropriately.** The dress code is applicable during the school day and at any school activity. ~~, home or away.~~

Examples of inappropriate attire are, **but are not limited to:**

- ~~1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks and hoods of sweatshirts.~~
- ~~2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.~~
- ~~3. Clothing that allows undergarments to be visible, at any time, including when sitting.~~
- ~~4. Under no circumstance is a student to wear clothing that is purposely frayed or has holes. Jeans, shorts or other purposely frayed, shredded ripped or torn clothing are not allowed.~~
- ~~5. Clothing that has obscene, profane, or suggestive language.~~
- ~~6. Sunglasses (including when worn as headwear.)~~
- ~~7. Garments that display alcohol, drug or tobacco logos or paraphernalia.~~
- ~~8. Mesh jersey or fishnet type clothing, including leggings with see through fabric.~~
- ~~9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.~~
- ~~10. Scooped neck and / or low-cut front and back necklines.~~
- ~~11. Pants below the waistline (sagging and bagging).~~
- ~~12. All shorts, skirts and dresses must be closer to the knee than to the mid-thigh. All clothing must be hemmed.~~
- ~~13. Bicycle pants/spandex shorts.~~
- ~~14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)~~

- ~~15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.~~
- ~~16. Yoga/exercise pants, leggings, jeggings must not have any see-through mesh and must be worn with a shirt or dress that is closer to the knee than to the mid-thigh.~~
- ~~17. Apparel identifying a student as "security" or "police" is not to be worn.~~
- ~~18. No pajamas (lounge pants, blankets, etc.)~~

1. Blouses or shirts:

- a. All shirts must be worn in a manner that does not show cleavage. Shirts that are prone to slide down off the shoulder are not allowed.
- b. Shirts that ride up and have to be pulled down to cover the midriff are not allowed. Bare midriffs are not permitted.
- c. Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity is not allowed. Clothing identifying a student as "security" or "police" are not allowed.
- d. See-through shirts, halter tops, spaghetti straps and tube tops are not allowed.
- e. Tank tops and sleeveless shirts/dresses must have a minimum of a width of a dollar bill and be tight fitting under the arms.

2. Pants or slacks:

- a. Must be non-see-through without any exaggerated openings, slits, tears, or holes above the knee. Any slits, tears, or holes must be below fingertip length with arms fully extended.
- b. Must have a fitted waist and worn to prevent slippage or sagging.
- c. Leggings/tights/bicycle shorts/spandex shorts must be covered by a dress, skirt, shorts or shirt that is below fingertip length with arms fully extended. (Posterior must be covered). Leggings/Tights are not considered pants.

3. Clothing must always cover all undergarments; including when sitting and /or stretching.

4. Shorts, skirts, including jumpers or one-piece dresses must be fingertip length with arms fully extended.

5. Pajamas are never appropriate school attire. (Unless part of a school spirit day and meet all requirements of modest dress). Blankets are not acceptable to be worn at school and classrooms.

6. Hoods to jackets or hoodies may not be worn in the building. Bandanas, hats and/or beanies are not allowed.

7. Shoes:

- a. House shoes are not allowed. (The only exception is a designated school spirit day.)
- b. Roller tennis shoes are not allowed.

~~Any clothing that disrupts the learning atmosphere of the school is prohibited.~~

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school. If parents are unavailable, the student may use sweat pants, and /or t-shirt supplied by the

school. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

### **FADS**

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **J: ENROLLMENT**

**EMERGENCY INFORMATION** - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

**ENROLLMENT CARDS** - Please come to the school to make any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. The medical information on the enrollment card must be filled out.

**IMMUNIZATIONS** - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

**VERIFICATION OF RESIDENCE** – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

**GUARDIANSHIP** - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

## **K: FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

## **L: FREEDOM WEEK CURRICULUM**

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

## **M: GRADING GUIDELINES FOR 5<sup>th</sup> & 6<sup>th</sup>**

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades 5<sup>th</sup> & 6<sup>th</sup>, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

### **Grading Scale**

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 – Below

In grades 5<sup>th</sup> & 6<sup>th</sup>, grades in physical education, music, art and handwriting will be reported accordingly:

**S** - Satisfactory      **N** - Needs Improvement      **U** - Unsatisfactory

Parents of students in grades 5<sup>th</sup> & 6<sup>th</sup> may access their child's grades by use of the Online Gradebook. Go to [www.guthrieps.net](http://www.guthrieps.net) under the parent section and complete the request for Online Gradebook Access form.

### **N: MONEY & VALUABLES**

Students are cautioned against bringing large sums of money to school.

### **O: NO SCHOOL / DELAYED START**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

### **P: PARENT INVOLVEMENT**

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

### **Q: PARENTS' RIGHT-TO-KNOW**

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's

classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

## **R: PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours. Make sure that your child is appropriately dressed for the weather.

## **S: PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90<sup>th</sup> percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson

IV. . Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

## **T: READING SUFFICIENCY ACT**

Students' grades Kindergarten – 3<sup>rd</sup> that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

**3<sup>rd</sup> Grade Students:**



The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and Limited Knowledge level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT.

#### **U: RELEASE OF RECORDS**

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

#### **V: RETENTION POLICY**

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the

teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24-114.1*

## **W: SCHOOL HEALTH & MEDICATIONS**

Oklahoma Statute §70-1210.194 (2014) states that:

- A.** Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B.** Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

### **SICKNESS**

**FEVER:** Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been **free from fever** for 24 hours without the use fever reducing medicine.

**VOMITING/DIARRHEA:** Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

**COMMUNICABLE DISEASE:** Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for "Should I keep my child home from school?" for more information.

### **HEAD LICE**

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <https://www.cdc.gov/parasites/lice/head/index.html>.

Readmission to school requires:

- A.** No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B.** Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of

the Oklahoma State Department of Health.

## **ACCIDENTS**

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

## **MEDICATIONS GIVEN AT SCHOOL**

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, a *parent/guardian* (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

***Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication\****. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. *\*Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

## **X: SCHOOL SAFETY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockout drills referred to as "shelter in place" per school year. The purpose of the shelter in place drills is for a possible threat **OUTSIDE** the building.

2. Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat INSIDE the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

**Y: SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

**Z: SPECIAL ACTIVITIES**

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

**AA: STANDARDS OF CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

When students are enrolled in school, the following obligations are assumed:

- To be present and on time each school day (attendance is a vital part of academic growth and progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.

- To be respectful and cooperative.
- To bring the necessary equipment to participate.

*Defiance of teacher authority will result in appropriate disciplinary action.*

## **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that a student shall not possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, or school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free School and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense.

## **CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY**

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student may be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol:

### **1. First Offense:**

90 school days out of school suspension (equivalent to 1 semester).

- a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:
  - i. To meet with the District Counseling Service representative
  - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education,

treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

- b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the superintendent, superintendent's designee, or principal for approval.
- c. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.

## **2. Second Offense:**

Suspension out of school for the remainder of the current semester and all of the succeeding semester.

**NOTE:** Procedural Due Process Rights are for ALL out-of-school suspensions. The Due Process steps are outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

**The judgment of the Administrator will take precedence on each infraction.**

## **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for three (3) days.

2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.

3<sup>rd</sup> Offense: Suspension from school for ten (10) days.

**DISCIPLINARY SANCTIONS:** Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

**The judgment of the Administrator will take precedence on each infraction.**

## **BB: STUDENT DROP OFF and PICK UP**

**Drop Off:** There will be teacher **Supervision** starting at 7:30 a.m.

**Pick Up:** Children need to be picked up by 3:30 p.m. There is **No Supervision** after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make arrangement for your child's pick

up. GUES administration will reach out to parents/guardians who are consistently dropping students off before 7:30 am and/or picking up after 3:40 pm. If a solution is not found, the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office and/or the Department of Human Services (DHS), for the welfare of the child.

## **CC: STUDENT ORGANIZATIONS**

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

## **DD: STUDENT REPORTS**

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions. Parents are encouraged to sign up and monitor their child's grades and progress through the Online Gradebook. Go to [www.guthrieips.net](http://www.guthrieips.net) under the Parent section and complete the request for Online Gradebook Access form.

Elementary Parent/Teacher Conferences are held at the end of the first nine weeks

and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

## **EE: STUDENT WORK**

### **HOMEWORK**

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

### **MAKE UP WORK & WORK SUBMITTED LATE**

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

**FF: TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

**GG: TEXTBOOKS & LIBRARY BOOKS**

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

**REFUND POLICY**

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

**HH: VANDALISM**

Vandalism and defacing of property are prohibited. Any student committing an act of vandalism is subject to suspension.

**II: VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school and issued a visitor badge if they will be remaining in the building.

**JJ: WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is [www.guthrieeps.net](http://www.guthrieeps.net). The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

**KK: WELLNESS POLICY**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed



on the Guthrie Public Schools website.

## **LL: WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone or other electronic communication devices while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

## **MM: DISCLAIMER**

**All of the preceding discipline steps within this handbook are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.**

## **NN: ASBESTOS MANAGEMENT PLAN**

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

**Image Works of Oklahoma Inc.**

1111 Old Eagle School Rd  
Wayne PA 19087

**State and Local Government Lease-Purchase Agreement**

PHONE: (800) 736-0220  
FACSIMILE: (800) 700-4643

<b>LESSEE</b>	Full Legal Name <b>GUTHRIE PUBLIC SCHOOLS</b>	Phone Number
	DBA Name (if any)	Purchase Order Requestion Number
Billing Address <b>802 EAST VILAS</b>	City <b>GUTHRIE</b>	State <b>OK</b>
		Zip <b>73044</b>
	Send Invoice to Attention of	

<b>EQUIPMENT INFORMATION</b>	Equipment Make	Model No.	Serial Number	Description (Attach Separate Sheet, If Necessary)
Equipment Location (if not same as above) _____ City _____ State _____ Zip _____				

<b>PAYMENT INFORMATION</b>	Number of Lease Payments <b>48</b>	Lease Payments See Lease Payment Schedule Attached as Attachment 1
	Full Lease Term in Months <b>48</b>	Payment Frequency <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
		End of Lease Option \$1 _____

<b>BANK QUALIFICATION</b>	By checking the box below, YOU hereby designate this Lease as a qualified lease-purchase obligation as defined in Section 265(c)(3)(B) of the Internal Revenue Code and represent that the aggregate face amount of all tax-exempt obligations (excluding private activity bonds other than qualified 501(c)(29) bonds) issued or to be issued by YOU and YOUR subsidiaries during the calendar year in which WE fund this Lease is not reasonably expected to exceed \$10,000,000.
	<input type="checkbox"/> Bank Qualification Elected

**TERMS AND CONDITIONS**

Please read YOUR copy of this State and Local Government Lease-Purchase Agreement ("Lease") carefully and feel free to ask US any questions YOU may have about it. Words "YOU" and "YOUR" refer to the "Lessee" and the words "WE," "US" and "OUR" refer to **Image Works of Oklahoma Inc.**, its successors and assigns, as the "Lessor" of the Equipment.

- LEASE.** WE agree to lease to YOU and YOU agree to lease from US, the equipment listed above (and on any attached schedule) including all replacement parts, repairs, additions and accessories ("Equipment") on the terms and conditions of this Lease and on any attached schedule.
- TERM.** This Lease is effective on the date when the term of this Lease and YOUR obligation to pay rent commence, which date shall be the date that funds are advanced by US to YOU, the vendor of the Equipment or an escrow agent for the purpose of paying or reimbursing all or a portion of the cost of the Equipment (the "Commencement Date") and continues thereafter for an original term ("Original Term") ending at the end of YOUR budget year in effect on the Commencement Date and may be continued by YOU for additional one-year renewal terms ("Renewal Terms") coinciding with YOUR budget year up to the total number of months indicated above as the Full Lease Term; provided, however, that at the end of the Original Term and at the end of each Renewal Term until the Full Lease Term has been completed YOU shall be deemed to have continued this Lease for the next Renewal Term unless YOU shall have terminated this Lease pursuant to Section 5 or Section 17. Lease Payments will be due as set forth on Attachment 1 until the balance of the Lease Payments and any additional Lease Payments or expenses chargeable to YOU under this Lease are paid in full. As set forth in the Lease Payment Schedule, a portion of each Lease Payment is paid as, and represents payment of, interest. YOUR obligation to pay the Lease Payments and YOUR other Lease obligations are absolute and unconditional and are not subject to cancellation, reduction, setoff or counterclaim except as provided in Section 5. **THIS LEASE IS NON-CANCELABLE EXCEPT AS PROVIDED IN SECTION 5.**
- LATE CHARGES.** If a Lease Payment is not made on the date when due, YOU will pay US a late charge at the rate of 18% per annum or the maximum amount permitted by law, whichever is less, from such date.
- CONTINUATION OF LEASE TERM.** YOU currently intend, subject to Section 5, to continue this Lease through the Full Lease Term and to pay the Lease Payments hereunder. YOU reasonably believe that legally available funds in an amount sufficient to make all Lease Payments during the Full Lease Term can be obtained. YOUR responsible financial officer shall do all things lawfully within his or her power to obtain and maintain funds from which the Lease Payments may be made, including making provision for the Lease Payments to the extent necessary in each proposed annual budget submitted for approval in accordance with YOUR applicable procedures and to exhaust all available reviews and appeals if that portion of the budget is not approved. Notwithstanding the foregoing, the decision whether to budget or appropriate funds and to extend this Lease for any Renewal Term is solely within the discretion of YOUR governing body.
- NONAPPROPRIATION.** YOU are obligated only to pay such Lease Payments under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose during YOUR then current budget year. If YOU fail to appropriate or otherwise make available funds to pay the Lease Payments required to be paid in the next occurring Renewal Term, this Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. YOU agree to deliver written notice to US of such termination at least 90 days prior to the end of the then current Original Term or Renewal Term, but failure to give such notice shall not extend the term of this Lease beyond the then current Original Term or Renewal Term. If this Lease is terminated in accordance with this Section, YOU agree, at YOUR cost and expense, to peacefully deliver the Equipment to US at the location or locations specified by US.
- WARRANTIES.** WE are leasing the Equipment to YOU "AS-IS" and WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE. WE transfer to YOU, without recourse for the term of this Lease all warranties, if any, made by the manufacturer. YOU ALSO ACKNOWLEDGE THAT NO ONE IS AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THIS LEASE AND, EXCEPT FOR THE MANUFACTURER WARRANTIES, MAKE ANY REPRESENTATION OR WARRANTY ABOUT THIS LEASE OR THE EQUIPMENT. WE SHALL NOT BE LIABLE FOR SPECIAL, RESULTING OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT OCCASIONED BY ANY BREACH OF WARRANTY OR REPRESENTATION OR RESULTING FROM THE USE OR PERFORMANCE OF THE EQUIPMENT. YOUR OBLIGATION TO PAY IN FULL ANY AMOUNT DUE UNDER THE LEASE WILL NOT BE AFFECTED BY ANY DISPUTE, CLAIM, COUNTERCLAIM, DEFENSE OR OTHER RIGHT WHICH YOU MAY HAVE OR ASSERT AGAINST THE SUPPLIER OR THE EQUIPMENT MANUFACTURER.
- DELIVERY AND ACCEPTANCE.** YOU ARE RESPONSIBLE, AT YOUR OWN COST, TO ARRANGE FOR THE DELIVERY AND INSTALLATION OF THE EQUIPMENT (UNLESS THOSE COSTS ARE INCLUDED IN THE COSTS OF THE EQUIPMENT TO US). IF REQUESTED, YOU WILL SIGN A SEPARATE EQUIPMENT DELIVERY AND ACCEPTANCE CERTIFICATE. WE MAY AT OUR DISCRETION CONFIRM BY TELEPHONE THAT YOU HAVE ACCEPTED THE EQUIPMENT AND THAT TELEPHONE VERIFICATION OF YOUR ACCEPTANCE OF THE EQUIPMENT SHALL HAVE THE SAME EFFECT AS A SIGNED DELIVERY AND ACCEPTANCE CERTIFICATE.

