

AGENDA WITH COMMENTARY

**GUTHRIE PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MONTHLY MEETING
200 NORTH CROOKS DRIVE
GUTHRIE, OKLAHOMA**

**MONDAY
OCTOBER 12, 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. Student of the Month Recognition**
- 7. Employee of the Month Recognition**
- 8. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 9. Superintendent's Reports**
- 10. Consent Agenda:..... Pages 4 - 52**

All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:

 - A. Minutes of regular meeting held on September 14, 2020**

- B. Treasurer’s Report**
- C. Activity Fund Fundraisers as per attached list**
- D. Activity Fund Transfer Request**
- E. Fuel bids as recommended by bid committee**
- F. Encumbrances for General Fund #'s 306-52, Building Fund #'s 96-179, Child Nutrition Fund #'s 1-9 and listed change orders and Activity Fund Reports**
- G. Out-of-State Trip Request:**
 - 1. Krystina Powell – American Royal Livestock Show, Kansas City, MO – October 13-17, 2020**
 - 2. Clay Drake – American Royal Livestock Show, Kansas City, MO – October 18-25, 2020**
- H. Contracts/Agreements under \$10,000**
 - 1. Master Services Agreement, Schedule E & F, PeopleFacts End User On-Boarding FCRA and GLBA Security Training**

Commentary:

This is our annual renewal agreement with PeopleFacts for background checks. This is basically our backup service. All employees must go through an OSBI fingerprint background check. The PeopleFacts service is used when the OSBI report has not been received or has been delayed but is forthcoming. PeopleFacts will verify any convictions that would be attributed to that individual. The cost for this service for 2019-2020 was \$309.96 **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

11. Business Agenda:

- A. Discussion and possible action regarding the 2020-2021 School Budget
..... Pages 53 - 95**
- B. Recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center
..... Pages 96 - 102**
- C. Recommendation, consideration and action upon revision to COVID-19 Protocol updates for 2020-2021..... Pages 103 - 116**

**D. Recommendation, consideration and action to new district policy: C-7A
Emergency Preparedness and Management..... Pages 117-122**

**E. Recommendation, consideration and action upon choosing the ACT as the
Districts High School Academic Assessment for the 2020-2021 school year.**

Commentary:

This is a requirement from the State Department of Education that the district each year have a committee of teachers, counselors, parents, and business owners to decide which Assessment to give the Juniors in the Spring. Mr. Doug Ogle led the committee this year and the committee recommends the ACT as the districts Assessment tool. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

12. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of terms of employment of Dr. Michael Simpson, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B)1 and 7

- A. Vote to go into executive session**
- B. Acknowledge Board's return to open session**
- C. Statement of minutes of executive session**

13. Vote on action as set out on the Personnel Reports

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**

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**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
SEPTEMBER 14, 2020**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE GUTHRIE JUNIOR HIGH, 705 EAST OKLAHOMA, GUTHRIE, OKLAHOMA ON SEPTEMBER 14, 2020.

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

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Susan Cox, Director of Nutrition
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Michelle Chapple, CFO
Elisha Jahnke, Minutes Clerk
Kary Jarred, Deputy Minutes Clerk

- 1. The meeting was called to order by President Pierson.**
- 2. Members Chris Schroder, Ron Plagg, Jennifer Bennett-Johnson, Tina Smedley, Gina Davis, Travis Sallee were present for roll call.**
- 3. A quorum was established.**
- 4. President Pierson asked everyone present to stand and join her in the Pledge of Allegiance.**
- 5. President Pierson asked everyone present to join her in a Moment of Silence.**
- 6. Bradley Walls was awarded the Student of the Month. He was nominated by Tina Ogle and was presented a \$65 gift card to Stacy's Place from Blake Wimsey from the Foundation Insurance.**
- 7A. President Pierson asked the Superintendent if there were any citizens registered to speak to the Board.**
Superintendent Simpson stated there were no citizens registered to speak to the Board.
- 7B. President Pierson asked the Superintendent if there were any comments to the Board by Board members.**
Superintendent Simpson stated there were none.

8. Superintendent Simpson reported on the following:

Reported a very smooth start to the school year

Stated many of our families are taking advantage of the Bluejay Academy and we have seen almost a 600% increase in enrollment for this year compared to 2019-2020

Stated we have received our internet hot spots for use with distance learning and we are working to prepare them for deployment

Our COVID infection numbers for Logan County appear to be holding steady in a range between 7 and 11 active cases in a rolling 7-day sample per 100,000. We continue as a county to be in the Low Risk category. Remember a transition to Moderate Risk triggers a mandatory mask usage by students and staff for a minimum of two weeks.

Homecoming – we found a way to have a parade and some semblance of normalcy.

9. President Pierson called for action on the Consent Agenda.

A motion was made by Davis and seconded by Sallee to approve the Consent Agenda.

The motion carried with 7 ayes and 0 nays.

10A. President Pierson called for the recommendation, consideration and action upon Gifted and Talented Committee.

A motion was made by Plagg and seconded by Smedley to approve the Gifted and Talented Committee.

The motion carried with 7 ayes and 0 nays.

10B. President Pierson called for recommendation, consideration upon United Community Action Head Start

A motion was made by Schroder and seconded by Bennett-Johnson to approve the Gifted and Talented Committee.

The motion carried with 7 ayes and 0 nays.

10C. President Pierson called for recommendation, consideration and action upon the Agreement with University of Oklahoma National Center for Disability Education and Training.

A motion was made by Smedley and seconded by Davis to approve the Agreement with University of Oklahoma National Center for Disability Education and Training.

Discussion Followed.

The motion carried with 7 ayes and 0 nays.

- 10D. President Pierson called for the recommendation and consideration for action on Professional Development Committee for 2020-2021.**

A motion was made by Davis and seconded by Schroder to approve the Professional Development Committee for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 10E. President Pierson called for the recommendation and consideration for action with Coca-Cola Southwest Beverages LLC for 2020-2021.**

A motion was made by Sallee and seconded by Bennett-Johnson to approve the action on with Coca-Cola Southwest Beverages LLC for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 10F. President Pierson called for the recommendation and consideration for action with The Stacy Group, Inc. for architectural services for 2020-2021.**

A motion was made by Smedley and seconded by Sallee to approve the agreement with The Stacy Group, Inc. for architectural services for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 10G. President Pierson called for the recommendation and consideration for the 2020-2021 Estimate of Needs as prepared by Putnam & Company, PLLC and 2020-2021 Financial Statement and the authority to publish the same.**

A motion was made by Davis and seconded by Smedley to approve the 2020-2021 Estimate of Needs as prepared by Putnam & Company, PLLC and 2020-2021 Financial Statement and the authority to publish the same.

The motion carried with 7 ayes and 0 nays.

- 10H. President Pierson called for recommendation, consideration upon the 2020-2021 Guthrie Public Schools Distance Learning Plan.**

Discussion followed.

A motion was made by Schroder and seconded by Plagg to approve the 2020-2021 Guthrie Public Schools Distance Learning Plan.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 10I. President Pierson called for the recommendation upon COVID-19 Protocols for 2020-2021 Effective August 31, 2020.**

A motion was made by Plagg and seconded by Bennett-Johnson to approve COVID-19 Protocols for 2020-2021 Effective August 31, 2020.

The motion carried with 7 ayes and 0 nays.

- 10J. President Pierson called for the recommendation and consideration upon Guthrie High School Parent Student Handbook 2020-2021 Temporary Revisions.**

A motion was made by Schroder and seconded by Sallee to approve the Guthrie High School Parent Student Handbook 2020-2021 Temporary Revisions.

The motion carried with 7 ayes and 0 nays.

- 10K. President Pierson called for the first review of new district policy C-7A Emergency Preparedness and Management.**

- 10L. President Pierson called for the recommendation and consideration for the revision to District Policy E-44 Internet Based Instruction.**

A motion was made by Smedley and seconded by Davis to approve the revision to District Policy E-44 Internet Based Instruction.

The motion carried with 7 ayes and 0 nays.

- 10M. President Pierson called for the recommendation and consideration for the revision to the District Policy F-7 Contagious and Life-Threatening Disease Policy.**

A motion was made by Plagg and seconded by Smedley to approve the revision to the District Policy F-7 Contagious and Life-Threatening Disease Policy.

The motion carried with 7 ayes and 0 nays.

- 10N. President Pierson called for the recommendation and consideration for the revision to the District Policy F-8 Aids Prevention Education for Students and Communicable Diseases.**

Discussion Followed.

A motion was made by Schroder and seconded by Bennett-Johnson to approve the District Policy F-8 Aids Prevention Education for Students and Communicable Diseases.

The motion carried with 7 ayes and 0 nays.

- 10O. President Pierson called for the consideration and vote to accept a gift of library books for Guthrie Upper Elementary and Guthrie Junior High School by the Guthrie Assembly #22 International Order of Rainbow for Girls.**

A motion was made by Davis and seconded by Plagg to accept a gift of library books for Guthrie Upper Elementary and Guthrie Junior High School by the Guthrie Assembly #22 International Order of Rainbow for Girls.

The motion carried with 6 ayes, 0 nays and 1 abstention.

- 10P. President Pierson called to receive bids for the purchase of \$750,000 General Obligation Building Bonds, Series 2020B of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

A motion was made by Davis and seconded by Sallee to receive bids for the purchase of \$750,000 General Obligation Building Bonds, Series 2020B of the District and vote to award said bonds to the lowest bidder, First Bankers' Banc Securities, Inc.

Discussion Followed.

The motion carried with 7 ayes and 0 nays.

- 10Q. President Pierson called for the consideration and vote on resolution providing for the issuance of general obligation bonds in the sum of \$750,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as "General Obligation Building Bonds, Series 2020B"; providing for the registration thereof; establishing the school district's reasonable expectation with respect to the issuance of tax-exempt obligation in calendar year 2020 and designating bonds as "qualified tax-exempt obligations"; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of an interest on the same; and fixing other details of the issue.**

A motion was made by Sallee and seconded by Schroder for the issuance of general obligation bonds in the sum of \$750,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as "General Obligation Building Bonds, Series 2020B"; providing for the registration thereof; establishing the school district's reasonable expectation with respect to the issuance of tax-exempt obligation in calendar year 2020 and designating bonds as "qualified tax-exempt obligations"; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of an interest on the same; and fixing other details of the issue.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 11. President Pierson called for the proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2020-2021, and periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, disclosure of which information would**

violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA.STAT.Section 307 (B)1 and 7

11A. A motion was made by Smedley and seconded by Plagg to go into executive session.

The motion carried with 7 ayes and 0 nays. Executive session began at 7:15p.m.

11B. President Pierson acknowledged the Boards return to open session at 78:25p.m.

11C. President Pierson stated that in executive session, no votes were taken.

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

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

The motion carried with 7 ayes and 0 nays.

13. President Pierson called for approval of Jason Alexander to be classified as an Adjunct Teacher for Geography at Guthrie Junior High School.

A motion was made by Smedley and seconded by Plagg to approve the Adjunct Teacher for Geography at Guthrie Junior High School.

The motion carried with 7 ayes and 0 nays.

14. President Pierson called for action upon recommendation of extra-duty assignments as listed for 2020-2021.

A motion was made by Plagg and seconded by Schroder to approve the extra-duty assignments as listed for 2020-2021.

The motion carried with 7 ayes and 0 nays.

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

Superintendent Simpson stated there were none.

16. President Pierson asked 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 Jon Chappell presented with a request for a covered roof over the bleachers at the softball field. Albertro Pineda with O.R. Construction is willing to build the frame for \$1,500 and the funding would come from the Softball Booster Club.

Discussion Followed.

A motion was made by Davis and seconded b Schroder to approve the building of the roof over the bleachers at the softball field.

The motion carried with 7 ayes and 0 nays.

17. President Pierson called for the meeting to be adjourned.

A motion was made by Smedley and seconded by Sallee to adjourn.

The meeting adjourned at 8:32 p.m.

Elisha Jahnke, Minutes Clerk

S. Janna Pierson, Board President

TREASURER'S REPORT
September 30, 2020

BANK BALANCES

FARMERS & MERCHANTS

General Fund	3,558,697.39
Building Fund	230,776.67
Sinking Fund	717,982.80
ILR Fund	47,240.00
G&E Fund	6,100.60
Child Nutrition Fund	63,505.19
Activity Fund	579,580.31
School Age-Care Fund	75,619.14
Bond Fund	<u>94,182.39</u>

TOTAL \$ 5,373,684.49

RECEIPTS

GENERAL FUND:

Logan County	64,979.52
State of Oklahoma	1,213,273.32
Okla. Tax Comm.	143,149.08
School Land Earn.	30,658.69
R.O.T.C.	3,586.39
Federal Programs	22,707.00
Misc Receipts	29,976.95
Correcting Entry(-)	
General Acct. Int.	2,097.94
Minus (-) Bank Fees	<u>78.64</u>
TOTAL	\$1,510,350.25

BUILDING FUND

Logan County	3027.10
Bldg. for Champs	<u> </u>
TOTAL	\$3,027.10

SINKING FUND:

Logan County	\$9,653.86
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CHILD NUTRITION FUND:

Local	11,852.16
State	13,029.93
Federal	<u>22,515.18</u>
TOTAL	\$47,397.27

INS.LOSS RECOVERY FUND:

BOND FUND:

Interest	78.87
Bank Fees	(-) <u>8.38</u>
TOTAL	\$70.49

WARRANTS PAID

GENERAL FUND:

2019-2020 \$213,540.38
2020-2021 \$2,039,206.02

GIFTS & ENDOWMENTS FUND:

2019-2020
2020-2021 \$15,147.00

BUILDING FUND:

2019-2020 \$ 4,668.56
2020-2021 \$122,773.94

INS. LOSS RECOVERY FUND:

2019-2020
2020-2021

CHILD NUTRITION FUND:

2019-2020 \$13,702.88
2020-2021 \$60,233.30

BOND FUND:

2019-2020 \$363,426.79
2020-2021 \$21,617.85

TOTAL MONIES IN F&M BANK \$ 5,373,684.49

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$ 6,627,000.00

MW

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 10/01/2020**

- | | | |
|----|------------------------|------------------------|
| 1. | Cotteral PTO, 804 | Cotteral T-shirt sales |
| 2. | Cotteral Activity, 805 | Scholastic Book Fair |
| 3. | G.U.E.S. Activity, 812 | Follett Book Fair |
| 4. | HS FCCLA, 878 | Rada Brochure |



RECEIVED
AUG 21 2020
BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 09/18/2020 Site: 120-Cotteral Unobligated Account Balance: 9300.69 9485.44

Account Name: Cotteral Parent Organization 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.) Cotteral t-shirts will be sold

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: Oklahoma T-shirt Company

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

Name/Address of Vendor: Oklahoma T-shirt Company

Items to be purchased in order to conduct the fundraiser: school tshirts

Estimated INCOME: 2000.00 Fundraiser start date: 10/26/2020
 Less Estimated EXPENSES: 1500.00
 Estimated PROFIT: 500.00 Fundraiser end date: 11/06/2020

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? staff may buy Are

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

Sponsor Signature: [Signature] Date: 9/18/20

Principal's Signature: [Signature] Date: 9/18/20

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

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

[Large Signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 08/31/2020 Site: Cotteral Unobligated Account Balance: 7,463.05

Account Name: Cotteral Library Account Number: 805

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

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

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

Does the fundraiser have food items? Yes [] No [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: Scholastic

Purpose for which funds will be used: More Library Books and Supplies

Name/Address of Vendor: Scholastic 8200 SW 44th St STE A, Oklahoma City, OK 73179

Items to be purchased in order to conduct the fundraiser: None, Scholastic will send all the materials and any materials not used are sent back

Estimated INCOME: \$3,000 Fundraiser start date: 10/20/2020
Less Estimated EXPENSES: \$2,000
Estimated PROFIT: \$1,000 Fundraiser end date: 10/27/2020

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? Sent back to vendor Are

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

Sponsor Signature: [Signature] Date: 8/31/2020

Principal's Signature: [Signature] Date: 8/31/2020

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

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

[Handwritten signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$ 4,282.62

Request Date: 9/4/2020 Site: GUES Unobligated Account Balance:

Account Name: Activity Account Number: 812

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

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

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) none

Manufacturer: Follett Books

Purpose for which funds will be used: Funds will be used to purchase books for the library

Name/Address of Vendor: Follett Corporation, 3 Westbrook Corporate Center, Suite 200, Westchester, IL 60154

Items to be purchased in order to conduct the fundraiser: Books for sale

Estimated INCOME: 3000 Fundraiser start date: October 16, 2020
Less Estimated EXPENSES: 1500
Estimated PROFIT: 1500 Fundraiser end date: October 28, 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? Returned to Follett Are

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

Sponsor Signature: [Signature] Date: 9/4/2020

Principal's Signature: [Signature] Date: 9/4/2020

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

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

[Signature]



4.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/23/20 Site: GHS Unobligated Account Balance: 2724.57 2918.65

Account Name: HS FCCLA Account Number: 878

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

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

RADA

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: Rada Mfg. Co., PO Box 838, Waverly, IA 50677

Purpose for which funds will be used: chapter supplies, meeting foods, state/national trip expenses

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

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

Estimated INCOME: 1000 Fundraiser start date: 11/16/2020
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 500 Fundraiser end date: 11/30/2020

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.

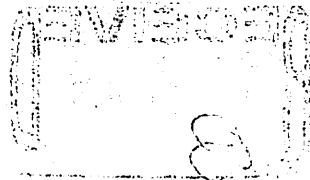
Sponsor Signature: [Signature] Date: 9/25/20

Principal's Signature: [Signature] Date: 9-25-20

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

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

[Signature]



723 MRS

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01-25-P

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TRANSFERS FOR BOARD APPROVAL

As of 10/01/2020

TO:	FROM:	REASON	\$AMOUNT
Class of 2023, 861	Student Pantry, 871	Student dues	\$ 35.00
HS Stuco, 899	HS Cheer, 853	Parade entry fee	75.00
HS Stuco, 899	Class of 2021, 860	Parade entry fee	25.00
HS Stuco, 899	Class of 2023, 861	Parade entry fee	25.00
HS Stuco, 899	Class of 2022, 865	Parade entry fee	25.00
HS Stuco, 899	Class of 2024, 866	Parade entry fee	25.00
HS Stuco, 899	FFA, 877	Parade entry fee	75.00
ActivityFund 60, JH Library, 825	General Fund, 11	Guthrie Ed Found Grant	\$754.54



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

RECEIVED
 SEP 09 2020
 BY: *[Signature]*

Amount 35.00 Date Requested 9/8/20

Transfer to: Sophmore Class of 23 #861
 Account Name & Number

Transfer from: Student Pantry #871
 Account Name & Number

State Reason for Transfer Below
 Counselor would like to use Student Pantry \$ to pay for a students Class Dues.

Sponsor's Signature: *[Signature]*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *[Signature]*

Transfer # _____

Board Approved _____

RECEIVED
SEP 04 2020



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

Amount 75.00

Date Requested 9/2/20

Transfer to: STUCO # 899
Account Name & Number

Transfer from: HS CHEER # 853
Account Name & Number

State Reason for Transfer Below

HOMECOMING PARADE ENTRY FEE

Sponsor's Signature: Sam Johnson Fields

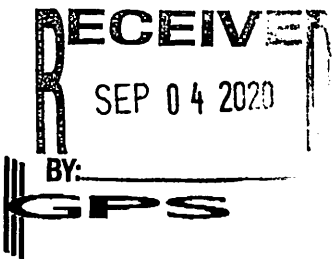
President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: _____

Transfer # _____

Board Approved _____



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

Amount \$25.00

Date Requested 9-3-20

Transfer to: ~~Senior Class #860~~ Student Council 899
Account Name & Number

Transfer from: Senior Class #860
Account Name & Number

State Reason for Transfer Below

Homecoming Parade Float

Sponsor's Signature: [Signature]

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: [Signature]

Transfer # _____

Board Approved _____



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

Amount \$25.00 Date Requested 09-8-20

Transfer to: Student Council 899
Account Name & Number

Transfer from: Sophomore Class 2023 #861
Account Name & Number

State Reason for Transfer Below

Homecoming Float

Sponsor's Signature: Daylon Pyatt

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris [Signature]

Transfer # _____

Board Approved _____



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



Amount 25.00

Date Requested 9/9/20

Transfer to: STUCO #899
Account Name & Number

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

State Reason for Transfer Below

Homecoming parade entry fee

Sponsor's Signature: Michelle Rodus

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Subrando

Transfer # _____

Board Approved _____



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



Amount \$25.00 Date Requested 09-09-20

Transfer to: Stuco Homecoming 899
 Account Name & Number

Transfer from: Freshman Class of 2024 #866
 Account Name & Number

State Reason for Transfer Below

Homecoming float entry

Sponsor's Signature: *Lonnie Burnett*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Chris Hernandez*

Transfer # _____

Board Approved _____



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

Amount 75.00 Date Requested 09/08/2020

Transfer to: Stuco 899
Account Name & Number

Transfer from: FFA 877
Account Name & Number

State Reason for Transfer Below

Pay for Homecoming parade entries

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



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

Amount 754.54 Date Requested 09/16/2020

Transfer to: 825, JH Library Activity Account
Account Name & Number

Transfer from: General Fund 11
Account Name & Number

State Reason for Transfer Below

PO was requested, approved and paid from Activity Fund account, 825 JH Library & then informed it was a Guthrie Education Foundation Grant which should have been out of General Fund 11.

Sponsor's Signature: *Dani Rice*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Jodi Bull*

Transfer # _____

Board Approved _____

**Transportation Department
Fuel Bids
2019-2020**

DATE: <u>9-8-20</u> PO#:	TIME BIDS BEGAN: <u>8:15am</u> TIME BIDS CLOSED: <u>9:03am</u>	AMOUNT NEEDED: DIESEL: <u>7,000 clear</u> UNLEADED: <u>1,000 Conventional</u>
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COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
	<u>Eugene</u>			
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835	1.41007	1.36600
PENLEY OIL COMPANY	<u>MIKE</u> SCOTT or GEORGEANN	235-7553	1.2658	1.1718
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	1.2497	1.1560
EARNHEART OIL & PROPANE	<u>DUSTIN</u>	405-612-2650	1.249	1.154

1460.70 | 9,562.00
 1,265.20 | 8,202.60
 1,249.70 | 8,092.00
 1,249.00 | 8,078.00

AMOUNT OF FUEL PURCHASED: <u>1,000 + 7,000 = 8,000</u>	COMPANY BID AWARDED TO: <u>Earnheart Oil</u>
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UNLEADED FUEL: <u>1,000</u>	PRICE PER GALLON: <u>1.249</u>	TOTAL AMT: <u>1,249.00</u>
DIESEL FUEL: <u>7,000</u>	PRICE PER GALLON: <u>1.154</u>	TOTAL AMT: <u>8,078.00</u>
		TOTAL PURCHASE: <u>9,327.00</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Brandi Brown</u> <u>[Signature]</u>	COMMENTS:
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Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 522 - 634

PO No	Date	Vendor No	Vendor	Description	Amount
522	09/07/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/LAURA BENHAM /HS	150.00
523	09/08/2020	15994	AMAZON CAPITAL SERVICES	TONER FOR BUSINESS DEPT-HS	115.00
524	09/08/2020	15994	AMAZON CAPITAL SERVICES	TRAILER MARKER LIGHTS FOR LIVESTOCK TRAILER	64.98
525	09/08/2020	14207	WALMART COMMUNITY	\$150 TEACHER/INGLE/FOGARTY	27.66
526	09/08/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/INGLE/FOGARTY	122.33
527	09/08/2020	15994	AMAZON CAPITAL SERVICES	CLASSROOM FURNITURE-L OWEN-JH	798.00
528	09/09/2020	44033	EARNHEART CRESCENT LLC	1000 GALLONS UNLEADED 7000 GALLONS DIESEL	9,327.00
529	09/09/2020	12682	MIDWEST BUS SALES, INC.	VALVE HEIGHT CONTROL W/O DUMP	121.34
530	09/09/2020	12682	MIDWEST BUS SALES, INC.	TIRE REPLACEMENT FOR BUS 46 (BLOWOUT IN EL RENO)	375.00
531	09/10/2020	84271	MACEY BRIANNE BROWN	INSURANCE REIMBURSEMENT	18.16
532	09/02/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/PAM JOHNSON-FIELDS/GUES	150.00
533	09/04/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/CHAPMAN/C.OAK	75.00
534	09/04/2020	15994	AMAZON CAPITAL SERVICES	TEACHER\$150 SUPPLIES/CHAPMAN/C.OAK	75.00
535	09/10/2020	12682	MIDWEST BUS SALES, INC.	HANDLE COWL GRAB BLACK PLASTIC X 6	100.14
536	09/10/2020	44483	KEVIN L COLLIN	SEAT BACK OF TRUCK 63	130.00
537	09/10/2020	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR STEM CLASSROOM	202.68
538	09/10/2020	13130	BETROLD ENTERPRISES, INC.	SHEET MUSIC	700.00
539	09/10/2020	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	350.00
540	09/11/2020	15994	AMAZON CAPITAL SERVICES	GRANT TEACHER OF THE YEAR 100.00/M BALL/COTTERAL	100.38
541	09/14/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/L KROTH/HS	150.00
542	09/14/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/HANNAH GLONA/HS	150.00
543	09/14/2020	13018	OKLAHOMA SCHOOL PSYCHOLOGICAL ASSN	FALL CONFERENCE REGISTRATION NOV 18 2020-JW & CB	180.00
544	09/14/2020	44110	CDW LLC	OTTOR BOXES	1,554.40
545	09/14/2020	42687	CRISIS PREVENTION INSTITUTE, INC.	YEARLY RECERTIFICATION FEE	150.00
546	09/14/2020	44551	GATEWAY EDUCATION HOLDINGS LLC	RSA: 60 SEATS OF SUCCESSMAKER -ELEMENTARY	3,600.00
547	09/14/2020	44551	GATEWAY EDUCATION HOLDINGS LLC	TITLE I: 65 SUCCESSMAKER SEATS	3,900.00
548	09/14/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	BULK DIESEL TANK ADDITIVE	625.70
549	09/10/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER /BERRYHILL/FOGARTY	150.00
550	09/10/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/WILLIAMS/FOGARTY	150.00
551	09/10/2020	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES-FOGARTY	375.00

