

**AMENDED**

**AGENDA WITH COMMENTARY**

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

**MONDAY  
DECEMBER 13, 2021  
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. Presentation of Employee and Student Recognition**
- 7. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 8. Superintendent's Reports**
- 9. Consent Agenda:.....Pages 6-46  
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 November 8, 2021**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Fuel bid as recommended by bid committee**
  - E. Encumbrances for General Fund #'s 730-851, Building Fund #'s 311-351, Child Nutrition Fund #'s 12-13, Building Bond 2019 #3 and listed change orders and Activity Fund Reports-the full register is available online**

**F. Declare listed items as surplus**

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

**1. Agreement with Barlow Education Management Services, LLC for 2021-2022.....Pages 39-40**

Commentary:

This is a renewal agreement with Barlow Education Management Services, LLC for them to continue as our chief negotiator in contract negotiations with the Guthrie Teachers' Association. There is no change in the service fee for this agreement.

**Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**2. Agreement with EduSkills, LLC for 2022.....Pages 41-46**

Commentary:

The cost for the 2022 EduSkills, LLC Agreement is \$5,720.00, which is not a price increase from the 2021 agreement. This cost includes training and support with all program users, EL form scanning and processing identification of EL students on the October 1 consolidated report by scanning and processing Home Language Surveys forms for the bilingual audit. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**10. Business Agenda:**

**A. Presentation of 2020-2021 audit by Putnam and Company, LLC.....Pages 47-97**

Commentary:

This is the presentation of our annual audit for school year 2020-2021 by Putnam and Company, LLC, the District's auditing firm. This is not an action item.

**B. Recommendation, consideration and action upon appointment of Lou Barlow, Doug Ogle and Michelle Chapple as designated representatives of the Board of Education to conduct employee negotiations for the 2021-2022 school year.....Page 98**

Commentary:

Mr. Ogle and Ms. Chapple have been on the negotiations team as district representatives for several years. This will be Mr. Barlow's first year on this team. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Agreement with Betsy Chen, BCBA of BC Behavioral LLC, to provide specialized services relating to the provision of educational and behavioral services for students.....Pages 99-101**

Commentary:

This agreement with Betsy Chen may include, but are not limited to: review of records, participation in IEP meetings, completion of forms/progress reports, classroom observations, etc. A Behavioral Support Coach will also be provided throughout the length of the contract. The fee for these services is agreed upon at and will be approximately \$45,000. **Angie Young will answer any questions**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**D. Recommendation, consideration and action upon 2021 Oklahoma Youth Tobacco Survey for 6<sup>th</sup>-12<sup>th</sup> grade students sponsored by The Oklahoma State Department of Health with help from the Sooner Survey Center at the University of Oklahoma Health Sciences Center (OUHSC). .....Pages 102-150**

Commentary:

The purpose of this survey is to monitor priority health risk behaviors that contribute to the leading causes of death, disability, and social problems among 9<sup>th</sup>-12<sup>th</sup> graders in the U.S. Participation is voluntary and confidential. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**E. Recommendation, consideration and action upon revision to District Policy: F-48 Foreign Exchange Students.....Page 151**

Commentary:

The High School administration has requested modifications to allow more flexibility with admission of foreign exchange students. With the revisions to establish enrollment limits for transfer students, this policy will allow such flexibility provided the enrollment of the class is below established capacities. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

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

**F-5A Student Transfers.....Pages 152-165**

Commentary:

During the Spring 2021 legislative session, SB 783 was passed which made several changes to how school districts process student transfer requests. Those changes become effective on January 1, 2022. These requests pertain only to students who live outside the boundary of Guthrie Public Schools and are seeking to attend school in our district. The policy revisions were suggested by our attorney to comply with the new law in advance of the effective date. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Presentation of proposed new district policy: E-47 Prohibition on Race and Sex Discrimination in Curriculum and Instruction.....Pages 166-170**

Commentary:

With the passage of HB 1775 in last session, we are required to have in policy a Prohibition on Race and Sex Discrimination in Curriculum and Instruction. Our attorneys have provided the required policy for the first reading.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 11. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments as listed for 2021-2022, discussion of employment of temporary contract teachers as listed on Schedule A for the second semester of the 2021-2022 school year, discussion of employment of probationary contract teacher as listed on Schedule B for the second semester of the 2021-2022, discussion of employment of career contract teacher as listed on Schedule C for the second semester of the 2021-2022 school year 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**
  - A. Vote to go into executive session**
  - B. Acknowledge Board’s return to open session**
  - C. Statement of minutes of executive session**

**12. Vote on action as set out on the Personnel Reports.....Pages 171-172**

**13. Action upon extra-duty assignments for 2021-2022.....Pages 173-178**

**14. Action upon recommendation to employ as temporary teachers for the second semester of the 2021-2022 school year the individuals listed on Schedule A of this agenda  
Pages 179-180**

- 15. Action upon recommendation to employ as probationary contract teacher for the second semester of the 2021-2022 school year the individual listed on Schedule B of this agenda  
Page 181
- 16. Action upon recommendation to employ as probationary contract teacher for the second semester of the 2021-2022 school year the individual listed on Schedule C of this agenda  
Page 182
- 17. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 18. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 19. Adjourn

**Dr. Mike Simpson  
Superintendent**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
NOVEMBER 8, 2021**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION  
REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING,  
802 EAST VILAS, GUTHRIE, OKLAHOMA ON NOVEMBER 8, 2021**

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

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

1. The meeting was called to order by President Jennifer Bennett-Johnson at 6:30 p.m.
2. Members Jennifer Bennett-Johnson, Ron Plagg, Gail Davis, Chris Schroder, Janna Pierson, Travis Sallee, and Tina Smedley were present for roll call.
3. A quorum was established.
4. President Bennett-Johnson asked everyone to stand and join her in the Pledge of Allegiance.
5. President Bennett-Johnson asked everyone to join her in a Moment of Silence.
6. President Bennett-Johnson called for Student Recognition.

Mr. Ogle gave a PowerPoint presentation recognizing Ethan Gilbert, who was the Student of the Month. He was nominated by Tina Ogle. Ethan was presented a \$50 Visa Gift Card by Blake Wimsey from Foundation Insurance.

- 7A. President Bennett-Johnson 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 Bennett-Johnson called for any comments to the Board by Board members.**

**Travis Sallee addressed an issue brought to the Board during public comments regarding a concern from a citizen at the October Board meeting.**

- 8. President Bennett-Johnson called for the Superintendent's Report**

**Congratulations to our Fast Pitch Softball team for making it to the State Tournament. They had a heartbreaking loss to Coweta but have many players returning.**

**Congratulations to our GHS Cross Country Teams. The boy's team placed 6<sup>th</sup> at the state meet while the girls team placed 8<sup>th</sup>. Individually, Mason Mayer placed 9<sup>th</sup> in the boys division. Overall another quality showing by our Cross Country Program.**

**Our football team set a goal of hosting a playoff game meaning they would have to finish 1<sup>st</sup> or 2<sup>nd</sup> in the district. They realized that goal by a 2<sup>nd</sup> place finish. We will host the Noble Bears on Friday night at Jelsma Stadium. Our team is currently ranked 5<sup>th</sup> in the state in class 5A. Veterans or active service members and one guest may attend free of charge by showing a veterans identification.**

**Thursday is Veterans Day, we certainly want to thank all veterans for their service to our country.**

**A COVID Update: 3 students and 2 staff members are currently out with COVID. We are continuing to monitor the local infection rates and will adjust our protocols when warranted.**

- 9. President Bennett-Johnson called for the presentation of final 2021 Oklahoma Testing Program (OSTP) for Charter Oak, Cotteral, Central, Fogarty, GUES, Guthrie Junior High, and the Juniors 2021 ACT scores for Guthrie High School by Executive Director Ms. Carmen Walters and Assistant Superintendent Mr. Doug Ogle.**

- 10. President Bennett-Johnson called for action on the Consent Agenda minus item A.**

**A motion was made by Sallee and seconded by Schroder to approve the Consent Agenda minus item A.**

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

**A motion was made by Smedley and seconded by Pierson to approve Consent Item A.**

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

- 12A. President Bennett-Johnson called for the recommendation, consideration and action to adopt calendar of regularly scheduled School Board meetings for 2022.**

**A motion was made by Pierson and seconded by Davis to adopt the calendar of regularly scheduled School Board meetings for 2022.**

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

- 12B. President Bennett-Johnson called for recommendation, consideration and action upon amendment to renewal agreement with Clearwater Enterprises for the purchase of third party natural gas for 2021-2022.**

**Discussion followed.**

**A motion was made by Schroder and seconded by Sallee to approve the amendment to renewal agreement with Clearwater Enterprises for the purchase of third party natural gas for 2021-2022.**

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

- 12C. President Bennett-Johnson called for recommendation, consideration and action upon revision to District Policy: D-38 *Due Process for Administrators***

**A motion was made by Plagg and seconded by Smedley to approve revision to District Policy: D-38 *Due Process for Administrators***

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

- 12D. President Bennett-Johnson called for recommendation, consideration and action upon Cornerstone Counseling and Consulting**

**Discussion followed.**

**A motion was made by Pierson and seconded by Davis to approve the Cornerstone Counseling and Consulting agreement.**

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



**13. President Bennett-Johnson proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports and discussion of extra-duty assignments as listed for 2021-2022, discussing purchase or appraisal of real property, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 3, 7 and 70 OKLA. STAT. Section 5-118**

**13A. A motion was made by Plagg and seconded by Sallee to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 7:04 p.m.**

**13B. President Bennett-Johnson acknowledged the Board's return to open session at 7:58 p.m.**

**13C. President Bennett-Johnson stated in executive session only those items listed in Agenda Item 13 were discussed and no votes were taken.**

**14. President Bennett-Johnson called for a vote on action as set out on the Personnel Reports.**

**A motion was made by Sallee and seconded by Davis.**

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

**15. President Bennett-Johnson called for action upon recommendation of extra-duty assignments as listed for 2021-2022.**

**A motion was made by Smedley and seconded by Davis.**

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

**16. President Bennett-Johnson called for recommendation, consideration and action to approve contract for the purchase of real property.**

**A motion was made by Schroder and seconded by Smedley to approve the contract for the purchase of real property.**

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

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

**Superintendent Simpson stated there was none.**

- 18. President Bennett-Johnson called for discussion and possible action on new business not known about or could not have been reasonable foreseen at the time of the agenda posting.**

**Superintendent Simpson stated there was none.**

- 19. President Bennett-Johnson called for the meeting to be adjourned.**

**A motion was made by Plagg and seconded by Davis to adjourn.**

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

**The meeting was adjourned at 8:00 p.m.**

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**Samantha Stewart, Minutes Clerk**

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**Jennifer Bennett-Johnson, Board President**

**TREASURER'S REPORT**  
**November 30, 2021**

**BANK BALANCES**

**FARMERS & MERCHANTS**

|                      |                     |
|----------------------|---------------------|
| General Fund         | 2,421,356.83        |
| Building Fund        | 114,293.53          |
| Sinking Fund         | 332,999.11          |
| ILR Fund             | 44,740.00           |
| G&E Fund             | 105,369.24          |
| Child Nutrition Fund | 427,192.64          |
| Activity Fund        | 704,670.26          |
| School Age-Care Fund | 75,619.14           |
| Bond Fund            | <u>1,030,426.19</u> |