(Terms and Conditions continued on the reverse side of this Lease.)

<b>LESSEE SIGNATURE</b>	YOU agree to all of the Terms and Conditions contained in both sides of this Lease, including any Attachments to either side of which are included by reference and become part of this Lease. YOU acknowledge to have read and agreed to all the Terms and Conditions.	
	The Equipment is:	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED
	Signature	<i>Mike Simpson</i> Date <b>August 21, 2018</b>
	Title	<b>Superintendent</b>
	Print Name	<b>Dr. Mike Simpson</b>
	Legal Name of Corporation	<b>GUTHRIE PUBLIC SCHOOLS</b>
	(LEASE MUST BE SIGNED BY AUTHORIZED OFFICIAL OF LESSEE)	

<b>LESSOR</b>	Lessor Signature	Date
	Print Name	
	Title	
	Firm	<b>Image Works of Oklahoma Inc.</b>
	Lease Number	<b>PUB 17723</b>
	Lease Date	<b>July 31 18</b>
	Vendor ID Number	<b>M0067</b>

**8. TITLE, PERSONAL PROPERTY, LOCATION, INSPECTION, NO MODIFICATIONS OR ALTERATIONS.** YOU have title to the Equipment; provided that title to the Equipment will immediately and without any action by YOU vest in US and YOU shall immediately surrender possession of the Equipment to US (a) upon any termination of this Lease other than termination pursuant to Section 17 or (b) if YOU are in default of this Lease. It is the intent of the parties hereto that any transfer of title to US pursuant to this Section shall occur automatically without the necessity of any bill of sale, certificate of title or other instrument of conveyance. YOU shall nevertheless, execute and deliver any such instruments as WE may request to evidence such transfer. As security for YOUR obligations hereunder, WE retain a security interest in the Equipment and all proceeds thereof. YOU have the right to use the Equipment during the term of this Lease, except as otherwise expressly set forth in this Lease. Although the Equipment may become attached to real estate, it remains personal property. YOU agree not to alter or modify the Equipment or permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. If WE feel it is necessary, YOU agree to provide US with waivers of interest or liens from anyone claiming any interest in the real estate on which any items of Equipment is located. WE also have the right, at reasonable times, to inspect the Equipment.

**9. MAINTENANCE.** YOU are required, at YOUR own cost and expense, to keep the Equipment in good repair, condition and working order except for ordinary wear and tear, and YOU will supply all parts and servicing required. All replacement parts used or installed and repairs made to the Equipment will become OUR property.

YOU ACKNOWLEDGE THAT WE ARE NOT RESPONSIBLE FOR PROVIDING ANY REQUIRED MAINTENANCE AND/OR SERVICE FOR THE EQUIPMENT. YOU WILL MAKE ALL CLAIMS FOR SERVICE AND/OR MAINTENANCE SOLELY TO THE SUPPLIER AND/OR MANUFACTURER AND SUCH CLAIMS WILL NOT AFFECT YOUR OBLIGATION TO MAKE ALL REQUIRED LEASE PAYMENTS.

**10. ASSIGNMENT.** YOU AGREE NOT TO TRANSFER, SELL, SUBLEASE, ASSIGN PLEDGE OR ENCUMBER EITHER THE EQUIPMENT OR ANY RIGHTS UNDER THIS LEASE WITHOUT OUR PRIOR WRITTEN CONSENT. YOU agree that WE may sell, assign or transfer this Lease and, if WE do, the new owner will have the same rights and benefits that WE now have and will not have to perform any of OUR obligations and the rights of the new owner will not be subject to any claims, counterclaims, defenses or set-offs that YOU may have against US. YOU hereby appoint Municipal Registrar Services (the "Registrar") as YOUR agent for the purpose of maintaining a written record of each assignment in form necessary to comply with Section 149(a) of the Internal Revenue Code of 1986, as amended. No such assignment shall be binding on YOU until the Registrar has received written notice from the assignor of the name and address of the assignee.

**11. LOSS OR DAMAGE.** YOU are responsible for the risk of loss or destruction of, or damage to the Equipment. No such loss or damage relieves YOU from any obligation under this Lease. If any of the Equipment is damaged by fire or other casualty or title to, or the temporary use of, any of the Equipment is taken under the exercise of the power of eminent domain the net proceeds ("Net Proceeds") of any insurance claim or condemnation award will be applied to the prompt replacement, repair, restoration, modification or improvement of that Equipment, unless YOU have exercised YOUR option to purchase the Equipment pursuant to Section 17. Any balance of the Net Proceeds remaining after such work has been completed shall be paid to YOU.

**12. INDEMNITY.** WE are not responsible for any losses or injuries caused by the manufacture, acquisition, delivery, installation, ownership, use, lease, possession, maintenance, operation or rejection of the Equipment or defects in the Equipment. To the extent permitted by law, YOU agree to reimburse US for and to defend US against any claim for losses or injuries relating to the Equipment. This indemnity will continue even after the termination of this Lease.

**13. TAXES.** YOU agree to pay all applicable license and registration fees, sale and use taxes, personal property taxes and all other taxes and charges, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment (except those based on OUR net income). YOU agree that if WE pay any taxes or charges, YOU will reimburse US for all such payments and will pay US interest and a late charge (as calculated in Section 3) on such payments with the next Lease Payment, plus a fee for OUR collecting and administering any taxes, assessments or fees and remitting them to the appropriate authorities.

**14. INSURANCE.** During the term of this Lease, YOU will keep the Equipment insured against all risks of loss or damage in an amount not less than the replacement cost of the Equipment, without deductible and without co-insurance. YOU will also obtain and maintain for the term of this Lease, comprehensive public liability insurance covering both personal injury and property damage of at least \$100,000 per person and \$300,000 per occurrence or bodily injury and \$50,000 for property damage. WE will be the sole named loss payee on the property insurance and named as an additional insured on the public liability insurance. YOU will pay all premiums for such insurance and must deliver proof of insurance coverage satisfactory to US. If YOU do not provide such insurance, YOU agree that WE have the right, but not the obligation, to obtain such insurance and add an insurance fee to the amount due from you, on which we make a profit.

**15. DEFAULT.** Subject to Section 5, YOU are in default of this Lease if any of the following occurs: (a) YOU fail to pay any Lease Payment or other sum when due; (b) YOU breach any warranty or other obligation under this Lease, or any other agreement with US; (c) YOU become insolvent or unable to pay YOUR debts when due; YOU make an assignment for the benefit of creditors or YOU undergo a substantial deterioration in YOUR financial condition; or (d) YOU file or have filed against YOU a petition for liquidation, reorganization, adjustment of debt or similar relief under the Federal Bankruptcy Code or any other present or future federal or state bankruptcy or insolvency law, or a trustee, receiver or liquidator is appointed for YOU or a substantial part of YOUR assets.

**16. REMEDIES.** WE have the following remedies if YOU are in default of this Lease. WE may declare the entire balance of the unpaid Lease Payments for the then current Original Term or Renewal Term immediately due and payable; sue for and receive all Lease Payments and any other payments then accrued or accelerated under this Lease; charge YOU interest on all monies due US at the rate of eighteen percent (18%) per year from the date of default until paid, but in no event more than the maximum rate permitted by law; charge YOU a return-check or non-sufficient funds charge ("NSF Charge") of \$25.00 for a check that is returned for any reason; and require that YOU return the Equipment to US and, if YOU fail to return the Equipment, enter upon the premises peaceably with or without legal process where the Equipment is located and repossess the Equipment. Such return or repossession of the Equipment will not constitute a termination of this Lease unless WE expressly notify YOU in writing. If the Equipment is returned or repossessed by US and unless WE have terminated this Lease, WE will sell or re-rent the Equipment to any persons with any terms WE determine, at one or more public or private sales, with or without notice to YOU, and apply the net proceeds after deducting the costs and expenses of such sale or re-rent, to YOUR obligations with YOU remaining liable for any deficiency and with any excess over the amounts described in this Section plus the then applicable Purchase Price to be paid to YOU.

YOU are also required to pay (i) all expenses incurred by US in connection with the enforcement of any remedies, including all expenses of repossessing, storing, shipping, repairing and selling the Equipment, and (ii) reasonable attorneys' fees.

**17. PURCHASE OPTION.** Provided YOU are not in default, YOU shall have the option to purchase all but not less than all of the Equipment (a) on the date the last Lease Payment is due (assuming this Lease is renewed at the end of the Original Term and each Renewal Term), if this Lease is still in effect on that day, upon payment in full of Lease Payments and all other amounts then due and the payment of One Dollar to US; (b) on the last day of the Original Term or any Renewal Term then in effect, upon

at least 60 days' prior written notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule; or (c) if substantial damage to or destruction or condemnation of substantially all of the Equipment has occurred, on the day specified in YOUR written notice to US of YOUR exercise of the purchase option upon at least 60 days' prior notice to US and payment in full to US of the Lease Payments and all other amounts then due plus the then applicable Purchase Price set forth on the Lease Payment Schedule.

**18. REPRESENTATIONS AND WARRANTIES.** YOU warrant and represent as follows: (a) YOU are a public body corporate and politic duly organized and existing under the constitution and laws of YOUR State with full power and authority to enter into this Lease and the transactions contemplated hereby and to perform all of YOUR obligations hereunder; (b) YOU have duly authorized the execution and delivery of this Lease by proper action by YOUR governing body at a meeting duly called, regularly convened and attended throughout by the requisite majority of the members thereof or by other appropriate official approval, and all requirements have been met and procedures have occurred in order to ensure the validity and enforceability of this Lease; (c) YOU have complied with such public bidding requirements as may be applicable to this Lease and the acquisition by YOU of the Equipment; (d) all authorizations, consents and approvals of governmental bodies or agencies required in connection with the execution and delivery by YOU of this Lease or in connection with the carrying out by YOU of YOUR obligations hereunder have been obtained; (e) this Lease constitutes the legal, valid and binding obligation of YOU enforceable in accordance with its terms, except to the extent limited by applicable bankruptcy, insolvency, reorganization or other laws affecting creditors' rights generally; (f) YOU have, in accordance with the requirements of law, fully budgeted and appropriated sufficient funds for the current budget year to make the Lease Payments scheduled to come due during the current budget year and to meet YOUR other obligations under this Lease for the current budget year, and those funds have not been expended for other purposes; (g) the Equipment is essential to YOUR functions or to the services YOU provide to YOUR citizens, YOU have an immediate need for the Equipment and expect to make immediate use of the Equipment, YOUR need for the Equipment is not temporary and YOU do not expect the need for any item of the Equipment to diminish in the foreseeable future including the Full Lease Term, and the Equipment will be used by YOU only for the purpose of performing one or more of YOUR governmental or proprietary functions consistent with the permissible scope of YOUR authority and will not be used in the trade or business of any other entity or person; and (h) YOU have never failed to appropriate or otherwise make available funds sufficient to pay rental or other payments coming due under any lease purchase, installment sale or other similar agreement.

**19. UCC FILINGS AND FINANCIAL STATEMENTS.** YOU authorize US to file a financing statement with respect to the Equipment, if WE feel it is necessary. YOU agree to submit financial statements (audited if available) on a quarterly basis.

**20. UCC - ARTICLE 2A PROVISIONS.** YOU agree that this Lease is a Finance Lease as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). YOU acknowledge that WE have given YOU the name of the Supplier of the Equipment. WE hereby notify YOU that YOU may have rights under the contract with the Supplier and YOU may contact the Supplier for a description of any rights or warranties that YOU may have under this supply contract. YOU also waive any and all rights and remedies granted YOU under Sections 2A-508 through 2A-522 of the UCC.

**21. TAX EXEMPTION.** YOU will comply with all applicable provisions of the Internal Revenue Code of 1986, as amended (the "Code"), including without limitation Sections 103, 141, 148 and 149 thereof, and the applicable regulations thereunder to maintain the exclusion of the interest portion of the Lease Payments from gross income for purposes of federal income taxation. YOU acknowledge that these provisions of the Code provide restrictions on the use of the Equipment and the expenditure and investment of money related to this Lease. YOU agree to insure the timely and accurate filing of IRS Form 8038-G or Form 8038-GC, as applicable, as required by the Code, and will fully cooperate with US to insure such timely and accurate filing.

**22. BANK QUALIFICATION.** If YOU checked the "Bank Qualification Elected" box on the front page of this Lease YOU and all YOUR subordinate entities will not issue in excess of \$10,000,000 of qualified tax-exempt obligations (including this Lease but excluding private activity bonds other than qualified 501(c)(3) bonds) during the calendar year in which WE fund this Lease without first obtaining an opinion of a nationally recognized counsel in the area of tax-exempt municipal obligations acceptable to US that the designation of this Lease as a "qualified tax-exempt obligation" will not be adversely affected.