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 522 - 634

PO No	Date	Vendor No	Vendor	Description	Amount
552	09/10/2020	15994	AMAZON CAPITAL SERVICES	GRANT UNBOX IMAGINATION-STEM/ INGLE/ FOGARTY	350.16
553	09/14/2020	14207	WALMART COMMUNITY	BLANKET PO/FCS/J MAKER/HS	750.00
554	09/15/2020	10109	FLASH VSUAL MEDIA,LLC	COLORGUARD PARADE FLAGS	967.50
555	09/14/2020	15994	AMAZON CAPITAL SERVICES	TEACHER 150 SUPPLIES /WHITEHEAD/JH	150.00
556	09/15/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/C. PAUL/GUES	146.73
557	09/16/2020	12682	MIDWEST BUS SALES, INC.	CAMERA SYSTEM BUS 16 ADDITIONAL	500.00
558	09/16/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/C. SANDERS/HS	150.00
559	09/16/2020	42346	WORKSMAN TRADING COMPANY	REPLACEMENT PARTS FOR SP ED TRIKES	442.32
560	09/17/2020	40123	ROBERTS TRUCK CENTER OF OK LLC	ROTOR, ABS ROTOR	274.86
561	09/17/2020	42234	CHALK'S TRUCK PARTS, INC.	OVER SHOULDER HARNESS	69.09
562	09/17/2020	44107	COUGHLAN COMPANIES, LLC	PEBBLE GO AND NON-FICTION BOOKS-COTTERAL LIBRARY	1,601.07
563	09/17/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	DAY RATE FOR MECHANIC SERVICES	1,100.00
564	09/17/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	ECM WITH PROGRAMING	1,897.65
565	09/17/2020	44574	ANTHEM SPORTS, LLC	HS- VOLLEYBALL REPLACEMENT GAME STANDARD	198.80
566	09/17/2020	12682	MIDWEST BUS SALES, INC.	SOLENOID, VALVE, ASM, PNEUMAT	442.64
567	09/17/2020	12682	MIDWEST BUS SALES, INC.	FILTER AIR LINE PRESTOLOK PLUS CONNECTOR	150.00
568	09/14/2020	41416	SCHOOL SPECIALTY, INC	TEACHER \$150 SUPPLIES/J.WILLIAMS/C.OAK	148.43
569	09/14/2020	12171	LAKESHORE LEARNING MATERIALS	\$150 TEACHERS SUPPLIES/MABREY/C.OAK	146.93
570	09/14/2020	12171	LAKESHORE LEARNING MATERIALS	GRANT-MATH & STEM ACTIVITIES/ DAVENPORT/FOGARTY	438.47
571	09/14/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/ DAVENPORT/FOGARTY	150.00
572	09/15/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/ ABBOTT/FOGARTY	150.00
573	09/15/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/ PRESCOTT/ FOGARTY	150.00
574	09/15/2020	15994	AMAZON CAPITAL SERVICES	GRANT-FUTURE'S SO BRIGHT/ MIDGETT/ FOGARTY	433.91
575	09/15/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/J.ALEXANDER/JH	150.00
576	09/17/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/ DRAPER/FOGARTY	150.00
577	09/17/2020	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER/ CRAWFORD/ FOGARTY	129.24
578	09/17/2020	14207	WALMART COMMUNITY	\$150 TEACHER/ CRAWFORD/ FOGARTY	22.66

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 522 - 634

PO No	Date	Vendor No	Vendor	Description	Amount
579	09/17/2020	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	SUPPLIES AND MATERIALS FOR AG PROGRAM	300.00
580	09/17/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	DEF TEMP SENSOR	997.65
581	09/18/2020	15994	AMAZON CAPITAL SERVICES	TEACHERS \$150 SUPPLIES/WELCH/C.OAK	147.83
582	09/16/2020	13138	HERTZBERT-NEW METHOD, INC	REDBUD READ ALOUDS BOOKS-COTTERAL-LIBRARY	305.33
583	09/22/2020	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	PRESSU SENSOR	509.76
584	09/22/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/D. RUSSELL/FAVER	150.00
585	09/18/2020	44269	VIVACITY TECH PBC	TITLE I: CHROMEBOOK CHARGING CARTS X 14	5,586.00
586	09/23/2020	40205	MIDWEST CITY PUBLIC SCHOOLS	HS-SUBURBAN CONFERENCE FEES (CARL ALBERT)	1,200.00
587	09/23/2020	44291	CERTIFIED LANGUAGES INT'L, LLC	TITLE I: LANGUAGE TRANSLATION SERVICE	5,000.00
588	09/23/2020	44087	GOOLSBEE TIRE SERVICE INC	TIRES FOR VARIOUS BUSES	1,620.00
589	09/08/2020	44575	HEATHER MCNEIL	SECURITY OFFICER FOR ELEMENTARY SITES	5,000.00
590	09/15/2020	84350	TONYA LEA SMITH	REIMBURSEMENT FOR PARAPRO TEST TONYA SMITH/FOGARTY	55.00
591	09/21/2020	12142	FEDEX OFFICE AND PRINT SERVICES	2 BOXES OF PRINTED LABELS	100.00
592	09/23/2020	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR PLTW CLASSROOM	396.48
593	09/23/2020	14377	FOLLETT SCHOOL SOLUTIONS, INC	FALL 2020 LIBRARY BOOKS-JH	1,000.00
594	09/23/2020	15994	AMAZON CAPITAL SERVICES	TEACHERS \$150 SUPPLIES/CAREY/C.OAK	148.97
595	09/23/2020	83736	CLAYTON R DRAKE	MEAL REIMBURSEMENT	150.00
596	09/23/2020	40545	W2015/FARGO HOTELS REALTY, LP	HOTEL ROOMS FOR TULSA/FFA/CD, SR, KP	970.00
597	09/23/2020	44538	TIGER PHYSICIAN STAFFING, LLC	CPR CARDS	300.00
598	09/25/2020	43925	THE HOUSE OF CLAY	#25 MODELING CLAY	150.00
599	09/24/2020	14977	CARROT TOP INDUSTRIES, INC.	NEW USA FLAGS/JH	93.34
600	09/24/2020	15994	AMAZON CAPITAL SERVICES	BOOKS, FIRST AIDE, OFFICE SUPPLIES/LIBRARY/CENTRAL	430.00
601	09/24/2020	11933	JOHN VANCE MOTORS, INC.	OIL AND FUEL FILTER CHANGE ON TRUCK 93	375.00
602	09/24/2020	44538	TIGER PHYSICIAN STAFFING, LLC	CPR CARDS	84.00
603	09/25/2020	12936	OKLA. ASSOC. FOR PUPIL TRANS.	ONLINE TRAINING FOR BRIDGETT TODD & JEFF JORDAN	90.00
604	09/21/2020	43750	TEXAS CHRISTIAN UNIVERSITY	DIGITAL TRAINING/BLACK/COTTERAL	250.00
605	09/23/2020	12031	MT LIBRARY SERVICES	READ ALOUD- NON-FICTION PLUS SUBSCIP-COTTERAL LIB.	473.90
606	09/23/2020	15994	AMAZON CAPITAL SERVICES	INK FOR PRINTER DOWNSTAIRS WORKROOM/FOGARTY	200.00
607	09/28/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/AMY BENTON-HALL/C.OAK	148.93
608	09/21/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/RACHEL GIBSON/GUES	108.91

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 522 - 634

PO No	Date	Vendor No	Vendor	Description	Amount
609	09/23/2020	43821	TEACHER SYNERGY, LLC	TEACHER \$150 SUPPLIES/RACHEL GIBSON/GUES	40.00
610	09/25/2020	15994	AMAZON CAPITAL SERVICES	TEACHER150/ROSS/JH/CLASSROOM SUPPLIES	150.00
611	09/25/2020	40354	FAMILY CAREER & COMMUNITY	MEMBERSHIP DUES-J. MAKER/FCS/HS	192.00
612	09/29/2020	14207	WALMART COMMUNITY	MICROSOFT FLIGHT SIMULATOR - CARD/STEM/JH	100.00
613	09/28/2020	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/PATSY KINZIE & PLAGENS/HS	300.00
614	09/29/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 HEADPHONES/JUSTIN STEVENS/HS	150.00
615	09/30/2020	40123	ROBERTS TRUCK CENTER OF OK LLC	PUMP HP FUEL PM121-6570	1,443.00
616	09/30/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	HIGH PRESSURE OIL PUMP BUS 30	894.00
617	09/30/2020	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	GASKET , ACC DR FOR BUS 3	55.80
618	09/30/2020	15994	AMAZON CAPITAL SERVICES	BATTERY FOR OIL PUMP DIGITAL READ	28.95
619	09/30/2020	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 SUPPLIES/PATTI BOHLMAN/COTTERAL	142.60
620	09/30/2020	16417	OSHA	SPEECH LANGUAGE CONFERENCE	825.00
621	10/01/2020	16771	NAGC	REGISTRATION FOR FALL CONFERENCE-V. GODDARD-GUES	495.00
622	09/30/2020	44579	PORTABLE REPAIR, INC	SAFETY RADIOS/JH	1,092.50
623	10/01/2020	17792	ROSETTA STONE,LTD	RENEWAL FOR 26 SEATS WITH ROSETTA STONE SOFTWARE	4,030.00
624	10/01/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	HP OIL PUMP BUS 3	894.28
625	10/01/2020	12171	LAKESHORE LEARNING MATERIALS	TEACHER \$150 SUPPLIES-LAURA BEEBY	148.93
626	10/01/2020	14377	FOLLETT SCHOOL SOLUTIONS, INC	REPLACEMENT BOOKS FOR LOST BOOKS-COTTERAL-LIBRARY	1,026.83
627	09/28/2020	14207	WALMART COMMUNITY	CLEANING SUPPLIES-FOGARTY	150.00
628	09/30/2020	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES-FOGARTY	75.00
629	09/30/2020	13789	SULLIVAN SUPPLY INC.	SHOW SUPPLIES AND MATERIALS/FFA/HS	750.00
630	10/01/2020	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS/HS	1,750.00
631	10/01/2020	15926	DELL MARKETING L.P.	TONER FOR BUSINESS DEPT/HS	160.00
632	10/02/2020	12682	MIDWEST BUS SALES, INC.	HEX FLANGE, GASKET,COVER,VALVE,BREATHER COVER	1,081.14
633	10/02/2020	12682	MIDWEST BUS SALES, INC.	DISC BRAKE ROTOR	398.36
634	10/02/2020	16669	EDMENTUM, INC	YEARLY SUBSCRIPTION/CENTRAL	570.00

Non-Payroll Total:	\$78,532.72
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Payroll Total:	\$0.00
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Report Total:	\$78,532.72
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Purchase Order Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 6/30/2021, PO Range: 180 - 235

PO No	Date	Vendor No	Vendor	Description	Amount
180	09/09/2020	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	WATER TUB	200.00
181	09/08/2020	15949	GREAT PLAINS, INC	KUBOTA TRACTOR SERVICE	1,000.00
182	09/08/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	COMPRESSOR FOR RM 3 AT HS	700.00
183	09/09/2020	16934	BRANCH'S HEATING & AIR	LABOR FOR N-3	825.00
184	09/10/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	MINI SPLIT UNIT FOR COTTERAL FOOD ROOM	1,400.00
185	09/10/2020	42501	EARTHSMART CONTROLS, LLC	INSTALL AND PROGRAM T-STATS AT THE HIGH SCHOOL	1,400.00
186	09/10/2020	44013	CENTRAL OKLAHOMA WINNELSON	PUSH BACK GLASS FILLER FOR FOUNTAIN	195.81
187	09/10/2020	15969	SOUTHWEST PAPER, INC - OKC	WET/DRY VAC	1,664.58
188	09/10/2020	44092	INNOVATIVE MECHANICAL LLC	HVAC REPAIRS	3,660.00
189	09/10/2020	15994	AMAZON CAPITAL SERVICES	DISTRICT DOOR HANDLES	120.00
190	09/10/2020	43656	GRACO ROOFIING CONSTRUCTION LLC	ROOF REPAIRS AT COTTERAL	2,000.00
191	09/10/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	WIFI T-STATS FOR JR HIGH	925.00
192	09/10/2020	11453	W. W. GRAINGER	BENCH VISE FOR SHOP	520.00
193	09/10/2020	42872	PATRICK A. COUNTESS	INSTALL FENCING AROUND JR HIGH CHILLER	3,250.00
194	09/11/2020	10110	HENKE & WANG PLUMBING	INSTALL PRESSURE VALVE AT FOGARTY	1,000.00
195	09/14/2020	15994	AMAZON CAPITAL SERVICES	MASTER SWITCH FOR GUES CLASSROOM	25.00
196	09/14/2020	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	614.59
197	09/14/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
198	09/14/2020	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	777.49
199	09/11/2020	15525	SPECTRUM PAINT COMPANY	PAINT FOR GUES	24.99
200	09/15/2020	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS FOR HIGH SCHOOL	100.00
201	09/15/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	WIFI T-STATS	1,000.00
202	09/15/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
203	09/18/2020	41794	CARRIER CORPORATION	WORK ON CHILLER	1,500.00
204	09/22/2020	43749	TREAT'S SOLUTIONS, LLC	ROCKER SWITCH FOR C3 MACHINE AT GUES	27.56
205	09/22/2020	44013	CENTRAL OKLAHOMA WINNELSON	WATER FILTER CARTRIDGE CASING FOR JR HIGH KITCHEN	500.00
206	09/22/2020	43749	TREAT'S SOLUTIONS, LLC	ROLL TOWELS AND CLEANER FOR DISTRICT	4,241.36
207	09/22/2020	15969	SOUTHWEST PAPER, INC - OKC	SCOTT ROLL TOWELS FOR DISTRICT	1,406.40
208	09/22/2020	44156	P&T ENTERPRISES, LLC,	DISINFECTANT WIPES	136.56
209	09/22/2020	44092	INNOVATIVE MECHANICAL LLC	ROOF REPAIRS AT JR HIGH	1,500.00
210	09/23/2020	13646	CAROLYN BLACK HALLER	DOOR NUMBERS FOR DISTRICT	332.00
211	09/23/2020	43656	GRACO ROOFIING CONSTRUCTION LLC	COTTERAL S6 ROOF REPAIRS	1,059.00
212	09/23/2020	44013	CENTRAL OKLAHOMA WINNELSON	PTRAPS, SLOAN VALVES, ADJ WRENCH, TAPE, FLAPPERS	513.12
213	09/23/2020	16934	BRANCH'S HEATING & AIR	CONTROL BOARDS FOR FOGARTY CLASSROOM A2	370.00

Purchase Order Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 6/30/2021, PO Range: 180 - 235

PO No	Date	Vendor No	Vendor	Description	Amount
214	09/23/2020	15969	SOUTHWEST PAPER, INC - OKC	GRAFFITI REMOVER	231.00
215	09/23/2020	15969	SOUTHWEST PAPER, INC - OKC	DUST MOP FRAMES, HAND SOAP, CANLINERS,MULTIFOLD	1,825.82
216	09/23/2020	43749	TREAT'S SOLUTIONS, LLC	PARTS FOR CHARTER OAK VAC	190.97
217	09/24/2020	15994	AMAZON CAPITAL SERVICES	VALVES FOR JR HIGH CHILLER	65.26
218	09/24/2020	15969	SOUTHWEST PAPER, INC - OKC	STUDENT FACE MASKS FOR DISTRICT	5,372.40
219	09/24/2020	15969	SOUTHWEST PAPER, INC - OKC	NITRILE GLOVES FOR OPERATIONS	1,830.00
220	09/24/2020	15969	SOUTHWEST PAPER, INC - OKC	VINYL GLOVES FOR DISTRICT	1,350.00
221	09/25/2020	15969	SOUTHWEST PAPER, INC - OKC	HAND SOAP, BROOMS, DUST PANS, TOILET TISSUE	3,798.84
222	09/28/2020	43656	GRACO ROOFIING CONSTRUCTION LLC	ROOF REPAIRS SOUTH HALLWAY AT COTTERAL	5,460.48
223	09/28/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM REPAIRS AT FOGARTY	615.00
224	09/28/2020	43913	JOHNSON EQUIPMENT COMPANY	REMOVE AND HAUL OFF OLD CONCRETE AWNING AT FAVER	3,750.00
225	09/28/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM REPAIRS	1,200.00
226	09/30/2020	15969	SOUTHWEST PAPER, INC - OKC	SCOTT ROLL TOWELS FOR DISTRICT	2,812.80
227	09/30/2020	43749	TREAT'S SOLUTIONS, LLC	VAC BAGS FOR CHARTER OAK	29.34
228	09/30/2020	15994	AMAZON CAPITAL SERVICES	VALVES FOR JR HIGH BOILER	80.00
229	09/30/2020	44013	CENTRAL OKLAHOMA WINNELSON	O-RING KIT FOR HIGH SCHOOL	55.08
230	10/01/2020	43639	KONE, INC	ELEVATOR & LIFT REPAIRS	1,000.00
231	10/01/2020	43656	GRACO ROOFIING CONSTRUCTION LLC	WATER TESTING ON ROOF LEAKS AT THE HIGH SCHOOL	2,500.00
232	10/02/2020	15994	AMAZON CAPITAL SERVICES	KEY BLANKS	70.00
233	10/02/2020	17277	EDMOND SAFE & LOCK, INC.	LOCK CYLINDERS	220.00
234	10/02/2020	44092	INNOVATIVE MECHANICAL LLC	FOGARTY RTU REPAIRS	675.00
235	10/02/2020	16626	JOHN HUDSON	DISTRICT MOWING	6,039.00
Non-Payroll Total:					\$74,159.45
Payroll Total:					\$0.00
Report Total:					\$74,159.45

Purchase Order Register

Options: Year: 2020-2021, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2020 - 6/30/2021, PO Range: 10 - 10

PO No	Date	Vendor No	Vendor	Description	Amount
10	09/24/2020	43903	TIM KEITH	Grease Trap Service For GUES	2,000.00
Non-Payroll Total:					\$2,000.00
Payroll Total:					\$0.00
Report Total:					\$2,000.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2020-2021, ReferenceDate: PO Approval Date, Date Range: 9/9/2020 - 10/5/2020, PO Range: 1 - 634, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
95	07/01/2020	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 220-2021	-342.65
161	07/01/2020	10129	NORTHUP AUTO PARTS & MACHINE	SUPPLIES FOR BUSES AND VEHICLES	-7.13
200	07/06/2020	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES - TEACHER \$150	-1.84
207	07/06/2020	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-33.04
209	07/06/2020	13789	SULLIVAN SUPPLY INC.	EQUIPMENT AND SUPPLIES FOR AG PROGRAM	-106.85
258	07/08/2020	15994	AMAZON CAPITAL SERVICES	CP: SEWING MACHINES X 4	-120.00
291	07/23/2020	14207	WALMART COMMUNITY	CLASSROOM AND CLEANING SUPPLIES-ANGIE SIMONTON	-4.17
Non-Payroll Total:					(\$615.68)
Payroll Total:					\$0.00
Report Total:					(\$615.68)

Change Order Listing

Options: Fund: Building, Year: 2020-2021, ReferenceDate: PO Approval Date, Date Range: 9/9/2020 - 10/5/2020, PO Range: 1 - 235, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
8	07/01/2020	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-22.50
53	07/03/2020	43906	BRADEN DAVENPORT	ADMINISTRATION DISPLAY CASE	-250.00
68	07/20/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-64.67
82	07/27/2020	44382	ACTION FIRE PROTECTION LLC	FIRE SYSTEM REPAIRS AND SERVICE	-50.00
94	07/29/2020	10234	MAKER'S GLASS, INC.	SECRETARY DESK PARTITIONS FOR THE DISTRICT	-125.00
Non-Payroll Total:					(\$512.17)
Payroll Total:					\$0.00
Report Total:					(\$512.17)


ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 9/30/2020

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (09/01/20)	\$513,582.16	Balance per bank statement As of (09/30/20)	\$579,580.31
Add Receipts	\$127,910.16	Add Deposits in Transit	\$ 135.00
Less Checks Written	\$ -70,801.15	Less O/S Checks	\$ - 8,624.14
Adjustments	\$ 400.00	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$571,091.17	Balance per Ledger	\$571,091.17

Adjustment/Correction explanations:

Voided/stopped payment on ck#6911 \$400 lost in mail.

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



 Activity Fund Clerk

10-1-20

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2020 - 9/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$451.61	\$0.00	\$0.00	\$71.54	\$380.07	\$40.00	\$340.07
802 CENTRAL ACTIVITY	\$12,411.21	\$1,853.97	\$0.00	\$4,130.85	\$10,134.33	\$2,930.00	\$7,204.33
803 CENTRAL PTO	\$6,991.92	\$326.88	\$0.00	\$786.58	\$6,532.22	\$898.00	\$5,634.22
804 COTTERAL PTO	\$12,377.99	\$0.00	\$0.00	\$1,909.31	\$10,468.68	\$983.24	\$9,485.44
805 COTTERAL ACTIVITY	\$12,304.27	\$140.00	\$0.00	\$506.86	\$11,937.41	\$4,474.36	\$7,463.05
806 COTTERAL FACULTY	\$409.02	\$0.00	\$0.00	\$0.00	\$409.02	\$0.00	\$409.02
808 FOGARTY PARENTS ORG.	\$17,276.71	\$0.00	\$0.00	\$1,009.16	\$16,267.55	\$5,716.46	\$10,551.09
809 FOGARTY ACTIVITY	\$11,749.14	\$0.00	\$0.00	\$5,740.80	\$6,008.34	\$1,681.86	\$4,326.48
810 FOGARTY FACULTY	\$207.32	\$0.00	\$0.00	\$0.00	\$207.32	\$0.00	\$207.32
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$6,298.32	\$4,751.50	\$0.00	\$1,239.85	\$9,809.97	\$5,527.35	\$4,282.62
813 GUES FACULTY	\$1,262.77	\$0.00	\$0.00	\$177.53	\$1,085.24	\$872.03	\$213.21
814 GUES HONOR CHOIR	\$646.12	\$0.00	\$0.00	\$0.00	\$646.12	\$0.00	\$646.12
815 GUES PARENTS ORG.	\$15,141.46	\$432.59	\$0.00	\$0.00	\$15,574.05	\$1,966.23	\$13,607.82
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	\$6,369.31	\$1,770.00	\$0.00	\$1,434.00	\$6,705.31	\$1,790.00	\$4,915.31
820 GOLF JUNIOR HIGH	\$2,050.69	\$0.00	\$0.00	\$0.00	\$2,050.69	\$215.00	\$1,835.69
821 FHA JUNIOR HIGH	\$2,609.59	\$270.00	\$0.00	\$200.00	\$2,679.59	\$2,295.75	\$383.84
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	\$4,671.34	\$50.00	\$0.00	\$125.76	\$4,595.58	\$244.04	\$4,351.54
824 JR HIGH FACULTY	\$1,487.81	\$0.00	\$0.00	\$0.00	\$1,487.81	\$143.90	\$1,343.91
825 LIBRARY JR HIGH	\$1,748.68	\$0.00	\$0.00	\$747.54	\$1,001.14	\$0.00	\$1,001.14
826 LEARN 2 LOVE	\$27,544.97	\$20.00	\$0.00	\$0.00	\$27,564.97	\$0.00	\$27,564.97
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$424.16	\$2,479.16
830 STUCO JH	\$3,628.33	\$0.00	\$0.00	\$0.00	\$3,628.33	\$598.07	\$3,030.26
831 T.S.A. JR HIGH	\$1,030.69	\$0.00	\$0.00	\$0.00	\$1,030.69	\$280.00	\$750.69
832 YEARBOOK JR HIGH	\$4,714.10	\$0.00	\$0.00	\$0.00	\$4,714.10	\$0.00	\$4,714.10
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$20,365.93	\$452.65	\$0.00	\$1,721.50	\$19,097.08	\$9,386.02	\$9,711.06
841 CHARTER OAK PTO	\$6,182.82	\$3,317.27	\$0.00	\$180.63	\$9,319.46	\$2,530.40	\$6,789.06
842 CHARTER OAK FACULTY	\$615.53	\$210.00	\$0.00	\$292.15	\$533.38	\$0.00	\$533.38
850 ACADEMIC TEAM HS	\$107.70	\$0.00	\$0.00	\$0.00	\$107.70	\$0.00	\$107.70
851 ART CLUB HS	\$8,487.41	\$0.00	\$0.00	\$0.00	\$8,487.41	\$300.00	\$8,187.41
852 ATHLETICS HS	\$43,469.61	\$30,319.63	\$0.00	\$23,956.41	\$49,832.83	\$42,414.15	\$7,418.68
853 HS CHEER	\$2,758.92	\$1,501.25	\$0.00	\$114.72	\$4,145.45	\$2,858.00	\$1,287.45
854 FOOTBALL CAMP	\$2,073.41	\$0.00	\$0.00	\$0.00	\$2,073.41	\$0.00	\$2,073.41
855 TENNIS HS	\$19,473.11	\$560.00	\$0.00	\$0.00	\$20,033.11	\$1,800.00	\$18,233.11
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	\$10,210.98	\$2,370.00	\$0.00	\$1,768.35	\$10,812.63	\$3,757.44	\$7,055.19
860 CLASS OF 2021 HS	\$7,091.40	\$350.00	\$100.00	\$0.00	\$7,541.40	\$1,441.50	\$6,099.90
861 CLASS OF 2023 HS	\$1,093.36	\$245.00	\$0.00	\$117.54	\$1,220.82	\$382.46	\$838.36
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	\$2,726.08	\$560.00	\$0.00	\$230.09	\$3,055.99	\$450.00	\$2,605.99
866 CLASS OF 2024 HS	\$2,460.00	\$120.00	\$0.00	\$231.42	\$2,348.58	\$200.00	\$2,148.58
869 ENGLISH CLUB	\$839.74	\$0.00	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$1,230.65	\$100.00	\$0.00	\$30.00	\$1,300.65	\$130.00	\$1,170.65
871 HS STUDENT PANTRY	\$16,675.04	\$0.00	\$0.00	\$0.00	\$16,675.04	\$2,100.00	\$14,575.04
872 CLASS OF 2020	\$4,891.20	\$0.00	\$0.00	\$0.00	\$4,891.20	\$0.00	\$4,891.20
876 FFA 4H BOOSTER CLUB HS	\$16,215.41	\$1,260.00	\$0.00	\$94.80	\$17,380.61	\$7,955.20	\$9,425.41
877 FFA HS	\$6,482.26	\$56,291.50	\$0.00	\$1,436.04	\$61,337.72	\$6,475.55	\$54,862.17
878 FCCLA (FHA) HS	\$2,971.57	\$308.50	\$0.00	\$41.37	\$3,238.70	\$272.55	\$2,966.15
879 FOREIGN LANGUAGE SPAN HS	\$4,739.16	\$50.00	\$0.00	\$0.00	\$4,789.16	\$0.00	\$4,789.16
880 XC Bluecrew	\$3,951.18	\$0.00	\$0.00	\$0.00	\$3,951.18	\$0.00	\$3,951.18
881 Lady Jays Basketball	\$6,034.74	\$0.00	\$0.00	\$0.00	\$6,034.74	\$1,920.00	\$4,114.74