TOTAL \$ 5,256,666.94

**RECEIPTS**

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**GENERAL FUND:**

|                     |                |
|---------------------|----------------|
| Logan County        | 54,146.93      |
| State of Oklahoma   | 1,118,806.07   |
| Okla. Tax Comm.     | 159,135.25     |
| School Land Earn.   | 26,312.77      |
| R.O.T.C.            | 5,906.17       |
| Federal Programs    | 267,343.27     |
| Misc Receipts       | 24,473.66      |
| Correcting Entry(-) |                |
| General Acct. Int.  | 804.87         |
| Minus (-) Bank Fees | <u>79.04</u>   |
| TOTAL               | \$1,656,849.95 |

**BUILDING FUND**

|                  |              |
|------------------|--------------|
| Logan County     | 310.78       |
| Bldg. for Champs | <u>20.00</u> |
| TOTAL            | \$ 330.78    |

**SINKING FUND:**

|              |            |
|--------------|------------|
| Logan County | \$1,003.15 |
|--------------|------------|

**CHILD NUTRITION FUND:**

|         |                   |
|---------|-------------------|
| Local   | 3,896.16          |
| State   | 12,983.10         |
| Federal | <u>230,558.72</u> |
| TOTAL   | \$247,437.98      |

**INS.LOSS RECOVERY FUND:**

**BOND FUND:**

|           |                 |
|-----------|-----------------|
| Interest  | 221.89          |
| Bank Fees | <u>(-) 9.65</u> |
| TOTAL     | \$212.24        |

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**WARRANTS PAID**

**GENERAL FUND:**

2020-2021     \$  
2021-2022     \$2,232,898.20

**GIFTS & ENDOWMENTS FUND:**

2020-2021  
2021-2022

**BUILDING FUND:**

2020-2021     \$  
2021-2022     \$ 124,079.97

**INS. LOSS RECOVERY FUND:**

2020-2021  
2021-2022

**CHILD NUTRITION FUND:**

2020-2021     \$  
2021-2022     \$ 177,417.18

**BOND FUND:**

2020-2021     \$90,257.23  
2021-2022     \$34,073.25

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**TOTAL MONIES IN F&M BANK \$ 5,256,666.94**

**PLEGGED – FDIC             \$ 250,000.00**

**PLEGGED – F&M BANK       \$ 5,857,000.00**

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUESTS  
As of 12/01/2021**

|                           |            |  |
|---------------------------|------------|--|
| <b>1 GUES ACTIVITY</b>    | <b>812</b> | <b>GUES STORE-NOVELTY ITEMS</b>                |
| <b>2 FFA BOOSTER CLUB</b> | <b>876</b> | <b>ONLINE FFA CLOTHING STORE</b>               |
| <b>3 FFA</b>              | <b>877</b> | <b>TRAP SHOOTING COMPETITION</b>               |
| <b>4 XC CREW</b>          | <b>880</b> | <b>SMOKER/GRILL RAFFLE TICKET SALES</b>        |
| <b>5 SOCCER(HS)</b>       | <b>897</b> | <b>OK SHIRT CO. ONLINE CLOTHING SALES</b>      |
| <b>6 SOCCER(HS)</b>       | <b>897</b> | <b>TROPICAL FRUIT BARS SOLD IN HS OFFICE</b>   |
| <b>7 SOCCER(JH)</b>       | <b>897</b> | <b>TROPICAL FRUIT BARS SOLD IN GJHS OFFICE</b> |



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BY: \_\_\_\_\_ BY: \_\_\_\_\_  
 GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9.27.21 Site: GUES Unobligated Account Balance: \$13,850.41

Account Name & Number: 812 ACTIVITY

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) GUES STORE - SELL NOVELTY ITEMS SUCH AS SCHOOL SUPPLIES, TATTOOS, STICKERS, HEADPHONES, BAGS, ETC. TO PROMOTE SCHOOL SPIRIT AND FOR STUDENTS TO UTILIZE IN THE CLASSROOM

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

Does the fundraiser have food items? Yes  No

- \* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
  - This fundraiser will not operate for more than fourteen(14) days in total.
  - The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer: MISC

Purpose for which funds will be used: TO MAINTAIN AND REPLENISH GUES NOVELTY STORE & FOR STUDENT INCENTIVES

Name/Address of Vendor: MISC

Items to be purchased in order to conduct the fundraiser: PERSONALIZED GUES, GUTHRIE, BLUEJAYS ITEMS OR ITEMS THAT ARE GUTHRIE 'COLORS' SUCH AS PENCILS/PENCIL GRIPS, BRACELETS, WATER BOTTLES, TATTOS, STICKERS, BAGS, BOOK COVERS, HEADPHONES, ETC

|  |                                 |
|--|---------------------------------|
| a. Estimated INCOME: <u>2000.00</u>        | NOTES: ALL MONEY COLLECTED WILL |
| b. Less Estimated EXPENSES: <u>2000.00</u> | GO BACK INTO THE GUES STORE TO  |
| c. Estimated PROFIT: <u>0</u>              | REPLENISH AND MAINTAIN          |

First day Fundraiser: Jan. 3, 2022 Last Day of Fundraiser: 5.20.22

I understand that when the fundraiser is completed the 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? TO BE SOLD THE NEXT SCHOOL YEAR

Are school district facilities required? NO If yes, a facility use permit form must be completed.

Sponsor Signature: Emily Carpenter Date: \_\_\_\_\_

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

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

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

*MA Chapple*



2.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11/18/21 Site: HS Unobligated Account Balance: 40,238.36 40,798.30

Account Name & Number: FFA Booster Club 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) To create online order form for clothing for the FFA Booster club

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

Does the fundraiser have food items? Yes [ ] No [x]

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Scholarships, equipment, trips, etc

Name/Address of Vendor: Gandy Ink

Items to be purchased in order to conduct the fundraiser: T shirts, hoodies, jackets, long sleeve t shirts

a. Estimated INCOME: 2500 NOTES:
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 1500

First day Fundraiser : 01/01/2022 Last Day of Fundraiser: -5/20/2022

I understand that when the fundraiser is completed the 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 form must be completed.

Sponsor Signature: [Signature] Date: 11-18-21

Principal's Signature: [Signature] Date: 11-18-21

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



3.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11/18/21 Site: HS Unobligated Account Balance: 2368.12 2804.20

Account Name & Number: FFA 877

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Trap Shooting Competition at Silverleaf Gun Club

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

Does the fundraiser have food items? Yes No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Scholarships, equipment, trips, registration, fuel and hotels, etc

Name/Address of Vendor: Silverleaf Gun Club

Items to be purchased in order to conduct the fundraiser: Fliers, advertisement, Prizes

a. Estimated INCOME: 2500 NOTES:
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 1500

First day Fundraiser: 01/01/2022 Last Day of Fundraiser: -5/20/2022

I understand that when the fundraiser is completed the 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 form must be completed.

Sponsor Signature: Date: 11-18-21

Principal's Signature: Date: 11-18-21

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

Child Nutrition Director's Signature (if applicable): Date:

Handwritten signature





RECEIVED  
NOV 29 2021  
BY: [Signature]

4.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11-19-2021 Site: GHS Unobligated Account Balance: ~~\$597.32~~ 6013.99

Account Name & Number: X- Crew #880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \_\_\_\_\_  
This is an auction for a Smoker/ grill Raffle tickets will be sold at \$10. ticket

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

Does the fundraiser have food items? Yes  No

- \* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
  - This fundraiser will not operate for more than fourteen(14) days in total.
  - The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

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

Manufacturer: N/A

Purpose for which funds will be used: Uniforms, warmup, travel, meet entry fee, snacks, equipment, hotels

Name/Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser: Raffle tickets  
Smoker/Grill will be donated

|  |              |
|--|--------------|
| a. Estimated INCOME: <u>5000</u>         | NOTES: _____ |
| b. Less Estimated EXPENSES: <u>20.00</u> | _____        |
| c. Estimated PROFIT: <u>4980.00</u>      | _____        |

First day Fundraiser : March 21, 2022 Last Day of Fundraiser: April 3, 2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 11-19-2021

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

Athletic Director's Signature (if applicable): [Signature] Date: 11/19/21

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

[Signature]  
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5.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11/10/21 Site: GHS Unobligated Account Balance: \$10,114.42 7,015.22

Account Name & Number: HS SOCCER ACTIVITY, #897

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) WILL DO ONLINE SALES FOR CLOTHING ITEMS

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 exempt from 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: OKLAHOMA SHIRT COMPANY

Purpose for which funds will be used: SOCCER EQUIPMENT AND GEAR

Name/Address of Vendor: OKLAHOMA SHIRT COMPANY 26 NE 10TH ST, OKLAHOMA CITY, OK 73104

Items to be purchased in order to conduct the fundraiser: SHIRTS, HOODIES, BLANKETS, ETC.

a. Estimated INCOME: \$1700 NOTES: \_\_\_\_\_  
b. Less Estimated EXPENSES: \$900 \_\_\_\_\_  
c. Estimated PROFIT: \$300 \_\_\_\_\_

First day Fundraiser: JANUARY 1ST 2022 Last Day of Fundraiser: MAY 20TH 2022

I understand that when the fundraiser is completed the 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? SOLD NEXT YEAR

Are school district facilities required? NO If yes, a facility use permit form must be completed.

Sponsor Signature: Michael Horn Date: 11-10-21

Principal's Signature: Chris [Signature] Date: 11-10-21

Athletic Director's Signature (if applicable): [Signature] Date: 11-10-21

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]  
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 BY: [Signature]

6.

**GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 11/10/21 Site: GHS Unobligated Account Balance: ~~\$10,144.42~~ 7015.22

Account Name & Number: HS SOCCER ACTIVITY

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) TROPICAL FRUIT BARS WILL BE SOLD IN HS FRONT OFFICE

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

Does the fundraiser have food items? Yes  No

\* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: FRUITIKI

Purpose for which funds will be used: SOCCER EQUIPMENT AND GEAR

Name/Address of Vendor: BIG BOY CONCESSIONS / 4150 E 14 AVE ST #105 NORMAN, OK 73069

Items to be purchased in order to conduct the fundraiser: FRUITIKI FRUIT BARS

|  |              |
|--|--------------|
| a. Estimated INCOME: <u>\$1,800</u>      | NOTES: _____ |
| b. Less Estimated EXPENSES: <u>\$600</u> | _____        |
| c. Estimated PROFIT: <u>\$1,200</u>      | _____        |

First day Fundraiser : MARCH 21ST 2022 Last Day of Fundraiser: APRIL 8TH 2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? GIVEN BACK TO MANUFACTURER

Are school district facilities required? NO If yes, a facility use permit form must be completed.