**23. CHOICE OF LAW; JURY TRIAL WAIVER.** This Lease shall be governed and construed in accordance with the laws of the state where YOU are located. To the extent permitted by law, YOU agree to waive YOUR rights to a trial by jury.

**24. ENTIRE AGREEMENT; SEVERABILITY; WAIVERS.** This Lease contains the entire agreement and understanding. No agreements or understandings are binding on the parties unless set forth in writing and signed by the parties. Any provision of this Lease which for any reason may be held unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective without invalidating the remaining provisions of this Lease. THIS LEASE IS NOT INTENDED FOR TRANSACTIONS WITH AN EQUIPMENT COST OF LESS THAN \$1,000.

**25. FACSIMILE DOCUMENTATION.** YOU agree that a facsimile copy of this Lease with facsimile signatures may be treated as an original and will be admissible as evidence of this Lease.

**26. ROLE OF LESSOR.** WE have not acted and will not act as a fiduciary for YOU or as YOUR agent or municipal advisor. WE have not and will not provide financial, legal, tax, accounting or other advice to YOU or to any financial advisor or placement agent engaged by YOU with respect to this Lease. YOU, YOUR financial advisor, placement agent or municipal advisor, if any, shall each seek and obtain its own financial, legal, tax, accounting and other advice with respect to this Lease from its own advisers (including as it relates to structure, timing, terms and similar matters).

# OKLAHOMA ADDENDUM TO STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

LESSOR Image Works of Oklahoma Inc.  
 LESSEE GUTHRIE PUBLIC SCHOOLS  
 LEASE NUMBER: PUB 17723  
 LEASE DATE: July 31, 2018

This Addendum is hereby incorporated in and is hereby made a part of the above-referenced State and Local Government Lease-Purchase Agreement (together with all Exhibits and Attachments and this Addendum, the "Lease"). Words "YOU" and "YOUR" refer to the "Lessee" and the words "WE," "US" and "OUR" refer to Image Works of Oklahoma Inc., its successors and assigns, as the "Lessor" of the Equipment. Lessor and Lessee hereby agree that capitalized terms used herein and not otherwise defined herein shall have the terms assigned to such terms in the Lease and that the following changes and additions shall be made to the Lease:

1. Section 2 of the Lease is hereby deleted and the following Section 2 is hereby inserted in lieu thereof:
  2. **TERM.** This Lease is effective on the date that it is accepted and signed by US (the "Commencement Date") and continues thereafter for an original term ("Original Term") ending at the end of YOUR budget year in effect on the Commencement Date and may be continued by mutual ratification of YOU and US for additional one-year renewal terms ("Renewal Terms") coinciding with YOUR budget year up to the total number of months indicated above as the Full Lease Term. This Lease shall terminate at the end of the then current Original Term or any Renewal Term unless this Lease is renewed by mutual ratification of YOU and US in accordance with the provisions of 62 O.S. Section 430.1 and, if YOU are a school district, 70 O.S. Section 5-117(B). YOU shall deliver written notice to US of YOUR ratification or failure to ratify this Lease at least 90 days prior to the end of each Renewal Term. WE hereby ratify the continuation of this Lease through the Full Lease Term. Lease payments will be due as set forth on Attachment 1 until the balance of the Lease Payments and any additional Lease Payments or expenses chargeable to YOU under this Lease are paid in full. As set forth in the Lease Payment Schedule, a portion of each Lease Payment is paid as, and represents payment of, interest. YOUR obligation to pay the Lease Payments and YOUR other Lease obligations are absolute and unconditional and are not subject to cancellation, reduction, setoff or counterclaim except as provided in Section 5. THIS LEASE IS NON-CANCELABLE EXCEPT AS PROVIDED IN SECTION 5.
2. Section 4 of the Lease is hereby deleted and the following Section 4 is hereby inserted in lieu thereof:
  4. **CONTINUATION OF LEASE TERM.** YOU currently intend, subject to Section 5, to continue this Lease through the Full Lease Term and to pay Lease Payments hereunder. YOU reasonably believe that legally available funds in an amount sufficient to make all Lease Payments during the Full Lease Term can be obtained. Notwithstanding the foregoing, the decision whether to budget or appropriate funds and to ratify this Lease for any Renewal Term is solely within the discretion of YOUR governing body.
3. Section 5 of the Lease is hereby deleted and the following Section 5 is hereby inserted in lieu thereof:
  5. **NONRATIFICATION.** YOU are obligated only to pay such Lease Payments under this Lease as may lawfully be made from funds budgeted and appropriated for that purpose during YOUR then current budget year. If YOU fail to ratify this Lease for the Renewal Term following the then current Original Term or Renewal Term, this Lease shall be deemed terminated at the end of the then current Original Term or Renewal Term. YOU agree to deliver notice to US of YOUR ratification or termination of this Lease at least 90 days prior to the end of the then current Original Term or Renewal Term. Failure to give notice of such termination will not extend the Lease Term beyond such Original Term or Renewal Term. If this Lease is terminated in accordance with this Section, YOU agree, at YOUR cost and expense, to peaceably deliver the Equipment to US at the location or locations specified by US.
4. Section 8 of the Lease is hereby deleted and the following Section 8 is hereby inserted in lieu thereof:
  8. **TITLE, PERSONAL PROPERTY, LOCATION, INSPECTION, NO MODIFICATIONS OR ALTERATIONS.** During the term of this Lease, title to the Equipment shall be retained by US, except for those modifications that YOU add to the Equipment that can be removed without damaging the Equipment. YOU shall not have any right, title or interest in the Equipment except as expressly set forth in this Lease. Upon the occurrence of an Event of Default or nonratification as set forth in Section 5, with respect to any Lease, YOU will surrender possession of the Equipment to US. Upon YOUR exercise of the purchase option pursuant to Section 17 or payment in full of all Lease Payments under this Lease, title to the Equipment shall immediately and without further action by US vest in YOU, AS IS, WHERE IS, without warranty, express or implied, free and clear of any claim by or through US. It is the intent of the parties hereto that any transfer of title to Lessee pursuant to this Section will occur automatically without the necessity of any certificate of title or other instrument of conveyance. WE will, nevertheless, execute and deliver a bill of sale or other evidence of such transfer as YOU may request. YOU will, nevertheless, execute and deliver any such instruments as WE may request to evidence such transfer. YOU have the right to use the Equipment during the term of this Lease, except as otherwise expressly set forth in this Lease. Although the Equipment may become attached to real estate, it remains personal property. YOU agree not to alter or modify the Equipment or permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. If WE feel it is necessary, YOU agree to provide US with waivers of interest or liens from anyone claiming any interest in the real estate on which any items of Equipment is located. WE also have the right, at reasonable times, to inspect the Equipment.
5. Section 13 of the Lease is hereby amended by adding the following sentence to the end of such Section:
 

WE agree that WE will not file any report or rendition including the Equipment as taxable personal property of OURS for purposes of ad valorem taxation.
6. Section 17 of the Lease is hereby amended by adding the following sentences to the end of such Section:
 

The initial Purchase Price of the Equipment is \$ 235,776.97. Upon the exercise of the option to purchase set forth above, title to the Equipment shall vest in YOU, free and clear of any claim by or through US, as evidenced by OUR delivery to YOU of a bill of sale or other appropriate instrument conveying title to the Equipment to YOU.

Except as specifically set forth in this Addendum, all terms and conditions contained in the Lease will remain in full force and effect and are hereby ratified and confirmed.

<b>LESSEE SIGNATURE</b>	Legal Name of Lessee: <u>GUTHRIE PUBLIC SCHOOLS</u>
	Signature: <u><i>Mike Simpson</i></u> Date: <u>August 21, 2018</u>
	Print Name: <u>Dr. Mike Simpson</u>
	Title: <u>Superintendent</u>
(LEASE MUST BE SIGNED BY AUTHORIZED OFFICIAL OF LESSEE)	

<b>LESSOR SIGNATURE</b>	Name of Lessor: <u>Image Works of Oklahoma Inc.</u>
	Lessor Signature: _____ Date: _____
	Print Name: _____
	Title: _____
	Lease Number: <u>PUB 17723</u>

09PFD0C163v2

# ATTACHMENT 1

# STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

## Lease Payment Schedule

LESSOR: Image Works of Oklahoma Inc.

LESSEE: GUTHRIE PUBLIC SCHOOLS

LEASE NUMBER: PUB 17723

LEASE DATE: July 31, 2018

Lease Payments are due on each periodic anniversary of the Commencement Date that occurs during the Full Lease Term until all of the payments set forth below have been received by US. The period for each periodic anniversary is monthly, as specified in the Payment Frequency box of this Lease. If the Commencement Date occurs on the 29th, 30th or 31st day of any month, the periodic anniversary will be deemed to occur on the 1st day of the month, commencing on the 1st day of the second succeeding month after the month of such Commencement Date.

Payment Number	Rental Payment	Interest Portion	Principal Portion	Balance	Purchase Price
<b>Loan</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>235,776.97</b>	<b>-</b>
1	5,400.00	927.53	4,472.47	231,304.50	238,243.64
2	5,400.00	909.94	4,490.06	226,814.44	233,618.87
3	5,400.00	892.27	4,507.73	222,306.71	228,975.91
4	5,400.00	874.54	4,525.46	217,781.25	224,314.69
5	5,400.00	856.74	4,543.26	213,237.99	219,635.13
6	5,400.00	838.87	4,561.13	208,676.86	214,937.17
7	5,400.00	820.92	4,579.08	204,097.78	210,220.71
8	5,400.00	802.91	4,597.09	199,500.69	205,485.71
9	5,400.00	784.82	4,615.18	194,885.51	200,732.08
10	5,400.00	766.67	4,633.33	190,252.18	195,959.75
11	5,400.00	748.44	4,651.56	185,600.62	191,168.64
12	5,400.00	730.14	4,669.86	180,930.76	186,358.68
13	5,400.00	711.77	4,688.23	176,242.53	181,529.81
14	5,400.00	693.33	4,706.67	171,535.86	176,681.94
15	5,400.00	674.81	4,725.19	166,810.67	171,814.99
16	5,400.00	656.22	4,743.78	162,066.89	166,928.90
17	5,400.00	637.56	4,762.44	157,304.45	162,023.58
18	5,400.00	618.83	4,781.17	152,523.28	157,098.98
19	5,400.00	600.02	4,799.98	147,723.30	152,155.00
20	5,400.00	581.13	4,818.87	142,904.43	147,191.56
21	5,400.00	562.18	4,837.82	138,066.61	142,208.61
22	5,400.00	543.15	4,856.85	133,209.76	137,206.05
23	5,400.00	524.04	4,875.96	128,333.80	132,183.81
24	5,400.00	504.86	4,895.14	123,438.66	127,141.82
25	5,400.00	485.60	4,914.40	118,524.26	122,079.99
26	5,400.00	466.27	4,933.73	113,590.53	116,998.25
27	5,400.00	446.86	4,953.14	108,637.39	111,896.51
28	5,400.00	427.37	4,972.63	103,664.76	106,774.70
29	5,400.00	407.81	4,992.19	98,672.57	101,632.75
30	5,400.00	388.17	5,011.83	93,660.74	96,470.56
31	5,400.00	368.46	5,031.54	88,629.20	91,288.08
32	5,400.00	348.66	5,051.34	83,577.86	86,085.20
33	5,400.00	328.79	5,071.21	78,506.65	80,861.85
34	5,400.00	308.84	5,091.16	73,415.49	75,617.95
35	5,400.00	288.81	5,111.19	68,304.30	70,353.43
36	5,400.00	268.70	5,131.30	63,173.00	65,068.19

Sales tax of \$0.00 is included in the financed amount shown above.

The interest rate reflected herein is provided as an indication only and may need to be revised prior to closing. The Lessor will make reasonable efforts to maintain the rate presented herein. However, the rate may need to be revised prior to closing due to change in law or market conditions. In the event that market interest rates increase prior to the date of closing (which causes an increase in the Lessor's cost of funds), the interest rate will be indexed to reflect adjustments to the Lender's actual cost of funds due to market and legal changes incurred since the date of this documentation.

Lessee Signature: *Mike Simpson*  
 Print Name: Dr. Mike Simpson

Date: August 21, 2018  
 Title: Superintendent

12PFDOC224

# ATTACHMENT 1

# STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT

## Lease Payment Schedule

LESSOR: Image Works of Oklahoma Inc.

LESSEE: GUTHRIE PUBLIC SCHOOLS

LEASE NUMBER: PUB 17723

LEASE DATE: July 31, 2018

Lease Payments are due on each periodic anniversary of the Commencement Date that occurs during the Full Lease Term until all of the payments set forth below have been received by US. The period for each periodic anniversary is monthly, as specified in the Payment Frequency box of this Lease. If the Commencement Date occurs on the 29th, 30th or 31st day of any month, the periodic anniversary will be deemed to occur on the 1st day of the month, commencing on the 1st day of the second \_\_\_\_\_ succeeding month after the month of such Commencement Date.

Payment Number	Rental Payment	Interest Portion	Principal Portion	Balance	Purchase Price
37	5,400.00	248.52	5,151.48	58,021.52	59,762.17
38	5,400.00	228.25	5,171.75	52,849.77	54,435.26
39	5,400.00	207.91	5,192.09	47,657.68	49,087.41
40	5,400.00	187.48	5,212.52	42,445.16	43,718.51
41	5,400.00	166.98	5,233.02	37,212.14	38,328.50
42	5,400.00	146.39	5,253.61	31,958.53	32,917.29
43	5,400.00	125.72	5,274.28	26,684.25	27,484.78
44	5,400.00	104.97	5,295.03	21,389.22	22,030.90
45	5,400.00	84.14	5,315.86	16,073.36	16,555.56
46	5,400.00	63.23	5,336.77	10,736.59	11,058.69
47	5,400.00	42.24	5,357.76	5,378.83	5,540.19
48	5,400.00	21.17	5,378.83	0.00	0.00
<b>Grand Totals</b>	<b>259,200.00</b>	<b>23,423.03</b>	<b>235,776.97</b>		

Lessee Signature: *Mike Simpson*  
 Print Name: Dr. Mike Simpson

Date: August 21, 2018  
 Title: Superintendent

12PFDD00224

**ACCEPTANCE CERTIFICATE**

Image Works of Oklahoma Inc.  
1111 old Eagle School Rd  
Wayne PA 19087

Ladies and Gentlemen:

Re: State and Local Government Lease-Purchase Agreement dated as of July 31, 2018, between Image Works of Oklahoma Inc. Lessor, and GUTHRIE PUBLIC SCHOOLS as Lessee.