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2020 - 9/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash-End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80
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	\$18,675.32	\$14.63	\$0.00	\$556.71	\$18,133.24	\$1,915.44	\$16,217.80
885 STUDENT SUPPORT HS	\$2,142.78	\$348.62	\$0.00	\$74.20	\$2,417.20	\$75.80	\$2,341.40
886 HONOR SOCIETY HS	\$3,238.43	\$60.00	\$0.00	\$425.00	\$2,873.43	\$250.00	\$2,623.43
889 KEY CLUB HS	\$442.01	\$0.00	\$0.00	\$0.00	\$442.01	\$0.00	\$442.01
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	\$4,373.27	\$575.50	\$0.00	\$78.80	\$4,869.97	\$71.20	\$4,798.77
895 JROTC HS	\$3,995.15	\$120.00	(\$125.00)	\$0.00	\$3,990.15	\$883.50	\$3,106.65
897 SOCCER CLUB HS	\$3,960.73	\$60.00	\$0.00	\$0.00	\$4,020.73	\$0.00	\$4,020.73
898 SCIENCE CLUB HS	\$6,645.57	\$260.00	(\$100.00)	\$74.12	\$6,731.45	\$1,275.72	\$5,455.73
899 STUDENT COUNCIL HS	\$9,127.76	\$9,525.71	\$125.00	\$86.44	\$18,692.03	\$4,664.00	\$14,028.03
900 CAMPUS BEAUTIFICATION HS	\$7,145.38	\$700.00	\$0.00	\$1,191.01	\$6,654.37	\$2,655.79	\$3,998.58
902 VOCAL HS	\$4,547.35	\$125.00	\$0.00	\$719.75	\$3,952.60	\$374.20	\$3,578.40
904 YEARBOOK HS	\$22,988.08	\$634.00	\$0.00	\$9,986.87	\$13,635.21	\$0.00	\$13,635.21
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	\$100.00	\$0.00	\$0.00	\$2,506.92	\$190.00	\$2,316.92
913 DRAMA HS	\$1,772.43	\$180.00	\$0.00	\$0.00	\$1,952.43	\$229.00	\$1,723.43
922 COURTESY COMMITTEE ADMIN	\$159.53	\$45.00	\$0.00	\$50.00	\$154.53	\$100.00	\$54.53
925 GENERAL FUND REFUND	\$639.01	\$202.49	\$0.00	(\$3.99)	\$845.49	\$20.00	\$825.49
927 HALL OF FAME BANQUET	\$1.97	\$0.00	\$0.00	\$0.00	\$1.97	\$0.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$36,896.45	\$0.00	\$0.00	\$0.00	\$36,896.45	\$0.00	\$36,896.45
932 SUMMER SCHOOL HS	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
933 FAVER C&C	\$409.71	\$0.00	\$0.00	\$0.00	\$409.71	\$0.00	\$409.71
934 TRANSPORTATION C&C	\$2,790.56	\$922.50	\$0.00	\$1,527.69	\$2,185.37	\$280.49	\$1,904.88
935 VENDING MACHINE ADMIN	\$714.13	\$27.50	\$0.00	\$0.00	\$741.63	\$500.00	\$241.63
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$15,526.63	(\$160.18)	\$0.00	\$0.00	\$15,366.45	\$2,318.34	\$13,048.11
942 C.N. CLEARING ACCT	\$1,451.10	\$6,538.65	\$0.00	\$7,739.75	\$250.00	\$4,993.60	(\$4,743.60)
Total	\$513,982.16	\$127,910.16	\$0.00	\$70,801.15	\$571,091.17	\$136,250.80	\$434,840.37



EMPLOYEE TRIP REQUEST

Check if Out of State

Krystina Powell

09-15-20

Name of Employee _____

Date _____

Employee's Current Assignment AGED

Title of Conference or Activity American Royal Livestock Show

Location Kansas City, KS Date(s) of Conference OCT 13-17

Full Legal Name (for air travel) _____

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

Departure Date _____ AM PM (check one) Return Date _____ AM PM (check one)

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

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

Helping students with livestock at the American Royal Livestock Show.

Cost for attendance – EMPLOYEE expenses only.

(Give a close estimate, if necessary)

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

Travel*	\$	200	(mileage, air, ground, parking & toll) see below	_____
Registration	\$	0		_____
Lodging	\$	550		412 estimate on 8/7
Meals	\$	200	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	412
Substitute	\$	260	(calculate @ \$65 per day)	412
Total	\$	0.00		

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

Principal's Approval Chris Johnson Signature 9-16-20 Date

Program Director's Approval _____ Signature _____ Date _____

Board of Education Approval _____ Date _____

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



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

Today's Date 9/23/2020 Date of Activity 10/13/2020-10/17/2020
 Destination Kansas City, MO American Royal Livestock Show
 Class & Grade Level 10th grade
 Teacher(s) Krystina Powell

Names of teacher assistants or other adults attending:

Number of students 1 Number of sponsors 0
 Leave Time 6:00 am Return Time 8:00 pm
 Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number 405-906-7677

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

Principal Signature

9-28-20
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 State Curricular Objectives and the educational objective to be addressed by this field trip:



EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Drake
Name of Employee

8/10/2020
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity American Royal Livestock Show

Location Kansas City, MO Date(s) of Conference Oct 18 - Oct 25

Full Legal Name (for air travel) _____

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

Departure Date 10/18/20 AM PM (check one) Return Date 10/25/20 AM PM (check one)

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

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

Traveling with students to exhibit and compete with their animals at a national livestock show.

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

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

Travel*	\$	<u>350.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>0.00</u>	
Lodging	\$	<u>1,050.00</u>	
Meals	\$	<u>350.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>325.00</u>	(calculate @ \$65 per day)
Total	\$	<u>2,075.00</u>	

General 412
General 412
General 412
General 412

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

Principal's Approval [Signature] 8-11-20
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

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



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

Today's Date 8/11/2020 Date of Activity Oct 18-25

Destination Kansas City, MO

Class & Grade Level 9-12

Teacher(s) Mr. Drake

Names of teacher assistants or other adults attending:

Number of students 5 Number of sponsors 1

Leave Time 8 am Return Time 11 pm

Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number 405-334-1613

Cost to be paid per student 0.00 Due when? 0.00 Cost to district \$2,075.00

Paid for by Activity Fund _____ Yes No
 Sub needed? Yes _____ No (If yes, please complete sub request.)
 Transportation request completed? Yes _____ No

Chris Roberts
Principal Signature

8-11-20
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 State Curricular Objectives and the educational objective to be addressed by this field trip:



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

Today's Date 8/11/2020 Date of Activity Oct 18-25
 Destination Kansas City, MO
 Class & Grade Level 9-12
 Teacher(s) Mr. Drake

Names of teacher assistants or other adults attending:

Number of students 5 Number of sponsors 1
 Leave Time 8 am Return Time 11 pm
 Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number 405-334-1613

Cost to be paid per student 0.00 Due when? 0.00 Cost to district \$2,075.00

Paid for by Activity Fund Yes No
 Sub needed? Yes No (If yes, please complete sub request.)
 Transportation request completed? Yes No

Chris Roberts
Principal Signature

8-11-20
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 State Curricular Objectives and the educational objective to be addressed by this field trip:

SCHEDULE E

END USER ON-BOARDING FCRA and GLBA SECURITY TRAINING

The content below is meant to provide appropriate security controls to prevent incidents of unauthorized access (hacking) to consumer reports through End User computers and networks, as well as through End User login credentials to consumer report accessing systems at PEOPLEFACTS.

REQUIREMENTS

- Ensure electronic copies of all consumer reports downloaded onto servers, computers and laptops are secure logically and physically
- Ensure physical paper copies of all consumer reports printed and stored anywhere are appropriately secure. If stored in file cabinets or desks, ensure all such paper is stored in locked containers when not in use, especially when not directly supervised and at the end of the business day.
- Ensure all servers, computers and laptops that can access consumer reports have commercial grade (not freeware) Anti-Virus software that is a) current on all machines, b) it is set to automatically download virus definitions on at least a daily basis and c) that all machines are scanning in real-time for new viruses.
- Ensure all servers, computers and laptops that can access consumer reports have operating system and application security patching software that applies all missing security patches immediately when available by vendors. This is especially important for computers running Microsoft Windows.
- Install a network firewall to protect the internal network and computers where consumer reports are accessed, downloaded and are stored. Such firewall will need to be appropriately configured to effectively provide the access security required to prevent unauthorized access to the internal network. It is recommended to also install a host-based firewall to protect individual computers as well.
- Never share login credentials to any PEOPLEFACTS consumer report accessing systems.
- If there is any doubt that login credentials to any PEOPLEFACTS consumer report accessing system have been compromised, shared or stolen, immediately change the account password and contact the appropriate staff at your company to have your password changed.
- If you even suspect the possibility that your computers, network, data or login credentials have been compromised, immediately notify PEOPLEFACTS to assist with the matter.
- If you notice an increase in your normal consumer report download on any given day, week or month; or questionable volume or activity, immediately notify PEOPLEFACTS to assist with the matter.

- Immediately terminate (that day) all login credentials to any consumer report accessing system with PEOPLEFACTS when employees resign, are terminated, when their responsibilities no longer require access, or when their access and activity is questionable.
- Implement controls to prevent employees from physically removing (walking out with) consumer reports from the premises.
- Implement controls to prevent employees from electronically removing (emailing out) consumer reports from the premises.
- Implement a process to periodically review user activities and account usage, ensure the user activities are consistent with the individual job responsibility, business need, and in line with contractual obligations.
- Implement physical security controls to prevent unauthorized entry to Company's facility and access to systems used to obtain consumer information. Ensure that access is controlled with badge readers, other systems, or devices including authorized lock and key.
- Only open email attachments and links from trusted sources and after verifying legitimacy. ***[DO NOT CLICK ON ANY UNKNOWN OR QUESTIONABLE ATTACHMENT LINKS IN ANY EMAILS]***
- When no longer in use, ensure that hard-copy [paper] materials containing consumer report data are crosscut shredded, incinerated, or pulped such that there is reasonable assurance the hard-copy materials cannot be reconstructed.
- When no longer in use, ensure that electronic media containing consumer report data is rendered unrecoverable via a secure wipe program in accordance with industry-accepted standards for secure deletion, or otherwise physically destroying the media (for example, degaussing).
- Develop and follow a security plan to protect the confidentiality and integrity of personal consumer information as required under the Graham Leach Bliley (GLB) Federal Safeguards Rule. The safeguards rule can be found here: <https://www.ftc.gov/tips-advice/business-center/guidance/financial-institutions-customer-information-complying>
- Implement and maintain ongoing mandatory security training and awareness sessions for all staff to underscore the importance of security in the organization.

END USER ACKNOWLEDGEMENT

The End User certifies that a PEOPLEFACTS representative has reviewed and explained all 19 items to the End User, the End User understands all 19 items, and agrees to comply with all items.

End User Signature

Training Date

SCHEDULE F

PEOPLEFACTS SCREENING SERVICES

CUSTOMER'S NAME: Guthrie Public Schools

EFFECTIVE DATE: September 25, 2020

This Schedule ("Schedule") is made by and between PeopleFacts, LLC. ("PeopleFacts") and Customer under a certain Master Agreement for Services dated September 25, 2020 ("Agreement") incorporated by reference. Exhibits or other documents attached to the Agreement and not this Schedule are fully incorporated into and constitute a part of the substantive provisions of this Schedule. Terms not otherwise defined in this Schedule will have the same meaning as set forth in the Agreement.

1. **COMPLIANCE WITH FEDERAL AND STATE LAWS.** The parties agree to comply with the Fair Credit Reporting Act, U.S.C. §1681 et. seq. and other applicable federal and state laws and regulations. Customer shall comply with all applicable laws in the request, preparation, transmission, dissemination and utilization of the Services including but not limited to Title VII of the Civil Rights Act of 1964 (including all amendments thereafter), Equal Employment Opportunity Commission ("EEOC") guidelines and regulations, the Fair Housing Act, the Housing and Urban Development ("HUD") guidelines and regulations, and all other applicable state and local laws prescribing the use of consumer reports and consumer investigative reports.

California Investigative Consumer Reporting Agencies Act (California Civil Code §1786 et seq). Customer certifies as follows: (a) that prior to obtaining an investigative consumer report as that term is defined in California Civil Code §1786.2(c) that it has a permissible purpose, as defined in California Civil Code §1786.12; (b) it made clear and conspicuous written disclosure to consumer as required under California Civil Code §1786.16(a)(2) that an investigative consumer report may be obtained, the permissible purpose of the report and that the report may include information on name, address, and telephone number of PeopleFacts and indicate the nature and scope of the investigation, including but not limited to, providing the consumer a means by which the consumer may check a box indicating that the consumer wishes to receive a copy of any investigative consumer report. Customer must notify PeopleFacts of any change in the permissible purpose for which the information will be used. **Vermont Certification.** Customer certifies that it will comply with applicable provisions of the Vermont Fair Credit Reporting Statute, 9 V.S.A. §2480(e) and the applicable regulations in connection with obtaining consumer reporting information on Vermont consumers. Customer further certifies that it will only obtain consumer reporting information only for the purpose consented to by the consumer. **Motor Vehicle Reports.** If Customer purchases motor vehicle records ("MVRs") from PeopleFacts, Customer hereby certifies that MVRs shall only be ordered in strict compliance with the Driver Privacy Protection Act ("DPPA", at 18 U.S.C. §2721 et seq.) and any related state laws. Customer further certifies that no MVRs shall be ordered without first obtaining the written consent of the consumer to obtain "driving records," evidence of which shall be transmitted to PeopleFacts in the form of the consumer's signed release authorization form. Customer also certifies that it will use this information only in the normal course of business to obtain lawful information relating to the holder of a commercial driver's license or to verify information provided by an applicant or employee. Customer shall not transmit any data contained in the resulting MVR via the public internet, electronic mail or any other unsecured means.

2. **CERTIFICATION OF PERMISSIBLE PURPOSE.** Customer shall use a consumer report only when it has permissible purpose as that term is defined under the Fair Credit Reporting Act 15 U.S.C. §1681b (Section 604 of the FCRA) and other applicable federal and state laws. Specifically, the Customer hereby certifies that it will only request and/or use a consumer report from PeopleFacts for employment, residential or license verification purposes. In every situation where customer is certifying to having a permissible employment purpose (evaluating a consumer for employment, promotion, reassignment or retention),

residential (i.e. "tenant screening) purposes (evaluating a consumer for tenancy as a resident of a property owned by Customer who serves as a Landlord, or as a property manager pursuant to a contract with a Landlord, over the same), **Customer agrees specifically with the following conditions for obtaining a report from PeopleFacts:**

a. **Employment Purposes.** Only the Customer's designated representatives will request consumer reports. The Customer will forbid employees from obtaining reports on themselves, associates, or any other person except in the exercise of their official duties. Each time the Customer requests a consumer report for employment purposes it will comply with 15 U.S.C. §1681b (Section 604(b) of the FCRA), namely: (i) the consumer has been given a clear and conspicuous written notice, in advance (in a document that consists solely of the disclosure), that a consumer report may be requested for employment purposes; (ii) the consumer has authorized the Customer, in writing, to procure the report; (iii) the information in the consumer report will not be used in violation of any applicable federal or state equal employment opportunity law or regulation; (iv) before taking adverse action, in whole or in part on the report, Customer will provide the consumer a copy of the report and description of the consumer's rights under the FCRA (FCRA Summary of Rights) located at peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf; and (v) Customer shall base all employment decisions and actions on its own policies and procedures and acknowledges and agrees that PeopleFacts did not make the decision to take any adverse action against the consumer, and that PeopleFacts cannot give specific information for the adverse action taken.

b. **Residential Purposes.** Only the Customer's designated representatives will request consumer reports. The Customer will forbid employees from obtaining reports on themselves, associates, or any other person except in the exercise of their official duties. Each time the Customer requests a consumer report for tenant screening purposes it will comply with the following provisions of the FCRA: Section 604(a)(3)(F) [15 U.S.C. § 1681b(a)(3)(F)], Section 607(a) [15 U.S.C. § 1681e(a)], Section 615(a) [15 U.S.C. § 1681m(a)], and Section 606 [15 U.S.C. § 1681d)], namely: (i) Customer agrees, if required, to undergo a third-party on-site inspection (at Customer's cost) designed to verify the identity and legitimacy of Customer, as may be required by the any one or more of the credit bureaus prior to granting access to credit-related information pertaining to consumers, (ii) Customer certifies that it has a permissible purpose for using the report and in fact uses it for such permissible purpose; (iii) the consumer has authorized the Customer, in writing, to procure the report prior to the Customer requesting the report of PeopleFacts; (iv) the information in the consumer report will not be used in violation of any applicable federal or state law or regulation; (v) at the time of taking any action that may be unfavorable to the consumer (i.e. any "adverse action" as that term is defined in the FCRA and by the FTC), based in whole or even in part on the consumer report, Customer will provide the consumer a copy of the consumer report(s) and description of the consumer's rights under the FCRA (FCRA Summary of Rights) a copy of which is available at peoplefacts.com/sites/default/files/FCRA-Summary-of-Rights.pdf; and (vi) Customer shall base all tenant decisions and actions on its own decision criteria, including but not limited to its own policies and procedures, and acknowledges and agrees that PeopleFacts does not and did not make any decision to take any adverse action against the consumer, and that PeopleFacts cannot give specific information for the adverse action taken.

3. **INVESTIGATIVE CONSUMER REPORTS.** With regard to Investigative Consumer Reports, as defined in 15 U.S.C. §1681a(e), Customer will clearly and accurately disclose to the Consumer that an Investigative Consumer Report including information as to his character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be made. The disclosure will be made in writing and mailed or otherwise delivered to the Consumer not later than three (3) days after the date on which the report was first requested and will include a summary of the Consumer's rights provided for under 15 U.S.C.

§1681g(c). The disclosure shall also include a statement informing the Consumer of his/her right to submit a written request for additional information pursuant to 15 U.S.C. §1681d(b), within a reasonable period of time after the receipt by him/her of the foregoing disclosure. Upon receipt of such request, Customer shall disclose in writing the nature and scope of the investigation, which shall be complete and accurate. The disclosure must be mailed or otherwise delivered to the Consumer not later than five (5) days after the date on which the request for additional disclosure was received from the Consumer or the date the Customer first requested the report, whichever is the later. Customer shall also comply with any adverse action obligation.

4. CRIMINAL RECORDS. The Customer has access to an online multi-state criminal and sex offender database. This database may not contain applicable county-level records. PeopleFacts recommends that Customer request a manual search for county-level records. Criminal records come from a variety of different sources at the federal, state and local levels, such as court houses and administrative records which may affect the accuracy or availability of the records. Because so many of these sources only provide limited identification information such as a name or date of birth, a record may exist but may not be displayed or a displayed record may not belong to the applicant or employee. Customer should independently verify the public record before it declines the application or otherwise takes adverse action against the applicant. The Services do not include information pertaining to arrest records and/or pending criminal charges against consumers.

5. INTERNATIONAL CRIMINAL RECORDS SEARCHES. Customer understands that searches of international background screening will be conducted through the services of a third-party independent contractor. Because of differences in foreign laws, language, and the manner which foreign records are maintained and reported, PeopleFacts cannot be either an insurer or a guarantor of the accuracy of the information reported. Customer therefore releases PeopleFacts and its affiliated companies, officers, agents, employees, and independent contractors from any liability whatsoever in connection with erroneous information received as a result of an international background screening report.

IDENTIFICATION SERVICES. Identification Services consist of nonpublic personal identification information such as name, address, social security number and telephone number to be used for one of the permitted uses under the Gramm-Leach-Bliley Act, 15 U.S.C. §6801. *et. seq.* (the "GLB Act"). Specifically, the Customer hereby certified that it will only request and use Identification Services to protect against or prevent actual or potential fraud, unauthorized transactions, claims or other liability. Neither party will use Identification Services for marketing or solicitations of any kind or for direct-to-consumer sales. Customer certifies that the Identification Services provided pursuant to this Schedule do not constitute consumer reports as defined by the Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681a(d) and are not subject to the FCRA. The parties agree that the identification information contained in the Identification Services does not bear on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. In this regard, Customer certifies that the Identification Services will not be used in whole or in part as a factor in determining a consumer's eligibility for credit or insurance to be used primarily for personal or household purposes (including for residential decisions), employment purposes, in connection with the underwriting of insurance involving the consumer; in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status; as a potential investor or servicer, or current insurer, in connection with valuation of, or an assessment of the credit or prepayment risks associated with, an existing credit obligation; when it has a legitimate business need for the information; to review an account to determine whether the consumer continues to meet the terms of the account and for employment purposes. Customer further agrees it will not use the Identification Services to take any "adverse action" as that term is defined in §603(k) of the FCRA [15 U.S.C. §1681a].

6. QUALIFIED CUSTOMER CERTIFICATION. Customer certifies that it is not a pawn shop, private detective, detective agency, investigative company, bail bondsman, attorney or law firm (except reports for employment, credit or financial counseling

firm, credit repair clinic, news agency or journalist, dating service, asset location service, nor will Customer resell the credit information or the Services or seek the information for its own personal or non-business use.

7. **WATCH LIST SERVICE.** PeopleFacts provides a service whereby it matches the consumer name to certain government created watch lists for the purposes of determining whether the consumer's name appears on these watch lists ("Watch List Service"). Customer will use the Watch List Service solely in connection with a transaction involving the consumer as to whom such information is sought and will not request or use the Watch List Service for purposes prohibited by law. PeopleFacts periodically updates the information in the Watch List Service but it does not guaranty or ensure the accuracy or reliability of the Watch List Service or the information in the Watch List Service or that the Watch List Service satisfies any of the Customer's legal obligations. A hit or match indicates only that the consumer has similar information to a person in the watch list file. Customer should consult the OFAC brochure located at peoplefacts.com/sites/default/files/OFAC_Regulations.pdf for due diligence steps that should be taken.

8. **OBTAINING INFORMATION UNDER FALSE PRETENSES.** 15 U.S.C. §1681q (Section 619 of the FCRA) provides that any person who knowingly and willingly obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18 of the United States Code, or imprisoned not more than two years, or both.

9. **FURNISHING AND INVESTIGATING.** Customer has received and agreed to comply with FCRA Notices to Users, which are accessible at peoplefacts.com/sites/default/files/Notice-to-Users-and-Furnishers.pdf. Pursuant to this section Customer may furnish consumer information for use in a consumer credit report and for one or more permitted purposes under GLB.