Sponsor Signature: Michael Horn Date: 11-10-21

Principal's Signature: Chris Kattman Date: 11-10-21

Athletic Director's Signature (if applicable): [Signature] Date: 11-10-21

Child Nutrition Director's Signature (if applicable): [Signature] Date: 11/15/21

Form: AF Fundraiser Request 3/5/2021 (Revised)

\* does not meet

[Signature] 19



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 BY: [Signature]

7

**GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 11/8/21 Site: GJHS Unobligated Account Balance: ~~\$10,144.42~~ 7,015.22

Account Name & Number: HS SOCCER ACTIVITY

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) TROPICAL FRUIT BARS WILL BE SOLD IN JH FRONT OFFICE  
 DURING DAY \_\_\_\_\_

**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) FRUITIKI FROZEN FRUIT BARS

Manufacturer: FRUITIKI

Purpose for which funds will be used: SOCCER GEAR AND EQUIPMENT

Name/Address of Vendor: BIIG BOY CONCESSIONS / 4150 N. 7TH AVE ST# 105 NORMAN, OK 73069

Items to be purchased in order to conduct the fundraiser: FRUITIKI FRUIT BARS

a. Estimated INCOME: \$1,800 NOTES: \_\_\_\_\_  
 b. Less Estimated EXPENSES: \$600 \_\_\_\_\_  
 c. Estimated PROFIT: \$1,200 \_\_\_\_\_

First day Fundraiser : FEBURARY 22ND 2022 Last Day of Fundraiser: MARCH 11TH 2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? GIVEN BACK TO COMPANY

Are school district facilities required? NO If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 11-18-21

Principal's Signature: [Signature] Date: 11/19/21

Athletic Director's Signature (if applicable): [Signature] Date: 11/16/21

Child Nutrition Director's Signature (if applicable): [Signature] Date: 11/15/21

Form: AF Fundraiser Request 3/5/2021 (Revised)

\* does not meet

[Signature]  
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**Transportation Department  
Fuel Bids  
2020-2021**

|                              |   |   |
|------------------------------|---|---|
| DATE: <u>12.6.21</u><br>PO#: | TIME BIDS BEGAN: <u>8:05 am</u><br>TIME BIDS CLOSED: <u>9:02 am</u> | AMOUNT NEEDED:<br>DIESEL: <u>7,000 Clear</u><br>UNLEADED: <u>1,000 Conventional</u> |
|------------------------------|---|---|

| COMPANY NAME            | CONTACT PERSON             | PHONE          | UNLEADED      | DIESEL         |  |
|-------------------------|----------------------------|----------------|---------------|----------------|--|
|                         | (Blake)                    | 323603-7749    |               |                |  |
| FUEL MASTERS            | KIT, BRIAN, CODY or HARDIN | 1-866-455-3835 | 2.212         | 2.355          | 2,212. <sup>00</sup>   16,485. <sup>00</sup> |
| PENLEY OIL COMPANY      | MIKE, SCOTT or (GEORGEANN) | 235-7553       | <del>NO</del> | <del>BID</del> | ∅  |
| RED ROCK                | JOANIE or (TRICHA)         | 677-3373       | 2.0367        | 2.1730         | 2,036. <sup>70</sup>   15,211. <sup>00</sup> |
| EARNHEART OIL & PROPANE | (DUSTIN)                   | 405-612-2650   | 2.40          | 2.52           | 2,400. <sup>00</sup>   17,640. <sup>00</sup> |

|                                       |  |                                     |
|---------------------------------------|--|-------------------------------------|
| AMOUNT OF FUEL PURCHASED:<br><u>2</u> | COMPANY BID AWARDED TO:<br><u>Red Rock</u> |                                     |
| UNLEADED FUEL: <u>1,000</u>           | PRICE PER GALLON: <u>2.0367</u>            | TOTAL AMT: <u>2,036.70</u>          |
| DIESEL FUEL: <u>7,000</u>             | PRICE PER GALLON: <u>2.1730</u>            | TOTAL AMT: <u>15,211.00</u>         |
|                                       |  | TOTAL PURCHASE:<br><u>17,247.70</u> |

|   |           |
|---|-----------|
| PER TELEPHONE BIDS RECEIVED BY:<br><u>Brandi Braun</u><br><u>Sum Hill</u> | COMMENTS: |
|---|-----------|

## Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 730 - 851

| PO No | Date       | Vendor No | Vendor                              | Description                                    | Amount   |
|-------|------------|-----------|-------------------------------------|--|----------|
| 730   | 11/01/2021 | 40775     | APPLE STORE                         | TITLE VI: COMPUTER & ACCESSORIES FOR TUTORING  | 567.00   |
| 731   | 11/02/2021 | 13138     | HERTZBERT-NEW METHOD, INC           | LIBRARY COLLECTION ORDER 2021/COTTERAL/JENSEN  | 2,786.68 |
| 732   | 11/02/2021 | 16611     | PENSKE COMMERCIAL VEHICLES, US, LLC | DISC BRAKE DRUM BRAKE                          | 1,161.86 |
| 733   | 11/02/2021 | 17336     | CUMMINS SOUTHERN PLAINS, LTD        | ACTUATOR ETR FUEL CONTROL                      | 175.95   |
| 734   | 11/02/2021 | 44610     | SOUTHWEST BUS SALES, INC.           | AD-9 DRYER COMPLETE                            | 198.00   |
| 735   | 11/02/2021 | 12682     | MIDWEST BUS SALES, INC.             | CAMERAS FOR BUS 103                            | 4,000.00 |
| 736   | 11/02/2021 | 12682     | MIDWEST BUS SALES, INC.             | CAMERAS FOR BUS 102                            | 4,000.00 |
| 737   | 11/02/2021 | 43510     | HOOTEN OIL COMPANY, INC             | 250 GALLONS OF DEF                             | 475.00   |
| 738   | 11/01/2021 | 14207     | WALMART COMMUNITY                   | TEACHER\$150/SUPPLIES/ROLLINS /GUES            | 150.00   |
| 739   | 11/01/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150.00/SUPPLIES/WALLIS/GUES          | 0.00     |
| 740   | 11/02/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/SUPPLIES/HAYS/GUES               | 150.00   |
| 741   | 11/02/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150.00/SUPPLES/HARBIN/GUES           | 150.00   |
| 742   | 11/02/2021 | 81925     | PAMELA DARLENE FOX                  | MILEAGE REIMBURSEMENT                          | 500.00   |
| 743   | 11/02/2021 | 15994     | AMAZON CAPITAL SERVICES             | OFFICE /HYGIENE SUPPLIES/FOGARTY               | 300.00   |
| 744   | 11/03/2021 | 15994     | AMAZON CAPITAL SERVICES             | JH LIBRARY BOOKS/JH                            | 690.00   |
| 745   | 11/03/2021 | 44398     | DETCO INDUSTRIES, INC.              | HD HANDWIPES                                   | 96.00    |
| 746   | 11/03/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.    | SERPENTINE BELTS                               | 319.32   |
| 747   | 11/03/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME LLC  | BAND TRUCK TCM PART AND INSTALL                | 1,839.79 |
| 748   | 11/04/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.    | FUEL PRESSURE SENSOR BUS 10                    | 271.14   |
| 749   | 11/04/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 SUPPLIES/ RACHEL GIBSON/GUES     | 150.00   |
| 750   | 11/02/2021 | 12387     | LOWE'S COMPANIES, INC.              | SUPPLIES AND MATERIALS FOR AG PROGRAM          | 650.00   |
| 751   | 11/03/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 CLASSROOM SUPPLIES/ G. SALAS/ HS | 150.00   |
| 752   | 11/04/2021 | 14377     | FOLLETT SCHOOL SOLUTIONS, INC       | LIBRARY BOOKS/HS                               | 3,845.00 |
| 753   | 11/05/2021 | 15994     | AMAZON CAPITAL SERVICES             | PARTITIONS FOR OUR ISS ROOM/JH                 | 1,210.00 |
| 754   | 11/05/2021 | 44766     | NATIONAL SEATING & MOBILITY, INC    | MOBILITY DEVICE                                | 4,736.27 |
| 755   | 11/05/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME LLC  | BUS 3 17 51 DIAGNOSTIC                         | 2,850.00 |
| 756   | 11/05/2021 | 44610     | SOUTHWEST BUS SALES, INC.           | HAWKEYE MIRRORS X6                             | 458.04   |
| 757   | 11/05/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME LLC  | REPAIRS TO BUS 17 AND BUS 10 PARTS AND LABOR   | 1,997.00 |
| 758   | 11/05/2021 | 15994     | AMAZON CAPITAL SERVICES             | BLANKET PO FOR CLASSROOM SUPPLIES/FAVER        | 300.00   |
| 759   | 11/05/2021 | 15994     | AMAZON CAPITAL SERVICES             | BENSON - TEACHER \$150-FAVER                   | 150.00   |
| 760   | 11/08/2021 | 14230     | MANSON WESTERN CORPORATION          | TESTING SUPPLIES                               | 837.00   |
| 761   | 11/05/2021 | 12173     | LAMPTON WELDING SUPPLY COMPANY, INC | SUPPLIES AND MATERIALS FOR AG PROGRAM          | 500.00   |
| 762   | 11/08/2021 | 12171     | LAKESHORE LEARNING MATERIALS        | TEACHER \$150/ S.ONLEY/C.OAK                   | 150.00   |

## Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 730 - 851

| PO No | Date       | Vendor No | Vendor                                | Description   | Amount    |
|-------|------------|-----------|---------------------------------------|---|-----------|
| 763   | 11/08/2021 | 44610     | SOUTHWEST BUS SALES, INC.             | BLOWER MOTOR X 2                                    | 80.00     |
| 764   | 11/08/2021 | 13991     | THOMPSON SCHOOL BOOK DEPOSITORY       | ADDITIONAL TEXTBOOKS/HS                             | 11,817.00 |
| 765   | 11/08/2021 | 16641     | AMERICAN LEGACY PUBLISHING            | ADDITIONAL TEXTBOOKS FOR<br>ELEMENTARY SITES        | 7,881.30  |
| 766   | 11/08/2021 | 40877     | SPORTS ENDEAVORS, INC.                | HS- UNIFORMS (SOCCER)                               | 1,008.01  |
| 767   | 11/09/2021 | 44594     | NEARFALL LLC                          | HS- UNIFORMS (WR)                                   | 1,517.08  |
| 768   | 11/08/2021 | 17352     | EASTBAY, INC                          | HS- UNIFORMS (GGB)                                  | 2,189.55  |
| 769   | 11/09/2021 | 44107     | COUGHLAN COMPANIES, LLC               | NONFICTION YOU<br>CHOOSE/COTTERAL<br>LIBRARY/JENSEN | 383.31    |
| 770   | 11/09/2021 | 15335     | BOUND TO STAY BOUND BOOKS, INC        | REPLACEMENT BOOKS/COTTERAL<br>LIBRARY/JENSEN        | 371.74    |
| 771   | 11/09/2021 | 13026     | OKLAHOMA STATE UNIVERSITY             | CAREER FAIR REGISTRATION                            | 125.00    |
| 772   | 11/08/2021 | 14207     | WALMART COMMUNITY                     | TEACHER<br>\$150/SUPPLIES/BRANSON/GUES              | 150.00    |
| 773   | 11/08/2021 | 14207     | WALMART COMMUNITY                     | TEACHER<br>\$150/SUPPLIES/CRAWFORD/GUES             | 150.00    |
| 774   | 11/09/2021 | 12682     | MIDWEST BUS SALES, INC.               | HEADER-TANK , DEF, B2 X 2                           | 2,091.90  |
| 775   | 11/09/2021 | 44610     | SOUTHWEST BUS SALES, INC.             | A/C FILTER ,STREPTREAD NOSE 36                      | 167.00    |
| 776   | 11/09/2021 | 44389     | THE LINCOLN ELECTRIC COMPANY          | MATERIALS AND EQUIPMENT FOR<br>AG PROGRAM           | 275.00    |
| 777   | 11/09/2021 | 13969     | THE RAILROAD YARD, INC.               | METAL FOR AG PROGRAM                                | 1,500.00  |
| 778   | 11/10/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER \$150/A.HALL/C.OAK                          | 150.00    |
| 779   | 11/10/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER \$150/K.WELCH/C.OAK                         | 150.00    |
| 780   | 11/10/2021 | 44755     | SOCCER GARAGE, INC                    | HS- UNIFORMS (SOCCER) GIRLS                         | 2,299.50  |
| 781   | 11/10/2021 | 11933     | JOHN VANCE MOTORS, INC.               | PLATFORM ASSY W/ STOW<br>BLOCKS, IB BARRIER         | 3,416.17  |
| 782   | 11/08/2021 | 14207     | WALMART COMMUNITY                     | TEACHER \$150/A INGLE/FOGARTY                       | 150.00    |
| 783   | 11/11/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER \$150/ K BERRYHILL/<br>FOGARTY              | 150.00    |
| 784   | 11/10/2021 | 14377     | FOLLETT SCHOOL SOLUTIONS, INC         | NEW SERIES AND<br>REPLACEMENTS/LIBRARY/C. OAK       | 3,255.00  |
| 785   | 11/10/2021 | 14207     | WALMART COMMUNITY                     | TEACHER\$150/P.KLIEWER/C.OAK                        | 149.16    |
| 786   | 11/10/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER \$150<br>SUPPLIES/E.DAVIS/.C.OAK            | 139.99    |
| 787   | 11/11/2021 | 12171     | LAKESHORE LEARNING MATERIALS          | TEACHER\$150/A.SHIPLEY/C.OAK                        | 150.00    |
| 788   | 11/11/2021 | 12967     | OKLAHOMA HOME CENTERS, INC.           | SUPPLIES AND MATERIALS FOR AG<br>PROGRAM            | 200.00    |
| 789   | 11/11/2021 | 10129     | NORTHUP AUTO PARTS & MACHINE          | SUPPLIES AND MATERIALS FOR AG<br>PROGRAM            | 65.00     |
| 790   | 11/12/2021 | 12682     | MIDWEST BUS SALES, INC.               | ARM, PASSENGER COMPLETE                             | 160.32    |
| 791   | 11/12/2021 | 44110     | CDW LLC                               | PRINTERS  | 1,764.47  |
| 792   | 11/12/2021 | 15994     | AMAZON CAPITAL SERVICES               | OFFICE CHAIR AND STUDENT<br>READING CHAIRS/CENTRAL  | 495.00    |
| 793   | 11/12/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME<br>LLC | BUS 10 REPAIRS                                      | 1,800.00  |
| 794   | 11/15/2021 | 17921     | SCHOOL HEALTH CORPORATION             | VISION SCREENING KIT                                | 88.40     |
| 795   | 11/15/2021 | 15994     | AMAZON CAPITAL SERVICES               | GRAPHING CALCULATORS/HS                             | 3,842.70  |

## Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 730 - 851

| PO No | Date       | Vendor No | Vendor                              | Description                                      | Amount   |
|-------|------------|-----------|-------------------------------------|--|----------|
| 796   | 11/15/2021 | 44428     | RIVERSIDE ASSESSMENTS, LLC          | COGAT TESTING SUPPLIES AND SERVICES              | 477.00   |
| 797   | 11/15/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/SUPPLIES/JOHNSTON/GUES             | 150.00   |
| 798   | 11/15/2021 | 11849     | JERRY D. JONES                      | WRECKER SERVICES                                 | 2,000.00 |
| 799   | 11/15/2021 | 16611     | PENSKE COMMERCIAL VEHICLES, US, LLC | DIPSTICK X2                                      | 127.20   |
| 800   | 11/15/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME LLC  | TURBO AND VGT AND LABOR BUS 3                    | 4,427.37 |
| 801   | 11/15/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME LLC  | NOX SENSOR FOR BUS 17                            | 497.00   |
| 802   | 11/16/2021 | 14207     | WALMART COMMUNITY                   | TEACHER\$150/K.CHAPMAN/C.OA K                    | 150.00   |
| 803   | 11/16/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 BOB BOOKS/ C. ADAMS PAYNE/COTTERAL | 143.09   |
| 804   | 11/16/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150 SUPPLIES/ KIM THOMASON/COTTERAL    | 150.00   |
| 805   | 11/17/2021 | 15994     | AMAZON CAPITAL SERVICES             | \$150 SUPPLIES/RENFR0/CENTRAL                    | 148.76   |
| 806   | 11/17/2021 | 10234     | MAKER'S GLASS, INC.                 | PLEXIGLASS FOR BUSES                             | 956.00   |
| 807   | 11/17/2021 | 17384     | CHASE ENTERPRISES, INC              | PARTS AND HOSE REEL FOR POWERWASHER              | 405.60   |
| 808   | 11/17/2021 | 44610     | SOUTHWEST BUS SALES, INC.           | BACKUP LED LIGHTS BACK UP ALARM FILTER MINDER    | 751.05   |
| 809   | 11/17/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.    | 30 GAL SELF EVACUATION OIL DRAIN                 | 437.78   |
| 810   | 11/17/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.    | PARTS FOR VAN 78                                 | 457.12   |
| 811   | 11/18/2021 | 12682     | MIDWEST BUS SALES, INC.             | VENT PLUG-HUBCAP BLACK RUBBER CLIP PIN           | 94.24    |
| 812   | 11/18/2021 | 44610     | SOUTHWEST BUS SALES, INC.           | CROSSVIEW MIRROR CENTER ARM FREIGHTLINER         | 409.20   |
| 813   | 11/17/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/A. EVANS/C.OAK                     | 150.00   |
| 814   | 11/18/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/ J OWENS/ FOGARTY                  | 150.00   |
| 815   | 11/18/2021 | 12910     | OFFICE DEPOT, INC.                  | \$150 SCHOOL SUPPLIES, S RENNICK HS              | 150.00   |
| 816   | 11/19/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150/K HEDGE/CENTRAL                    | 150.00   |
| 817   | 11/19/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150/C HEDGE/CENTRAL                    | 150.00   |
| 818   | 11/19/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/LOVATO/CENTRAL                     | 150.00   |
| 819   | 11/18/2021 | 14207     | WALMART COMMUNITY                   | TEACHER 150/RANEY/JH/CLASSROOM SUPPLIES          | 50.00    |
| 820   | 11/19/2021 | 15994     | AMAZON CAPITAL SERVICES             | HS- NETS (BB)                                    | 288.00   |
| 821   | 11/19/2021 | 15994     | AMAZON CAPITAL SERVICES             | HS- SOCCER BALL (SOCCER)                         | 390.00   |
| 822   | 11/19/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER 150/ROSS/JH/CLASSROOM SUPPLIES           | 150.00   |
| 823   | 11/16/2021 | 12031     | MT LIBRARY SERVICES                 | \$8 BARGAIN BOOKS/GUES                           | 278.00   |
| 824   | 11/18/2021 | 44585     | OVERDRIVE, INC.                     | AUDIOBOOKS/GUES                                  | 1,436.45 |
| 825   | 11/29/2021 | 15994     | AMAZON CAPITAL SERVICES             | INK CARTRIDGES FOR PRINTERS IN AG BUILDING       | 650.00   |



## Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 730 - 851

| PO No | Date       | Vendor No | Vendor                                | Description  | Amount    |
|-------|------------|-----------|---------------------------------------|--|-----------|
| 826   | 11/29/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER<br>150/WILKERSON/JH/CLASSROOM<br>SUPPLIES    | 150.00    |
| 827   | 11/29/2021 | 12447     | MARDEL, INC.                          | TEACHER \$150 SUPPLIES/<br>CHRISTINE DURHAM/COTTERAL | 160.88    |
| 828   | 11/30/2021 | 44657     | LEXIA LEARNING SYSTEMS, LLC           | TEXTBOOKS FOR C. OAK                                 | 7,400.00  |
| 829   | 11/30/2021 | 17792     | ROSETTA STONE,LTD                     | RENEWAL LICENSES FOR C. OAK                          | 1,980.00  |
| 830   | 11/30/2021 | 15994     | AMAZON CAPITAL SERVICES               | HS- WILSON BASEBALL BUCKETS<br>(BA)                  | 465.00    |
| 831   | 11/30/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER \$150 SUPPLIES/ C.<br>KEITH/HS               | 150.00    |
| 832   | 11/30/2021 | 41516     | OSTCA-SOUTHERN NAZERENE<br>UNIVERSITY | PROFESSIONAL DEVELOPMENT                             | 85.00     |
| 833   | 11/30/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER<br>150/MALTZ/JH/CLASSROOM<br>SUPPLIES        | 150.00    |
| 834   | 11/30/2021 | 15994     | AMAZON CAPITAL SERVICES               | CLASSROOM SUPPLIES FOR<br>STEM/JH                    | 4,308.23  |
| 835   | 11/18/2021 | 44610     | SOUTHWEST BUS SALES, INC.             | THOMAS WINDOW LATCH SET                              | 150.00    |
| 836   | 11/29/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.      | DEICER   | 287.68    |
| 837   | 11/30/2021 | 44280     | MARTIN AUTOMOTIVE                     | TRUCK 64 NEEDS TUNEUP                                | 850.00    |
| 838   | 11/30/2021 | 44280     | MARTIN AUTOMOTIVE                     | VAN 78 DIAGNOSE AND REPAIR                           | 700.00    |
| 839   | 11/30/2021 | 44258     | FIRST BOOK                            | BOOKS FOR LIBRARY/GUES                               | 240.00    |
| 840   | 11/19/2021 | 44719     | MSE, INC.                             | RADIO AND GPS PARTS REPAIRS<br>AND INSTALLS          | 2,000.00  |
| 841   | 12/01/2021 | 15994     | AMAZON CAPITAL SERVICES               | TEACHER\$150/K.BENNETT/C.OAK                         | 150.00    |
| 842   | 12/01/2021 | 15718     | OVERHEAD DOOR COMPANY OF OKC,<br>INC. | SHOP DOOR REPAIRS                                    | 1,000.00  |
| 843   | 12/01/2021 | 44624     | STAPLES, INC                          | COPY PAPER FOR THE DISTRICT                          | 26,199.60 |
| 844   | 12/02/2021 | 14207     | WALMART COMMUNITY                     | CLASSROOM \$150 M.<br>HUDSON/HS                      | 150.00    |
| 845   | 12/03/2021 | 11933     | JOHN VANCE MOTORS, INC.               | ROLL STOP CYLINDER                                   | 780.00    |
| 846   | 12/03/2021 | 12447     | MARDEL, INC.                          | TEACHER \$150/FRIESE/CENTRAL                         | 50.00     |
| 847   | 12/03/2021 | 14207     | WALMART COMMUNITY                     | TEACHER \$150/FRIESE/CENTRAL                         | 100.00    |
| 848   | 12/06/2021 | 15027     | AMERICAN RED CROSS                    | CPR TRAINING   | 35.00     |
| 849   | 12/06/2021 | 44547     | HERITAGE CUSTOMS DIESEL CHROME<br>LLC | 55 GALLONS X 2 RED ANTIFREEZE                        | 1,379.50  |
| 850   | 12/06/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.      | BATTERIES FOR AG TRUCK 93                            | 300.40    |
| 851   | 12/06/2021 | 13286     | RED ROCK DISTRIBUTING CO.             | 1000 GAL UNLEADED AND 7000<br>GAL DIESEL             | 17,247.70 |

|                           |                     |
|---------------------------|---------------------|
| <b>Non-Payroll Total:</b> | <b>\$166,339.50</b> |
|---------------------------|---------------------|

|                       |               |
|-----------------------|---------------|
| <b>Payroll Total:</b> | <b>\$0.00</b> |
|-----------------------|---------------|

|                      |                     |
|----------------------|---------------------|
| <b>Report Total:</b> | <b>\$166,339.50</b> |
|----------------------|---------------------|