In accordance with the State and Local Government Lease-Purchase Agreement (the "Agreement"), the undersigned Lessee hereby certifies and represents to, and agrees with Lessor as follows:

- 1. All of the Equipment (as such term is defined in the Agreement) has been delivered, installed and accepted on the date hereof.
- 2. Lessee has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
- 3. Lessee is currently maintaining the insurance coverage required by **Section 14** of the Agreement.
- 4. No event or condition that constitutes, or with notice or lapse of time, or both, would constitute, an Event of Default (as defined in the Agreement) exists at the date hereof.

(SEAL)

LESSEE SIGNATURE	Lessee	GUTHRIE PUBLIC SCHOOLS	August 21, 2018
	Signature	<i>Mike Simpson</i>	Date
	Print Name	Dr. Mike Simpson	
	Title	Superintendent	

07PFDC057v1

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools  
PUB17723

Equipment Make	Model No.	S/N	Quantity	Description
Administration Superintend Office 802 E. Vilas				
Copystar	CS5052ci	VFF8602098	1 ea.	Copier
Copystar	DP-7110	V9E8661606	1 ea.	Document Processor
Copystar	DF-7110	W3U8419462	1 ea.	Finisher
Copystar	PF-7110	W478531467	1 ea.	Paper Feeder
Copystar	PH-7A	N367X61470	1 ea.	Punch
Copystar	1503RK2US0	V9N8553558	1 ea.	Fax System 12
Administration Finance Office 802 E. Vilas				
Copystar	CS5002i	VFB8602388	1 ea.	Copier
Copystar	DP-7110	V9E8661613	1 ea.	Document Processor
Copystar	PF-7110	W478531498	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8419445	1 ea.	Finisher
Copystar	PH-7A	N367X61464	1 ea.	Punch
Copystar	AK-7100	W3W7Y50928	1 ea.	Attachment Kit
Administration Mailroom 802 E. Vilas				
Copystar	CS5002i	VFB8602400	1 ea.	Copier
Copystar	DP-7110	V9E8661612	1 ea.	Document Processor
Copystar	PF-7110	W478531464	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8419450	1 ea.	Finisher
Copystar	PH-7A		1 ea.	Punch
Copystar	1503RK2US0	V9N8553554	1 ea.	Fax System 12
Fogaty Elementary Workroom 902 N Wentz				
Copystar	TASK-7002i	VAP8601821	1 ea.	Copier
Copystar	DF-7110	W3U8419459	1 ea.	Finisher
Copystar	PH-7A	N367Z64251	1 ea.	Punch
Fogaty Elementary Office 902 N Wentz				
Copystar	CS5002i	VFB8602386	1 ea.	Copier
Copystar	DP-7110	V9E8661609	1 ea.	Document Processor
Copystar	PF-7110	W367X61469	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8419433	1 ea.	Finisher
Copystar	PH-7A	W478531499	1 ea.	Punch
Copystar	1503RK2US0	V9N7442441	1 ea.	Fax System 12
Copystar	AK-7000	W3W8259391	1 ea.	Attachment Kit



Fogaty Elementary Workroom  
902 N Wentz

Copystar	TASK-7002i	VAP8601804	1 ea.	Copier
Copystar	DF-7110	W3U8419404	1 ea.	Finisher
Copystar	PH-7A	N367Z64227	1 ea.	Punch

Cotteral Elementary Workroom  
2001 W Noble

Copystar	TASK-7002i	VAP8601795	1 ea.	Copier
Copystar	DF-7110	W3U8419482	1 ea.	Finisher
Copystar	PH-7A	N367X61465	1 ea.	Punch

Cotteral Elementary Office  
2001 W Noble

Copystar	CS5002i	VFB8602383	1 ea.	Copier
Copystar	DP-7110	V9E8661607	1 ea.	Document Processor
Copystar	PF-7110	W478531463	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8419476	1 ea.	Finisher
Copystar	PH-7A	N367Z64255	1 ea.	Punch
Copystar	1503RK2US0	V9N8553563	1 ea.	Fax System 12
Copystar	AK-7000	W3W7Y50925	1 ea.	Attachment Kit

Guthrie Schools Transportation  
520 Crooks Dr.

Copystar	CS4002i	VFC8203435	1 ea.	Copier
Copystar	DP-7110	V9E8661610	1 ea.	Document Processor
Copystar	1503RK2US0	V9N8553557	1 ea.	Fax System 12

Central Elementary Office  
321 E Noble

Copystar	CS5002i	VFB8602370	1 ea.	Copier
Copystar	DP-7110	V9E8661614	1 ea.	Document Processor
Copystar	PF-7110	W478531494	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8418842	1 ea.	Finisher
Copystar	PH-7A	N367X61460	1 ea.	Punch
Copystar	1503RK2US0	V9N8553560	1 ea.	Fax System 12
Copystar	AK-7100	W3W7Y50927	1 ea.	Attachment Kit
Copystar	855D200731		1 ea.	Stand

Central Elementary Workroom  
321 E Noble

Copystar	TASK-7002i	VAP8601792	1 ea.	Copier
Copystar	DF-7110	W3U8419458	1 ea.	Finisher
Copystar	PH-7A	N367Z64233	1 ea.	Punch

Guthrie Jr High  
705 E Oklahoma

Copystar	TASK-7002i	VAP8601829	1 ea.	Copier
Copystar	DF-7110	W3U8419447	1 ea.	Finisher
Copystar	PH-7A	N367Z64234	1 ea.	Punch

Guthrie Jr High C-Floor

705 E Oklahoma

Copystar	TASK-7002i	VAP8601808	1 ea.	Copier
Copystar	DF-7110	W3U8419402	1 ea.	Finisher
Copystar	PH-7A	N367Z64230	1 ea.	Punch

Guthrie Jr High B-Floor

705 E Oklahoma

Copystar	TASK-7002i	VAP8601793	1 ea.	Copier
Copystar	DF-7110	W3U8418802	1 ea.	Finisher
Copystar	PH-7A	N367X61475	1 ea.	Punch

Guthrie Jr High Office

705 E Oklahoma

Copystar	CS5002i	VFB8602399	1 ea.	Copier
Copystar	DP-7110	V9E8661947	1 ea.	Document Processor
Copystar	PF-7110	W478531619	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8419434	1 ea.	Finisher
Copystar	PH-7A	N367264224	1 ea.	Punch
Copystar	1503RK2US0	V9N8553564	1 ea.	Fax System 12
Copystar	AK-7100	W3W7Y50923	1 ea.	Attachment Kit

Guthrie Upper Elementary Office

702 Crooks Dr.

Copystar	CS5002i	VFB8602389	1 ea.	Copier
Copystar	DP-7110	V9E8661619	1 ea.	Document Processor
Copystar	PF-7110	W478531500	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8520466	1 ea.	Finisher
Copystar	PH-7A	N368165606	1 ea.	Punch
Copystar	1503RK2US0	V9N8553556	1 ea.	Fax System 12
Copystar	AK-7100	W3W8259232	1 ea.	Attachment Kit

Guthrie Upper Elementary 6th Grade

702 Crooks Dr.

Copystar	TASK-7002i	VAP8601750	1 ea.	Copier
Copystar	DF-7110	W3U8418776	1 ea.	Finisher
Copystar	PH-7A	N367Z64237	1 ea.	Punch

Guthrie Upper Elementary 5th Grade

702 Crooks Dr.

Copystar	TASK-7002i	VAP8601811	1 ea.	Copier
Copystar	DF-7110	W3U8419443	1 ea.	Finisher
Copystar	PH-7A	N367X61471	1 ea.	Punch

Guthrie Upper Elementary 4th Grade

702 Crooks Dr.

Copystar	TASK-7002i	VAP8601785	1 ea.	Copier
Copystar	DF-7110	W3U8520500	1 ea.	Finisher
Copystar	PH-7A	N367Y63435	1 ea.	Punch

Guthrie Schools Maintenance

200 Crooks Dr., Bldg 4

Copystar	CS5002i	VFB8602395	1 ea.	Copier
Copystar	DP-7110	V9E8660926	1 ea.	Document Processor
Copystar	PF-7110	W478531462	1 ea.	Paper Feeder
Copystar	DF-7110	W3U8418841	1 ea.	Finisher
Copystar	PH-7A	N367X61467	1 ea.	Punch
Copystar	1503RK2US0		1 ea.	Fax System 12
Copystar	AK-7100	W3W7Y50921	1 ea.	Attachment Kit

Guthrie High School Teachers Lounge

200 Crooks Dr.

Copystar	TASK-7002i	VAP8601807	1 ea.	Copier
Copystar	DF-7110	W3U8419421	1 ea.	Finisher
Copystar	PH-7A	N367264232	1 ea.	Punch

Guthrie High School North Workroom

200 Crooks Dr.

Copystar	TASK-7002i	VAP8601809	1 ea.	Copier
Copystar	DF-7110	W3U8419423	1 ea.	Finisher
Copystar	PH-7A	N367264231	1 ea.	Punch

Guthrie High School Front Office

200 Crooks Dr.

Copystar	TASK-7002i	VAP8601819	1 ea.	Copier
Copystar	DF-7110	W3U8419435	1 ea.	Finisher
Copystar	PH-7A	N367Z64228	1 ea.	Punch
Copystar	1503RK2US0	V9N7Z64228	1 ea.	Fax System 12

Guthrie High School IT Office

200 Crooks Dr.

Copystar	CS5052ci	VFF8602082	1 ea.	Copier
Copystar	DP-7110	V9E8661608	1 ea.	Document Processor
Copystar	DF-7110	W3U8419483	1 ea.	Finisher
Copystar	PF-7110	W478531466	1 ea.	Paper Feeder
Copystar	PH-7A	N367X61461	1 ea.	Punch
Copystar	1503RK2US0	V9N8553555	1 ea.	Fax System 12
Copystar	AK-7100	W3W7Y50920	1 ea.	Attachment Kit

Guthrie High School North Office

200 Crooks Dr

Copystar	CS5052ci	VFF8602398	1 ea.	Copier
Copystar	DP-7110	V9E8455485	1 ea.	Document Processor
Copystar	DF-7110	W3U8418771	1 ea.	Finisher
Copystar	PF-7110	W478531496	1 ea.	Paper Feeder
Copystar	PH-7A	N367Z64238	1 ea.	Punch
Copystar	1503RK2US0	V9N8553553	1 ea.	Fax System 12
Copystar	AK-7100	W3W7Y50919	1 ea.	Attachment Kit

Guthrie Faver Alternative

102 E Perkins

Copystar	CS5002i
Copystar	DP-7110
Copystar	PF-7110
Copystar	DF-7110
Copystar	PH-7A
Copystar	1503RK2US0

VFB8602377	1 ea.
V9E8660708	1 ea.
W478531468	1 ea.
W3U8419402	1 ea.
N367Z64253	1 ea.
	1 ea.

Copier  
Document Processor  
Paper Feeder  
Finisher  
Punch  
Fax System 12

Guthrie Schools Building for Champions

200 Crooks Dr.

Copystar	CS5002i
Copystar	DP-7110
Copystar	PF-7110
Copystar	DF-7110
Copystar	PH-7A
Copystar	AK-7100

VFB8602393	1 ea.
	1 ea.
W478531495	1 ea.
W3U8918777	1 ea.
N367Z64236	1 ea.
W3W7Y50905	1 ea.

Copier  
Document Processor  
Paper Feeder  
Finisher  
Punch  
Attachment Kit

Charter Oak Elementary Work Hall

Copystar	CS5002i
Copystar	DP-7110
Copystar	PF-7110
Copystar	DF-7110

VFB8602381	1 ea.
	1 ea.
W478531501	1 ea.
W3U8918777	1 ea.

Copier  
Document Processor  
Paper Feeder  
Finisher

Charter Oak Elementary Work Hall

Copystar	CS5002i
Copystar	DP-7110
Copystar	PF-7110

VFB8602397	1 ea.
	1 ea.
W478531497	1 ea.

Copier  
Document Processor  
Paper Feeder

Signature 

Superintendent  
Title

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August 21, 2018  
Date

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# BILLING INFORMATION

## PLEASE COMPLETE THIS FORM AND RETURN WITH DOCUMENTS

In order for Image Works of Oklahoma Inc. to properly bill and credit your account, it is necessary that you complete this form and return it with the signed documents.

Billing Name: Guthrie Public Schools

If you would like your invoices emailed to you in place of regular mail, please provide an email address(es) below:

michele.hamby@guthrie-ps.net

**\*YOUR INVOICES WILL BE EMAILED FROM INVOICEDELIVERY@PAYEREXPRESS.COM**

Subject line will read: Your Lease Direct Invoice is ready to view online!

Billing Address: 802 E. Vilas  
Guthrie, OK 73044

Attention: Michele Hamby

Telephone Number: 405-282-8900

FEDERAL ID#: 73-6021131

### SPECIAL INSTRUCTIONS

Do you require a Purchase Order Number on the invoice? If yes, please provide PO# \_\_\_\_\_  YES  NO

Is a new purchase order required for each new fiscal period?  YES  NO

If yes, provide month/year PO expires June of each year

Are you sales tax exempt? If yes, please attach a copy of exempt certificate or direct pay permit.  YES  NO

Do you require any special information to establish a vendor number for \_\_\_\_\_?  YES  NO

If yes, please advise: already in our vendor system

Additional Comments: \_\_\_\_\_

### CONTACT INFORMATION AND QUESTIONNAIRE FOR FORM 8038-G FILINGS (required for all State and Local Government transactions)

Contact Name: Michelle Chapple

Title: Chief Financial Officer

Contact Address: 802 E. Vilas Guthrie, OK 73044

Contact Telephone Number: 405.282.8900

Email Address: michelle.chapple@guthrie-ps.net

### Written Tax Compliance Procedures

The IRS Form 8038-G asks specific questions about whether written procedures exist with regard to compliance with the federal tax requirements for tax-exempt obligations. Please answer the following questions to help us complete the form correctly prior to your signature. Please note that your answers to these questions will not impact the terms or conditions of the subject transaction:

1. Has the Lessee established written procedures designed to monitor compliance with federal tax restrictions for the term of the lease? Among other matters, the written procedures should identify a particular individual within Lessee's organization to monitor compliance with the federal tax requirements related to use of the financed assets and describe actions to be taken in the event failure to comply with federal tax restrictions is contemplated or discovered.