10. **MINIMUM TERMS; TERMINATION.** This Agreement and the Application for Services sets forth the minimum terms and conditions under which PeopleFacts will provide PeopleFacts Services to the Customer. The term of this Agreement shall begin on the Effective Date and shall be in effect for an initial term of 1 year. This Agreement will automatically renew for successive one (1) year terms unless Customer provides written notice of termination to PeopleFacts, by certified mail at least 60 days prior to renewal date.

11. **LIMITATIONS OF LIABILITY.** Because the PeopleFacts Services involve conveying information provided by other sources, including credit repositories neither PeopleFacts nor the credit repositories will, for the fee charged for the Services, be an insurer or guarantor of the accuracy or reliability of the Services, or the data contained therein. **NEITHER PEOPLEFACTS NOR THE CREDIT REPOSITORIES GUARANTEE OR WARRANT THE ACCURACY, TIMELINESS, COMPLETENESS, CURRENTNESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE SERVICES, INFORMATION IN THE SERVICES OR MEDIA ON OR THROUGH WHICH THE SERVICES ARE PROVIDED AND SHALL NOT BE LIABLE FOR ANY LOSS OR INJURY ARISING OUT OF OR CAUSED IN WHOLE OR IN PART BY PEOPLEFACTS OR THE CREDIT REPOSITORIES' ACTS OR OMISSIONS, WHETHER NEGLIGENT OR OTHERWISE.**

12. **TERRITORY.** Customer may access, use and store the Services and information obtained from the Services only at or from locations within the territorial boundaries of the United States, Puerto Rico, Guam, the Virgin Islands and Canada (the "Permitted Territory"). Customer may not access, use or store the Services or information obtained from the Services at or from, or send it to any location outside of the Permitted Territory without first obtaining PeopleFacts' written permission. IN WITNESS WHEREOF, the undersigned has executed this Agreement as of the date set forth above.

PeopleFacts, LLC.:

Customer:

Signature: _____ Signature: _____

Name (*print*): _____ Name (*print*): _____

Title: _____ Title: _____

2020-2021 BUDGET GUIDE

GUTHRIE PUBLIC SCHOOLS
SCHOOL DISTRICT I001



Dr. Mike Simpson
Superintendent

PREPARED BY

Michelle L. Chapple, MBA, CPO
Chief Financial Officer

Board of Education Meeting
October 12, 2020



Staking A Claim in Our Students' Future

Dr. Mike Simpson
Superintendent

Phone 405-282-8900
mike.simpson@guthriepps.net

GUTHRIE PUBLIC SCHOOLS

October 12, 2020

The Honorable Board of Education
Guthrie Public Schools
Logan County, Oklahoma

Dear Board Members:

I am recommending, for your approval, the Annual Budget for fiscal year 2020-2021 for the Guthrie Public Schools District. The structure of the budget is based on statutory requirements (Title 70 §5-134.1) using the Oklahoma Cost Accounting System (OCAS) function codes. Additionally, the County Excise Board approved the Estimate of Needs for 2020-2021 and Financial Statement for 2019-2020.

The format of the budget is designed to give readers a better understanding of the financial structure and budgeting process of the school district. The funds included for approval are the General, Building and Child Nutrition. Capital Project Funds (Bond) and Debt Service Funds (Sinking) are included as information because the Capital Projects have been approved by Logan County patrons (bond election) and the Debt Service Fund holds the tax collections, which in turn, pay the bond obligations.

The budget is a communication tool and reference document for the school district. Through this presentation, the financial position, the operations and the fiscal management requirements of the District are disclosed.

The preparation of this document would not have been possible without the diligent efforts of all of our central office staff. Your support and dedication as members of the Board of Education in conducting the financial affairs of the District with integrity and responsibility are appreciated. Thank you for all that you do for the students and the staff of the Guthrie Public Schools District.

Respectfully,

A handwritten signature in blue ink that reads 'Mike Simpson'. The signature is fluid and cursive, with the first name 'Mike' being particularly prominent.

Dr. Mike Simpson
Superintendent

BOARD OF EDUCATION

The Board of Education is comprised of seven individuals elected by district in an annual election. Board members serve four-year terms. The terms are staggered and commence on the first school board meeting after the date of the annual school election. The following shows the current members of the Board of Education, their positions, terms, and election dates.

WARD #3 S. Janna Pierson	President Term: 2018-2022
WARD #6 Gina Davis	1 st Vice President Term: 2017-2021
WARD #4 Jennifer Bennett-Johnson	2 nd Vice President Term: 2018-2022
WARD #7 Travis Sallee	Board Clerk Term: 2020-2024
WARD #2 Ron Plagg	Board Deputy Clerk Term: 2019-2021
WARD #5 Tina Smedley	Member Term: 2019-2023
WARD #1 Chris Schroder	Member Term: 2020-2024

SCHOOL OFFICIALS

Superintendent, Dr. Mike Simpson
Chief Financial Officer, Ms. Michelle Chapple
Treasurer, Ms. Jana Wanzer

MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

CENTRAL OFFICE PERSONNEL

Superintendent of Schools	Dr. Mike Simpson
Assistant Superintendent	Mr. Doug Ogle
Executive Director	Ms. Carmen Walters
Chief Financial Officer	Ms. Michelle Chapple
Director of Special Services	Ms. Angie Young
Minutes Clerk	Ms. Elisha Jahnke
Deputy Minutes Clerk	Ms. Kary Jarred
Treasurer	Ms. Jana Wanzer
Payroll Clerk	Ms. Sandra Savory
Activity Accounts Clerk	Ms. Anita Paul
Encumbrance Clerk	Ms. Brandi Brown
Federal Programs Assistant	Ms. Meghan Norton
Special Services Assistant	Ms. Lisa Woods
District RTI/Assessment	Ms. Marsha Holderman
School Psychometrist	Ms. Carly Black
School Psychologist	Ms. Jessica West
District Nurse	Ms. April Devereaux

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BUDGET PHILOSOPHY

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

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

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

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

THE DISTRICT ENTITY

The district is legally autonomous.

School District - Designation and Independent School Districts. Title 70, § 5-101 and 5-102 (Sections 49 and 50 - School Laws)

All school districts in Oklahoma, now in existence or which may hereafter be created, shall be designated only as independent, elementary or area career tech school districts. Independent school districts, elementary school districts and area career tech school districts shall be under the supervision and the administration of the respective boards of education thereof. All independent school districts in Oklahoma shall be those, which shall have maintained during the previous school year a school offering high school subjects fully accredited by the State Board of Education. The Guthrie Public School District, I001, Logan County, operates as a PK through 12 grade levels, independent school district.

School District - Body Corporate - Powers Title 70 § 5-105. (Section 54)

Every school district shall be a body corporate for public purposes...

Governing Body of School District. Title 70 § 5-106. (Section 55)

The governing body of each school district in Oklahoma...shall...be known as the board of education of such district... Oklahoma laws give the district the power to levy taxes, the ability to sue and be sued, the ability to contract and hold real and personal property. The district is subject to the requirements of the State Board of Education.

District Size and Scope

The District is located in central Oklahoma, Logan County approximately 32 miles north of the city of Oklahoma city and encompasses 225 square miles. The District employs approximately 444 people, of which 235 are certified teachers, 21 administrative personnel, and 188 support personnel with a student enrollment count of approximately 3,500.

The District operates:

- 1 High School (9-12) with Alternative School Faver
- 1 Junior High School (7-8)
- 1 Upper Elementary School (5-6)
- 4 Elementary School (PK - 4)
- 1 Bluejay Virtual Academy

**HISTORICAL ENROLLMENT SUMMARY
2012-2021**

Actual Students:	10/12	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21
TOTAL	3,321	3,447	3,548	3,514	3,538	3,461	3,412	3,421	3,495	2,630

**HISTORICAL NET ASSESSED VALUATION SUMMARY
2012-2021**

Year	Net Assessed	Percent Change
10/12	122,431,335	0.75%
10/13	123,568,201	0.93%
10/14	130,057,375	5.25%
10/15	126,637,119	-2.63%
10/16	130,935,361	3.39%
10/17	137,797,249	5.24%
10/18	145,997,359	5.95%
10/19	153,323,453	5.02%
10/20	160,052,644	4.39%
10/21	170,411,075	6.47%

SIGNIFICANT LAWS AFFECTING THIS BUDGET

The following is a summary of the significant provisions of the laws of the State of Oklahoma applicable to Oklahoma school district budgets. This budget is adopted in compliance with these legal requirements.

Title 70 § 5-135.2 Oklahoma Cost Accounting System (OCAS)

...For the 1992-93 school year and in each subsequent school year, school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System. Costs shall be reported by curricular subject area where applicable...the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System...No later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education.

Title 70 § 5-135.4 School District Transparency Act

...The State Department of Education shall make school district expenditure data available on its website.

Title 68 § 3020 Temporary Appropriations (Section 959 - School Laws)

The excise boards...may convene at any time after the beginning of any fiscal year...for the purpose of approving temporary appropriations for the counties, cities, school districts and other municipal subdivisions of the state. Warrants may be drawn against such temporary appropriations pending action by the excise board upon the annual estimate of needs and budget of such...school district, for such fiscal year. Any such temporary appropriations so approved by the excise board...shall, when the annual budget for such...school district...is finally approved, be merged in the annual appropriations.

Title 68 § 3002 Time for Making Estimates (Section 159 - School Laws) (Estimate of Needs and Financial Statement)

...make, in writing, a financial statement showing the true fiscal condition of their respective political subdivision as of the close of the previous fiscal year ended June 30th, and [prior to September 1,] shall make a written itemized statement of estimated needs and probable income from all sources including ad valorem tax for the current fiscal year. Each financial statement and estimates of needs...shall be published [and]...the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year...

Carryover (fund balance) Standards

Title 70 § 18-200.1 State Aid - Foundation Aid, Salary Incentive Aid, Transportation Supplement.

...a school district shall have its State Aid reduced by an amount equal to the amount of carryover in the district's general fund as of June 30 of the preceding fiscal year, that is in excess of the following standards:

- Total amount of General Fund collections
- Excluding previous year cash surplus as of June 30

Amount of General Fund Balance Allowable...(see state law for % allowed for your school)

Per HB2332 (2004) the General Fund Carryover penalty will not consider Federal Funds.

Per SB531 (2005) the General Fund Carryover Penalty will not be assessed until it has been exceeded two consecutive years.

Carryover penalty will not be assessed to schools: who are at or above 85% bonding capacity, while carryover penalty moratorium is in place, if carryover penalty is the result of increased

gross production revenue in previous year, or if penalty is a result of increased foundation aid in last two months of school year.

Warrants Issued and Limit of Authority to Issue

Title 62 § 476 and 477 - Amount to be issued -Limit of Authority to Issue - Liability of Officers. (Section 206, 210 - School Laws 70-5-182, 70-5-186)

Warrants...may be issued to the amount of the estimate made and approved by the excise board for the current fiscal year.

It shall be unlawful for any officer (Board of Education members, Treasurer) to issue, approve, sign or attest any warrant...in excess of the estimate of expense made and approved for the current fiscal year...and any such warrant in excess of the estimate made and approved...shall not be a charge against the school district...but may be collected by civil action from any officer...

Further emphasis:

Attorney General Opinion, April 3, 1936, "A school district is not authorized to divert money collected from taxes levied for current expenses to pay existing indebtedness created during a previous fiscal year. Legal warrants for the preceding fiscal year remaining unpaid on account of failure to collect taxes sufficient to retire the same may be paid only under one of the following methods: First, by reducing the warrants to judgment; second, the issuing of funding bonds for their payments."

School District Budget Act*

Title 70 § 5-150-161 - School District Budget Act (Section 111.1- 111.12 School Laws)

Section 5-155 Amended by 1999 Legislative (S.B. 636) to require amendment to original budget after June 30 for end of year data, State Aid allocation, and property valuation.

School districts now have an alternative budget procedure, which has the intent to establish standard and sound fiscal procedures; to make available sufficient information to the public; and to assist school districts in the implementation of Governmental Accounting Standards Board (GASB) standards of financial management.

****This act is an optional budgeting procedure not used by many schools in the state; requires a resolution of the governing board; takes precedence over other state laws applicable to school budgets; must have budget approved by board within 30 day period preceding the fiscal year; outlines budget information required as a part of this act; defines the funds; and stipulates classifications of revenue and expenditures.***

2020-2021 BUDGET TIMETABLE

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

The budgeting timetable for this fiscal year is shown below:

June, 2020	Renew Teacher Contracts
June, 2020	Renew Support Personnel Contracts
June, 2020	Approve Temporary Appropriations
July, 2020	Notification of Initial State Aid Allocation
August, 2020	Certify Property Valuations by County Assessor
September, 2020	Board of Education approval of Estimate of Needs
September, 2020	County Excise Board approval of Estimate of Needs
October, 2020	Board of Education Approval of Operating Budget
December, 2020	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget

**2020-2021 BUDGET BY FUNCTION
AND OBJECT DIMENSIONS**

**GUTHRIE PUBLIC SCHOOLS
OPERATING BUDGET BY FUNCTION CLASSIFICATION
FOR THE YEAR ENDED JUNE 30, 2021**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS & ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
1000 - Instruction	\$14,282,100.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00
2100 - Support Services, Students	1,515,388.00	0.00	0.00	0.00	0.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,261,907.00	0.00	0.00	0.00	0.00	0.00	0.00
2300 - General Administration	837,295.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,639,258.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	612,565.00	0.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	2,425,923.00	750,000.00	0.00	0.00	15,150.00	25,000.00	0.00
2700 - Student Transportation	1,572,770.00	0.00	0.00	0.00	0.00	5,000.00	0.00
3100 - Child Nutrition Program	171,500.00	0.00	1,350,000.00	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Facility Acquisition & Construction	104,989.00	50,000.00	0.00	0.00	0.00	0.00	1,309,582.00
5100 - Debt Service	0.00	0.00	0.00	3,309,300.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	5,000.00	0.00	2,500.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00
8000 - Repayments	120,000.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	\$24,548,695.00	\$800,000.00	\$1,352,500.00	\$3,309,300.00	\$17,650.00	\$30,000.00	\$1,309,582.00

**GUTHRIE PUBLIC SCHOOLS
OPERATING BUDGET BY OBJECT CLASSIFICATION
FOR THE YEAR ENDED JUNE 30, 2021**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS & ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>2017 BOND FUND</u>
100 - Salaries	\$15,505,000.00	\$0.00	\$380,100.00	\$0.00	\$0.00	\$0.00	\$0.00
200 - Employee Benefits	6,124,750.00	0.00	267,600.00	0.00	0.00	0.00	0.00
300 - Professional & Technical	500,500.00	8,000.00	6,834.00	0.00	1,000.00	0.00	100,000.00
410 - Utilities	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	200,000.00	208,900.00	15,000.00	0.00	0.00	30,000.00	1,137,582.00
440 - Rental & Leases	10,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00
450 - Construction Services	7,500.00	200,000.00	12,000.00	0.00	15,150.00	0.00	0.00
510,530-580 - Other Purchased Services	238,000.00	0.00	666,466.00	0.00	0.00	0.00	0.00
520 - Insurance	104,790.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	300,000.00	300,000.00	2,000.00	0.00	0.00	0.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	500,000.00	0.00	0.00	0.00	0.00	0.00	0.00
630 - Food & Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies & Software	555,155.00	20,000.00	0.00	0.00	0.00	0.00	22,000.00
710,720 - Land & Buildings	3,000.00	52,100.00	0.00	0.00	0.00	0.00	0.00
730 - Equipment	105,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00
760 - Vehicles	0.00	0.00	0.00	0.00	0.00	0.00	0.00
800,900 - Other Miscellaneous Expenditures	0.00	1,000.00	2,500.00	3,309,300.00	1,500.00	0.00	0.00

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\$24,548,695.00	\$800,000.00	\$1,352,500.00	\$3,309,300.00	\$17,650.00	\$30,000.00	\$1,309,582.00
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2020-2021 GENERAL FUND BUDGET BY PROJECT DIMENSION

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

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND
2020-2021 PROJECT BUDGET**

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
001	Administrators Salaries	1,750,000
002	Certified Salaries	11,350,000
003	Support Salaries	3,300,000
006	Dues/ Memberships/Registration	35,000
007	Data Processing	55,000
008	Electricity	400,000
009	Natural Gas	110,000
011	Water/Sewer/Garbage	175,000
012	Telephone	90,000
015	Negotiations	7,500
018	Transportation	300,000
019	Fuel	150,000
021	Insurance/Bonds	415,180
022	Security - SRO	220,000
026	Director of Technology	250,000
027	Printing/Publications/Ads	1,000
028	Legal Services	75,000
029	Postage/Freight	8,000
031	Professional Travel	25,000
033	Child Nutrition	120,000
034	\$150.00 Teacher Supplies	30,000
035	Nursing Services/Medical	5,000
036	Audit Services	8,000
037	Copiers/Duplicators	70,000
039	Elections	10,000
041	Administration Supplies	15,000
042	Testing	42,500
043	Gifted and Talented Program	53,500
044	Special Education Director	250,000
045	Personnel Director	11,000
046	3rd Party Sick Leave	3,000
048	Lease Purchase Payments	104,989

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
049	Revaluation	90,000
051	Cotteral Budget	2,987
052	Cotteral Library Budget	4,377
054	CREC Grant	1,000
056	Central Budget	2,381
057	Central Library Budget	3,067
061	Guthrie Educ. Found. Grants	25,000
062	Fogarty Budget	3,789
063	Fogarty Library Budget	4,200
067	GUES Budget	4,304
068	GUES Library Budget	4,965
069	Charter Oak Budget	4,135
070	Charter Oak Library Budget	4,755
073	JH Library Budget	5,663
075	Meridian Technology Grant	50,000
076	JH Administration	13,195
097	HS Library Budget	7,899
101	HS Administration	18,970
104	HS Language Arts	700
105	HS Math	300
106	HS Science	2,000
107	HS History	300
109	HS Art	425
112	HS Business	500
116	Vocal Music	2,600
118	Band	14,117
119	Athletics	37,100
121	Extra Curricular Drug Testing	7,050
122	ROTC (Local)	115,000
123	Boys Athletics / Extra Duty	160,000
124	Girls Athletics / Extra Duty	75,000
125	Alternative Education (Local)	210,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
126	Faver Budget	1,400
134	District Equipment Purchases	10,000
136	District Supplies Purchases	40,000
312	National Board Cert. Stipend	20,000
317	Driver Education	15,000
331	Flex Benefit (Certified Salary)	41,000
332	Flex Benefit (Support Salary)	75,000
333	State Textbook Aid	161,830
334	Flex Benefit (Certified Fringe)	1,460,000
335	Flex Benefit (Support Fringe)	870,000
361	ACE Technology	7,363
362	ACE Remediation	30,000
367	Reading Sufficiency	35,000
388	Alternative Education (State)	70,000
411	Vocational Salary Aid	38,560
412	Vocational Incentive Aid	68,882
421	Carl Perkins Funds	38,474
511	Title I	1,006,550
552	Title IV, Student Support	30,000
561	Title VI, Indian Education	62,250
572	Title III, English Learners	16,200
613	IDEA-B Discretionary	1,000
615	Spec Ed PD District	7,440
617	Covid Assistance	29760
621	IDEA-B Flowthrough	692,000
623	IDEA-B Early Intervention	35,200
625	IDEA-B Private School	6,735
641	IDEA-B Preschool	25,000
771	ROTC (Federal)	79,500
786	Consolidated Admin. Funds	41,210
	* TOTAL EXPENDITURES	\$24,548,695
	*Cares Act Expenditures	782,106.80
	Salaries	221,913.12
	Insurance	310,212.00
	PPE	80,334.68
	Chromebooks/cases/connectivity	121,647.00
	Distance Learning (licenses/PD)	48,000.00
		<u>782,106.80</u>

APPENDIX A

BUDGET GUIDELINES BY FUND

11 GENERAL FUND (FOR OPERATIONS)

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

Revenue

When planning a budget, the first step is to project revenue in order to determine the funding level available to finance expenditures. School board policy established a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.45 million. At one time, the General Fund balance was required by law to be no greater than 12%. However, due to hardships created by revenue shortfalls at the state level in past years, the legislature, in 2005, increased the allowable fund balance to 14% for schools with General Fund revenue of \$10,000,000 and above, which includes Guthrie Public Schools. Every effort is made to limit expenditures in any fiscal year to the amount of revenue collected in that year to prevent any material erosion of the fund balance. In the 2019-2020 fiscal year, district collections fell short of expectations. Gross production tax declined by approximately 23% as well as revenue for our Child Nutrition department due to closures of school districts statewide in the midst of the Covid-19 pandemic. In an effort to make the Child Nutrition operations whole, expenses were supplemented from the general fund. Nonetheless, as a result of growth in both student members and net assessed valuation of property in the district, Guthrie Public School's fund balance maintained stability resulting in a carry-over of \$3,023,549.31 (11%) for FY 2020-2021. The balance represents a decrease of \$284,309.02 from the end of the 2019-2020 fiscal year (\$3,307,858.33). The 11% carry over was pre-approved by the board in order to grant additional one-time salary increases.

In 2019-2020 local sources of revenue provided 25% of total revenue, county sources 4%, state sources 63%, and federal sources 8%. A comparative revenue report is provided in Appendix C. The state aid formula was revised in 1997, granting districts preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to calculate state aid. Due to this circumstance, a conservative estimate of state aid revenue is required when making initial projections. The District's initial state aid allocation for 2020-2021 is \$313,769 more than was actually collected in 2018-2019. Textbook aid was also allocated for \$160,448. We anticipate that one of our sources of state revenue, gross production tax, will continue to decrease in 2020-2021, which is discouraging. Revenue estimates at the state level, which are the basis for our state aid appropriation, are trending towards an expected decrease in the WADM. This decline in factor is due to an increase in students attending virtual schools. With that, mid-year revenue allocations will likely experience a decrease in revenue. However, the district has been allocated \$782,106 in federal Cares Act funds that are reimbursable to the district as expenditures accrue. We will expedite the allowed expenditures for reimbursement in an effort to maintain a balanced budget.

Expenditures

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

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

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered. In the 2017-2018 fiscal year personnel adjustments were made to reduce expenditures for salaries, benefits and employer payroll costs. This was accomplished largely through attrition. As a result, a Fixed Cost Analysis is provided annually under Appendix C.

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

21 BUILDING FUND

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the patrons of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing furniture, equipment and computer software, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2019-2020 yielded a fund balance carry over of \$478,157.95. This is a reduction of \$262,039, which was absorbed with the district's acquisition of land.

22 CHILD NUTRITION PROGRAMS FUND

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school District Treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended. It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

31 BOND FUND

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

41 SINKING FUND (DEBT SERVICE FUND)

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

81 GIFTS AND ENDOWMENT FUND

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

86 CASUALTY/FLOOD INSURANCE RECOVERY FUND

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

APPENDIX B

**FUNCTION REVENUE AND EXPENDITURE
CODE DEFINITIONS**

MAJOR REVENUE SOURCES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Revenue by Source:

The major sources of income are categorized by OCAS codes as follows:

1000 DISTRICT SOURCES OF REVENUE

- 1100 AD VALOREM-TAXED LEVIED/ASSESSED FOR THE LEA
Compulsory charges levied by the LEA to finance services for the common benefit.
- 1200 TUITION AND FEES
Revenue from individuals, welfare agencies, private sources and other LEAs for education provided by the LEA.
These sources include:
ADULT EDUCATION, STUDENT COMPUTER FEES
SUMMER SCHOOL TUITION, TRANSFER FEES
SUBSTITUTE BACKGROUND CHECKS
STUDENT ACTIVITY FEES
DRIVERS EDUCATION
- 1300 EARNINGS ON INVESTMENTS
Revenue received as profit on holding in savings or investments.
These sources include:
INTEREST EARNINGS
ACCRUED INTEREST ON BOND SALES
OTHER EARNINGS ON INVESTMENTS
- 1400 RENTALS, DISPOSALS, AND COMMISSIONS
Revenue received for the use of school property, sales, and commissions.
These sources include:
RENTAL OF SCHOOL FACILITIES
SALES OF EQUIPMENT, SERVICES, AND MATERIALS
OTHER RENTALS, DISPOSALS, AND COMMISSIONS
- 1500 REIMBURSEMENTS
Cash or other assets received as repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, department, individual, firm, or corporation. Child nutrition program reimbursements for the current year should not be coded here but under Source of Revenue 5150.
These sources include:
INSURANCE LOSS RECOVERIES
DAMAGES TO SCHOOL PROPERTY
MISC REIMBURSEMENTS
LOST TEXTBOOKS
- 1600 OTHER LOCAL SOURCES OF REVENUE
Other revenue from local sources not classified above.
These sources include:
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES
DISTRICT CONTRACTS
MISCELLANEOUS REVENUE FROM DISTRICT SOURCES
- 1700 CHILD NUTRITION PROGRAM
Revenue received from food sales to students and adults.
These sources include:
STUDENTS' LUNCHES
STUDENTS' BREAKFASTS
ADULT LUNCHES/BREAKFASTS
EXTRA FOOD/ALA CARTE/EXTRA MILK
OTHER DISTRICT REVENUE (CHILD NUTRITION PROGRAMS)
- 1800 ATHLETIC PROGRAMS

Revenue received for all school sponsored athletic activities.