## Purchase Order Register

Options: Year: 2021-2022, Fund: Building, Date Range: 7/1/2021 - 6/30/2022, PO Range: 311 - 351

| PO No | Date       | Vendor No | Vendor                                | Description                                       | Amount   |
|-------|------------|-----------|---------------------------------------|---|----------|
| 311   | 11/04/2021 | 44614     | IDN-GLOABL, INC                       | DISTRICT DOOR AND LOCK PARTS                      | 275.00   |
| 312   | 11/04/2021 | 44635     | WAXIE'S ENTERPRISES, LLC              | PARTS FOR SABER FLOOR<br>MACHINE AT GUES          | 72.53    |
| 313   | 11/04/2021 | 44092     | INNOVATIVE MECHANICAL LLC             | 3 WAY VALVE ACTUATORS FOR SA3<br>HVAC AT JH       | 836.00   |
| 314   | 11/04/2021 | 15994     | AMAZON CAPITAL SERVICES               | WIFI T-STATS FOR DISTRICT                         | 900.00   |
| 315   | 11/08/2021 | 13969     | THE RAILROAD YARD, INC.               | POLES FOR SOFTBALL FIELD<br>SCOREBOARD            | 1,000.00 |
| 316   | 11/08/2021 | 44013     | CENTRAL OKLAHOMA WINNELSON            | WAX GASKET WITH HORN                              | 12.00    |
| 317   | 11/08/2021 | 44013     | CENTRAL OKLAHOMA WINNELSON            | TOILET FOR CENTRAL                                | 232.56   |
| 318   | 11/08/2021 | 17450     | ALL COMMERCIAL OPENINGS, INC.         | DOOR FOR HS GIRLS RESTROOM                        | 350.00   |
| 319   | 11/09/2021 | 17249     | S. T. BOLDING III                     | ELECTRICAL WORK AT THE<br>STADIUM                 | 2,200.00 |
| 320   | 11/09/2021 | 44092     | INNOVATIVE MECHANICAL LLC             | HVAC UNIT FOR HS ANNEX RM 51                      | 7,987.00 |
| 321   | 11/10/2021 | 15994     | AMAZON CAPITAL SERVICES               | WORK LIGHT & PRINT CARTS                          | 275.00   |
| 322   | 11/10/2021 | 44772     | ELECTRICAL SURPLUS, INC.              | ELECTRICAL SUPPLIES FOR<br>DISTRICT               | 500.00   |
| 323   | 11/10/2021 | 44771     | TOUCAN PRODUCTIONS, INC.              | REPAIRS TO JR HIGH STAGE                          | 7,233.00 |
| 324   | 11/11/2021 | 43965     | CRAFCO, INC.                          | ASPHALT PATCH FOR CENTRAL                         | 500.00   |
| 325   | 11/11/2021 | 43883     | UNITED REFRIGERATION, INC.            | HVAC HEATING UNIT FOR TRANS<br>SHOP               | 1,300.00 |
| 326   | 11/11/2021 | 15994     | AMAZON CAPITAL SERVICES               | PRESSURE SWITCH TESTER FOR<br>FOGARTY             | 300.00   |
| 327   | 11/12/2021 | 11619     | HOME DEPOT CREDIT SERVICES            | LUMBER SUPPLIES FOR JH<br>PORTABLE                | 1,000.00 |
| 328   | 11/11/2021 | 43883     | UNITED REFRIGERATION, INC.            | DISTRICT HVAC PARTS AND<br>SUPPLIES               | 1,000.00 |
| 329   | 11/12/2021 | 43883     | UNITED REFRIGERATION, INC.            | 2 MOTORS 2 FRAMES GUES RMS<br>600 AND 515         | 600.00   |
| 330   | 11/15/2021 | 44092     | INNOVATIVE MECHANICAL LLC             | INSTALL NEW HVAC UNIT AT HS<br>RM 51              | 4,974.00 |
| 331   | 11/15/2021 | 17747     | ROBERT L HINER                        | REFURBISH JR HIGH GYM FLOOR                       | 2,700.00 |
| 332   | 11/15/2021 | 17747     | ROBERT L HINER                        | REFURBISH HIGH SCHOOL MAIN<br>GYM FLOOR           | 2,700.00 |
| 333   | 11/15/2021 | 12967     | OKLAHOMA HOME CENTERS, INC.           | DISTRICT PARTS AND SUPPLIES                       | 1,000.00 |
| 334   | 11/15/2021 | 10087     | AMERICAN PLANT PRODUCTS &<br>SERVICES | WATER FILTERS FOR<br>GREENHOUSES                  | 120.00   |
| 335   | 11/16/2021 | 15994     | AMAZON CAPITAL SERVICES               | FORKLIFT EXTENSIONS                               | 250.00   |
| 336   | 11/16/2021 | 44635     | WAXIE'S ENTERPRISES, LLC              | ROLL TOWELS, TOILET TISSUE,<br>DUST MOP TREATMENT | 3,259.16 |
| 337   | 11/11/2021 | 44635     | WAXIE'S ENTERPRISES, LLC              | PARTS FOR GUES FLOOR MACHINE                      | 59.75    |
| 338   | 11/17/2021 | 44724     | HW 2020 PROPERTY LLC                  | SET POLES AT SOFTBALL                             | 2,000.00 |
| 339   | 11/18/2021 | 10968     | DOLESE BROS. CO.                      | CONCRETE FOR SOFTBALL POLES<br>& SIDEWALK AT HS   | 800.00   |
| 340   | 11/19/2021 | 10110     | HENKE & WANG PLUMBING                 | DISTRICT PLUMBING REPAIRS AND<br>SERVICE          | 1,200.00 |
| 341   | 11/29/2021 | 44065     | FIRETROL PROTECTION SYSTEMS, INC.     | DISTRICT FIRE SYSTEM REPAIRS                      | 1,200.00 |
| 342   | 11/30/2021 | 11254     | FEDERAL CORPORATION                   | HVAC PARTS AND SUPPLIES                           | 1,000.00 |
| 343   | 12/01/2021 | 12967     | OKLAHOMA HOME CENTERS, INC.           | DISTRICT PARTS AND SUPPLIES                       | 1,000.00 |

**Purchase Order Register**

**Options:** Year: 2021-2022, Fund: Building, Date Range: 7/1/2021 - 6/30/2022, PO Range: 311 - 351

| <b>PO No</b>              | <b>Date</b> | <b>Vendor No</b> | <b>Vendor</b>               | <b>Description</b>                       | <b>Amount</b>      |
|---------------------------|-------------|------------------|-----------------------------|--|--------------------|
| 344                       | 11/30/2021  | 14207            | WALMART COMMUNITY           | HS- BLOWER/CHARGER (ATHLETIC FIELDS)     | 119.98             |
| 345                       | 12/01/2021  | 15994            | AMAZON CAPITAL SERVICES     | HS- DOOR MATS (ATHLETIC)                 | 336.56             |
| 346                       | 12/01/2021  | 12967            | OKLAHOMA HOME CENTERS, INC. | DOOR FOR TRACK CONCESSION                | 250.00             |
| 347                       | 12/01/2021  | 44092            | INNOVATIVE MECHANICAL LLC   | CURB ADAPTER FABRICATION FOR CENTRAL GYM | 3,800.00           |
| 348                       | 12/02/2021  | 10110            | HENKE & WANG PLUMBING       | REPLACE WATER HEATER IN RM 500 AT GUES   | 700.00             |
| 349                       | 12/03/2021  | 43749            | TREAT'S SOLUTIONS, LLC      | JR JUMBO TISSUE FOR CHARTER OAK          | 862.90             |
| 350                       | 12/06/2021  | 17747            | ROBERT L HINER              | REFURBISH CHARTER OAK GYM FLOOR          | 2,795.00           |
| 351                       | 12/06/2021  | 17747            | ROBERT L HINER              | REFURBISH HS NORTH GYM FLOOR             | 2,250.00           |
| <b>Non-Payroll Total:</b> |             |                  |                             |  | <b>\$59,950.44</b> |
| <b>Payroll Total:</b>     |             |                  |                             |  | <b>\$0.00</b>      |
| <b>Report Total:</b>      |             |                  |                             |  | <b>\$59,950.44</b> |

**Purchase Order Register**

**Options:** Year: 2021-2022, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2021 - 6/30/2022, PO Range: 12 - 13

| <b>PO No</b>              | <b>Date</b> | <b>Vendor No</b> | <b>Vendor</b>                | <b>Description</b>                              | <b>Amount</b>      |
|---------------------------|-------------|------------------|------------------------------|---|--------------------|
| 12                        | 12/01/2021  | 44784            | AMUNDSEN COMMERCIAL KITCHENS | CLEVELAND CONVECTION<br>STEAMER, GAS #24CGA10.2 | 17,923.12          |
| 13                        | 12/01/2021  | 44784            | AMUNDSEN COMMERCIAL KITCHENS | CLEVELAND CONVECTION<br>STEAMER - LABOR         | 295.00             |
| <b>Non-Payroll Total:</b> |             |                  |                              |   | <b>\$18,218.12</b> |
| <b>Payroll Total:</b>     |             |                  |                              |   | <b>\$0.00</b>      |
| <b>Report Total:</b>      |             |                  |                              |   | <b>\$18,218.12</b> |

**Purchase Order Register**

**Options:** Year: 2021-2022, Fund: BUILDING BOND 2019, Date Range: 7/1/2021 - 6/30/2022, PO Range: 3 - 3

| <b>PO No</b>              | <b>Date</b> | <b>Vendor No</b> | <b>Vendor</b>             | <b>Description</b>                        | <b>Amount</b>       |
|---------------------------|-------------|------------------|---------------------------|---|---------------------|
| 3                         | 12/01/2021  | 44092            | INNOVATIVE MECHANICAL LLC | GUES & GJHS GYM RENOVATION<br>(PHASE TWO) | 337,279.00          |
| <b>Non-Payroll Total:</b> |             |                  |                           |   | <b>\$337,279.00</b> |
| <b>Payroll Total:</b>     |             |                  |                           |   | <b>\$0.00</b>       |
| <b>Report Total:</b>      |             |                  |                           |   | <b>\$337,279.00</b> |

## Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2021-2022, ReferenceDate: PO Approval Date, Date Range: 11/2/2021 - 12/6/2021, PO Range: 1 - 851, Include Negative Changes: True

| PO No | Date       | Vendor No | Vendor                              | Description  | Amount    |
|-------|------------|-----------|-------------------------------------|--|-----------|
| 96    | 07/01/2021 | 14316     | AHP OF OKLAHOMA                     | FERPA PUBLICATION-SP ED                            | -500.00   |
| 155   | 07/01/2021 | 12899     | O'REILLY AUTOMOTIVE STORES, INC.    | VARIOUS PARTS AND SUPPLIES/TRANSPORTATION          | -25.79    |
| 206   | 07/01/2021 | 12993     | ARCHWAY TEXTBOOK DEPOSITORY         | 2021-2022 DISTRICT TEXTBOOKS                       | -7,344.53 |
| 234   | 07/21/2021 | 43552     | ROGERS ATHLETIC COMPANY             | TRAP CHUTE FOR ATHLETICS-AGILITIES                 | -1.00     |
| 240   | 07/21/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 CLASSROOM SUPPLIES/ K BARRETT/FAVER  | -2.18     |
| 271   | 07/27/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 OFFICE SUPPLIES/ KRISTI BLAKEMORE/HS | -0.89     |
| 296   | 08/05/2021 | 43821     | TEACHER SYNERGY, LLC                | TEACHER 150/COCHRANE/JH/CLASSROOM SUPPLIES         | -50.00    |
| 298   | 08/05/2021 | 14207     | WALMART COMMUNITY                   | BLANKET PO FOR 2021 FALL SEMESTER /JH              | -43.61    |
| 317   | 08/06/2021 | 13272     | REALLY GOOD STUFF, INC.             | \$150 SUPPLIES/PITTS/CENTRAL                       | -22.21    |
| 354   | 08/12/2021 | 14207     | WALMART COMMUNITY                   | TEACHER 150/DAY/JH/CLASSROOM SUPPLIES              | -39.87    |
| 375   | 08/13/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150 SUPPLIES/K SIMPSON/COTTERAL          | -5.08     |
| 440   | 08/19/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER \$150/SUPPLIES/PAUL/GUES                   | -5.79     |
| 450   | 08/23/2021 | 12387     | LOWE'S COMPANIES, INC.              | SUPPLIES AND MATERIALS FOR AG PROGRAM              | -13.22    |
| 457   | 08/24/2021 | 15324     | OKLAHOMA TECHNOLOGY ASSOCIATION     | CONFERENCE REGISTRATION                            | -1,050.00 |
| 469   | 08/25/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150 SUPPLIES.L. PORTER HS                | -1.23     |
| 477   | 08/23/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150/ MANN/FOGARTY-2ND PO                 | -0.30     |
| 503   | 09/02/2021 | 13018     | OKLAHOMA SCHOOL PSYCHOLOGICAL ASSN  | FALL CONFERENCE REGISTRATION                       | -90.00    |
| 528   | 09/08/2021 | 44280     | MARTIN AUTOMOTIVE                   | REPAIR TO TRUCK 74 BRAKES                          | -0.06     |
| 534   | 09/08/2021 | 15994     | AMAZON CAPITAL SERVICES             | TEACHER 150/RANEY/JH/CLASSROOM SUPPLIES            | -53.69    |
| 563   | 09/15/2021 | 12967     | OKLAHOMA HOME CENTERS, INC.         | SUPPLIES AND MATERIALS FOR AG PROGRAM              | -0.93     |
| 572   | 09/16/2021 | 14207     | WALMART COMMUNITY                   | TEACHER \$150/ WILDA/FOGARTY                       | -0.20     |
| 584   | 09/22/2021 | 12967     | OKLAHOMA HOME CENTERS, INC.         | SUPPLIES AND MATERIALS FOR AG PROGRAM              | -13.24    |
| 586   | 09/22/2021 | 43372     | LEISURE HOSPITALITY MANAGEMENT, INC | HOTEL ROOMS FOR TULSA-AG STAFF                     | -184.64   |
| 588   | 09/10/2021 | 14377     | FOLLETT SCHOOL SOLUTIONS, INC       | REPLACEMENT REDBUD BOOKS FOR C. OAK LIBRARY        | -45.82    |
| 594   | 09/23/2021 | 12682     | MIDWEST BUS SALES, INC.             | SEON CAMERA SYSTEM FOR BUS 22                      | -1,158.28 |
| 625   | 10/01/2021 | 17940     | PROSPERITY BANK                     | REPLACE WINDOW IN TRUCK 83 AG TRUCK SIDE WINDOW    | -160.02   |

**Change Order Listing**

**Options:** Fund: GEN FUND-FOR OP, Year: 2021-2022, ReferenceDate: PO Approval Date, Date Range: 11/2/2021 - 12/6/2021, PO Range: 1 - 851, Include Negative Changes: True

| <b>PO No</b>              | <b>Date</b> | <b>Vendor No</b> | <b>Vendor</b> | <b>Description</b>                      | <b>Amount</b>        |
|---------------------------|-------------|------------------|---------------|---|----------------------|
| 630                       | 10/04/2021  | 44748            | DJ3, LLC (MO) | HOTEL FOR AMERICAN ROYAL-AG<br>FOR A.D. | -258.00              |
| 631                       | 10/04/2021  | 10924            | DEMCO, INC    | HS LIBRARY BOOK TRUCK                   | -459.99              |
| <b>Non-Payroll Total:</b> |             |                  |               |   | <b>(\$11,530.57)</b> |
| <b>Payroll Total:</b>     |             |                  |               |   | <b>\$0.00</b>        |
| <b>Report Total:</b>      |             |                  |               |   | <b>(\$11,530.57)</b> |

**Change Order Listing**

**Options:** Fund: Building, Year: 2021-2022, ReferenceDate: PO Approval Date, Date Range: 11/2/2021 - 12/6/2021, PO Range: 1 - 351, Include Negative Changes: True

| <b>PO No</b> | <b>Date</b> | <b>Vendor No</b> | <b>Vendor</b>                       | <b>Description</b>                    | <b>Amount</b> |
|--------------|-------------|------------------|-------------------------------------|---------------------------------------|---------------|
| 52           | 07/06/2021  | 44651            | SCHARDT ENTERPRISES, INC.           | STAIN CONCRETE FLOORS AT CENTRAL      | -8,821.65     |
| 86           | 07/26/2021  | 44226            | SUNSTATE EQUIPMENT CO, LLC          | TOOL AND EQUIPMENT RENTAL             | -666.55       |
| 100          | 07/29/2021  | 11163            | H-I-S PAINT MFG. CO, LLC            | DISTRICT TRAFFIC PAINT                | -1,516.80     |
| 147          | 08/19/2021  | 17249            | S. T. BOLDING III                   | DISTRICT ELECTRICAL SERVICE & REPAIRS | -118.65       |
| 158          | 08/24/2021  | 44635            | WAXIE'S ENTERPISES, LLC             | HOSE ASSEMBLY FOR T5 MACHINE          | -3.02         |
| 166          | 08/26/2021  | 44684            | PROF. SPRINKLER INSPECTIONS, LLC    | FIRE SYSTEM REPAIRS AND SERVICE       | -1,000.00     |
| 173          | 08/30/2021  | 44590            | BRADFORD SUPPLY                     | DISTRICT HVAC PARTS AND SUPPLIES      | -31.32        |
| 190          | 09/08/2021  | 12967            | OKLAHOMA HOME CENTERS, INC.         | DISTRICT PARTS AND SUPPLIES           | -56.19        |
| 196          | 09/10/2021  | 44590            | BRADFORD SUPPLY                     | C-2 COMPRESSOR FOR FOGARTY            | -74.01        |
| 205          | 09/15/2021  | 44013            | CENTRAL OKLAHOMA WINNELSON          | BOTTLE FILLER FOR CENTRAL             | -23.28        |
| 246          | 09/30/2021  | 41388            | CITIBANK\TRACTOR SUPPLY CREDIT PLAN | TRAILER AND TOOL BOX                  | -191.66       |

|                           |                             |
|---------------------------|-----------------------------|
| <b>Non-Payroll Total:</b> | <u>(\$12,503.13)</u>        |
| <b>Payroll Total:</b>     | <u>\$0.00</u>               |
| <b>Report Total:</b>      | <u><u>(\$12,503.13)</u></u> |



**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
As of 12/01/21

| <u>GENERAL LEDGER ACCOUNT</u> |              | <u>BANK RECONCILIATION</u>                     |               |
|-------------------------------|--------------|--|---------------|
| Balance (11/01/21)            | \$694,049.51 | Balance per bank statement<br>As of (11/30/21) | \$704,670.26  |
| Add Receipts                  | \$ 71,719.49 | Add Deposits in Transit                        | \$ 4,169.00   |
| Less Checks Written           | \$101,575.92 | Less O/S Checks                                | \$ 44,645.98  |
| Adjustments                   | \$           | *Adjustments                                   | \$            |
|                               |              | Bank correction                                | \$ - .20      |
| Balance per Ledger            | \$664,193.08 | Balance per Ledger                             | \$ 664,193.08 |

**Adjustment/Correction explanations:**

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

Bank cleared check # 8211 as \$1,320.00 but it should have been \$1,320.20.