YES  NO  If YES, please attach/provide a copy.

Answer the following question only if proceeds of the current financing will be funded to an ESCROW Account.

The IRS Form 8038-G asks specific questions about written procedures to monitor the yield on the investment of gross proceeds of tax-exempt obligations and, as necessary, make payments of arbitrage rebate earned to the United States.

2. Has the Lessee established written procedures to monitor the yield on the investment of proceeds of the Lease on deposit in an escrow account or similar fund prior to being spent and to ensure that any positive arbitrage rebate earned is paid to the United States?

YES  NO  If YES, please attach/provide a copy.

***If you have further questions, please consult your regular bond or legal counsel.***

**ATTACHMENT 2**

**STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT  
EQUIPMENT DESCRIPTION**

LESSOR: Image Works of Oklahoma Inc.

LESSEE: GUTHRIE PUBLIC SCHOOLS

LEASE NUMBER: PUB 17723

LEASE DATE: July 31, 20 18

Quantity	Description/Serial No./Model No.	Location
13	New Copystar CS 5002i digital copiers with attachments	
	S/N: <u>VFB8602388</u>	
	S/N: <u>VFB8602400</u>	
	S/N: <u>VFB8602386</u>	
	S/N: <u>VFB8602383</u>	
	S/N: <u>VFB8602370</u>	
	S/N: <u>VFB8602399</u>	
	S/N: <u>VFB8602389</u>	
	S/N: <u>VFB8602395</u>	
	S/N: <u>VFB8602377</u>	
	S/N: <u>VFB8602393</u>	
	S/N: <u>VFB8602381</u>	
	S/N: <u>VFB8602397</u>	
	S/N: <u>VFB8602398</u>	
14	New KYOCERA TASKalfa 7002i digital copiers with attachments	
	S/N: <u>VAP8601821</u>	
	S/N: <u>VAP8601804</u>	
	S/N: <u>VAP8601795</u>	
	S/N: <u>VAP8601792</u>	
	S/N: <u>VAP8601829</u>	
	S/N: <u>VAP8601808</u>	
	S/N: <u>VAP8601793</u>	
	S/N: <u>VAP8601750</u>	

LESSEE Signature: *Mike Simpson*  
Print Name: Dr. Mike Simpson

Date: August 21, 2018  
Title: Superintendent

10PFDOC169v2

**ATTACHMENT 2**

**STATE AND LOCAL GOVERNMENT LEASE-PURCHASE AGREEMENT  
EQUIPMENT DESCRIPTION**

LESSOR: Image Works of Oklahoma Inc.

LESSEE: GUTHRIE PUBLIC SCHOOLS

LEASE NUMBER: PUB 17723

LEASE DATE: July 31, 20 18

Quantity	Description/Serial No./Model No.	Location
	S/N: <u>VAP8601811</u>	
	S/N: <u>VAP8601795</u>	
	S/N: <u>VAP8601807</u>	
	S/N: <u>VAP8601809</u>	
	S/N: <u>VAP8601819</u>	
	S/N: _____	
CS5052ci	s/n: <u>VFF8602098</u>	
	s/n: <u>VFF8602082</u>	
CS4002i	s/n: <u>VFC8203435</u>	

LESSEE Signature: *Mike Simpson*  
Print Name: Dr. Mike Simpson

Date: August 21, 2018  
Title: Superintendent

Quotation



Guthrie Public Schools  
802 E. Villas  
Guthrie, Oklahoma 73044

Date: 06/13/2018  
Prices quoted are firm  
For 30 days from above date

Lease Agreement

Item Number	Qty	Description	Total
		<p style="text-align: center;"><u>48 Month Lease</u></p> <p><u>Terms of lease remain the same for 48 month duration</u></p> <p>48 months = per month (minimum) of each copier *</p> <p style="text-align: center;"><u>this rate includes**</u></p> <p>40,000 B&amp;W copies per CS7002i per month</p> <p>20,000 B&amp;W copies per CS5002i per month</p> <p>Any click after the above copy total. Will be billed monthly in arrears, at a rate of .006 per B&amp;W copy</p> <p style="text-align: center;"><u>This Color rate includes</u></p> <p>30,000 B&amp;W copies per CS5052ci per month</p> <p>Any color copy is to be charged to Guthrie Public Schools on a pay for what you print only. To be billed at A rate of .05 per color copy. And B&amp;W overages to be billed at .008 per Copy</p> <p>*All monthly minimum pricing is listed in Pricing sheets of RFP.</p> <p>**Any month that minimum is not reached; Image Works can carry those totals over to the following month. Resetting at the beginning of each school year.</p> <p style="text-align: center;"><u>Includes:</u> Equipment, Supplies (Toner), Staples and Maintenance</p>	

Anticipated Delivery after Receipt of Order: \_\_\_\_\_

Quote includes transportation

By: Kara E. [Signature]

For your convenience this quotation becomes an order when authorized within firm quotation period.

Quotation Accepted

By: [Signature]



# OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT

THIS OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT No.7444 (hereafter referred to as "Agreement") dated as of June 13, 2016, by and between Government Capital Corporation, a Texas corporation (herein referred to as "Lessor"), and Independent School District No. I-001 of Logan County, Oklahoma (dba Guthrie Public School District), a political subdivision or agency of the State of Oklahoma (hereinafter referred to as "Lessee").

WITNESSETH: In consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Term and Payments.** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the property described in Exhibit A hereto (hereinafter, with all replacement parts, substitutions, proceeds, increases, additions, accessions, repairs and accessories incorporated therein or affixed thereto, referred to as the "Property") for the amounts to be paid in the sums (the "Lease Payments") and on the dates (the "Lease Payment Dates") set forth in Exhibit B hereto. Except as specifically provided herein, the obligation of the Lessee to make the Lease Payments called for in Exhibit B hereto shall be absolute and unconditional in all events and shall not be subject to any set-off, defense, counterclaim or recoupment for any reason. This Agreement will become effective upon the execution hereof by Lessee and Lessor and upon approval of the Agreement by the Board of Education of the Lessee. The term of this Agreement will extend for the Lessee's 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 fiscal years only if mutually ratified by Lessee and Lessor for each of those fiscal years. In accordance with 62 O. S. Section 430.1 and 70 O. S. Section 5-117, continuation of this Agreement past the current 2016-17 fiscal year is dependent upon mutual ratification by Lessee and Lessor. All rights afforded under title 70 section 5-117B of Oklahoma law are incorporated in this agreement by reference. The Lessee agrees the Board of Education of Lessee will take action to ratify or not ratify this Agreement for the next ensuing fiscal year at its regular July meeting and to notify Lessor as to whether the Agreement is ratified or not ratified for the next ensuing fiscal year. The Lessor hereby ratifies the continuation of the Agreement through the fiscal year ending June 30, 2023. The Lessor and Lessee agree that under no circumstances will the Agreement be extended beyond the fiscal year ending June 30, 2023. Lessee will evidence its acceptance of the Property by executing and delivering to Lessor a Certificate of Acceptance (hereinafter so called) in the form provided by Lessor.

2. **Non-Appropriation and Right of Termination.** The obligations of Lessee to make Lease Payments (called for in Exhibit B) and to make any other payments to Lessor (or to any other person) pursuant to this Agreement are subject to appropriation by the Lessee of funds that are lawfully available to be applied for such purpose. If Lessee fails to make such an appropriation prior to a fiscal period of Lessee, for the Lease Payments scheduled in such fiscal period, Lessor may terminate this Agreement. Lessee may terminate this Agreement by providing written notice of such termination to Lessor following its regular July Board of Education meeting. Upon any such termination of this Agreement, all of Lessee's rights, title and interest in and its obligation under this Agreement and to the Property shall terminate effective on the last day of the last fiscal period of Lessee for which such an appropriation was made. If Lessee ratifies and renews this Agreement for a subsequent fiscal year, Lessee agrees to encumber the required funds to make the Lease Payments due hereunder at the first meeting of Lessee's Board of Education in July of the then current fiscal year by approving an appropriate purchase order for this Agreement.

3. **Taxes.** Lessee shall keep the Property free and clear of all levies, liens and encumbrances except those created under this Agreement. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Property, excluding, however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Agreement, Lessee shall promptly reimburse Lessor therefor.

4. **Lessee's Covenants and Representations.** Lessee covenants and represents as follows:

(a) Lessee represents, and will provide an opinion of its counsel to the effect that, it has full power and authority to enter into this Agreement which has been duly authorized, executed, and delivered by Lessee and is a valid and binding obligation of Lessee enforceable in accordance with its terms, and all requirements for execution, delivery and performance of this Agreement have been, or will be, complied with in a timely manner;

(b) All Payments hereunder have been, and will be, duly authorized and paid when due out of funds then on hand and legally available for such purposes; Lessee will, to the extent permitted by State law and other terms and conditions of this Agreement, include in its budget for each successive fiscal period during the term of this Agreement a sufficient amount to permit Lessee to discharge all of its obligations hereunder, and Lessee has budgeted and available for the current fiscal period sufficient funds to comply with its obligations hereunder;

(c) There are no pending or threatened lawsuits or administrative or other proceedings contesting the authority for, authorization of performance of, or expenditure of funds pursuant to, this Agreement;

(d) Information supplied and statements made by Lessee in any financial statement or current budget prior to or contemporaneously with the Agreement are true and correct;

(e) Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish in the foreseeable future; specifically Lessee will not give priority or parity in the appropriation of funds for the acquisition or use of any additional property for purposes or functions similar to those of the Property.

(f) There are no circumstances presently affecting the Lessee that could reasonably be expected to alter its foreseeable need for the Property or adversely affect its ability or willingness to budget funds for the payment of sums due hereunder; and

(g) Lessee's right to terminate this Agreement as specified in Sections 1 and 2 hereof was not an independently bargained for consideration, but was included solely for the purpose of complying with the requirements of the laws of the State in which Lessee is located.

h) No lease, rental agreement, lease-purchase agreement, payment agreement or contract for purchase to which Lessee has been a party at any time during the past ten (10) years has been terminated by Lessee as a result of insufficient funds being appropriated in any Fiscal Year. No event has occurred which would constitute an event of default under any debt, revenue bond or obligation which Lessee has issued during the past ten (10) years.

(i) Lessee will pay the Lease Payment Due by check, wire transfer, or ACH only

5. **Use and Licenses.** Lessee shall pay and discharge all operating expenses and shall cause the Property to be operated by competent persons only. Lessee shall use the Property only for its proper purposes and will not install, use, operate or maintain the Property improperly, carelessly, or in violation of any applicable law, ordinance, rule or regulation of any governmental authority, or in a manner contrary to the nature of the Property or the use contemplated by its manufacturer. Lessee shall keep the property at the location stated on the Certificate of Acceptance executed by Lessee upon delivery of the Property until Lessor, in writing, permits its removal, and the Property shall be used solely in the conduct of the Lessee's operations. Lessee shall obtain, at its expense, all registrations, permits and licenses, if any, required by law for the installation and operation of the Property. Any license plates used on the Property shall be issued in the name of the Lessee. If a certificate of title is issuable with respect to the Property, it shall be delivered to the Lessor showing the interest of the Lessor.

6. **Maintenance.** Lessor shall not be obligated to make any repairs or replacements. At its own expense, Lessee shall service, repair and maintain the Property in as good condition, repair, appearance and working order as when delivered to Lessee hereunder, ordinary wear and tear from proper use alone excepted, and shall replace any and all parts thereof which may from time to time become worn out, lost, stolen, destroyed, or damaged beyond repair or rendered unfit for intended use, for any reason whatsoever, all of which replacements shall be free and clear of all liens, encumbrances and claims of others and shall become part of the Property and subject to this Agreement. Lessor may, at its option, discharge such costs, expenses and insurance premiums necessary for the repair, maintenance and preservation of the Property, and all sums so expended shall be due from Lessee in addition to rental payments hereunder.

7. **Alterations.**

(a) Lessee may, at its own expense, install or place in or on, or attach or affix to, the Property such equipment or accessories as may be necessary or convenient to use the Property for its intended purposes provided that such equipment or accessories do not impair the value or utility of the Property. All such equipment and accessories shall be removed by Lessee upon termination of this Agreement, provided that any resulting damage shall be repaired at Lessee's expense. Any such equipment or accessories not removed shall become the property of Lessor.

(b) Without the written consent of Lessor, Lessee shall not make any other alterations, modifications or improvements to the Property except as required or permitted hereunder. Any other alterations, modifications or improvements to the Property shall immediately become part of the Property, subject to the provisions hereof. Without the prior written consent of Lessor, Lessee shall not affix or attach any of the Property to any real property. The Property shall remain personal property regardless of whether it becomes affixed or attached to real property or permanently rests upon any real property or any improvement thereon.

8. **Liens.** Lessee shall not directly or indirectly create, incur, assume or suffer to exist any mortgage, security interest, pledge, lien, charge, encumbrance or claim on or with respect to the Property, title thereto or any interest therein, except the respective rights of Lessor and Lessee hereunder.

9. **Damage to or Destruction of Property.** Lessee shall bear the entire risk of loss, damage, theft or destruction of the Property from any and every cause whatsoever, and no loss, damage, destruction or other event shall release Lessee from the obligation to pay the full amount of the rental payments or from any other obligation under this Agreement. In the event of damage to any item of the Property, Lessee will immediately place the same in good repair, with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Property is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessee, will either (a) replace the same with like property in good repair or (b) on the next Lease Payment Date, pay Lessor (i) all amounts then owed by Lessee to Lessor under this Agreement, including the Lease Payment due on such date, and (ii) an amount equal to the applicable Option to Purchase Value set forth in Exhibit B.

10. **Insurance.** Lessee shall either be self-insured with regard to the Property or shall purchase and maintain insurance with regard to the Property. Lessee shall indicate on each Certificate of Acceptance executed in relation to this Agreement its election to be self-insured or company insured with regard to the Property listed on that Certificate of Acceptance. Whether Lessee is self-insured or company insured, Lessee shall, for the term of this Agreement, at its own expense, provide comprehensive liability insurance with respect to the Property, insuring against such risks, and such amounts as are customary for lessees of property of a character similar to the Property. In addition, Lessee shall, for the term of this Agreement, at its own expense, provide casualty insurance with respect to the Property, insuring against customary risks, coverage at all times not less than the amount of the unpaid principal portion of the Lease Payments required to be made pursuant to Section 1 as of the last preceding Payment Date specified in Exhibit B on which a Lease Payment was made. If insurance policies are provided with respect to the Property, all insurance policies shall be with insurers authorized to do business in the State where the Property is located and shall name both Lessor and Lessee as insureds as their respective interest may appear. Insurance proceeds from casualty losses shall be payable solely to the Lessor, subject to the provisions of Section 9. Lessee shall, upon request, deliver to Lessor evidence of the required coverages together with premium receipts, and each insurer shall agree to give Lessor written notice of non-payment of any premium due and ten (10) days notice prior to cancellation or alteration of any such policy. Lessee shall also carry and require any other person or entity working on, in or about the Property to carry workmen's compensation insurance covering employees on, in or about the Property.