2000 INTERMEDIATE SOURCES OF REVENUE

Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit or a political subdivision between the district and the state, and distributed to districts in amounts that differ in proportion to those which were collected within such systems.

These sources include:

- COUNTY 4 MILL AD VALOREM TAX
- COUNTY APPORTIONMENT (MORTGAGE TAX)
- RESALE OF PROPERTY FUND DISTRIBUTION
- OTHER INTERMEDIATE SOURCES OF REVENUE

3000 STATE SOURCES OF REVENUE

Revenue from state sources is revenue from funds collected by the state and distributed to LEAs in amounts different proportionately from those which were collected within each LEA.

3100 DEDICATED REVENUE

All revenue generated at the state level by taxes, license fees, or other fees that are set aside by the state to be used for the operation of the common schools in the state.

These sources include:

- GROSS PRODUCTION TAX
- MOTOR VEHICLE COLLECTIONS
- RURAL ELECTRIC COOPERATIVE TAX
- STATE SCHOOL LAND EARNING
- VEHICLE TAX STAMP
- FARM IMPLEMENT TAX STAMP
- OTHER DEDICATED REVENUE

3200 STATE AID-GENERAL OPERATIONS-NONCATEGORICAL

Revenue appropriated by the Legislature and apportioned to the schools for general operations.

These sources include:

- FOUNDATION AND SALARY INCENTIVE AID
- MENTOR TEACHER STIPEND
- EDUCATION FLEXIBLE BENEFIT

3300 STATE AID- COMPETITIVE GRANTS-CATEGORICAL

Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

These sources include:

- ALTERNATIVE AND HIGH CHALLENGE EDUCATION GRANT
- COMMUNITY EDUCATION

3400 STATE-CATEGORICAL

Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives.

These sources include:

- PROFESSIONAL DEVELOPMENT
- STATE TEXTBOOK and DRIVER EDUCATION
- ADULT EDUCATION MATCHING
- NATIONAL BOARD CERTIFIED BONUS
- ADVANCED PLACEMENT INCENTIVES
- READING SUFFICIENCY, ETC...

3500 SPECIAL PROGRAMS

Revenue appropriated for special purposes. Uses and limitations are specified by the legal authority establishing the programs, and the funds cannot be used or diverted to other uses.

These sources include:

- PROGRAM OF PARENT EDUCATION

3600 OTHER STATE SOURCES OF REVENUE

All state revenue not classified above.

These sources include:

3700 OTHER MISC. SOURCES OF STATE REVENUE
CHILD NUTRITION PROGRAMS
Revenue received from the state for food to students and adults.

These sources include:

3800 STATE REIMBURSEMENT
STATE MATCHING
STATE VOCATIONAL PROGRAM
These sources include:
COMPREHENSIVE CAREER TECH SALARY REIMBURSEMENT
CAREER TECH PROGRAMS INCENTIVE ASSISTANCE GRANTS
FORMULA OPERATIONS
CAPITAL OUTLAY

4000 FEDERAL SOURCES OF REVENUE

Revenue collected by the federal government and distributed to state and local education agencies for the purpose of providing financial support for programs, projects, services, and activities which enhance educational opportunities for citizens.

4100 GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT

These sources include:

TITLE VI-PART A, INDIAN EDUCATION
TITLE VIII-IMPACT AID
4200 TITLE I PART A— Improving basic programs operated by State and local educational agencies (LEA). EVERY STUDENT SUCCEEDS ACT (ESSA).

4300 TITLE II (PART A) Teacher and Principal training and recruiting fund
INDIVIDUALS WITH DISABILITIES
Revenue to assure the effective education of disabled children.

These sources include:

INDIVIDUALS WITH DISABILITIES, P.L. 105-17, IDEA-Part B
PRESCHOOL AGES 3-5, P.L. 105-17, IDEA-Part B
4400 ESSA of 2015, CONTINUED

These sources include:

TITLE IV – 21st Century Schools
Safe and Drug Free Schools, Charter Schools, etc...
4500 GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH OTHER
STATE AND INTERMEDIATE SOURCES

These sources include:

JOHNSON-O'MALLEY PROGRAM
MEDICAID RESOURCES

4600 OTHER FEDERAL SOURCES OF REVENUE THROUGH STATE DEPARTMENT OF EDUCATION OR STATE DEPARTMENT OF CAREER AND VOCATIONAL EDUCATION

4700 CHILD NUTRITION PROGRAMS

Revenue received from federal sources for provision of child nutrition programs.

These sources include:

LUNCHES
BREAKFASTS
SPECIAL MILK
SUMMER FOOD SERVICE PROGRAM
CHILD & ADULT CARE FOOD PROGRAM

4800 FEDERAL VOCATIONAL EDUCATION

Formula grants to extend, improve, and maintain programs of vocational education, to develop new programs, to furnish equal opportunity in vocational programs, and to enable youth in need of earnings to continue their education by providing part-time employment.

These sources include:

CARL PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT

5000 NON-REVENUE RECEIPTS

Receipts deposited in the fund that are not new revenue to the district, but the return of

assets.

5100 BOND SALES and RETURN OF ASSETS. Return of monies used for investments and financial management procedures.

These sources include:

CASH OR CHANGE and PETTY CASH

ACTIVITY FUND REIMBURSEMENT

INSUFFICIENT FUNDS—RETURN CHECKS CORRECTING ENTRY

6000 BALANCE SHEET ACCOUNTS

6100 CASH ACCOUNTS

MAJOR EXPENDITURES

OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Expenditures by Function:

The law requires that the final budget be approved by function codes as defined by the Oklahoma Cost Accounting System (OCAS). The following definitions reflect the categories.

1000 INSTRUCTION Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist, in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.

2000 SUPPORT SERVICES

Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community, services, and enterprise programs, rather than as entities within themselves.

2100 SUPPORT SERVICES-STUDENTS

Activities designed to assess and improve the well being of students and to supplement the teaching process.

2200 SUPPORT SERVICES- INSTRUCTIONAL STAFF

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.

2300 SUPPORT SERVICES-GENERAL ADMINISTRATION

Activities involving the establishment and administration of policy in connection with operating the entire school district. Do not include the chief business official here, but in Support Services-Business, function series 2500.

2400 SUPPORT SERVICES-SCHOOL ADMINISTRATION

Activities concerned with overall administrative responsibility for a single school or a group of schools.

2500 CENTRAL SERVICES-BUSINESS

Activities that support other administrative and instructional functions, fiscal services, human resources, planning and administrative information technology.

2600 OPERATION AND MAINTENANCE OF PLANT SERVICES

Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds, and in the vicinity of schools are included.

2700 STUDENT TRANSPORTATION SERVICES

Activities concerned with the conveyance of students to and from school as provided by state law. Included are trips between home and school and trips to school activities.

3000 OPERATION OF NONINSTRUCTION SERVICES

Activities concerned with providing non-instructional services to students, staff or community.

3100 CHILD NUTRITION PROGRAMS OPERATIONS

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

3200 OTHER ENTERPRISE SERVICES OPERATION
Activities that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs are financed or recovered primarily through user charges. Child nutrition programs should not be charged here, but rather to function series 3100. One example could be the LEA bookstore or items purchased through the activity fund for resale.

3300 COMMUNITY SERVICES OPERATIONS
Activities, which are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES

Consists of activities involved with the acquisition of land and buildings: remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.

4200 SITE ACQUISITION SERVICES
Activities concerned with the initial acquisition of new sites and improvements thereon.

4300 SITE IMPROVEMENT SERVICES
Activities concerned with improving sites and with maintaining existing site improvements.

4400 ARCHITECTURE AND ENGINEERING SERVICES
The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the LEAs property. Otherwise, charge these services to 4200, 4300, 4600 or 4700, as appropriate.

4500 EDUCATIONAL SPECIFICATIONS DEVELOPMENT SERVICES
Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.

4600 BUILDING ACQUISITION AND CONSTRUCTION SERVICES
Activities concerned with building acquisition through purchase or construction.

4700 BUILDING IMPROVEMENTS SERVICE
Those activities concerned with building additions and with initial installation or extension of service systems and other built-in equipment.

5000 OTHER OUTLAYS

A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as other outlays. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.

7000 OTHER USES

Scholarships, Student Aid, Staff Awards, Workers Comp./Unemployment claims, Tort Liability, Medical care claims, Flexible Benefits, Long-Term disability.

8000 REPAYMENT

Checks/warrants issued to outside agencies for refund of restricted revenue previously received for overpayment, non-qualified expenditures, and other refunds from district funds.

MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Expenditures by Object:

This dimension is used to describe the service or commodity obtained as a result of a specific expenditure. There are nine major object categories, each of which is further subdivided.

Following are definitions of the object classes and selected subject categories:

100 PERSONNEL SERVICES-SALARIES

Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.

200 PERSONNEL SERVICES- EMPLOYEE BENEFITS

Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments, and while not paid directly to employees, nevertheless are part of the cost of personal service.

300 CONTRACTED SERVICES

Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA, and other services, which LEA may purchase. These are services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.

400 PURCHASED PROPERTY SERVICE

Service purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 OTHER PURCHASED SERVICES

Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 SUPPLIES

Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substance.

700 PROPERTY

Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; and replacement of equipment.

800 OTHER OBJECTS

Amounts paid for goods and services not otherwise classified above.

900 OTHER USES OF FUNDS

This series of codes is used to classify transactions, which are not properly recorded as expenditures to the LEA, but require budgetary or accounting control. These include redemption of principal and interest on long-term debt, housing authority obligations and fund transfers.

MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Expenditures by Project:

- 000 NONCATEGORICAL EXPENDITURES**
Used for expenditures for the LEA has no need or desire to classify as below.
- 001-298 CATEGORICAL/SPECIAL BUDGET SERIES**
District expenditures that need to be tracked. Project name and number to be assigned by LEA.
- 299 CATEGORICAL-GIFTS/ENDOWMENTS (district expenditure)**
- 301-399 STATE PROGRAMS**
Expenditures that require specialized reporting for state categorical funds or competitive grants.
- 401-499 VOCATIONAL PROGRAMS-MULTISOURCE-DISTRICT, STATE AND/OR FEDERAL**
Expenditures from restricted funds allocated to the comprehensive high school and the area vocational schools from district, state and/or federal sources.
- 501-799 FEDERAL PROGRAMS**
Expenditures for all federal projects funded through grants or allocations from the federal government either directly or indirectly through the State Department of Education.
- 801-998 SCHOOL ACTIVITY SUBACCOUNTS (FUND 60 SERIES ONLY)**
District sub account expenditures that need to be tracked within the school activity fund. Name of sub account and code number to be assigned by LEA.

APPENDIX C

GENERAL FUND REVENUE - COMPARATIVE ANALYSIS

**GUTHRIE PUBLIC SCHOOL
GENERAL FUND REVENUE ANALYSIS**

	2018-2019 PROJECTED	2018-2019 ACTUAL	DIFFERENCE	2019-2020 PROJECTED	2019-2020 ACTUAL	DIFFERENCE	2020-2021 PROJECTED
REVENUE SOURCES							
LOCAL SOURCES							
AD VAL TAX LEVY (CURRENT YEAR)	\$ 5,000,000.00	\$ 5,267,891.84	\$ 267,891.84	\$ 5,500,000.00	\$ 5,523,775.29	\$ 23,775.29	\$ 5,850,000.00
AD VAL TAX LEVY (PRIOR YEAR)	\$ 125,000.00	\$ 163,994.34	\$ 38,994.34	\$ 125,000.00	\$ 175,728.91	\$ 50,728.91	\$ 185,000.00
REVENUE IN LIEU OF TAXES	\$ 15,000.00	\$ 16,377.95	\$ 1,377.95	\$ 15,000.00	\$ 14,757.75	\$ (242.25)	\$ 15,000.00
INTEREST EARNINGS	\$ 28,000.00	\$ 37,093.60	\$ 9,093.60	\$ 35,000.00	\$ 36,798.00	\$ 1,798.00	\$ 35,000.00
RENTALS/SALES/COMMISSIONS	\$ 45,000.00	\$ 86,497.72	\$ 41,497.72	\$ 50,000.00	\$ 71,147.92	\$ 21,147.92	\$ 50,000.00
REIMBURSEMENTS	\$ 20,000.00	\$ 64,889.50	\$ 44,889.50	\$ 35,000.00	\$ 46,521.29	\$ 11,521.29	\$ 35,000.00
CONTRIBUTIONS / MISCELLANEOUS	\$ 100,000.00	\$ 76,017.84	\$ (23,982.16)	\$ 85,000.00	\$ 124,049.57	\$ 39,049.57	\$ 85,000.00
TOTAL LOCAL SOURCES	\$ 5,333,000.00	\$ 5,712,762.79	\$ 379,762.79	\$ 5,845,000.00	\$ 5,992,778.73	\$ 147,778.73	\$ 6,255,000.00
INTERMEDIATE SOURCES							
COUNTY 4 MILL AD VAL.	\$ 650,000.00	\$ 706,311.32	\$ 56,311.32	\$ 675,000.00	\$ 739,618.95	\$ 64,618.95	\$ 700,000.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 225,000.00	\$ 228,184.59	\$ 3,184.59	\$ 230,000.00	\$ 316,371.57	\$ 86,371.57	\$ 300,000.00
TOTAL INTERMEDIATE SOURCES	\$ 875,000.00	\$ 934,495.91	\$ 59,495.91	\$ 905,000.00	\$ 1,055,990.52	\$ 150,990.52	\$ 1,000,000.00
STATE SOURCES							
GROSS PRODUCTION TAX	\$ 815,000.00	\$ 820,419.28	\$ 5,419.28	\$ 815,000.00	\$ 630,378.34	\$ (184,621.66)	\$ 595,000.00
MOTOR VEHICLE COLLECTION	\$ 1,300,000.00	\$ 1,286,798.34	\$ (13,201.66)	\$ 1,290,000.00	\$ 1,241,366.59	\$ (48,633.41)	\$ 1,173,000.00
RURAL ELECTRIC COOPERATIVE TAX	\$ 90,000.00	\$ 88,912.55	\$ (1,087.45)	\$ 90,000.00	\$ 132,808.90	\$ 42,808.90	\$ 125,000.00
STATE SCHOOL LAND EARNINGS	\$ 515,000.00	\$ 495,930.50	\$ (19,069.50)	\$ 515,000.00	\$ 438,850.95	\$ (76,149.05)	\$ 415,000.00
VEHICLE/FARM TAX STAMP	\$ 11,000.00	\$ 13,743.85	\$ 2,743.85	\$ 15,000.00	\$ 13,175.27	\$ (1,824.73)	\$ 12,500.00
FLEXIBLE BENEFIT ALLOWANCE REIMB.	\$ 2,100,000.00	\$ 2,275,357.66	\$ 175,357.66	\$ 2,500,000.00	\$ 2,413,786.36	\$ (86,213.64)	\$ 2,446,000.00
FOUNDATION & SAL INCENT AID	\$ 9,300,000.00	\$ 9,549,188.00	\$ 249,188.00	\$ 10,275,000.00	\$ 10,275,357.00	\$ 357.00	\$ 9,150,000.00
DRIVER EDUCATION	\$ 10,000.00	\$ 6,435.00	\$ (3,565.00)	\$ 6,517.00	\$ 6,517.50	\$ 0.50	\$ 2,393.00
MISC. STATE SOURCES	\$ 10,000.00	\$ 25,122.91	\$ 15,122.91	\$ 74,000.00	\$ 39,116.13	\$ (34,883.87)	\$ 50,000.00
VOCATIONAL SALARY REIMBURSEMENT	\$ 34,160.00	\$ 35,660.00	\$ 1,500.00	\$ 38,560.00	\$ 38,560.00	\$ -	\$ 38,560.00
VOCATIONAL INCENTIVE ASSISTANCE GRANT	\$ 56,280.00	\$ 56,281.00	\$ 1.00	\$ 71,900.00	\$ 71,900.00	\$ -	\$ 91,274.00
READING SUFFICIENCY FUNDS	\$ 25,000.00	\$ 34,234.20	\$ 9,234.20	\$ 35,000.00	\$ 61,704.40	\$ 26,704.40	\$ 35,000.00
STATE SOURCES-CONTINUED							
ALTERNATIVE EDUCATION/STATEWIDE	\$ 75,000.00	\$ 70,278.40	\$ (4,721.60)	\$ 77,000.00	\$ 76,837.28	\$ (162.72)	\$ 69,852.00
NATIONAL BOARD CERTIFICATION	\$ 10,000.00	\$ 18,600.00	\$ 8,600.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 20,000.00
ACE REMEDIATION & TECHNOLOGY	\$ -	\$ -	\$ -	\$ 13,100.00	\$ -	\$ (13,100.00)	\$ 7,363.00
STATE ADOPTED TEXTBOOKS	\$ 158,000.00	\$ 160,613.00	\$ 2,613.00	\$ 158,000.00	\$ 160,447.51	\$ 2,447.51	\$ 161,830.00
TOTAL STATE SOURCES	\$ 14,509,440.00	\$ 14,937,574.69	\$ 428,134.69	\$ 15,994,077.00	\$ 15,620,806.23	\$ (373,270.77)	\$ 14,392,772.00
FEDERAL SOURCES							
TITLE I	\$ 950,000.00	\$ 942,957.56	\$ (7,042.44)	\$ 1,154,780.97	\$ 1,009,897.22	\$ (144,883.75)	\$ 1,047,747.71
CARES ACT FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 782,106.80
IDEA-B, FLOW THROUGH	\$ 640,000.00	\$ 668,573.26	\$ 28,573.26	\$ 795,761.00	\$ 679,802.95	\$ (115,958.05)	\$ 777,136.73
TITLE III, ENGLISH LANGUAGE	\$ 10,000.00	\$ 11,507.72	\$ 1,507.72	\$ 13,061.00	\$ 13,298.16	\$ 237.16	\$ 16,185.00
TITLE VI, INDIAN ED	\$ 53,000.00	\$ 51,356.00	\$ (1,644.00)	\$ 53,717.00	\$ 53,799.31	\$ 82.31	\$ 62,249.00
TITLE II, PART A	\$ 148,000.00	\$ 160,443.09	\$ 12,443.09	\$ 6,024.00	\$ 128,816.70	\$ 122,792.70	\$ -
TITLE IV, LEAS FORMULA	\$ -	\$ 33,769.27	\$ 33,769.27	\$ 29,981.70	\$ 38,883.33	\$ 8,901.63	\$ 29,982.00
COVID ASSISTANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,760.00
ROTC	\$ 76,000.00	\$ 68,194.25	\$ (7,805.75)	\$ 70,000.00	\$ 70,524.36	\$ 524.36	\$ 70,500.00
CARL PERKINS	\$ 54,391.00	\$ 43,327.00	\$ (11,064.00)	\$ 41,337.00	\$ 79,081.08	\$ 37,744.08	\$ 38,474.00
TOTAL FEDERAL SOURCES	\$ 1,931,391.00	\$ 1,980,128.15	\$ 48,737.15	\$ 2,164,662.67	\$ 2,074,103.11	\$ (90,559.56)	\$ 2,854,141.24
NON-REVENUE SOURCES							
FUND TRANSFERS	\$ 220,000.00	\$ 189,412.50	\$ (30,587.50)	\$ 220,000.00	\$ 111,995.52	\$ (108,004.48)	\$ 175,000.00
CORRECTING ENTRY	\$ -	\$ -	\$ -	\$ -	\$ 3,543.58	\$ 3,543.58	\$ -
TOTAL NON-REVENUE SOURCES	\$ 220,000.00	\$ 189,412.50	\$ (30,587.50)	\$ 220,000.00	\$ 115,539.10	\$ (104,460.90)	\$ 175,000.00
BALANCE SHEET ACCOUNTS							
FUND BALANCE/CASH FORWARD	\$ 2,921,917.48	\$ 2,921,917.48	\$ -	\$ 3,307,858.33	\$ 3,307,858.33	\$ -	\$ 3,023,549.31
TOTAL BALANCE SHEET ACCOUNTS	\$ 2,921,917.48	\$ 2,921,917.48	\$ -	\$ 3,307,858.33	\$ 3,307,858.33	\$ -	\$ 3,023,549.31
TOTAL BALANCE & COLLECTIONS	\$ 25,790,748.48	\$ 26,676,291.52	\$ 885,543.04	\$ 28,436,598.00	\$ 28,167,076.02	\$ (269,521.98)	\$ 27,700,462.55
PROJECTED EXPENDITURES FOR 2020-2021							\$ 24,548,695.00
PROJECTED FUND BALANCE FOR 2020-2021							\$ 3,151,767.55

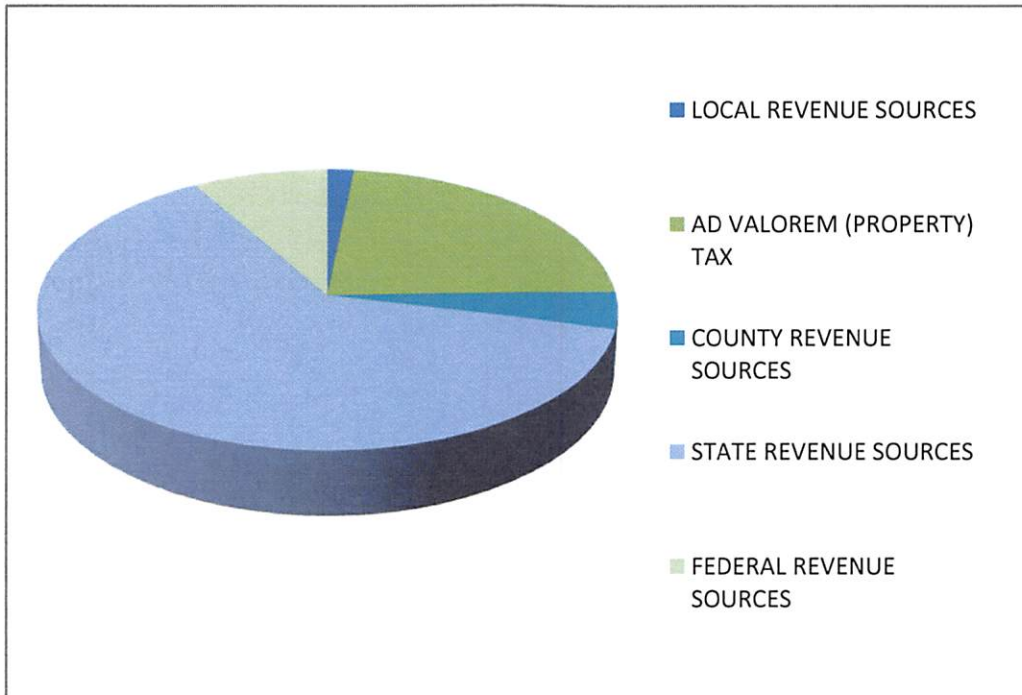
APPENDIX D
GENERAL FUND - FIXED COST ANALYSIS

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

	<i>2019-2020 ACTUAL COST</i>	<i>2019-2020 % OF COST</i>	<i>2020-2021 PROJECTED COST</i>	<i>2020-2021 % OF COST</i>
<i>FIXED COSTS</i>				
SALARY / BENEFITS	\$21,861,961.50	86.95%	\$21,629,750.00	88.11%
PROFESSIONAL & TECHNICAL SERVICES	160,242.95	0.64%	160,500.00	0.65%
UTILITIES / TELEPHONE	655,496.28	2.61%	650,000.00	2.65%
INSURANCE	324,632.02	1.29%	104,970.00	0.43%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	175,192.01	0.70%	175,000.00	0.71%
GASOLINE / DIESEL	110,404.48	0.44%	150,000.00	0.61%
COUNTY REVALUATION COST	91,003.79	0.36%	90,000.00	0.37%
EARMARKED STATE AND FEDERAL FUNDS	251,393.29	1.00%	250,000.00	1.02%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	117,775.80	0.47%	120,000.00	0.49%
TOTAL FIXED COSTS	23,748,102.12	94.45%	23,330,220.00	95.04%
<i>DISCRETIONARY COSTS</i>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	509,136.82	2.02%	530,670.00	2.16%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	886,287.77	3.52%	687,805.00	2.80%
TOTAL DISCRETIONARY COSTS	1,395,424.59	5.55%	1,218,475.00	4.96%
GRAND TOTAL - ALL COSTS	\$25,143,526.71	100.00%	\$24,548,695.00	100.00%