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Activity Fund Clerk

12-1-2021  


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Date

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2021 - 11/30/2021

|                                 | Begin Balance | Receipts    | Adjusting Entries | Payments    | Cash End Balance | Unpaid POs  | End Balance |
|---------------------------------|---------------|-------------|-------------------|-------------|------------------|-------------|-------------|
| 801 CENTRAL FACULTY             | \$275.42      | \$0.00      | \$0.00            | \$75.00     | \$200.42         | \$0.00      | \$200.42    |
| 802 CENTRAL ACTIVITY            | \$17,616.21   | \$4,647.06  | \$0.00            | \$5,523.48  | \$16,739.79      | \$6,110.00  | \$10,629.79 |
| 803 CENTRAL PTO                 | \$7,081.46    | \$549.37    | \$0.00            | \$195.41    | \$7,435.42       | \$1,000.00  | \$6,435.42  |
| 804 COTTERAL PTO                | \$10,768.17   | \$1,133.10  | \$0.00            | \$1,326.77  | \$10,574.50      | \$1,132.00  | \$9,442.50  |
| 805 COTTERAL ACTIVITY           | \$10,347.66   | \$2,806.50  | \$0.00            | \$366.35    | \$12,787.81      | \$3,854.96  | \$8,932.85  |
| 806 COTTERAL FACULTY            | \$392.91      | \$0.00      | \$0.00            | \$0.00      | \$392.91         | \$0.00      | \$392.91    |
| 808 FOGARTY PARENTS ORG.        | \$7,525.17    | \$4,608.80  | \$0.00            | \$1,194.55  | \$10,939.42      | \$1,393.03  | \$9,546.39  |
| 809 FOGARTY ACTIVITY            | \$18,707.99   | \$4,650.88  | \$0.00            | \$8,808.76  | \$14,550.11      | \$1,785.09  | \$12,765.02 |
| 810 FOGARTY FACULTY             | \$318.82      | \$0.00      | \$0.00            | \$0.00      | \$318.82         | \$280.00    | \$38.82     |
| 811 ELEM SNACK GRANT            | \$1,318.19    | \$15.00     | \$0.00            | \$0.00      | \$1,333.19       | \$0.00      | \$1,333.19  |
| 812 GUES ACTIVITY               | \$29,698.80   | \$6,024.14  | \$0.00            | \$5,631.95  | \$30,090.99      | \$14,003.74 | \$16,087.25 |
| 813 GUES FACULTY                | \$1,003.54    | \$0.00      | \$0.00            | \$0.00      | \$1,003.54       | \$550.00    | \$453.54    |
| 814 GUES HONOR CHOIR            | \$525.83      | \$0.00      | \$0.00            | \$0.00      | \$525.83         | \$100.00    | \$425.83    |
| 815 GUES PARENTS ORG.           | \$11,655.84   | \$0.00      | \$0.00            | \$630.15    | \$11,025.69      | \$941.40    | \$10,084.29 |
| 816 GHS SPECIAL KIDS            | \$39.35       | \$0.00      | \$0.00            | \$0.00      | \$39.35          | \$0.00      | \$39.35     |
| 817 ART JUNIOR HIGH             | \$28.60       | \$0.00      | \$0.00            | \$0.00      | \$28.60          | \$0.00      | \$28.60     |
| 818 JH BUILDERS CLUB            | \$267.55      | \$0.00      | \$0.00            | \$103.99    | \$163.56         | \$0.00      | \$163.56    |
| 819 ATHLETICS JUNIOR HIGH       | \$7,335.27    | \$2,550.00  | \$0.00            | \$910.00    | \$8,975.27       | \$1,260.00  | \$7,715.27  |
| 820 GOLF JUNIOR HIGH            | \$3,182.69    | \$0.00      | \$0.00            | \$0.00      | \$3,182.69       | \$0.00      | \$3,182.69  |
| 821 FHA JUNIOR HIGH             | \$3,763.15    | \$0.00      | \$0.00            | \$984.59    | \$2,778.56       | \$114.16    | \$2,664.40  |
| 822 HONOR SOCIETY JR HIGH       | \$2,889.21    | \$0.00      | \$0.00            | \$0.00      | \$2,889.21       | \$0.00      | \$2,889.21  |
| 823 JR HIGH ACCOUNT             | \$4,241.24    | \$0.00      | \$0.00            | \$254.16    | \$3,987.08       | \$150.00    | \$3,837.08  |
| 824 JR HIGH FACULTY             | \$717.86      | \$204.50    | \$0.00            | \$245.16    | \$677.20         | \$311.84    | \$365.36    |
| 825 LIBRARY JR HIGH             | \$1,745.68    | \$0.00      | \$0.00            | \$0.00      | \$1,745.68       | \$0.00      | \$1,745.68  |
| 826 LEARN 2 LOVE                | \$23,617.42   | \$0.00      | \$0.00            | \$427.87    | \$23,189.55      | \$2,517.43  | \$20,672.12 |
| 827 CHEERLEADERS JR HIGH        | \$3,023.16    | \$0.00      | (\$25.00)         | \$0.00      | \$2,998.16       | \$0.00      | \$2,998.16  |
| 830 STUCO JH                    | \$2,900.28    | \$0.00      | \$0.00            | \$0.00      | \$2,900.28       | \$0.00      | \$2,900.28  |
| 831 T.S.A. JR HIGH              | \$895.69      | \$0.00      | \$0.00            | \$120.00    | \$775.69         | \$156.40    | \$619.29    |
| 832 YEARBOOK JR HIGH            | \$5,895.00    | \$0.00      | \$0.00            | \$0.00      | \$5,895.00       | \$0.00      | \$5,895.00  |
| 834 JR HIGH ACADEMIC TEAM       | \$170.74      | \$0.00      | \$0.00            | \$0.00      | \$170.74         | \$0.00      | \$170.74    |
| 840 CHARTER OAK ACTIVITY        | \$44,045.64   | \$240.00    | \$0.00            | \$8,912.46  | \$35,373.18      | \$3,201.00  | \$32,172.18 |
| 841 CHARTER OAK PTO             | \$14,404.72   | \$3,218.15  | \$0.00            | \$1,370.02  | \$16,252.85      | \$7,318.22  | \$8,934.63  |
| 842 CHARTER OAK FACULTY         | \$255.84      | \$21.87     | \$0.00            | \$0.00      | \$277.71         | \$100.00    | \$177.71    |
| 850 ACADEMIC TEAM HS            | \$132.70      | \$0.00      | \$0.00            | \$0.00      | \$132.70         | \$50.00     | \$82.70     |
| 851 ART CLUB HS                 | \$7,652.62    | \$0.00      | \$0.00            | \$204.22    | \$7,448.40       | \$195.78    | \$7,252.62  |
| 852 ATHLETICS HS                | \$79,161.42   | \$16,417.84 | \$0.00            | \$23,819.11 | \$71,760.15      | \$32,730.21 | \$39,029.94 |
| 853 HS CHEER                    | \$4,869.59    | \$0.00      | \$0.00            | \$677.20    | \$4,192.39       | \$200.00    | \$3,992.39  |
| 854 FOOTBALL CAMP               | \$6,438.41    | \$0.00      | \$0.00            | \$0.00      | \$6,438.41       | \$1,055.00  | \$5,383.41  |
| 855 TENNIS HS                   | \$23,749.61   | \$1,600.00  | \$0.00            | \$610.78    | \$24,738.83      | \$4,557.16  | \$20,181.67 |
| 856 GHS LIBRARY                 | \$238.57      | \$0.00      | \$0.00            | \$0.00      | \$238.57         | \$0.00      | \$238.57    |
| 858 GHS LINK CREW               | \$580.97      | \$0.00      | \$0.00            | \$425.13    | \$155.84         | \$0.00      | \$155.84    |
| 859 BAND (OPERATING) HS         | \$42,916.90   | \$1,417.00  | \$0.00            | \$22,846.47 | \$21,487.43      | \$3,132.29  | \$18,355.14 |
| 860 CLASS OF 2021 HS            | \$569.28      | \$0.00      | \$0.00            | \$0.00      | \$569.28         | \$0.00      | \$569.28    |
| 861 CLASS OF 2023 HS            | \$1,689.18    | \$480.00    | (\$25.00)         | \$0.00      | \$2,144.18       | \$371.43    | \$1,772.75  |
| 864 GHS ALUMNI ACCOUNT          | \$13,359.16   | \$0.00      | \$0.00            | \$0.00      | \$13,359.16      | \$0.00      | \$13,359.16 |
| 865 CLASS OF 2022 HS            | \$7,066.16    | \$211.00    | \$0.00            | \$420.61    | \$6,856.55       | \$0.00      | \$6,856.55  |
| 866 CLASS OF 2024 HS            | \$2,606.21    | \$135.00    | \$0.00            | \$195.23    | \$2,545.98       | \$0.00      | \$2,545.98  |
| 867 CLASS OF 2025 HS            | \$3,040.95    | \$0.00      | (\$25.00)         | \$148.73    | \$2,867.22       | \$0.00      | \$2,867.22  |
| 869 ENGLISH CLUB                | \$839.74      | \$0.00      | \$0.00            | \$0.00      | \$839.74         | \$0.00      | \$839.74    |
| 870 HS FACULTY/COURTESY ACCOUNT | \$809.50      | \$225.00    | \$0.00            | \$514.30    | \$520.20         | \$350.00    | \$170.20    |
| 871 HS STUDENT PANTRY           | \$13,358.42   | \$0.00      | \$0.00            | \$102.11    | \$13,256.31      | \$3,367.89  | \$9,888.42  |
| 876 FFA 4H BOOSTER CLUB HS      | \$41,780.96   | \$235.00    | \$0.00            | \$1,217.60  | \$40,798.36      | \$0.00      | \$40,798.36 |
| 877 FFA HS                      | \$23,540.66   | \$2,859.00  | \$0.00            | \$5,678.82  | \$20,720.84      | \$18,849.64 | \$1,871.20  |
| 878 FCCLA (FHA) HS              | \$3,567.85    | \$1,180.56  | \$0.00            | \$238.46    | \$4,509.95       | \$2,973.66  | \$1,536.29  |
| 879 FOREIGN LANGUAGE SPAN HS    | \$5,414.16    | \$0.00      | \$0.00            | \$92.81     | \$5,321.35       | \$850.00    | \$4,471.35  |
| 880 XC BLUECREW                 | \$6,834.32    | \$0.00      | \$0.00            | \$820.33    | \$6,013.99       | \$0.00      | \$6,013.99  |
| 881 LADY JAYS BASKETBALL        | \$1,954.42    | \$7,216.00  | \$0.00            | \$0.00      | \$9,170.42       | \$3,317.50  | \$5,852.92  |

## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 11/1/2021 - 11/30/2021

|                                  | Begin<br>Balance    | Receipts           | Adjusting<br>Entries | Payments            | Cash End<br>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             | \$680.83            | \$0.00             | \$0.00               | \$0.00              | \$680.83            | \$0.00              | \$680.83            |
| 884 HIGH SCHOOL ACCOUNT          | \$15,488.66         | \$1,098.51         | \$0.00               | \$593.40            | \$15,993.77         | \$6,543.20          | \$9,450.57          |
| 885 STUDENT SUPPORT HS           | \$2,792.75          | \$249.83           | \$0.00               | \$91.98             | \$2,950.60          | \$127.36            | \$2,823.24          |
| 886 HONOR SOCIETY HS             | \$4,594.43          | \$0.00             | \$0.00               | \$0.00              | \$4,594.43          | \$385.00            | \$4,209.43          |
| 889 KEY CLUB HS                  | \$391.01            | \$0.00             | \$0.00               | \$0.00              | \$391.01            | \$0.00              | \$391.01            |
| 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            | \$7,654.71          | \$150.00           | \$0.00               | \$43.80             | \$7,760.91          | \$0.00              | \$7,760.91          |
| 894 HS PROM ACCOUNT              | \$3,842.82          | \$0.00             | \$0.00               | \$0.00              | \$3,842.82          | \$0.00              | \$3,842.82          |
| 895 JROTC HS                     | \$3,453.18          | \$252.00           | \$0.00               | \$0.00              | \$3,705.18          | \$565.00            | \$3,140.18          |
| 897 SOCCER CLUB HS               | \$11,972.17         | \$0.00             | \$0.00               | \$1,863.70          | \$10,108.47         | \$3,093.25          | \$7,015.22          |
| 898 SCIENCE CLUB HS              | \$8,733.58          | \$120.00           | \$0.00               | \$541.31            | \$8,312.27          | \$369.82            | \$7,942.45          |
| 899 STUDENT COUNCIL HS           | \$15,539.05         | \$140.00           | \$75.00              | \$1,250.00          | \$14,504.05         | \$7,200.00          | \$7,304.05          |
| 900 CAMPUS BEAUTIFICATION HS     | \$5,771.53          | \$125.00           | \$0.00               | \$21.31             | \$5,875.22          | \$148.40            | \$5,726.82          |
| 902 VOCAL HS                     | \$1,918.16          | \$2,515.00         | \$0.00               | \$703.70            | \$3,729.46          | \$1,408.15          | \$2,321.31          |
| 904 YEARBOOK HS                  | \$19,724.35         | \$750.00           | \$0.00               | \$0.00              | \$20,474.35         | \$0.00              | \$20,474.35         |
| 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            | \$2,659.43          | \$0.00             | \$0.00               | \$247.40            | \$2,412.03          | \$0.00              | \$2,412.03          |
| 913 DRAMA HS                     | \$1,668.07          | \$699.00           | \$0.00               | \$609.40            | \$1,757.67          | \$591.60            | \$1,166.07          |
| 922 COURTESY COMMITTEE ADMIN     | \$224.53            | \$0.00             | \$0.00               | \$0.00              | \$224.53            | \$60.00             | \$164.53            |
| 925 GENERAL FUND REFUND          | \$866.50            | \$40.00            | \$0.00               | \$0.00              | \$906.50            | \$100.00            | \$806.50            |
| 927 HALL OF FAME BANQUET         | \$431.97            | \$0.00             | \$0.00               | \$0.00              | \$431.97            | \$0.00              | \$431.97            |
| 929 DISTRICT SPECIAL OLYMPICS    | \$33,916.57         | \$0.00             | \$0.00               | \$221.92            | \$33,694.65         | \$428.08            | \$33,266.57         |
| 931 TECHNOLOGY INSURANCE ACCOUNT | \$2,510.37          | \$435.00           | \$0.00               | \$0.00              | \$2,945.37          | \$0.00              | \$2,945.37          |
| 933 FAVER C&C                    | \$419.21            | \$0.00             | \$0.00               | \$0.00              | \$419.21            | \$0.00              | \$419.21            |
| 934 TRANSPORTATION C&C           | \$2,478.11          | \$405.00           | \$0.00               | \$0.00              | \$2,883.11          | \$1,100.00          | \$1,783.11          |
| 935 VENDING MACHINE ADMIN        | \$703.10            | \$0.00             | \$0.00               | \$19.98             | \$683.12            | \$252.52            | \$430.60            |
| 937 FAVER ACTIVITY               | \$86.27             | \$0.00             | \$0.00               | \$0.00              | \$86.27             | \$0.00              | \$86.27             |
| 938 NATIVE AMERICAN PARENT COM   | \$205.72            | \$0.00             | \$0.00               | \$0.00              | \$205.72            | \$0.00              | \$205.72            |
| 940 ADMINISTRATION MISC          | \$15,814.61         | \$2,092.70         | \$0.00               | \$275.44            | \$17,631.87         | \$1,024.53          | \$16,607.34         |
| 942 C.N. CLEARING ACCT           | \$35.00             | \$1.68             | \$0.00               | \$0.00              | \$36.68             | \$3,653.35          | (\$3,616.67)        |
| <b>Total</b>                     | <b>\$694,049.51</b> | <b>\$71,719.49</b> | <b>\$0.00</b>        | <b>\$101,575.92</b> | <b>\$664,193.08</b> | <b>\$145,330.09</b> | <b>\$518,862.99</b> |