**11. No Warranty.** ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT THE MANUFACTURERS OR THE PARTY WHO SUPPLIED THE PROPERTY TO LESSOR (THE "VENDOR") HAVE MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE. Lessee may communicate with Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor. Lessee acknowledges that Lessee has selected the Vendor and that Lessee has directed Lessor to acquire the Property from Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a "Finance Lease" within the meaning of the Uniform Commercial Code and that Lessee is entitled to the Vendor's warranties and promises described above, if any. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO ANY SPECIFICATION OR PURCHASE ORDER, OR AS TO THE PROPERTY'S DESIGN, DELIVERY, INSTALLATION OR OPERATION. All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks.

**12. Purchase Option/Payment.** Upon payment of the purchase price, plus interest as provided on Exhibit B, the Property shall belong to the Lessee and the Lessor shall execute and deliver a Quit Claim Bill of Sale to the Lessee conveying the Property "as is", but free and clear of any lien, encumbrance, or security interest created or permitted and not discharged by Lessor. The Lessee shall have an option to purchase the Property in whole but not in part, upon sixty (60) days written notice to Lessor by payment of the then applicable purchase price, plus interest, according to the attached Exhibit B. However, should Lessee have no purchase option or right to prepay the Lease according to the Option to Purchase column of the attached Exhibit B, any attempt to do so shall constitute an Event of Default. The purchase price shall convert to a nominal interest rate that shall not exceed 3.136%

**13. Default and Lessor's Remedies.**

(a) The occurrence of one or more of the following events shall constitute an Event of Default, whether occurring voluntarily or involuntarily, by operation of law or pursuant to any order of any court or governmental agency:

(1) Lessee fails to make any payment hereunder when due or within ten (10) days thereafter;

(2) Lessee fails to comply with any other covenant, condition or agreement of Lessee hereunder for a period of the ten (10) days after notice thereof;

(3) Any representation or warranty made by Lessee hereunder shall be untrue in any material respect as of the date made;

(4) Lessee makes, permits or suffers any unauthorized assignment, transfer or other disposition of this Agreement or any interest herein, or any part of the Property or any interest therein; or

(5) Lessee becomes insolvent; or admits in writing its inability to pay its debts as they mature; or applies for, consents to or acquiesces in the appointment of a trustee, receiver or custodian for the Lessee or a substantial part of its property; or, in the absence of such application, consent or acquiescence, a trustee, receiver or custodian is appointed for Lessee or a substantial part of its property and is not discharged within sixty (60) days; or any bankruptcy, reorganization, debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding is instituted by or against Lessee and, if instituted against Lessee, is consented to or acquiesced in by Lessee or is not dismissed within sixty (60) days.

(b) Upon the occurrence of any Event of Default specified herein, Lessor may, at its sole discretion, exercise any or all of the following remedies:

(1) Enforce this Agreement by appropriate action to collect amounts due or to become due hereunder, by acceleration or otherwise, or to cause Lessee to perform its other obligations hereunder in which event Lessee shall be liable for all costs and expenses incurred by Lessor;

(2) Take possession of the Property, without demand or notice and without court order or any process of law, and remove and relet the same for Lessee's account, in which event Lessee waives any and all damages resulting therefrom and shall be liable for all costs and expenses incurred by Lessor in connection therewith and the difference, if any, between the amounts to be paid pursuant to Section 1 hereof and the amounts received and to be received by Lessor in connection with any such reletting;

(3) Terminate this Agreement and repossess the Property, in which event Lessee shall be liable for any amounts payable hereunder through the date of such termination and all costs and expenses incurred by Lessor in connection therewith;

(4) Sell the Property or any portion thereof for Lessor's account at public or private sale, for cash or credit, without demand or notice to Lessee of Lessor's intention to do so, or relet the Property for a term and a rental which may be equal to, greater than or less than the rental and term provided herein. If the proceeds from any such sale or rental payments received under a new agreement made for the periods prior to the expiration of this Agreement are less than the sum of (I) the costs of such repossession, sale, relocation, storage, reconditioning, reletting and reinstallation (including but not limited to reasonable attorneys' fees), (II) the unpaid principal balance derived from Exhibit B as of the last preceding Lease Payment Date specified in Exhibit B, and (III) any past due amounts hereunder (plus interest on such unpaid principal balance at the rate specified in Section 19 hereof, prorated to the date of such sale), all of which shall be paid to Lessor, Lessor shall retain all such proceeds and Lessee shall remain liable for any deficiency; or

(5) Pursue and exercise any other remedy available at law or in equity, in which event Lessee shall be liable for any and all costs and expenses incurred by Lessor in connection therewith. "Costs and expenses," as that term is used in this Section, shall mean, to the extent allowed by law: (I) reasonable attorneys' fees if this Agreement is referred for collection to an attorney not a salaried employee of Lessor or the holder of this Agreement; (II) court costs and disbursements including such costs in the event of any action necessary to secure possession of the Property; and (III) actual and reasonable out-of-pocket expenses incurred in connection with any repossession or foreclosure, including costs of storing, reconditioning and reselling the Property, subject to the standards of good faith and commercial reasonableness set by the applicable Uniform Commercial Code.

(c) Under no circumstances shall Lessee be liable under this subsection (b) for any amount in excess of the sum appropriated pursuant to Section 1 hereof for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

**14. Termination.** Unless Lessee has properly exercised its option to purchase pursuant to Section 12 hereof, Lessee shall, upon any earlier termination hereof pursuant to the terms of this Agreement, surrender the Property to Lessor unencumbered and in at least as good condition and repair as when delivered to Lessee, ordinary wear and tear resulting from proper use alone excepted.

**15. Assignment.** Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Agreement or the Property or any interest in this Agreement or the Property; or (ii) sublet or lend the Property or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Agreement, the Property and any other documents executed with respect to this Agreement and/or grant or assign a security interest in this Agreement and the Property, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Agreement. Subject to the foregoing, this Agreement inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. No assignment or reassignment of any of Lessor's rights, title or interest in this Agreement or the Property shall be effective with regard to Lessee unless and until Lessee shall have received a copy of the document by which the assignment or reassignment is made, disclosing the name and address of such assignee. No further action will be required by Lessor or by Lessee to evidence the assignment. During the term of this Agreement, Lessee shall keep a complete and accurate record of all such assignments in form necessary to comply with the United States Internal Revenue Code of 1986, Section 149 (a), and the regulations, proposed or existing, from time to time promulgated thereunder.

**16. Personal Property.** The Property is and shall at all times be and remain personal property.

**17. Title.** Lessor or its assignee will retain title to the Property during the lease term. Title to the Property will pass to Lessee upon (and only upon) Lessee's exercise of the purchase option provided in Section 12 hereof and the complete payment and performance by Lessee of all of Lessee's obligations under this Agreement, and in such case Lessor agrees to execute such instruments and do such things as Lessee reasonably requests in order to effectuate the passage of title to Lessee.

**18. Lessor's Right to Perform for Lessee.** If Lessee fails to make any payment or perform or comply with any of its covenants or obligations hereunder, Lessor may, but shall not be required to, make such payment or perform or comply with such covenants and obligations on behalf of Lessee, and the amount of any such payment and the expenses (including but not limited to reasonable attorneys' fees) incurred by Lessor in performing or complying with such covenants and obligations, as the case may be, together with interest thereon at the highest lawful rate, shall be payable by Lessee upon demand.

**19. Interest on Default.** If Lessee fails to pay any Lease Payment specified in Section 1 hereof within ten (10) days after the due date thereof, Lessee shall pay to Lessor interest on such delinquent payment from the due date until paid at the highest lawful rate.

**20. Notices.** Any notices to be given or to be served upon any party hereto in connection with this Agreement must be in writing and may be given by certified or registered mail, and shall be deemed to have been given and received forty-eight (48) hours after a registered or certified letter containing such notice, postage prepaid, is deposited in the United States mail, and if given otherwise shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notice shall be given to the parties at their respective addresses designated on the signature page of this Agreement or at such other address as either party may hereafter designate.

**21. Tax Exemption.** Lessee acknowledges and agrees that the Lease Payments have been calculated by Lessor assuming that the interest portion of each Lease Payment is exempt from Federal Income Taxation. Lessee represents, warrants and covenants that it will do or refrain from doing all things necessary or appropriate to insure that the interest portion of the Lease Payments is exempt from Federal Income Taxation, including, but not limited to, executing and filing all information statements required by Section 149 (e) of the Internal Revenue Code of 1986, as amended, and timely paying, to the extent of available funds, amounts required to be rebated to the United States pursuant to Section 148(f) of the Internal Revenue Code of 1986, as amended.

**22. Continuing Disclosure.** Specifically and without limitation, Lessee agrees to provide audited financial statements, prepared by a certified public accountant not later than six (6) months after and as of the end of each fiscal year. Periodic financial statements shall include a combined balance sheet as of the end of each such period, and a combined statement of revenues, expenditures and changes in fund balances, from the beginning of the then fiscal year to the end of such period. These reports must be certified as correct by one of Lessee's authorized agents. If Lessee has subsidiaries, the financial statements required will be provided on a consolidated and consolidation basis.

**23. Miscellaneous.**

(a) Lessee shall, whenever requested, advise Lessor of the exact location and condition of the Property and shall give the Lessor immediate notice of any attachment or other judicial process affecting the Property. Lessor may, for the purpose of inspection, at any reasonable time during regular business hours enter upon any job, building or place where the Property and the books and records of the Lessee with respect thereto are located.

(b) Lessee agrees to equitably adjust the payments payable under this Agreement if there is a determination for any reason that the interest payable pursuant to this Agreement (as incorporated within the schedule of payments) is not excludable from income in accordance with the Internal Revenue Code of 1986, as amended, such as to make Lessor and its assigns whole.

(c) Time is of the essence. No covenant or obligations hereunder to be performed by Lessee may be waived except by the written consent of Lessor, and a waiver of any such covenant or obligation or a forbearance to invoke any remedy on any occasion shall not constitute or be treated as a waiver of such covenant or obligation as to any other occasion and shall not preclude Lessor from invoking such remedy at any later time prior to Lessee's cure of the condition giving rise to such remedy. Lessor's rights hereunder are cumulative and not alternative.

(d) This Agreement shall be construed in accordance with, and governed by, the laws of the State in which the Property is located.

(e) This Agreement constitutes the entire agreement between the parties and shall not be modified, waived, discharged, terminated, amended, altered or changed in any respect except by a written document signed by both Lessor and Lessee.

(f) Any term or provision of this Agreement found to be prohibited by law or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of this Agreement.

(g) The Lessor hereunder shall have the right at any time or times, by notice to Lessee, to designate or appoint any person or entity to act as agent or trustee for Lessor for any purposes hereunder.

(h) All transportation charges shall be borne by Lessor. Lessee will immediately notify Lessor of any change occurring in or to the Property, of a change in Lessee's address, or in any fact or circumstance warranted or represented by Lessee to Lessor, or if any Event of Default occurs.

(i) Use of the neutral gender herein is for purposes of convenience only and shall be deemed to mean and include the masculine or feminine gender whenever and wherever appropriate.

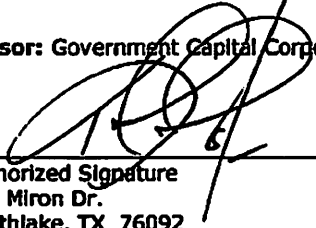
(j) The captions set forth herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof

(k) Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns, where permitted by this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 21st day of July in 2016.

**THIS OBLIGATION IS A PRESENT OBLIGATION OF THE LESSEE TO MAKE PAYMENTS AS DESCRIBED ON EXHIBIT B WITHOUT REGARD INCLUDING, BUT NOT LIMITED TO, FEDERAL, STATE AND OTHER GRANTS, GIFTS, ETC.**

Lessor: Government Capital Corporation

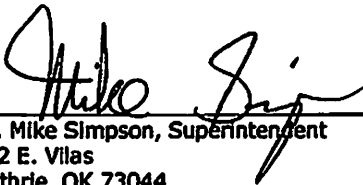


Keith Miller  
Director of  
Operations

Authorized Signature  
345 Miron Dr.  
Southlake, TX 76092

Witness Signature A. Elmer  
Print Name Angelica Elmer  
Print Title Rec. Coordinator

Lessee: Independent School District No. 1-001 of Logan County, Oklahoma (dba Guthrie Public School District)



Dr. Mike Simpson, Superintendent  
802 E. Vilas  
Guthrie, OK 73044

Witness Signature Jana Frey  
Print Name Jana Frey  
Print Title Administrative Assistant to Superintendent

# Frontline Education Renewal Notice

Attn: Guthrie Public Schools

Thank you for your continued partnership with Frontline Education. We remain focused on providing you with industry-leading solutions and technology for K-12. As part of the ongoing investment in your solutions, our Learning Center continues to be enhanced to provide access to articles with answers to routine questions 24/7. Additionally, functionality has been added to provide user assistance for login issues. The pricing for your subscription(s) renewing on 7/01/2020 is listed below.

Description	Start Date	End Date	Qty	Rate	Amount
Absence & Time Solution	7/01/2020	6/30/2021	1	\$21,786.35	\$21,786.35
<b>Total</b>					<b>\$21,786.35</b>

Please use this [link](#) to confirm the renewal of your subscriptions.

Need assistance? You can reach us by calling Daniel Alvisi at (484) 328-4598 or by emailing us at [renewals@frontlineed.com](mailto:renewals@frontlineed.com).