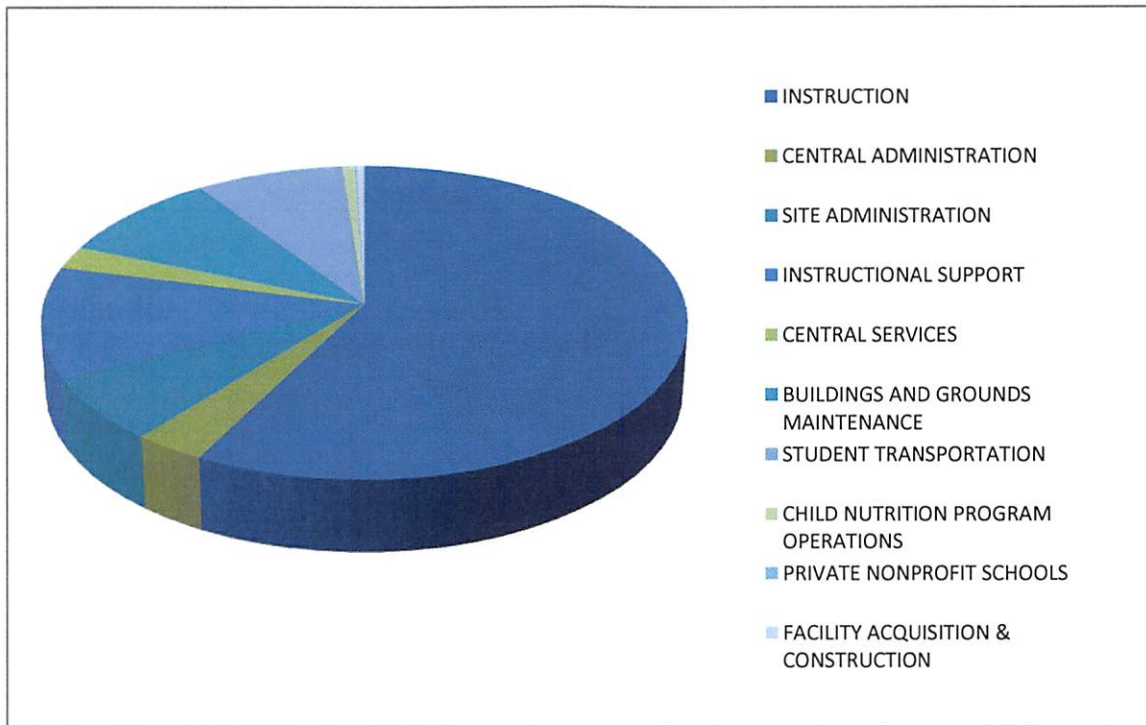
APPENDIX E
2019-2020 CONDENSED FINANCIAL INFORMATION

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND REVENUE
FOR THE YEAR ENDED JUNE 30, 2020**



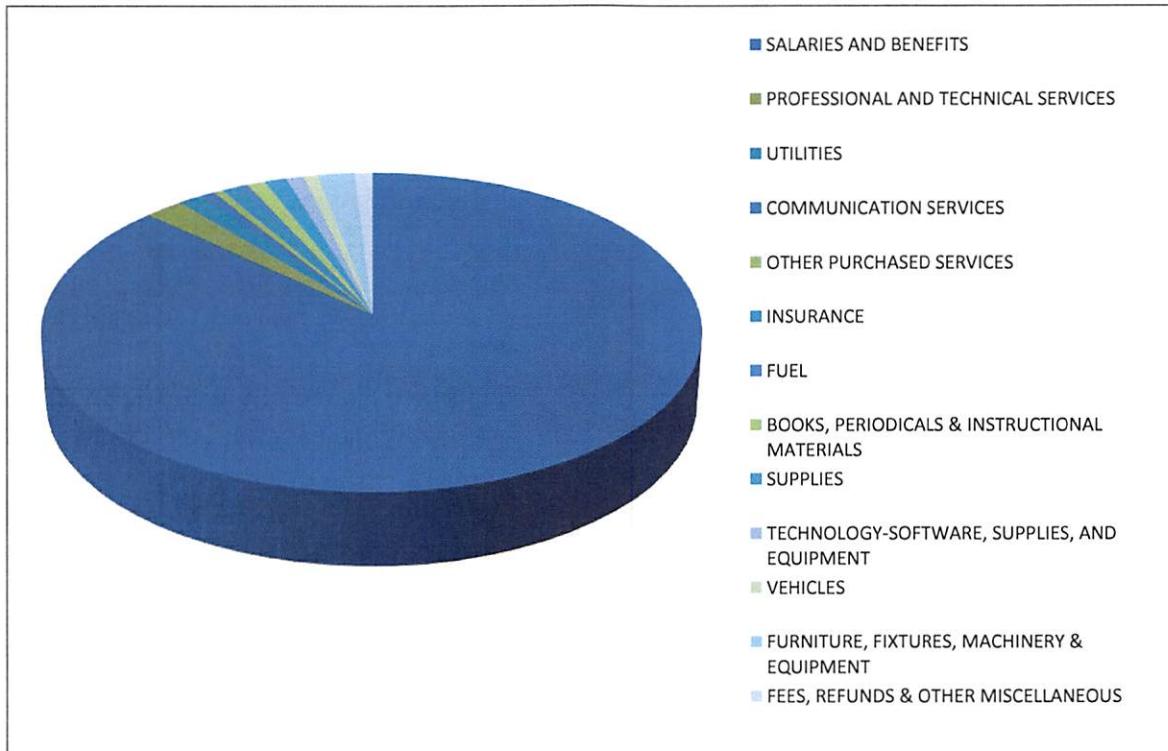
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 408,813.63	1.64%
AD VALOREM (PROPERTY) TAX	\$ 5,699,504.20	22.93%
COUNTY REVENUE SOURCES	\$ 1,055,990.52	4.25%
STATE REVENUE SOURCES	\$ 15,620,806.23	62.84%
FEDERAL REVENUE SOURCES	\$ <u>2,074,103.11</u>	<u>8.34%</u>
TOTAL GENERAL FUND REVENUE	\$ 24,859,217.69	100.00%

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2020**



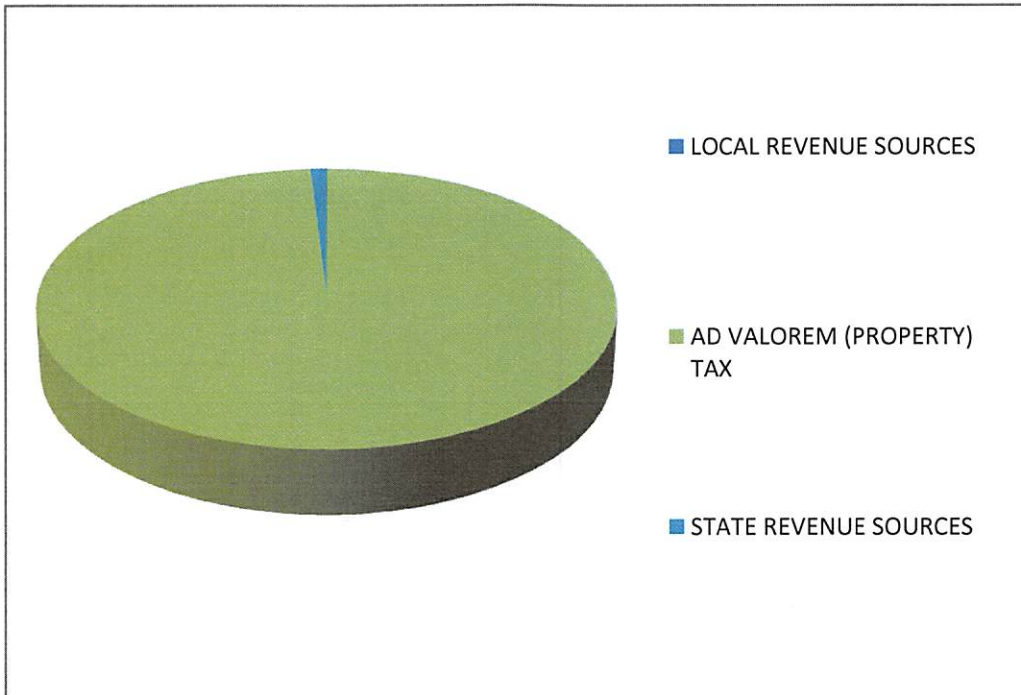
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 14,495,508.33	57.65%
CENTRAL ADMINISTRATION	\$ 811,113.01	3.23%
SITE ADMINISTRATION	\$ 1,657,969.06	6.59%
INSTRUCTIONAL SUPPORT	\$ 2,888,563.79	11.49%
CENTRAL SERVICES	\$ 590,031.63	2.35%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 2,314,444.59	9.20%
STUDENT TRANSPORTATION	\$ 2,082,220.68	8.28%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 172,212.75	0.68%
PRIVATE NONPROFIT SCHOOLS	\$ 26,473.43	0.11%
FACILITY ACQUISITION & CONSTRUCTION	\$ <u>104,989.44</u>	<u>0.42%</u>
TOTAL GENERAL FUND EXPENDITURES BY FUNCTION	\$ 25,143,526.71	100.00%

**GUTHRIE PUBLIC SCHOOLS
GENERAL FUND EXPENDITURES BY OBJECT
FOR THE YEAR ENDED JUNE 30, 2020**



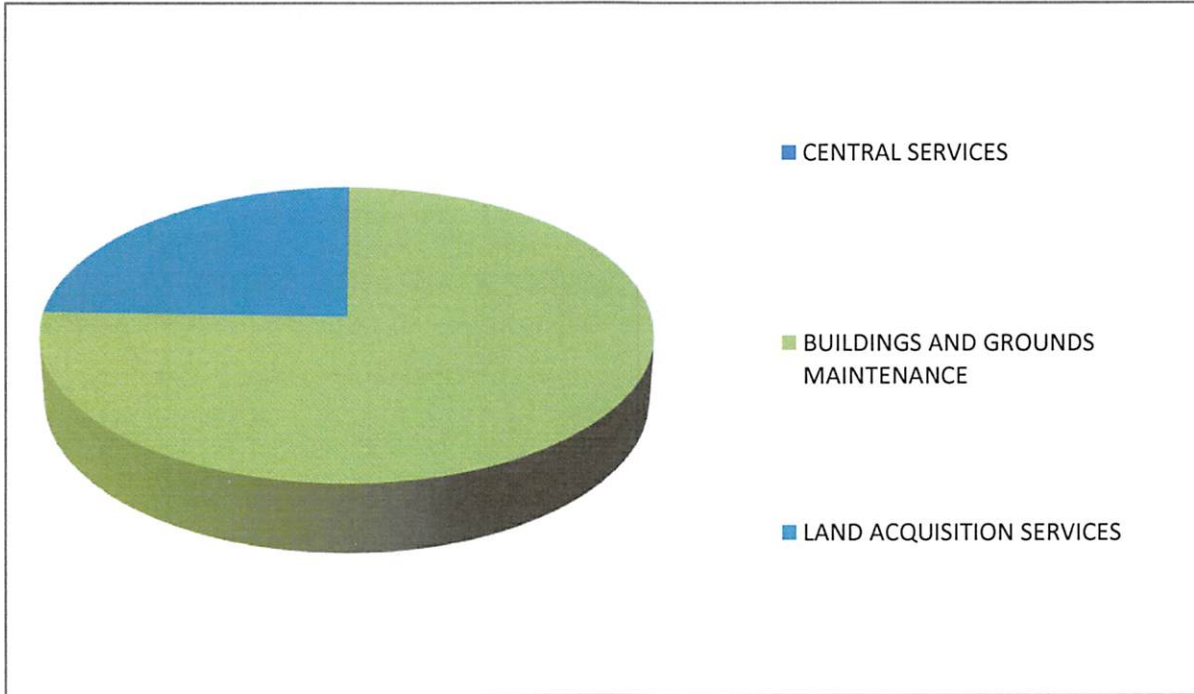
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 21,861,961.50	86.95%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 520,995.91	2.07%
UTILITIES	\$ 368,610.58	1.47%
COMMUNICATION SERVICES	\$ 164,130.77	0.65%
OTHER PURCHASED SERVICES	\$ 128,886.75	0.51%
INSURANCE	\$ 264,033.50	1.05%
FUEL	\$ 107,657.79	0.43%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 243,011.98	0.97%
SUPPLIES	\$ 300,784.50	1.20%
TECHNOLOGY-SOFTWARE, SUPPLIES, AND EQUIPMENT	\$ 243,011.98	0.97%
VEHICLES	\$ 194,139.44	0.77%
FURNITURE, FIXTURES, MACHINERY & EQUIPMENT	\$ 500,030.92	1.99%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 246,271.09	0.98%
TOTAL GENERAL FUND EXPENDITURES BY OBJECT	\$ 25,143,526.71	100.00%

**GUTHRIE PUBLIC SCHOOLS
BUILDING FUND REVENUE
FOR THE YEAR ENDED JUNE 30, 2020**



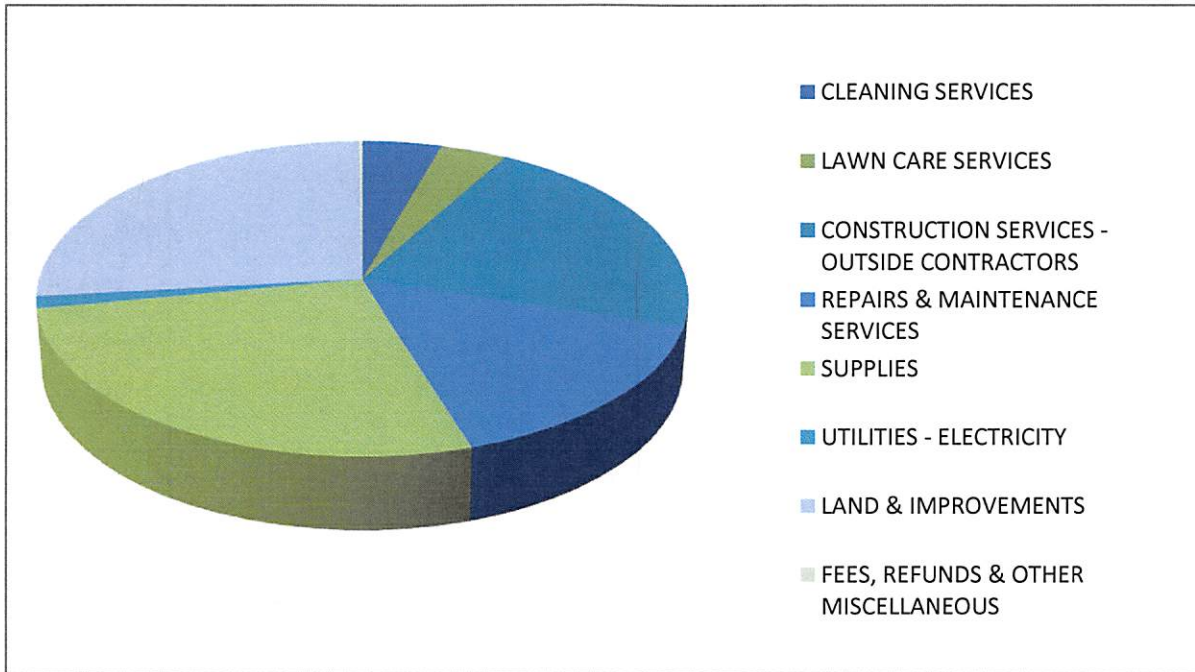
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 240.00	0.03%
AD VALOREM (PROPERTY) TAX	\$ 814,214.85	99.02%
STATE REVENUE SOURCES	\$ 7,858.37	0.96%
TOTAL BUILDING FUND REVENUE	\$ 822,313.22	100.00%

**GUTHRIE PUBLIC SCHOOLS
 BUILDING FUND EXPENDITURES BY FUNCTION
 FOR THE YEAR ENDED JUNE 30, 2020**



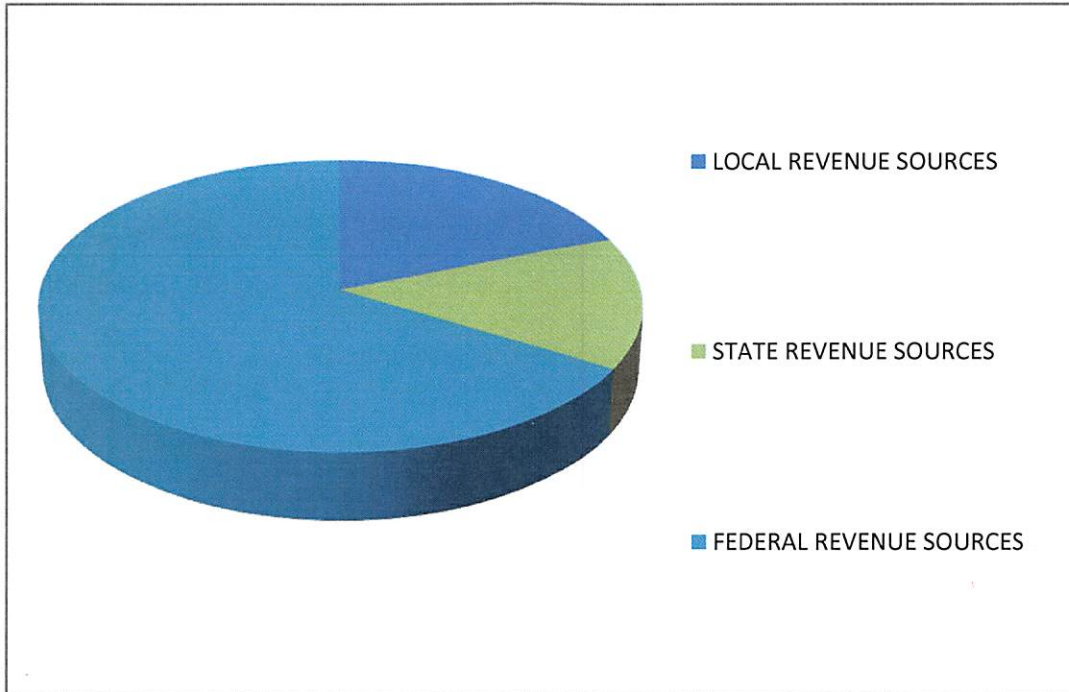
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CENTRAL SERVICES	\$ 1,222.55	0.11%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 818,108.18	75.45%
LAND ACQUISITION SERVICES	\$ <u>265,021.44</u>	<u>24.44%</u>
TOTAL BUILDING FUND EXPENDITURES BY FUNCTION	\$ 1,084,352.17	100.00%

**GUTHRIE PUBLIC SCHOOLS
 BUILDING FUND EXPENDITURES BY OBJECT
 FOR THE YEAR ENDED JUNE 30, 2020**



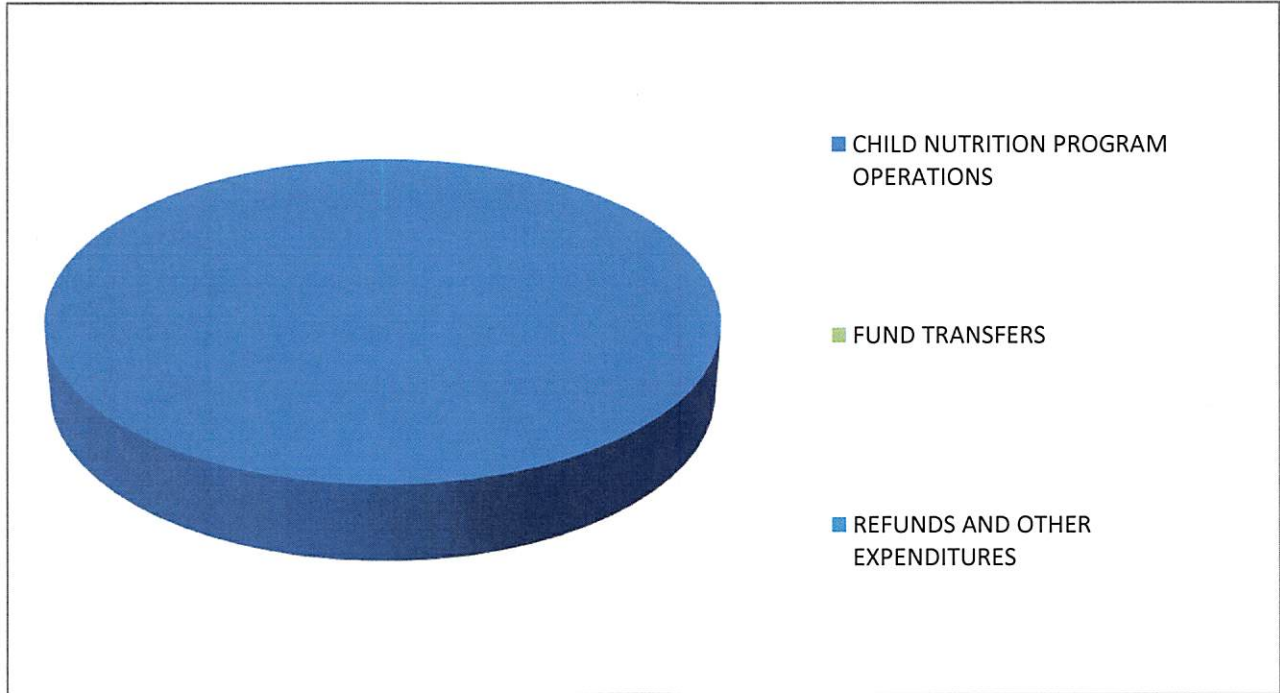
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CLEANING SERVICES	\$ 48,437.93	4.47%
LAWN CARE SERVICES	\$ 40,270.00	3.71%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ 233,395.43	21.52%
REPAIRS & MAINTENANCE SERVICES	\$ 167,891.19	15.48%
SUPPLIES	\$ 291,093.90	26.84%
UTILITIES - ELECTRICITY	\$ 13,512.24	1.25%
LAND & IMPROVEMENTS	\$ 287,639.55	26.53%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>2,111.93</u>	<u>0.19%</u>
TOTAL BUILDING FUND EXPENDITURES BY OBJECT	\$ 1,084,352.17	100.00%

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND REVENUE
FOR THE YEAR ENDED JUNE 30, 2020**



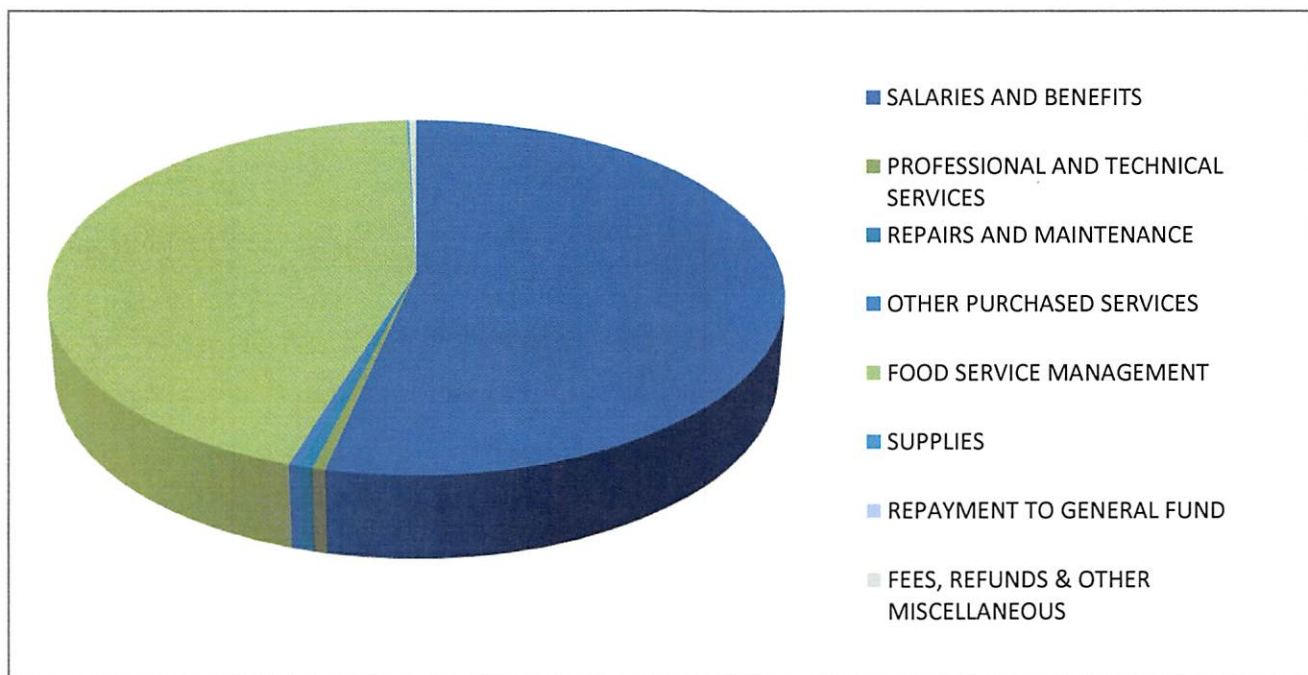
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 262,206.67	19.10%
STATE REVENUE SOURCES	\$ 199,573.80	14.54%
FEDERAL REVENUE SOURCES	\$ <u>911,199.62</u>	<u>66.37%</u>
TOTAL CHILD NUTRITION FUND REVENUE	\$ 1,372,980.09	100.00%

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND EXPENDITURES BY FUNCTION
FOR THE YEAR ENDED JUNE 30, 2020**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,428,710.66	99.87%
FUND TRANSFERS	\$ -	0.00%
REFUNDS AND OTHER EXPENDITURES	\$ <u>1,825.70</u>	<u>0.13%</u>
TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION	\$ 1,430,536.36	100.00%

**GUTHRIE PUBLIC SCHOOLS
CHILD NUTRITION FUND EXPENDITURES BY OBJECT
FOR THE YEAR ENDED JUNE 30, 2020**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 764,701.60	53.46%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 6,834.00	0.48%
REPAIRS AND MAINTENANCE	\$ 8,182.72	0.57%
OTHER PURCHASED SERVICES	\$ 5,579.00	0.39%
FOOD SERVICE MANAGEMENT	\$ 638,449.03	44.63%
SUPPLIES	\$ 1,435.00	0.10%
REPAYMENT TO GENERAL FUND	\$ -	0.00%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 5,355.01	0.37%
TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT	\$ 1,430,536.36	100.00%



MERIDIAN TECHNOLOGY CENTER

September 10, 2020

RECEIVED
SEP 14 2020
OFFICE OF THE SUPERINTENDENT
GUTHRIE PUBLIC SCHOOLS

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

Dear Dr. Simpson,

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

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

All of Meridian's programs meet the qualifications for SB 1370 to fulfill the requirements for the third math and/or computer science credit for students on the CORE curriculum. A student must attend one year to earn a credit. To earn both math and computer science they must attend two years. The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OK Promise requirements.