Garland Hall  
Chief Client Success Officer

Guthrie I 6/1/2020

District Mowing

<b>COMPANY</b>		<b>Ag Farm</b>
Ben's Spraying		NO BID
Guthrie Lawn Care		NO BID
Hudson Lawn Care		\$200.00
Swift Creek Lawn Care		NO BID
Hayes Lawn Serv		NO BID
Mark's Design		NO BID
Nature's Truth		NO BID
Gusco		NO BID

# change order

Owner  Architect  Contractor  Field  Other

**project: Guthrie Secure Vestibules**

**change order no.: 1**

**owner: Guthrie Public Schools**

**date of issuance: 6.2.20**

**to: TCS Construction LLC**  
2900 Washington Drive  
Norman, OK 73069

**architect: The Stacy Group**  
222 east 10<sup>th</sup> street plaza,  
Edmond, OK 73034

**architect's project no.: 2004**

The Contract is changed as follows:

Items:

COR 1: Repair walls and floor at reception	\$4,221.27
COR 2: Revise door hardware	(\$13,000.00)
COR 3: Building permit	\$3,590.00
COR 4: Revise theatrical lighting	(\$65,500.00)
Total	(\$70,688.73)
Credit unused permit allowance	(\$2,386.00)
Permit contingency remaining	\$0.00
Construction contingency remaining	(\$136,644.73)

**Not valid until signed by the Owner, Architect and Contractor.**

The original Contract Sum .....\$1,453,400.00  
 Net change by previously authorized Change Orders ..... \$ 0.00  
 The Contract Sum prior to this Change Order was ..... \$1,453,400.00  
 The Allowance remaining by this Change Order ..... (\$136,644.73)  
 The new Contract Sum including this Change Order will be ..... \$1,453,400.00  
 The Contract Time will be changed by ..... (0) Days  
 The Date of Substantial Completion as of the date of this Change Order therefore is increased by (0) Days

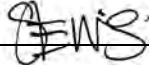
NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Authorized:

The Stacy Group  
ARCHITECT  
222 E. 10<sup>th</sup> St. Plaza  
Address  
Edmond, OK 73034

TCS Construction LLC  
CONTRACTOR  
2900 Washington Drive  
Address  
Norman, OK 73069

Guthrie Public Schools  
OWNER  
802 E Vilas  
Address  
Guthrie, OK 73044

BY   
DATE 6.2.20

BY \_\_\_\_\_  
DATE \_\_\_\_\_

BY \_\_\_\_\_  
DATE \_\_\_\_\_



**TCS CONSTRUCTION LLC**

2900 Washington Drive  
 Norman, OK 73069  
 (405) 503-5046  
 Fax: (405) 701-8520  
 TCS JOB # 205  
[Guthrie PS Secure Vestibules](#)

**PROPOSED CHANGE REQUEST**

**Proposed Change #** 001Rev  
**Change Description:** Fogarty - Reception #104 Existing walls are in need of repair and we are suggesting to fur out and sheetrock walls that do not show to have any work being done to them

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
		<b>A&amp;F Drywall</b>					
		Fur out North wall & portions of East & West walls and install Gyp Board			\$ 2,173.00		\$ 2,173.00
							\$ -
		<b>Midwest Wrecking</b>					\$ -
		Remove existing masonite & misc items			\$ 350.00		\$ 350.00
							\$ -
		<b>Mid South Coatings</b>					\$ -
		<b>Tape, bed &amp; paint walls with added fur outs &amp; sheetrock</b>			\$ 450.00		\$ 450.00
		TCS Construction					\$ -
		Remove & replace 5 sheets of particle board flooring that has been water damaged and/or rotted in Principal's Office #106	\$ 210.00	\$ 270.00	\$ 275.00		\$ 755.00
		<b>CATEGORY TOTALS</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ 3,248.00</b>	<b>\$ -</b>	<b>\$ 3,728.00</b>
	8.2750%	SALES TAX	\$0.00	N/A	N/A	\$ -	\$ -
	28.0000%	LABOR BURDEN	N/A	\$ 75.60	N/A	N/A	\$ 75.60
	0.8651%	SUB BONDS	N/A	N/A	N/A	N/A	N/A
		<b>SUBTOTALS</b>	<b>\$0.00</b>	<b>\$ -</b>	<b>\$ 3,248.00</b>	<b>\$ -</b>	<b>\$ 3,803.60</b>
				0.2200%	SUB LIABILITY		\$ 8.37
				0.5000%	BONDS		\$ 19.02
				5.0000%	OH		\$ 190.18
				5.0000%	Profit		\$ 200.11
		<b>TOTAL CHANGE ORDER</b>					<b>\$ 4,221.27</b>

Special notes about this change:

Additional time requested due to this change: 0 Days

TCS CONSTRUCTION LLC

\_\_\_\_\_  
 Authorizing Signature

\_\_\_\_\_  
 Tony Scorsone  
 Managing Member



# SCOVIL & SIDES HARDWARE COMPANY

P.O. Box 11404; Oklahoma City, OK 73136-0404

Phone: (405) 525-8053 Fax: (405) 521-8246

QUOTE  
(05/20/20)

Proposal to: GENERAL CONTRACTOR  
Attn:  
Project: GUTHRIE SECURE VESTIBULES  
Location: GUTHRIE, OK  
Architect: THE STACY GROUP

Omit hardware per submittal return and add wireless actuators

DEDUCT (\$13,000.00)

Net, F.O.B. nearest shipping point

Sales tax NOT included. Prices are for material only and do not include installation.

Terms: Net 30 days from date of invoice. Accounts past due shall bear interest at the rate of 1 1/2% per month.

We reserve the right to refuse any order submitted and will not be bound until accepted by our office.

This quotation subject to acceptance within 45 days.

Accepted as Contract

Date \_\_\_\_\_

By \_\_\_\_\_

Respectfully Submitted,  
Scovil & Sides Hardware Co.

\_\_\_\_\_  
Chris Kliewer



282-1110

City of Guthrie - (405) 282-0492  
P.O. Box 908  
101 N. 2nd  
Guthrie, OK 73044

GUTHRIE SCHOOL PROPERTY  
802 E VILAS  
GUTHRIE, OK 73044-0000

**City of Guthrie - (405) 282-0492 Building - Commercial**

Owner:	GUTHRIE SCHOOL PROPERTY	Number:	2020-20116059
Permit Address:	321 E NOBLE	Issue Date:	4/30/2020
	EAST GUTHRIE LOTS 1-12 & PT OF 13 BLOCK 38	Expiration Date:	10/30/2020
Parcel ID	420000363	Fee Amount:	\$452.00
Project:	Guthrie Public Schools Central		
Work Description:	Secure Vestibule		

**City of Guthrie - (405) 282-0492 Building - Commercial Permit Rece**

Owner:	GUTHRIE SCHOOL PROPERTY	Number:	2020-20116059
Permit Address:	321 E NOBLE	Issue Date:	4/30/2020
	EAST GUTHRIE LOTS 1-12 & PT OF 13 BLOCK 38	Expiration Date:	10/30/2020
Parcel:	42-00-003-63 - -	Fee Amount:	\$452.00
Project:	Guthrie Public Schools Central	Payment Date:	4/30/2020
Work Description:	Secure Vestibule		

City of Guthrie - (405) 282-0492  
P.O. Box 908  
101 N. 2nd  
Guthrie, OK 73044

GUTHRIE JR HIGH SCHOOL  
705 EAST OKLAHOMA  
GUTHRIE, OK 73044-0000

**City of Guthrie - (405) 282-0492 Building - Commercial**

Owner:	GUTHRIE JR HIGH SCHOOL	Number:	2020-20116068
Permit Address:	705 E OKLAHOMA	Issue Date:	4/30/2020
	EAST GUTHRIE LOTS 1-12 BLOCK 56	Expiration Date:	10/30/2020
Parcel ID	420000568	Fee Amount:	\$236.06
Project:	Guthrie Public Schools Junior High		
Work Description:	Secure Vestibule		

**City of Guthrie - (405) 282-0492 Building - Commercial Permit Receipt**

Owner:	GUTHRIE JR HIGH SCHOOL	Number:	2020-20116068
Permit Address:	705 E OKLAHOMA	Issue Date:	4/30/2020
	EAST GUTHRIE LOTS 1-12 BLOCK 56	Expiration Date:	10/30/2020
Parcel:	42-00-005-68 - -	Fee Amount:	\$236.06
Project:	Guthrie Public Schools Junior High	Payment Date:	4/30/2020
Work Description:	Secure Vestibule		

City of Guthrie - (405) 282-0492  
P.O. Box 908  
101 N. 2nd  
Guthrie, OK 73044

INDEPENDENT SCHOOL DISTRICT #1

**City of Guthrie - (405) 282-0492 Building - Commercial**

Owner:	INDEPENDENT SCHOOL DISTRICT #1	Number:	2020-20116065
Permit Address:	200 CROOKS DRIVE	Issue Date:	4/30/2020
	04-16N-02W PT NW4; S 40 A NW4 LYING E HWY 77 DESCRIB	Expiration Date:	10/30/2020
Parcel ID	420012631	Fee Amount:	\$240.44
Project:	Guthrie Public Schools High School		
Work Description:	Secure Vestible		

**City of Guthrie - (405) 282-0492 Building - Commercial Permit Recei**

Owner:	INDEPENDENT SCHOOL DISTRICT #1	Number:	2020-20116065
Permit Address:	200 CROOKS DRIVE	Issue Date:	4/30/2020
	04-16N-02W PT NW4; S 40 A NW4 LYING E HWY 77 DESCRIB	Expiration Date:	10/30/2020
Parcel:	42-00-126-31 - -	Fee Amount:	\$240.44
Project:	Guthrie Public Schools High School	Payment Date:	4/30/2020
Work Description:	Secure Vestible		

City of Guthrie - (405) 282-0492  
P.O. Box 908  
101 N. 2nd  
Guthrie, OK 73044

INDEPENDENT SCHOOL DISTRICT #1

**City of Guthrie - (405) 282-0492 Building - Commercial**

Owner:	INDEPENDENT SCHOOL DISTRICT #1	Number:	2020-20116062
Permit Address:	702 CROOKS DRIVE	Issue Date:	4/30/2020
	04-16N-02W TRACT IN NW4 SE/C NW; BEG AT PT 20' W & 782'	Expiration Date:	10/30/2020
Parcel ID	420012632	Fee Amount:	\$452.00
Project:	Guthrie Public Schools GUES		
Work Description:	Secure Vestibule		

**City of Guthrie - (405) 282-0492 Building - Commercial Permit Receipt**

Owner:	INDEPENDENT SCHOOL DISTRICT #1	Number:	2020-20116062
Permit Address:	702 CROOKS DRIVE	Issue Date:	4/30/2020
	04-16N-02W TRACT IN NW4 SE/C NW; BEG AT PT 20' W & 782'	Expiration Date:	10/30/2020
Parcel:	42-00-126-32 - -	Fee Amount:	\$452.00
Project:	Guthrie Public Schools GUES	Payment Date:	4/30/2020
Work Description:	Secure Vestibule		



City of Guthrie - (405) 282-0492  
P.O. Box 908  
101 N. 2nd  
Guthrie, OK 73044

GUTHRIE SCHOOL  
802 E VILAS  
GUTHRIE, OK 73044-0000

**City of Guthrie - (405) 282-0492 Building - Commercial**

Owner:	GUTHRIE SCHOOL	Number:	2020-20116071
Permit Address:	902 N WENTZ	Issue Date:	4/30/2020
	NORTH GUTHRIE ALL OF BLOCK 3	Expiration Date:	10/30/2020
Parcel ID	420004352	Fee Amount:	\$2,209.50
Project:	Guthrie Public Schools Fogarty		
Work Description:	Secure Vestibule, Bathroom Remodel, Gymnasium repair, Auditorium Remodel		

**City of Guthrie - (405) 282-0492 Building - Commercial Permit Receipt**

Owner:	GUTHRIE SCHOOL	Number:	2020-20116071
Permit Address:	902 N WENTZ	Issue Date:	4/30/2020
	NORTH GUTHRIE ALL OF BLOCK 3	Expiration Date:	10/30/2020
Parcel:	42-00-043-52 - -	Fee Amount:	\$2,209.50
Project:	Guthrie Public Schools Fogarty	Payment Date:	4/30/2020
Work Description:	Secure Vestibule, Bathroom Remodel, Gymnasium repair, Auditorium Remodel		

**TCS CONSTRUCTION LLC**

2900 Washington Drive  
 Norman, OK 73069  
 (405) 503-5046  
 Fax: (405) 701-8520  
 TCS JOB # 205  
[Guthrie PS Secure Vestibules](#)

**PROPOSED CHANGE REQUEST**

**Proposed Change #** 004  
**Change Description:** Value Engineering pricing to decrease cost to the Theatrical Lighting

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
		<b>Jackson Electric</b>					
		Revise the Theatrical Lighting package based on Electrical Engineer's direction			\$ (65,500.00)		\$ (65,500.00)
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
		<b>CATEGORY TOTALS</b>	\$0.00	\$ -	\$ (65,500.00)	\$ -	\$ (65,500.00)
8.2750%		SALES TAX	\$0.00	N/A	N/A	\$ -	\$ -
28.0000%		LABOR BURDEN	N/A	\$ -	N/A	N/A	\$ -
0.8651%		SUB BONDS	N/A	N/A	N/A	N/A	N/A
		<b>SUBTOTALS</b>	\$0.00	\$ -	\$ (65,500.00)	\$ -	\$ (65,500.00)
				0.2200%	SUB LIABILITY		
				0.5000%	BONDS		
				5.0000%	OH		
				5.0000%	Profit		
		<b>TOTAL CHANGE ORDER</b>					\$ (65,500.00)

Special notes about this change:  
 Additional time requested due to this change: 0 Days

TCS CONSTRUCTION LLC

\_\_\_\_\_  
 Authorizing Signature

\_\_\_\_\_  
 Tony Scorsone  
 Managing Member



P.O. Box 660  
805 E Hwy 66  
Wellston, OK 74881

State Lic. OK841  
www.JacksonElectricOk.com

Phone: 405-356-9335  
Fax: 405-356-9331

April 27, 2020

TCS Construction  
405-788-9800  
Email: [tony@tcs-ok.com](mailto:tony@tcs-ok.com)  
[christian@tcs-ok.com](mailto:christian@tcs-ok.com)

Project: Guthrie Ok. Schools  
Fogarty / Central / Jr. High /  
Upper Elementary / High School  
**Proposed Pricing Breakdown**

Tony here is the proposed pricing breakdown:

<b>Material:</b>	<b>\$245,000.00</b>
<b>Labor/Equipment/Overhead/Profit:</b>	<b><u>\$347,000.00</u></b>
	<b>\$592,000.00</b>
Less V.E. Package:	<b><u>\$-65,500.00</u></b>
Sub Total of Contract	<b>\$526,500.00</b>

Were any of the Add Alternates Accepted?

Thank You  
Dale Jackson

TCS – GUTHRIE SCHOOL PRICING BREAKDOWN



## Board of Education Personnel Reports

### Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Abbott, Kaylee	Fogarty	Kindergarten	08-17-20	6	Amanda Shults
Becker, Lyndsey	Central	3 <sup>rd</sup> Grade	08-17-20	6	Rachel Boyenga
Braid, Lorrie	GUES	6 <sup>th</sup> Grade ELA	08-17-20	6	Lowell Price
Bramhall, Kara	GUES	Spec. Ed. Mild/Mod.	08-17-20	6	Jennifer Vilade
Carnes, Crystal	JH	Science	08-17-20	6	Dawn Green
Chapmann, Kaylynn	Charter Oak	3 <sup>rd</sup> Grade	08-17-20	6	Sarah Lausen
Comer, Melissa	Cotteral	Speech Path.	08-17-20	6	Michayla Campbell
Craig, Alyssa	Fogarty	4 <sup>th</sup> Grade	08-17-20	6	Ally Davis
Dobson, James	HS	Geometry	08-17-20	6	James Strahorn
Parks, Jasmine	GHS	Spec. Ed. co-taught	08-17-20	6	Sharlet Banks
Walters, Kristen	JH	Science	08-17-20	6	Sheila Bingham
Wells, Kelly	Cotteral	3 <sup>rd</sup> Grade	08-17-20	6	Joyce Wells

<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Smith, Tonya	Fogarty	Pre-K Para	08-17-20	3	7.5	Martha Deter

### FMLA Requests

**Certified:**

**Support:**

### Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Beeby, Laura	Fogarty – Kindergarten	Cotteral – Interventionist	Heather Sarmiento
Benham, Laura	GUES – Spec. Ed. Self-Cont.	HS – Spec. Ed. Self-Cont.	Draper, Grace
Draper, Grace	HS – Spec. Ed. Self-Cont.	Fog. – Spec. Ed. Self-cont.	Leticia Hurst
Hurst, Leticia	Fog.-Spec. Ed. Self-Cont.	GUES – Spec. Ed. Sev./Prof.	Drew Provens
Sarmiento, Heather	Cotteral – Interventionist	Cotteral – 2 <sup>nd</sup> Grade	Julie Chambers

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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## Board of Education Personnel Reports

### Separation of Employment

<u>Classification Certified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			
Banks, Sharlet	High School	Spec. Ed.	resignation	05-22-20
Chambers, Julie	Cotteral	2 <sup>nd</sup> Grade	resignation	05-22-20
Provens, Drew	GUES	Spec. Ed.	resignation	05-22-20

<u>Classification Classified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			
Nephew, Craig	High School	Custodian	resignation	05-15-20
Powell, Julianne	High School	Spec. Ed. Para.	resignation	05-22-20

**Guthrie Public Schools**  
**Extra Duties 2020-2021 / 11 and 12 Month Employees**

<b>Name</b>	<b>Description</b>	<b>Annual Salary</b>
BEEBY, KELLY	Football Head Coach Gr. 9-12	\$9400.00
BEEBY, KELLY	Summer Athletic Pride \$2000	\$2000.00
BEEBY, KELLY	Track Asst. Coach HS Boys	\$1600.00
BEEBY, KELLY	Weightlifting Head Coach HS	\$1000.00
BENSON, JUANA	Alternative Education 5% 8th month	\$2417.55
BENSON, JUANA	Additional Days (20) Faver Director	\$5641.00
BENSON, JUANA	Alternative Ed Dire - Faver	\$5000.00
BLACKBURN, ROB	Band Director	\$7000.00
BLACKBURN, ROB	Summer Band Pride \$2000	\$2000.00
BLAKEMORE, KRISTI	Additional Days (20)- JH Counselor	\$4577.80
BLAKEMORE, KRISTI	Builders Club	\$400.00
BLAKEMORE, KRISTI	Counselor JH	\$600.00
BROWN, BRANDI	Fixed Assets	\$3000.00
CARPENTER, EMILY	Intern Assistant Principal	\$5000.00
CHADD, ANNIE	Additional Days (20) HS Counselor	\$5741.80
CHADD, ANNIE	AP Coordinator HS	\$500.00
CHADD, ANNIE	Counselor HS	\$600.00
DARCY, TERRY	Team Leader Elective	\$500.00
DARCY, TERRY	Vocational JH Tech	\$2200.00
DRAKE, CLAY	Additional Days C.D. VoAg	\$8920.60
DRAKE, CLAY	Vocational HS Ag	\$2600.00
FREY, JANA	Clerk of the Board	\$6000.00
HUGHES, SHAY	Bus Loading 1st Sem Fogarty	\$500.00
HUGHES, SHAY	Bus Loading 2nd Sem Fogarty	\$500.00
JARRED, KARY	Webmaster - District	\$2000.00
JARRED, KARY	District Registrar	\$3000.00
UNASSIGNED	Additional Days (20)- JH Counselor	
UNASSIGNED	Builders Club	\$400.00
UNASSIGNED	Counselor JH	\$600.00
MAKER, JESSICA	Vocational HS FCS	\$2200.00
MESHEW, RIC	Golf Head Coach HS Boys	\$2700.00
MURRAY, CARLY	Additional Days (10) Admin	\$2216.90
OWEN, LAUREN	Vocational JH FCS	\$2200.00
PETERMAN, SCOTT	Vocational JH Tech	\$2200.00
POWELL, KRYSTINA	Additional Days K.P. VoAg	\$7387.80
POWELL, KRYSTINA	Vocational HS Ag	\$2600.00
RENNICK, SAVAHANNA	Additional Days - VoAg	\$7469.36
RENNICK, SAVAHANNA	Vocational HS Ag	\$2600.00
SAVORY, SANDRA	Data Specialist	\$3000.00
SULLAWAY, GREGORY	Board Meeting Video Production	\$2400.00
WADE, MAGGIE	Additional Days (20) HS Counselor	\$5745.40
WADE, MAGGIE	AP Coordinator HS	\$500.00
WADE, MAGGIE	Counselor HS	\$600.00
WEST, JESSICA	Additional Days (10) Admin	\$2216.90
YOUNG, ALLISON	Athletic Director Coordinator - JH	\$5000.00

Guthrie Public Schools  
Property Committee Meeting  
June 1, 2020 5:00 p.m.

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

**Cody Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized the expenses for May
- 51 new Purchase Orders for May

**Completed Projects:**

- 98 Work-Orders completed by Maintenance Dept.
- Painted parking lot striping at Central, Cotteral, GUES & JH
- Fogarty HVAC project is underway on the first 14 rooms, 4 restrooms, and 2 hallways. We have 5 RTU's to replace and café unit remaining.
- Repaired a leak on the piping on compressor #4 on GUES chiller.
- All Custodians returned to work to begin the summer cleaning.
- Repaired roof leak at Fogarty in one upstairs classroom.
- Installed the new kiln in the JH Tech Ed room
- Installed new water bottle fillers at GUES & JH.
- Resurfaced the teachers parking lot at Fogarty.
- Cleaned up tree limbs and debris from the storms at Cotteral, Fogarty, GUES, and the HS.
- Repaired washout by Fogarty Portables caused by poor drainage
- Installed new video camera system in bus #10.
- Bus inspections completed on bus 32, 45, 58, 59, and 60.
- Changed interior door locks to the GM system in the JH gym.

**Maintenance Projects:**

- Currently have 74 Maintenance work orders in progress
- Summer HVAC, Electrical and Plumbing repairs
- Deep clean Custodial projects at each site: Central-18%, Charter Oak-30%, Cotteral-15%, Fogarty-10%, JH-25%, HS-15%
- New playground equipment and mulch to the north area will be installed at Central
- Replace the older HVAC units at Fogarty
- Install a new Fire Alarm System in JH Gym-scheduled to start June 3<sup>rd</sup>.
- Installation of new wood floor in HS North Gym is 98% completed
- Install new compressor for the GUES chiller
- Clean and sanitize carpet areas at all district facilities
- Installing 2 large ceiling fans in Transportation shop area

- Pouring a concrete sidewalk at Cottler to eliminate water problem and a concrete pad for Café unit at Fogarty
- Restripe parking spaces at each site and repaint curbing where needed
- Complete State School Bus inspections on all of our yellow fleet
- Purchasing and installing sanitizing dispensers for athletics and each School site.

**Maintenance Issues**

- Chiller issues at GUES and JH
- Replace one of the compressors on the chiller at GUES

**Bond Projects Discussion:**

Fogarty HVAC Project – installation of new units is in progress

**2019 Bond Issue Projects:**

Summer 2020 Projects:

Fogarty – Demolition – completed

Framing of the offices has begun

Prep work for the restroom renovation is underway

Central - Demolition – completed

Framing will begin the week of June 1<sup>st</sup>

GUES - Demolition – completed

Framing will begin the week of June 1<sup>st</sup>

HS - Demolition – completed

JH - Demolition - underway

Dr. Simpson and Mr. Thompson discussed the progress on the security vestibules at each site, the restroom renovations at Fogarty as well as the needs to replace the chillers at GUES and the JH.

Dr. Simpson discussed the change orders for Fogarty.



**Guthrie Public Schools**

**Finance Committee meeting**

**June 2, 2020**

**4:00 P.M.**

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Angie Smedley, Travis Sallee, Gina Davis, Chris Schroder, and Brandi Brown

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

**Comparative Financial Report**

Budget information was given.

**Fund Balance Projection Report**

The fund balance report was given.

**Temporary Appropriations for 2020-2021**

The temporary appropriations were given.

**Ratification of OK LED lease purchase for 2020-2021**

**Mrs. Chapple** presented the ratification and no fee increase.

**Renewal Agreement with Municipal Finance Services for 2020-2021**

**Mrs. Chapple** presented this agreement for bond services and no fee increase.

**Renewal Agreement with Clearwater Enterprises for 2020-2021**

**Mrs. Chapple** presented the agreement for natural gas with cost savings to the district.

**Renewal Agreement with Sodexo for 2020-2021**

**Mrs. Chapple** presented the agreement for Sodexo and there will be a slight fee increase.

**Renewal Agreement with OSIG property insurance for 2020-2021**

**Mrs. Chapple** presented the agreement and there will be an increase due to percentage increase statewide.

**Renewal Agreement with OSAG workers' comp for 2020-2021**

**Mrs. Chapple** presented the agreement and there will be a slight increase.

**Mr. Ogle** spoke on the following:

**Renewal agreement with PowerSchool (Recruitment Services) 2020-2021**

Mr. Ogle presented the agreement and there is a 3% increase.

**Extra Duty Assignments for 11 & 12 month employees**

Mr. Ogle presented the extra duty list for 11 & 12 month employees only.

Ms. Walters spoke on the following:

**Renewal Agreement with Aurora Learning Community Assoc. for 2020-2021**

Ms. Walters presented the agreement and there is no price increase.

Ms. Smedley spoke on the following:

**Agreement for Speech Therapy services June/July 2020 with Tina Ramey**

Ms. Smedley presented the agreement and this service will be done remotely and no price increase.

**Agreement for Audiological Services with OK Hearing Solutions for 2020-2021**

Ms. Smedley presented the agreement and is in place in case the district receives a student that would need this service.

**Agreement for Occupation Therapy Services with Today's Solutions for 2020-2021**

Ms. Smedley presented the agreement and price will be charged per student.

**Agreement for Physical Therapy with Teresa Ewing for 2020-2021**

Ms. Smedley presented the agreement and no price increase.

**Agreement for Psycho-Educational Services with Kyla Rechlin for 2020-2021**

Ms. Smedley presented the agreement and it will be used on an as needed basis.

Dr. Simpson spoke on the following:

**Agreement with West Interactive Service Corp-School Messenger service for 2020-2021**

Dr. Simpson presented the agreement and no price increase.

**Agreement with Simplified Online Communication-District website for 2020-2021**

Dr. Simpson presented the agreement and no price increase.

**Agreement with Frontline Technologies-Time & Attendance/AESOP for 2020-2021**

Dr. Simpson presented the agreement and no price increase.

**Agreement with 3D E-Consulting Group for 2020-2021**

Dr. Simpson presented the agreement for transportation software and no price increase.

**Agreement with OSSBA membership for 2020-2021**

Dr. Simpson presented the agreement and no price increase.

**Agreement with CCOSA for 2020-2021**

Dr. Simpson presented the agreement for administrators' staff development and no price increase.

**Demo at Fogarty credit from the Stacy Group**

**Dr. Simpson** stated this change order is due to some projects that came in under the projected amount. Summer projects for each site are coming along.

**Ag Farm mowing only Bid Results**

**Dr. Simpson** presented this spreadsheet and Hudson mowing received the bid.

**Renewal of Facility Use for North church, YMCA (Fogarty/Charter Oak)**

Dr. Simpson presented these agreements and no price increase.

## Curriculum Committee Meeting Minutes

June 2, 2020

5:00 PM

Virtual Video Conference

### **In Attendance:**

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Gina Davis, Ron Plagg (Attending for Jennifer Bennett-Johnson), Angie Smedley, Travis Sallee, and Meghan Norton.

### **Agenda Items Discussed:**

#### **Ms. Walters:**

- ALCA contract renewal: no difference in cost over last year.
- Elementary Handbook changes.
- STAR vs MAP testing options with pricing.
- Pre-K and Kindergarten online pre-enrollment on the District website has, to date, 67 Pre-K and 28 Kindergarten students pre-enrolled.

Interest in the two intergenerational Pre-K programs was 45 students.

#### **Mr. Ogle:**

High School enrollment using student login. After issues are resolved, will start online enrollment for Junior High in July.

Working on transition with new Junior High Principal, Todd Bramwell, and building a new master schedule.

Changes were made to reduce classroom size in STEM department.

Keyboarding will offset geography for all 7<sup>th</sup> graders.

Openings for teaching positions has gone from 15 to 3. A counselor is still needed at the Junior High.

GUES Handbook changes.

#### **Ms. Smedley:**

Contract for renewal for Head Start is still at no cost to the District.

Contract for Rehab Services. Again, no cost to the District.

**Dr. Simpson:**

Distance Learning Platform Options and cost comparisons were discussed in the event of another major school closure.