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

Also enclosed you will find 2020-21 Unit Transcribing Options and Codes containing a list of courses, including OCAS codes, for students needing academic credit.

Sincerely,

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

1312 South Sangre Road
Stillwater, Oklahoma 74074-1899

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

www.meridiantech.edu



Memorandum of Understanding for
Academic Credit Options

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

_____.

School Official Signature: _____

Position: _____

Date of Signature: _____

**Meridian Technology Center
2020-21 Unit Transcribing Options and Codes**

MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math and/or Computer Science Credit for SB 1370
ACR						
Residential HVAC Installer	Heating, Ventilation, A/C	Travis Snowden	405894	3-4	9059	X
Residential HVAC Technician	Heating, Ventilation, A/C - Specialized	Travis Snowden	405894	3-4	9080	X
Automotive Service Technology						
Automotive Maintenance & Light Repair	Automotive Service Technology-Specialized	David Shields/Rick Carlile	152498/434450	3-4	9907	X
Automotive Service Technician	Automotive Service Technology	David Shields/Rick Carlile	152498/434450	3-4	9906	X
Business Technology						
Accounts Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3.4	9783	X
Carpentry						
Frame Carpenter	Carpentry - Specialized	Cy Boles	155600	3-4	9078	X
Finish Carpenter	Finish Carpentry	Cy Boles	155600	3-4	9052	X
Collision Repair Technology						
Collision Repair and Refinishing Apprentice	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Combination Collision Repair Technician	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Non-Structural Repair Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
Refinishing Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
Computer Aided Drafting						
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	X
Cosmetology						
Cosmetologist - Public	Cosmetology	Sue Ann Paine	237070	3-4	9478	X
Culinary Arts						
Basic Culinary Arts	Culinary Arts	Donna Cantrell/Dustin Charter	218179/443674	3-4	9426	X
Advanced Culinary Arts	Culinary Arts - Specialized	Donna Cantrell/Dustin Charter	218179/443674	3-4	9427	X
Digital Media						
Graphic Design Specialist (960)	Digital Media and Publishing	Michelle Moore	214017	3-4	9537	X
Web Designer	Web Design and Development IT	Michelle Moore	214017	3-4	9557	X
3D Animation	Animation Technology	Sheila McMurry	221804	3-4	9527	X
Digital Video Advanced Technician	Audio and Video Technology IT	Sheila McMurry	221804	3-4	9555	X
Electrical Technology						
Electrical Apprenticeship - Residential	Electrical Trades	Wayne Ford	416280	3-4	9058	X
Electrical Apprenticeship - Commercial	Electrical Trades - Specialized	Wayne Ford	416280	3-4	9086	X
Energy and Power						
Energy and Power Level 1	Energy & Power	Jeff Littau/Cody Erwin	434436/443143	3-4	9737	X
Energy and Power Level 2	Energy & Power Specialized	Jeff Littau/Cody Erwin	434436/443143	3-4	9736	X
Facilities Management						
Facilities Management	Introduction to Construction Technology	Bret Pickens	143204	3-4	9098	X

MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math and/or Computer Science Credit for SB 1370
Health Careers						
Health Careers 1 †	Nursing Services	Jeana Bateson/Michelle Mills	208978/218180	3-4	8551	X
Health Careers 2	Medical Services	Anita Bolay/Doug Jones	401150/436022	3-4	8552	X
Health Careers 3	Medical Services	Anita Bolay/Doug Jones	401150/436022	3-4	8552	X
Information Technology						
Network PC Support Specialist	Computer/Network Support - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9543	X
Network Systems Engineer	Network Systems	Daniel Devers/Les Little	403953/412516	3-4	9547	X
PC Support Technician	Computer/Network Support	Daniel Devers/Les Little	403953/412516	3-4	9542	X
Cyber Crime Specialist	Cyber Security - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9564	X
Cyber Security Professional (720)	Cyber Security	Daniel Devers/Les Little	403953/412516	3-4	9530	X
Masonry						
Brick and Stone Mason Level I	Masonry	Bret Pickens	143204	3-4	9065	X
Brick and Stone Mason Level II	Masonry - Specialized	Bret Pickens	143204	3-4	9066	X
Pharmacy Tech						
Advanced Pharmacy Technician	Pharmacy Services	Heather Black	405710	3-4	9334	X
Precision Metal Fabrication						
Metal Fabricator Level 1	Metal Fabrication	Justin Nisbett	412219	3-4	9702	X
Metal Fabricator Level 2	Metal Fabrication - Specialized	Justin Nisbett	412219	3-4	9714	X
Product Development & Machining						
CNC Machinist	CNC Machining - Specialized	Jimmy Williams	186015	3-4	9680	X
CNC Machinist Assistant	CNC Machining	Jimmy Williams	186015	3-4	9679	X
Engine Lathe Operator	Manual Machinist	Jimmy Williams	186015	3-4	9697	X
STEM Academy						
PLTW Biomedical Sciences (1440) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Biomedical Sciences (960) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Pre-Engineering (1440) †††	Pre-Engineering STEM Academy-Advanced	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9871	X
PLTW Pre-Engineering (960) †††	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9862	X
Welding Technology						
Welding Level 1	Welding MN	Joe Steele	401001	3-4	9707	X
Welding Level 2	Welding MN - Specialized	Joe Steele	401001	3-4	9708	X

OCAS Codes for Students Needing Academic Credit

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Accounts Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Office Administration & Management	Office Administration & Management	Melody Johnston	157467	1 Computer Science	8105	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3-4	9783	
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Fundamentals of Administrative Technologies II	Fundamentals of Administrative Technologies II	Melody Johnston	157467	1 Computer Science	8104	X
Fundamentals of Web Design	Fundamentals of Web Design	Melody Johnston	157467	1 Computer Science	8153	X
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
3D Animation	Fundamentals of Technology	Sheila McMurry	221804	3-4	9527	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Digital Video Advanced Technician	Audio and Video Technology IT - Specialized	Sheila McMurry	221804	3-4	9555	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Graphic Design Specialist 960	Digital Media and Publishing - Specialized	Michelle Moore	214017	3-4	9538	
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Design Tools and Electronic Marketing Strategies	Design Tools and Electronic Marketing Strategies	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8154	X
Desktop Publishing and Graphic Design	Desktop Publishing and Graphic Design	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8149	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Web Designer	Web Design and Development IT	Michelle Moore	214017	3-4	9557	
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Web Scripting Foundations	Web Scripting Foundations	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8157	X

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Health Careers 1	Nursing Services	Jeana Bateson/Anita Bolay/Doug Jones/Michelle Mills	208978/401150/ 436022/218180	3-4	9301	
Anatomy (1st year students)	Anatomy	Michelle Mills	218180	1 Science Credit	5333	X
Cyber Security Professional	Cyber Security	Daniel Devers/Les Little	403953/412516	3-4	9530	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8134	X
Enterprise Security Management	Enterprise Security Management	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8132	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network Security	Network Security	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8131	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Principals of Information Assurance	Principals of Information Assurance	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8130	X
Secure Electronic Commerce	Secure Electronic Commerce	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8133	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
Network PC Support Specialist	Computer/Network Support - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9543	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Systems Engineer	Network Systems	Daniel Devers/Les Little	403953/412516	3-4	9547	
Active Directory Infrastructure	Active Directory Infrastructure	Daniel Devers/Les Little	403953/412516	1 Computer Science	8184	X
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Server Infrastructure Design	Server Infrastructure Design	Daniel Devers/Les Little	403953/412516	1 Computer Science	8185	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
PC Support Technician	Computer/Network Support	Daniel Devers/Les Little	403953/412516	3-4	9542	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Cyber Crime Specialist	Cyber Security - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9564	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8134	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X

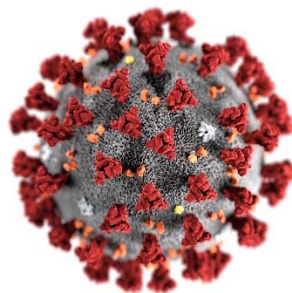
Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Project Lead the Way Biomedical Sciences	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
AP Environmental Science	AP Environmental Science	Debbie Short	173145	1 Science Credit	5121	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Advanced Math I	Advanced Math I	Mark Thomas	183094	1 Math Credit	4830	X
Advanced Math II	Advanced Math II	Mark Thomas	183094	1 Math Credit	4831	X
Algebra II	Algebra II	Cheryl Cottom	198873	1 Math Credit	4412	X
Anatomy	Anatomy	Stephanie Hara	408848	.5 Science Credit	5333	X
Biomedical Innovation	PLTW Biomedical Innovation	Cheryl Cottom	198873	1 Science Credit	8719	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	
Human Body Systems	PLTW Human Body Systems	Cheryl Cottom/Stephanie Hara	198873/408848	1 Science Credit	8707	X
Medical Interventions	PLTW Medical Interventions	Stephanie Hara	408848	1 Science Credit	8708	X
Microbiology	Microbiology	Stephanie Hara	408848	1 Science Credit	5336	
Physiology	Physiology	Stephanie Hara	408848	.5 Science Credit	5220	X
Pre-AP Chemistry	Chemistry	Cheryl Cottom	198873	1 Science Credit	5051	X
Principles of Biomedical Sciences	PLTW Principles of Biomedical Sciences	Cheryl Cottom	198873	1 Science Credit	8706	X
Pre-Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	
Project Lead The Way Pre-Engineering	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9862	
Aerospace Engineering	PLTW Aerospace Engineering	Brian James	208458	1 Elective Credit	8715	X
Algebra II	Algebra II	Brian James	208458	1 Math Credit	4412	X
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	AP Computer Science Principles (CSP)	Mark Thomas	183094	1 Computer Science	8851	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
Advanced Math I	Advanced Math I	Mark Thomas	183094	1 Math Credit	4830	X
Advanced Math II	Advanced Math II	Mark Thomas	183094	1 Math Credit	4831	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Civil Engineering and Architecture	PLTW Civil Engineering and Architecture	Claudette Hixon	138204	1 Elective Credit	8713	
Computer Science Principles	PLTW Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Digital Electronics	PLTW Digital Electronics	Mark Thomas	183094	1 Math Credit	8711	X
Engineering Design and Development	PLTW Engineering Design and Development	Debbie Short	173145	1 Elective Credit	8716	
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	
Introduction to Engineering Design	Introduction to Engineering Design	Brian James	208458	1 Computer Science	8709	X
Pre-AP Chemistry	Chemistry	Debbie Short	173145	1 Science Credit	5051	X
Principles of Engineering	Principles of Engineering	Mark Thomas/Claudette Hixon	183094/138204	1 Computer Science	8710	X
Pre-Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	
Pull out academic courses are taught by a certified math instructor.						
The number of units of credit given for the technology program is reduced by one if an academic or math pull-out course is taken. Students must be recommended by their school counselor to take these courses.						
Academic Credit Recovery classes are offered through on-line instruction. Courses are supervised by our math instructor and/or sending school teacher of record. The SDE code for each course will be the same as the code used at the sending school.						
Algebra II	Algebra II	Carol Herring	193249	1 Math Credit	4412	X
Geometry	Combined Geometry	Carol Herring	193249	1 Math Credit	4520	X
Mathematics of Finance	Mathematics of Finance	Carol Herring	193249	1 Math Credit	4770	
Pre-Calculus	Pre-Calculus	Carol Herring	193249	1 Math Credit	4611	X
† Health Careers first-year students will also receive one Anatomy credit.						
†† Biomedical students will receive one science credit and one math credit each year.						
††† Pre-Engineering students will receive one math credit and one science credit each year.						
Definition of Heading Terms:						
MTC Units-Elective credits awarded to students for completing courses at Meridian Technology Center. List of approved courses and OCAS found at https://www.okcareertech.org/educators/ocas-codes						
OHLAP-List of approved courses and credits found online at https://secure.okcollegestart.org/College_Planning/Prepare_for_College/course_guidelines.aspx						
SB 1370-Information on CareerTech fulfills the requirements for Math and/or Computer Science Credit on CORE Curriculum can be found at https://www.okcareertech.org/educators/career-and-academic-connections/academics/cte-options-for-ace-and-graduation-requirement						



GUTHRIE PUBLIC SCHOOLS

COVID-19 Protocols for 2020-21

Effective ~~August 31~~ September 25, 2020



How will School Start on August 20th?

Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all students. Guthrie Public Schools understands the importance of in-person instruction for our students and our goal is to start in person instruction on August 20th. We realize a need may arise when we have to close a classroom, school, or the entire district temporarily due to a rise in confirmed cases of COVID-19. If we must transition from in person instruction to distance learning overnight, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in distance learning. Guthrie Public Schools will be using Google Classroom, Edgenuity Online Courseware for grades 6-12, and Exact Path Online Courseware for grades K-5. Our staff will be utilizing professional development days in August to be trained on implementing these options to assure there will be no loss of instruction if distance learning is needed.

As you might imagine, there will be some changes to a normal school day for a student. One of those changes will include more assigned seating, including on school buses. Parents are encouraged to take their child to school if possible. At this time, based on current conditions, we are strongly encouraging wearing a mask when social distancing of six feet or more isn't possible. Parents will be required to screen their child daily before leaving home for COVID-19 symptoms. Staff will also be required to screen for the same COVID-19 symptoms. Any visitors to a school will be required to wear a mask at all times while on campus.

GPS will follow the color coded COVID-19 Alert System established by the Oklahoma State Department of Health to determine instructional setting, health protocols, and activities. This determination will be made when the levels of infection for Logan County are released in advance of the next week of instruction. While at the yellow level, the wearing of masks in all indoor spaces is strongly recommended. If Logan County is elevated to the orange level or higher, masks will be required of all students and staff while inside buildings or in school vehicles (including school buses) with more than one person present. This requirement will extend for a minimum of two weeks of instruction. Pre-K through 3rd and 4th grade students may be allowed to remove their masks, while in the classroom, at the teacher's discretion based on a determination of the district level administration. After the two week duration, if Logan County has dropped below the orange level, the wearing of masks will return to a strong recommendation. Any exemption to this requirement will be considered on a case by case basis by the district administration, including the school nurse, and may require written documentation from a healthcare professional. Failure to follow a mandatory mask condition by students or staff will be treated as a violation of the school dress code policy.

Online Options with BLUEJAY ACADEMY for Students 6-12

BLUEJAY ACADEMY is a fulltime virtual class with online curriculum for individual student success monitored by Guthrie Public Schools staff. Students in grades 6-12 will receive online instruction from district purchased Edgenuity Courseware that is individually tailored for each student. Students that meet eligibility requirements would also be able to participate in all Guthrie Public Schools extracurricular activities.

You can apply or learn more about the BLUEJAY ACADEMY by visiting www.guthrie.net or by clicking the link provided below.

<https://www.guthrie.net/vnews/display.v/SEC/Bluejay%20Academy>

COVID-19 PROTOCOL FOR GUTHRIE PUBLIC SCHOOLS

DAILY SCREENING

1. Parent screening using provided checklist; if parents send their child to school, they are certifying they have screened their child. It's the parent's responsibility to do the parent screening and it will be relied upon by the school district.
2. Staff also screen themselves; it is the staff member's responsibility to screen themselves before coming to work. By coming to work, they are certifying they have screened themselves.
 - Checklist attached: At Home Checklist for Students and for Faculty/Staff
 - Communication to parents attached

AT SCHOOL PROCEDURES

Isolation Room: Any student or staff member who exhibits a fever of 100 degrees or more will be instantly isolated in a predetermined isolation room and immediately sent home.

After being sent home, the student or staff member cannot return to school until one of the following criteria is met:

- Without COVID testing, the student or staff member must not be present at school for 10 days from symptom onset. The student or staff member may return on 11th day if symptoms have resolved.
- After a negative COVID test, the student or staff member can return to physical school after 24 hours of being fever free with no fever reducing medication. **For students and staff members who have been quarantined or isolated by the health department, they cannot return to school until their quarantine period ends regardless of a negative COVID-19 test result.**
- The student will become a distance learner at home until he/she can return to school.
- The student will be counted as present because distance learning will be provided.
- The student will be entered into a database accessible only to necessary school personnel.

POSITIVE CASE – ELEMENTARY CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff.
3. Communicate to applicable parents depending on classroom arrangement.
4. Thoroughly sanitize classroom.
5. Positive case classroom goes to distance learning for 14 days while those students are quarantined. If the student has siblings, the siblings will be quarantined.

6. If the attendance of campus learners at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 14 days. The count starts on the first day of distance learning.
7. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the district's Child Nutrition capabilities.

POSITIVE CASE – SECONDARY LEVEL CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff.
3. Communicate to parents at site about positive case.
4. Logan County Health Department will decide which students must be quarantined and go to distance learning dependent on exposure level as determined by the county health officials.
5. If the attendance at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 14 days. The count starts on the first day of distance learning.
6. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the Child Nutrition capabilities.

REQUIREMENTS FOR ALL ELEMENTARY AND SECONDARY TEACHERS

1. Maximize classroom space (remove reading nooks, center areas, etc.)
2. One directional seating (for all classrooms that don't have round tables)
3. Seating charts (required by all teachers for all classes)

BUS TRANSPORTATION

1. Recommend alternate transportation if possible for all bus riders.
2. Maximize air flow.
3. Seating chart required.
4. Additional bus routes (district decision)

COVID-19 SCREENING FORM

STUDENT NAME: _____

Signature of Parent _____

ANY STUDENT ANSWERING YES TO ANY QUESTION OR RECORDING A TEMPERATURE OF 100 OR ABOVE MUST STAY AT HOME.

DATE	FEVER		SORE THROAT		PERSISTENT COUGH		LOSS OF SMELL OR TASTE		SHORTNESS OF BREATH		CLOSE CONTACT TO POSITIVE COVID PATIENT		TEMP	Parents Initials
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		

COVID-19 SCREENING FORM

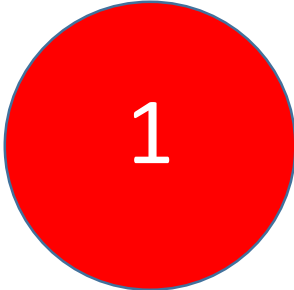
NAME: _____

Signature

ANY FACULTY/STAFF MEMBER ANSWERING YES TO ANY QUESTION OR RECORDING A TEMPERATURE OF 100 OR ABOVE MUST STAY AT HOME.

DATE	FEVER		SORE THROAT		PERSISTENT COUGH		LOSS OF SMELL OR TASTE		SHORTNESS OF BREATH		CLOSE CONTACT TO POSITIVE COVID PATIENT		TEMP	Initials
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		
	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO		

Response to COVID-19 Scenarios



Scenario

A student or staff member exhibits a temperature of 100 degrees or above (whether at school or at home)

Action

Student/staff must be sent, or remain, at home until one of the following conditions is met:

With a negative COVID test, he/she can return to school after being fever free for 24 hours with no fever reducing medication.

If not tested, the student/staff must remain at home for 10 days.

Site remains open.

Communication

No communication needed



Scenario

A student or staff member tests positive for COVID-19

Action

Health Department will be notified and conduct contact tracing

If the student/staff is in the elementary grade range, all individual class members will quarantine and go to distance learning for 14 days from last exposure and monitor any symptoms.

All other grade level actions will be dependent on contact tracing and decisions by the Health Department.

If at any time with the report of a positive case the absenteeism rate at a site/district reaches 35%, the site/district (dependent on size and school structure) will go to distance learning for 14 days.

Communication

To:

Applicable Staff

Applicable student families

Site, if necessary

District, if necessary

SCHOOL BUS SEATING CHART

DRIVER _____

BUS # _____

FRONT OF BUS

			ROW 1			
			ROW 2			
			ROW 3			
			ROW 4			
			ROW 5			
			ROW 6			
			ROW 7			
			ROW 8			
			ROW 9			
			ROW 10			
			ROW 11			
			ROW 12			
			ROW 13			
			ROW 14			
			ROW 15			110



FAQ's Addressing Guthrie Public Schools COVID-19 Protocols for 2020-21

1. How will cleaning procedures be modified in bathrooms, classrooms, halls, cafeteria, etc.?
We are working to enhance protocols on our cleaning practices to provide a safe environment for the school buildings. The district has equipped each building with the proper sanitation items needed such as hand sanitizers at every entrance. Teachers will receive non-caustic spray bottles of a chemical proven to kill COVID-19 as well as professional development on cleaning and sanitation of their classrooms. Students will also be trained on proper cleaning protocols for themselves. The secure vestibules that have been constructed over the summer will also allow us to control social distancing by having stronger controls on admitting visitors to the building.
2. Virtual learning and consistent learning platform when going from distance to in-person – if quarantined who will be the virtual teacher and what's the lesson plan? Will they be cohesive with the classroom?
It depends on the situation. If the teacher is able to continue teaching (not ill), they will continue to be the teacher. In the event that the teacher is unable to conduct the classes virtually, then other arrangements will be made. All teachers will be trained in the use of Google Classroom so students will have a consistent learning platform. We are applying for a grant to obtain internet hot spots from the State Dept. of Education. A condition of their use is that the family is eligible for free or reduced lunches. Additionally, we are securing additional Chromebooks to be checked out for families that do not have a computing device. We are using the data generated with the technology survey included in the enrollment process. The district has also received a grant from Aruba for 6 outdoor access points and another grant from Ruckus for 10 outdoor access points which will allow the district to add outdoor access points to each of our sites. Students without internet access at home can go to the nearest site each day to retrieve new lessons and upload existing lessons into Google Classroom.
3. How can we rely on parents being responsible for temperature/health checks at home.
We want the parents to work with us daily to provide a safe environment for all. Other than the daily temperature checks and close contact with a person identified to have COVID-19, we hope the remaining questions contained in the protocols were being asked or at least discussed every day if a condition was present before a child was sent to school. We are relying on parents for the first check on their children's condition prior to coming to school.
4. How will social distance requirements be met (6 ft)?
Schools across the country are faced with this question. Accommodations will be made in an effort to make the environment as safe as possible but social distancing of 6ft may not be possible in some instances.

5. How will class exchange times be orchestrated at the Jr. High and HS?
Principals at each site are working with their leadership teams to develop procedures that will reduce contact.
6. Will start times and classes be staggered?
Staggering start times was seriously discussed last year and did not have sufficient support from the community or the Board of Education.
7. If you have a doctor's note for something such as an ear infection or strep is that good enough for them to come back to school? Or do they still need a COVID test?
That would be at the discretion of the healthcare professional who diagnosed the child.
8. How are the classrooms going to be able to meet the 6 ft. social distance?
Schools across the country are faced with this question. In many cases accommodations will be made to make the environment as safe as possible but social distancing of 6ft will not be possible in certain conditions.
9. How will lunch be conducted? Cafeteria is packed and obviously masks will be taken off so the kids can eat.
Seating charts will be developed and adhered to so students are grouped with the same students daily. Additional lunch periods may be added to accommodate spacing.
10. Who was on the committee that came up with the proposal?
A group of school leaders from different parts of Oklahoma drafted the framework with input from numerous healthcare professionals. It was then adapted for our school district with input from all central office administrators, leaders from our operations team, school nurse, school attorney and representatives of the Logan County Health Department.
11. How will the kids transition from traditional school to virtual when they have to be quarantined? Will they be taught online by the same teacher to ensure consistency?
It depends on the situation. If the teacher is able to continue teaching (not ill), they will continue to be the teacher. In the event that the teacher is unable to conduct the classes virtually, then other arrangements will be made. We have planned training for all teachers in the use of Google Classroom so students will have a consistent learning platform.
12. Can the teachers have thermometers to do the temp checks in the morning in the classroom?
Each school has touchless thermometers available in the main office. Teachers will be permitted to use a touchless thermometer as well. If the teacher finds a student with a temperature of 100 degrees or higher, they are to send the student to the office to be screened by the office thermometer.

13. Can classes be done outside?

In some cases, teachers may have lessons that are done outside or in larger spaces in buildings.

14. How will recess and lunch be handled?

Each building will be working on their plan as Principals and their leadership teams begin meeting. Assigned seating will be used in the lunch rooms. Additional lunch periods may be added to accommodate spacing.

15. What will be the district's attendance policy?

The attendance policy will not change. In the event of distance learning, students will be considered present at school if they participate. Student absences with a documented COVID diagnosis by a healthcare professional will receive special coding in our database and will be reported to the Department of Education as required. Building attendance committees will consider exceptions and exemptions as in the past.

16. Can we delay the start of school to September so we can see what's working/not working in other districts?

While that could be considered as we move forward, some school districts are actually planning an earlier start in an attempt to minimize the loss of learning due to the extended break of in-person instruction over last spring. Our current infection rate in Logan County is reasonably low and we consider it imperative that we begin an orientation to online distance learning so students and teachers can become more comfortable with the platforms in place in the event that another closure becomes warranted.

17. Will there be therapists on-site or in the district to help the kids with all the issues that will be popping up?

We have counselors on staff as well as many community agencies that provide services to our students. Those services will remain in place.

18. Will teachers be given PPE, disinfectant and hand sanitizer since these items are hard for us parents to provide/find?

All staff will be provided with two washable masks as well as ample disinfectant and training before school begins on proper sanitizing practices.

19. Will there be hot water at Fogarty so the kids can properly wash their hands?

This summer, all student restrooms at Fogarty Elementary are being renovated. Included in the renovations are hot water service for the student sinks.

20. Will the students remain in the same classroom all day or will they still have PE, music, etc.?

This may look different in different buildings based on the facility. We plan to continue to have specials at the elementary level.

21. Why are masks not required for all students?

We are following the recommendations of the Oklahoma State Department of Education which highly suggest wearing masks at this time.

Added 8-17-2020: GPS will follow the color coded COVID-19 Alert System established by the Oklahoma State Department of Health to determine instructional setting, health protocols, and activities. This determination will be made when the levels of infection for Logan County are released in advance of the next week of instruction. While at the yellow level, the wearing of masks in all indoor spaces is strongly recommended. If Logan County is elevated to the orange level or higher, masks will be required of all students and staff while inside buildings or in school vehicles (including school buses) with more than one person present. This requirement will extend for a minimum of two weeks of instruction. Pre-K through 3rd grade students may be allowed to remove their masks, while in the classroom, at the teacher's discretion based on a determination of the district level administration. After the two week duration, if Logan County has dropped below the orange level, the wearing of masks will return to a strong recommendation. Any exemption to this requirement will be considered on a case by case basis by the district administration, including the school nurse, and may require written documentation from a healthcare professional. Failure to follow a mandatory mask condition by students or staff will be treated as a violation of the school dress code policy.

22. Will kids that choose to distance learn be able to play sports?

Students enrolled in the Bluejay Academy can participate in extra curricular activities provided they meet existing eligibility guidelines.

23. How are the bus routes changed? Will there be fewer kids on each bus?

We will be encouraging parents to bring their children to school when possible to reduce the number of students riding on the bus. Windows on the buses will be opened to promote air flow and all students riding will have assigned seats.

24. Are we staggering start times at the school?

Staggering start times was seriously discussed last year and did not have sufficient support from the community or the Board of Education.

25. Will additional full-time teachers be added to just do the virtual/distance learning for quarantined kids?

We do not plan on adding staff at this time.

26. Can we still apply for funds from the Cares Act to provide technology and thermometers to our teachers and students?

We are applying for as many grants as possible to allow us to leverage funds for safety and technology items.

27. What happens if my kid doesn't wear a mask to school?

Masks are not required at this time, only highly recommended.

Added 8-17-2020: GPS will follow the color coded COVID-19 Alert System established by the Oklahoma State Department of Health to determine instructional setting, health protocols, and activities. This determination will be made when the levels of infection for Logan County are released in advance of the next week of instruction. While at the yellow level, the wearing of masks in all indoor spaces is strongly recommended. If Logan County is elevated to the orange level or higher, masks will be required of all students and staff while inside buildings or in school vehicles (including school buses) with more than one person present. This requirement will extend for a minimum of two weeks of instruction. Pre-K through 3rd grade students may be allowed to remove their masks, while in the classroom, at the teacher's discretion based on a determination of the district level administration. After the two week duration, if Logan County has dropped below the orange level, the wearing of masks will return to a strong recommendation. Any exemption to this requirement will be considered on a case by case basis by the district administration, including the school nurse, and may require written documentation from a healthcare professional. Failure to follow a mandatory mask condition by students or staff will be treated as a violation of the school dress code policy.

28. Will students still be able to use the library and check out books?

If the building is open to the students, we would also open the library provided staff is present to monitor the space.

29. How will we be notified if a student in the school, grade or class has tested positive? What about if someone's family member tests positive?

We will provide contact tracing information as requested by the Logan County Health Department. The LCHD will provide communication with families as warranted by current guidance.

30. Will class be shut down immediately if a student tests positive during the day? i.e. had a 9:00 doctor's appointment or got test results back at 10:00?

Any specific situation will be addressed following consultation with the Logan County Health Department.

31. How will substitutes be found? Last year classes were combined when a sub could not be found, doubling the number of students in the room. Will this be allowed? What happens if there are no subs available for a class?

It is difficult to provide an answer for every possible situation but principals will look at large spaces such as gyms or auditoriums in the event that combining classes is needed due to a shortage of substitute teachers.

32. What happens if a child that rides a bus tests positive? Will that whole bus route be quarantined along with their class?

The bus seating chart will be provided to the Logan County Health Department to assist in contact tracing. They will provide input on how to proceed

33. Are we altering any of the upcoming breaks?

No calendar alterations are planned at this time.

34. If someone's close family member tests positive will they be required to quarantine?

The Logan County Health Department will provide guidance on a situation such as this.

35. Is there a current committee that will monitor daily COVID events and implement changes in a timely manner?

The administration at the district level will continue to monitor the situation along with our school nurse as we work closely with the Logan County Health Department. The superintendent was given the authority to modify the COVID-19 Protocols as necessary and the Board of Education would review the modifications at their next meeting.

EMERGENCY PREPAREDNESS AND MANAGEMENT

The board of education is committed to ensuring that the District is prepared to address potential emergencies and to ensure that it can address emergencies in the most appropriate and efficient manner to provide a safe and healthy school environment.

The purpose of this policy is to address emergency preparedness and management. In the event of an emergency situation (including but not limited to fire, natural disasters, severe weather, acts of terror, health emergencies, and any other emergency situation) the superintendent is responsible for developing specific plans and procedures in accordance with this policy.

This policy is not intended to replace any current safety plans as related to evacuation procedures for fires, or severe weather sheltering

Definitions

“Prevention” means the capabilities necessary to avoid, deter, or stop an imminent crime or threatened or actual mass casualty incident. It refers to the actions the District and schools will take to prevent a threatened or actual incident from occurring.

“Protection” means the capabilities to secure the District and its schools against acts of violence and man-made or natural disasters. It focuses on ongoing actions that protect students, teachers, staff, visitors, networks, and property from a threat or hazard.

“Mitigation” means the capabilities necessary to eliminate or reduce the loss of life and property damage by lessening the impact of an event or emergency. It also means reducing the likelihood that threats and hazards will happen.

“Response” means the capabilities necessary to stabilize an emergency once it has already happened or is certain to happen in an unpreventable way, to establish a safe and secure environment, to save lives and property, and to facilitate the transition to recovery.

“Recovery” means the capabilities necessary to assist the District and schools affected by an event or emergency in restoring the learning environment.

General Emergency Preparedness

In the event an emergency arises that is not otherwise specifically covered in this policy, the District will follow the general procedures outlined below, leaving discretion to the superintendent or the superintendent’s designee(s) to address specific situations against the backdrop of this and other applicable board policies.

Decision-Making Authority

The board of education grants the superintendent the authority to decide when an emergency exists and to communicate that emergency to employees, students, and appropriate stakeholders by the means appropriate to the nature of the emergency. Depending upon the type and severity of the emergency, the superintendent and District administrators may implement the following responses: Shelter in Place, Lockdown, Evacuation, School Closure, and any other response the superintendent and/or administrators deem appropriate under the circumstances. The superintendent may appoint or meet with a committee to discuss the needs of the District and to implement appropriate steps recommended by the committee to plan for and respond to emergencies. The board of education grants the superintendent the authority to delegate appropriate tasks to members of a committee and administrators in planning for and responding to emergencies.

After an emergency arises, the board of education may convene, pursuant to procedures provided in the Open Meeting Act, to discuss any necessary topic relevant to the District's handling of the situation as soon as practicable, including calling either a special or emergency meeting if necessary. The board of education may convene under this provision in any situation that the superintendent believes a school closure of more than fifteen days is required. In that meeting, the superintendent shall report on the emergency, including any steps taken. The board grants the superintendent the authority to take any necessary actions, delegate authority, and implement any necessary responses, including temporary school closures, prior to meeting with the board. Thereafter, the board will take further appropriate action.

Actions to be Taken

Any action taken under this policy by the board of education or the superintendent will be made in accordance with applicable state and federal laws, regulations, and guidance; and recommendations from emergency management officials, law enforcement, health authorities, and other appropriate agencies and resources. Actions will be based upon sound information and data, and any plans and procedures that are developed will be evaluated and updated as new information becomes available.

Communication

Throughout every phase of emergency preparedness and management, clear, accurate, and timely communication with employees, students, and (as appropriate) with stakeholders will be accomplished by designated personnel.

School Closure/Evacuation

When responding to an emergency, if the superintendent or board of education determines that it is in the best interest of the District that schools should be closed and/or evacuated, appropriate measures shall be designed and implemented to ensure the safety and transportation of students; essential functions of the District shall continue to the extent practicable. In the event of a long-term closure of schools for more than five days, the measures shall address the following topics: continuity of instruction, school lunch programs, access to student records, purchasing services, payroll/benefits administration, maintenance, and health services. Furthermore, the superintendent shall ensure that all stakeholders are adequately informed through appropriate communications.

Nondiscrimination

In addressing emergency preparedness and management, the District will be mindful of its obligation to protect the rights of its students and employees, particularly in regard to Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, and Title VI of the Civil Rights Act of 1964. The District will respond appropriately to allegations of discrimination regarding emergency preparedness and management.

HEALTH EMERGENCIES

The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with contagious health conditions which constitute a health emergency.

This policy outlines the procedures the District will utilize to address health emergencies. The superintendent, after consultation with state and federal authorities, the State Board of Education, as well as appropriate guidance from the Centers for Disease Control (CDC), the Oklahoma Department of Health, and the Logan County Health Department, is authorized to take any other action the superintendent deems necessary to address a health emergency. Ongoing research regarding contagious health conditions may require modification of this policy and procedures to meet a health emergency.

For purposes of this policy, “contagious health conditions” are serious illnesses that are capable of being transmitted to others via the air or casual physical contact between persons or contaminated surfaces.

Prevention

The District will be proactive in preventing the spread of contagious health conditions and educate students, employees and appropriate stakeholders on their responsibility to prevent the transmission of these conditions. The board of education encourages all its employees and students to protect their personal health.

In consultation with appropriate health guidance and authorities, the following preventative measures will be implemented and communicated to students, employees and stakeholders:

1. **Handwashing** – The CDC recommends that every person wash their hands with clean, running water and soap; lather their hands by rubbing them together with soap (including the backs of the hands, under fingernails, and between fingers) for at least 20 seconds; rinse their hands well under clean, running water; and dry their hands using a clean towel or air drying them. If no soap and water is available, hand sanitizers may be used, but these do not remove of all types contaminants. If hand sanitizer is used, it should be rubbed all over the surface of ones’ hands until dry. Students and employees shall be encouraged to wash their hands in compliance with CDC guidelines.
2. **Cough and Sneeze Hygiene** – Students and employees should use a tissue to cover their mouths and noses when they sneeze or cough. Used tissues should be promptly discarded in a wastebasket, and hands should be washed with soap and water or hand sanitizer. Where tissues are unavailable, persons should sneeze or cough into their elbow and should not use their hands. If hands become contaminated due to sneezing or coughing, appropriate handwashing should promptly follow. Additionally, the touching of eyes, noses, or mouths should be avoided.
3. **Masks** – Employees, students and stakeholders shall wear a face mask at all times directed by the superintendent. In determining whether cloth face masks or other masks are permissive or required, the superintendent shall consider state and local COVID-19 conditions and requirements, guidance of the local health department, school instruction cohorts, and the ability to utilize social distancing, as well as other relevant considerations.
4. **Vaccines** – Vaccinations are a primary way to prevent disease and the spread of contagious health conditions. School officials shall comply with all state and federal requirements concerning vaccinations, and shall communicate the importance of vaccinations to parents and guardians.
5. **Cleaning and Disinfecting** – District employees shall clean and disinfect surfaces and objects that are frequently touched in school buildings and buses using appropriate materials and techniques. The District shall ensure that it has adequate supplies to support its cleaning and disinfection practices. School

employees are required to follow the District's Bloodborne Pathogen Exposure Control Plan at all times when there is potential for exposure to any bodily fluid.

6. Community Education – The District shall educate students, employees and appropriate stakeholders to help them understand their role in preventing the spread of contagious health conditions, which may include language-appropriate signage, posters, emails, meetings, training, literature, and health curriculum components.

Protection/Mitigation

In addition to the above prevention measures, to protect and mitigate against the spread of contagious health conditions, the following measures may be implemented: updating all contact information for students and employees; encouraging or requiring students and employees to remain home if they are sick; encouraging students and employees to practice social distancing; sending students home if they are sick; and educating stakeholders in preventing and identifying a contagious health condition.

Response

In the event of a health emergency, the following procedures may be utilized:

1. Students and employees may be required to stay home if they are ill with a contagious health condition and may be sent home if school officials determine that they are exhibiting symptoms consistent with a contagious health condition. Students and employees will not be allowed to return to school until a health officer or official health department (the CDC, Logan County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others.
2. At the sole discretion of the administration, individuals who have been exposed to a contagious health condition may be separated from healthy persons or sent home to avoid spreading the condition to others. These determinations will be done on a case-by-case basis and will be done after the consideration of guidance issued by health officials. Any action taken in accordance with this paragraph will be done, to the extent possible, in a manner that avoids embarrassment or disclosure of protected information.
3. The District shall communicate information necessary to keep stakeholders informed about any health emergency, provide stigma-mitigating information, and educate them on their roles in preventing further transmission of the contagious health condition.
4. The District shall coordinate with appropriate health agencies to appropriately report absences and seek guidance in responding to a health emergency.
5. The District shall increase its cleaning and disinfection efforts.
6. The superintendent or board of education may cancel or reschedule extracurricular activities, close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation procedures found under General Emergency Preparedness.
7. Students may receive exemptions from other board policies due to excessive absences caused by a contagious health condition.

Recovery

In recovering from a health emergency, the following procedures may be utilized as determined necessary by the superintendent: rigorous cleaning and disinfection of school facilities and buses; the provision of crisis management resources to address mental health needs; and other procedures deemed necessary. The superintendent shall communicate with appropriate stakeholders, debriefing and informing them of the District's recovery efforts. The District shall continue appropriate prevention, protection, mitigation, and response procedures listed above in preparation for potential resurgence of the health emergency. The superintendent shall also evaluate the effectiveness of the District's response to the emergency and recommend appropriate changes to this policy or the procedures used and report the results of this evaluation to the board of education.

PANDEMIC HEALTH EMERGENCIES

A "pandemic" is a serious disease that spreads over a wide geographic area where a significant portion of the population becomes infected. The District recognizes its responsibility in working together with all stakeholders to slow the spread of pandemics.

In the event of a pandemic, the District shall comply with any and all relevant directives from federal and state officials, particularly the State Board of Education concerning the pandemic. At all times the superintendent shall keep the board of education and all appropriate stakeholders informed concerning the District's response to a pandemic. Efforts shall be made to keep the community calm and reduce panic or stigma.

Prevention

1. The superintendent shall, at least annually, coordinate with state and local health departments when reviewing and updating this policy and associated procedures.
2. The superintendent shall monitor appropriate health resources such as those of the CDC and State Department of Health for reports of pandemics, as well as coordinate with local health departments to identify and prepare strategies for addressing likely pandemics.
3. The District shall circulate materials that educate students, employees, and appropriate stakeholders concerning the signs and symptoms of a likely pandemic. It shall also teach and reinforce to students and employees the importance of following the prevention procedures listed in the Health Emergencies section above.
4. The District shall obtain materials necessary to address a pandemic outbreak and shall intensify its cleaning and disinfecting process.

District administrators shall train employees regarding identifying the symptoms of a likely pandemic and reinforce prior training on employees' responsibilities concerning isolation of students or employees in the event of a pandemic. Should a pandemic be reported in the community, in addition to the above procedures addressing health emergencies, the superintendent shall coordinate with state and local health departments to make informed decisions, monitor and report absenteeism to those departments, communicate with stakeholders, and prepare for possible extracurricular activity cancellations, school closures, and school evacuations.

1. The superintendent shall monitor reports of illness from within the District.
2. The District shall communicate to students, employees, and appropriate stakeholders to keep them informed about developments concerning the pandemic, providing stigma-mitigating information, and informing them of their roles in preventing further transmission of the pandemic disease.

3. Students and employees shall stay home if they exhibit symptoms consistent with the pandemic illness and shall be sent home if they exhibit symptoms consistent with the pandemic illness while at school. Parents and guardians of ill students shall be immediately informed and required to pick up their student(s). Students and employees will not be allowed to return until a health officer or official health department (e.g., the CDC, Logan County Health Board, licensed physician, licensed physician's assistant, health department official, school nurse, etc.) has determined that the individual is free of the condition or that there is no danger of the condition spreading to others in the school environment. Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.
4. Individuals who have been exposed to a pandemic disease shall be separated/isolated from healthy persons in a manner that addresses symptoms and avoids embarrassment or disclosure of protected health information. Parents and guardians of students who have been exposed to a pandemic disease shall be immediately informed and required to pick up their student(s). Depending upon the guidance issued by health authorities, students and employees may be prohibited from entering school facilities or participating in school events until a period of self-quarantine has expired.
5. If the District believes that school employees or students have been exposed to a person who has been confirmed to be infected with the pandemic disease or to a person subject to self-quarantine procedures by health officials, the District will, to the extent possible, communicate that exposure to affected individuals in a way intended to protect the privacy of the affected individual.
6. If any school employee, student, or school patron is confirmed to have been infected with the pandemic disease and has attended school within the previous two-week period, they should notify school officials as soon as possible.
7. The District shall communicate and coordinate with appropriate federal and state authorities, as well as local health agencies, to report absences and seek guidance in responding to the pandemic.
8. The District shall further intensify its cleaning and disinfection efforts.
9. The superintendent or board of education shall cancel or reschedule extracurricular activities as necessary.
10. If appropriate, the superintendent or board of education may close schools and/or evacuate students and employees from school sites. Should this become necessary, the superintendent shall implement the School Closure/Evacuation Procedures found in the General Emergency Preparedness section above.
11. In the event of a school closure due to a pandemic disease, the superintendent shall cause all affected areas of the District to be closed off and be thoroughly cleaned and disinfected, focusing on frequently-touched surfaces and using products approved by the EPA to kill the disease associated with the pandemic. Guidance on cleaning and disinfection from the CDC shall be consulted and adhered to.
12. The superintendent shall seek the guidance of local health agencies and follow all directives from the State Department of Education regarding when District school sites shall be reopened.

References: The Readiness and Emergency Management for Schools Technical Assistance Center (REMS): *The Role of Districts in Developing High-Quality School Emergency Operations Plans*; REMS: *The Guide for Developing High-Quality School Emergency Operations Plans*; The Centers for Disease Control and Prevention (CDC): *Coronavirus Disease 2019 (COVID-19) Guidance for School Settings*; CDC: *Handwashing: Clean Hands Save Lives*; CDC: *Environmental Cleaning and Disinfection Recommendations*; Okla. Stat. tit. 63, §§ 638.1–683.24.



**Board of Education Personnel Reports
October 12, 2020**

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
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<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
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New, Lisa	Trans.	Rte. Driver	10-01-20	13	6	Sabrina Jordan-Reynolds
Stapler, Steve	Tras.	Rte, Driver	10-12-20	13	7.5	Melissa Snelling

FMLA Requests

Certified:

Support: 2

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
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Eaton, Amanda	JH Caf. – 6 hrs.	JH Caf. – 7.5 hrs.	Tyra Smith
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<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
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Fredrickson, Mick	HS	JROTC	retirement	12-31-20
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<u>Classification Classified</u> Name	Site	Position	Reason for Separation	Effective Date
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Arnold, Sonya	HS	Occ. Therapy Asst.	resignation	10-26-20
Askins, Debbie	GUES	Para – Spec Ed.	resignation	10-01-20
Wilds, Damon	Trans.	Rte. Driver	resignation	10-06-20

Guthrie Public Schools
Finance Committee meeting

October 6, 2020

4:00 p.m.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Angie Young, Gina Davis, Janna Pierson, Ron Plagg, 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 as of September 30, 2020

Budget information was given.

Approval of 2020-2021 Operating Budget

The operating budget information was given. There will be a decrease in per student funding due to more students enrolled in online schools. Our district will be taking a conservative approach going into fiscal year 2021.

Mr. Ogle presented the following:

Approval of agreement with PeopleFacts (Background Checks) 2020-2021

Mr. Ogle presented the agreement and there will be an increase due to the state department being closed at times. The district gets the results back within hours so new hires can get to work quicker.

Dr. Simpson presented the following:

He is pleased with how the school year is going so far during the pandemic. We are one of the few districts going to school in person five days a week.

Curriculum Committee Meeting Minutes

October 6, 2020

5:00 PM

GPS Administration Board Room

In Attendance:

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Young, Janna Pierson, Chris Schroder, Ron Plagg and Meghan Norton. Absent: Travis Sallee.

Agenda Items Discussed:

Ms. Walters:

- **TOY (Teacher of the Year) Upcoming Process:**

Ms. Walters reported that there will be a separate meeting on October 13th for the Professional Development Committee in which the details of the TOY process will be discussed. She reported the results of her survey for input on questions to be asked during the interview process for use in the TOY video presentation.

- **Update on Training from Edmentum for our Interventionists:**

Ms. Walters reported that training has been informative and useful. She performed an exercise using a virtual tool called Kahoot to demonstrate meaningful and attention-seeking instruction.

Mr. Ogle:

- **MOU with Meridian**

Mr. Ogle discussed the MOU with Meridian that the District is required by law to renew for courses to be transcribed for students every year.

- **ACT Agenda Item & Parent/Student Survey:**

Mr. Ogle reports that the Board will vote on accepting the ACT as the preferred test for the District at the Board meeting as an action item. Based on data from the parent/student survey, the ACT is overwhelmingly preferred over the SAT for juniors.

- **Fall Accreditation Audit:**

Mr. Ogle reports that the GPS Accreditation process is nearly complete.

October 1 Student Count:

Discussion was held on the District's child count. Mr. Ogle reports that the count is decreased from last year.

- **Bluejay Academy Update & Numbers:**

Discussion was held on student count in the grade groups.

Dr. Simpson: Discussion was held regarding current Covid-19 statistics.

Guthrie Public Schools
Property Committee Meeting
October 5, 2020 5:00 p.m.

Attending Members: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Tina Smedley, Gina Davis, Jennifer Bennett-Johnson and Linda Skinner.

Cody Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for September for Maintenance and Transportation
- Discussed the year to date expenditures compared to last years for Maintenance and Transportation
- 65 new Purchase Orders for September for Maintenance
- 28 new Purchase Orders for September for Transportation

Completed Projects:

- 301 Work-Orders completed by Maintenance Dept.
- 57 Work-Orders completed by Transportation Dept.
- Replaced package units in two HS classrooms and one at Cotteral
Completed 73 other HVAC calls including t-stats and condensate issues, bad motors, broken belts, clogged lines, dirty coils, etc.
- HVAC filters changed out at all sites
- Completed heat exchanger checks at all sites with one to replace at Cotteral
- All boilers were inspected with only issue being a valve on one of the boilers at the Jr High which has been replaced
- Replaced the ice machine at GUES
- Replaced doors to the financial office, counselor's office and the boys PE locker room at the HS that were damaged due to the break-in
- Repaired areas of roof leaks at Faver and Fogarty Quad
- Completed the floor work/floor finish on the mail hallways at Fogarty
- Completed oil changes on 3 buses and 1 white fleet vehicle. Brake repairs were made to 3 buses and 1 white fleet vehicle. Other repairs consist of repairs to lights, mirrors, windows, belts, seats, and wiper blades
- Current bus registration is at 799 compared to 1,400 last year

Maintenance Projects:

- Currently have 71 Maintenance work orders in progress
- Currently have 68 Transportation work orders in progress
- Daily HVAC, Electrical and Plumbing repairs

- Continue to hang automatic towel and soap dispensers
- Repair outside drains at the JH that have possibly collapsed
- Overcoat parking lots at IT and Transportation with gravel mix
- Replace the door glass going into the gym seating area at Fogarty
- Continue to replace air filters to all HVAC units throughout the district
- Continue doing heat exchanger checks to all HVAC packages, RTU, and split systems at all sites
- Removed the north main office canopy at Faver
- Making plexiglass stations for site secretaries' desks and Child Nutrition areas
- Complete the installation of the security film on the entry door and glass at Fogarty
- Replace the carpet in the receptionist area in the offices at Central and install carpet in the teacher's new workroom at Fogarty
- Begin installing plumbing shut-off valves at strategic areas in each School to help isolate plumbing issues and eliminate having to shut down the entire building to make repairs
- Complete the fire alarm system upgrades at Fogarty this fall
- Install a new fence around the chiller at the Jr. High

Bond Projects:

Fogarty HVAC Project – replacing package unit in the Gym

2019 Bond Issue Projects:

Summer 2020 Projects:

Fogarty: Schedule punch list date

Central: Schedule punch list date

GUES: Remove the entry panel that was part of the second-tier entrance to the main entry and schedule punch list date

HS.: Schedule punch list date

J.H.: Installation of the two office doors and schedule punch list date

Dr. Simpson discussed the latest on the COVID-19.