Staking A Claim in Our Students' Future

**Cody Thompson**  
*Director of Operations*

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

To: Dr. Mike Simpson and  
Board of Education

Date: November 18, 2021

We would like to declare the following items as surplus:

4 metal storm doors  
Various student chairs  
Various office and classroom furniture  
Old text books  
2 upright pianos  
Truck bed  
Various bus parts  
2002 International 48 passenger bus 4DRBRABP12B947125

Thank you,

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

Cody Thompson

**RECEIVED**

**NOV 29 2021**

OFFICE OF THE SUPERINTENDENT  
GUTHRIE PUBLIC SCHOOLS



Staking A Claim in Our Students' Future

**Cody Thompson**  
*Director of Operations*

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

To: Dr. Mike Simpson and  
Board of Education

Date: December 3, 2021

We would like to declare as surplus miscellaneous computer hardware, printers, iPads, old cell phones, and network equipment for the Technology Dept.

Thank you,

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

Cody Thompson

RECEIVED

DEC - 6 2021

OFFICE OF THE SUPERINTENDENT  
GUTHRIE PUBLIC SCHOOLS



Linda Skinner <linda.skinner@guthrieeps.net>

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## Surplus

1 message

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

Fri, Dec 3, 2021 at 9:05 AM

I need to declare as surplus "miscellaneous computer hardware, printers, iPads, and network equipment."

Dee Benson  
Director of Technology  
Guthrie Public Schools  
405-282-5959

# CONTRACT

THIS AGREEMENT is made by and between Guthrie Independent School District Number One of Logan County, Oklahoma ("School District") Bill Hodges, Louis Barlow, and Bob Gragg of Barlow Education Management Services, LLC ("Barlow").

## RECITALS:

- A. The School District has recognized the Guthrie Teachers' Association ("Association") as the bargaining representative of the bargaining unit composed of the School District's classroom teachers.
  
- B. The School District desires to employ Barlow, and Barlow desires to be employed by the School District to serve as chief negotiator of the School District in contract negotiations with the Association.

Wherefore, the School District and Barlow covenant and agree to be bound as follows:

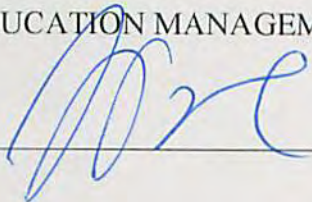
1. This Agreement shall commence on December 13, 2021 and expire upon the completion of negotiations regarding the 2022-2023 Negotiated Agreement.
  
2. The School District agrees to compensate Barlow for services rendered as the School District's chief negotiator at an initial engagement fee rate of Five Thousand Five Hundred Dollars (\$5,500.00), plus Ninety-five Dollars (\$95.00) for each hour worked and Fifty Dollars (\$50.00) for each hour traveled. There shall be no hourly charges for the initial Board/Administrative planning sessions, telephone consultation throughout negotiations and the post negotiations Administrative/Board seminar.
  - a. Upon presentation of a written statement, the School District shall compensate Barlow at the rate of One Thousand One Hundred Dollars (\$1,100.00) for the first five (5) months of this Agreement. Hourly fees will be compensated upon a written statement on a monthly basis.
  
3. Barlow shall act as the School District's chief negotiator and perform all such duties as may be assigned by the Board and the Superintendent including but not limited to:
  - a. Meetings and conference with the Board of Education, individual Board members, members of the administrative staff and School District legal counsel.
  - b. Meetings and conferences with the members of the Board's negotiating teams.
  - c. All sessions at which negotiations are conducted with the Association.
  - d. All meetings and conferences with members of the Association' negotiation teams or its representatives.

- e. Meetings and conferences with mediators and fact finding representatives.
  - f. Research and preparation necessary to the negotiating process.
4. The School District agrees to provide direction to Barlow on all issues to be negotiated with the Association and Barlow agrees to present to the Association only those proposals and counter proposals that are consistent with the direction given by the Board of Education and Administration of the School District.
5. Barlow expenses incurred in performing the duties required by this Agreement shall be reimbursed upon presentation of a written statement on the following basis:
- a. Mileage shall be compensated at the current Internal Revenue Service rate.
  - b. Meals consumed away from Barlow's office shall be reimbursed at the actual cost of such meal, not to exceed Fifteen Dollars (\$15.00) per meal.
  - c. Lodging expenses necessary in order to perform the work outlined herein will be reimbursed at the actual cost.
  - d. Copying, duplicating, telephoning, postage and other normal and reasonable business expenses shall be reimbursed upon presentation of a statement setting forth such expenditures.

GUTHRIE INDEPENDENT SCHOOL DISTRICT  
NUMBER ONE OF LOGAN COUNTY, OKLAHOMA

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

BARLOW EDUCATION MANAGEMENT SERVICES, LLC

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





Guthrie Public Schools

**Memo**

**To:** Dr. Simpson and the Board of Education

**From:** Carmen Walters, Executive Director

**Date:** November 30, 2021

**Re:** EduSkills, LLC Agreement

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Attached is a copy of the 2022 agreement between Guthrie Public Schools and EduSkills, LLC. EduSkills, LLC is a cloud-based software and consulting company that assists school districts with the reporting requirements for EL (English Learner), and Bilingual students and helps teachers and administrators customize curriculum to improve learning for EL students.

The cost for the 2022 EduSkills, LLC agreement is \$5,720.00, which is not a price increase from the 2021 agreement. This cost includes training and support with all program users, EL form scanning and processing identification of EL students on the October 1 consolidated report by scanning and processing HLS (Home Language Surveys) forms for the bilingual audit. In addition, the agreement provides additional support to help teachers and administrators write ELAPS (English Language Academic Plans), and track WIDA (World-Class Instructional Design and Assessment) testing for all EL students. This process has proven to increase efficiency by taking paperwork processing and organization out of the educators' hands. Teachers and administrators will also be able to generate individual learning plans to track EL students' progress toward English acquisition and generate parent letters in multiple languages.

Title III, Part A-EL federal funds will be utilized to cover the cost of the program.

I recommend approval of the agreement between Guthrie Public Schools and EduSkills, LLC.

**Eduskills LLC**  
*Cloud-Based Software & Consulting*

EL Cloud-Database Quote

Eduskills LLC  
 10400 Vineyard Blvd., Suite F  
 Oklahoma City, OK 73120  
 taylor@eduskills.us

SERVICE PERIOD: SCHOOL YEAR 2022  
 THROUGH JUNE 30<sup>TH</sup>, 2022 (6 MONTHS OF  
 SERVICE)

TO Carmen Walters M.Ed.  
 Executive Director of Federal Programs  
 802 East Vilas  
 Guthrie, OK 73044

| DESCRIPTION   | QUANTITY   | RATE   | TOTAL   |
|---|------------|--------|---------|
| EL Technical Support (Includes database access and support for a total of 2 district level, 7 site level users) | 2.6 (days) | \$2200 | \$5,720 |
| TOTAL   |            |        | \$5,720 |

**Please submit this estimate and a purchase order to EduSkills LLC. We will then send an invoice and activate your service.**

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

\*We reserve the right to change our pricing structure at any time prior to quote acceptance.

## EL Cloud-Database Service Description

### EL Technical Support

- EL Form Scanning & Processing: EduSkills will support EL identification and October 1 consolidated report support by scanning and processing HLS forms for bilingual audit. Increases efficiency by taking paperwork processing and organization off of educators' hands and increases funding for districts.
- ELAP Generator: 2 district level and 7 site licenses. Supports federal and state compliance by generating learning plans, tracking students' progress toward English acquisition, and generating parent letters in multiple languages. Supports professional development and saves time on reporting requested data for compliance and standardized testing.
- ELD Admin. Analysis and Reporting: Generate WIDA comparison and state assessment data reports to support district level EL program planning. Provides school administrators with detailed district level ELD data that supports state and federal required reports.

## Memorandum of Agreement (MOA)

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**THIS MEMORANDUM OF AGREEMENT**, executed and effective as of the 14 day of December, 2020, by and

between EduSkills, LLC, (the “Company”),

and Guthrie Public Schools (**GUTHRIE**), a public school system organized and existing under the laws of the state of Oklahoma (the “School Board”), recites and provides as follows.

### **Recitals**

The Company and the School Board are parties to a certain agreement entitled “EL Cloud Digital Solutions” hereafter referred to as (the “Agreement”). In connection with the execution and delivery of the Agreement, the parties wish to make this Memorandum of Agreement (also referred to as MOA or Addendum) a part of the original Agreement in order to clarify and/or make certain modifications to the terms and conditions set forth in the original Agreement.

The Company and the School Board agree that the purpose of such terms and conditions is to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the overall privacy and security of student Personally Identifiable Information (PII) hereafter referred to as student information and/or data, including but not limited to (a) the identification of the Company as an entity acting for the School Board in its performance of functions that a School Board employee otherwise would perform; and (b) the establishment of procedures for the protection of PII, including procedures regarding security and security breaches.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is acknowledged hereby, the parties agree as follows.

### **Agreement**

The following provisions shall be deemed to be include:

**Confidentiality Obligations Applicable to Certain Guthrie Student Records.** The Company hereby agrees that it shall maintain, in strict confidence and trust, all Guthrie student records containing personally identifiable information (PII) hereafter referred to as “Student Information”. Student information will not be shared with any other resource or entity that is outside the intended purpose of the Agreement.

The Company shall cause each officer, director, employee and other representative who shall have access to Guthrie Student Records during the term of the Agreement (collectively, the “Authorized Representatives”) to maintain in strict confidence and trust all Guthrie Student Information. The Company shall take all reasonable steps to insure that no Guthrie Student information is disclosed to any person or entity except those who (a) are Authorized Representatives of the Company performing functions for Guthrie under the Agreement and have agreed to be bound by the terms of this Agreement; (b) are authorized representatives of Guthrie, or (c) are entitled to such Guthrie student information from the Company pursuant to federal and/or Oklahoma law. The Company shall use Guthrie student information, and shall take all reasonable steps necessary to ensure that its Authorized Representatives shall use such information, solely for purposes related to and in fulfillment of the performance by the Company of its obligations pursuant to the Agreement.

The Company shall: (a) designate one of its Authorized Representatives to be responsible for ensuring that the Company and its Authorized Representatives maintain the Guthrie student information as confidential; (b) train the other Authorized Representatives with regard to their confidentiality responsibilities hereunder and pursuant to federal and Oklahoma law; (c) maintain at all times a list of Authorized Representatives with access to Guthrie student information.

## Memorandum of Agreement (MOA)

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**Other Security Requirements.** The Company shall maintain all technologies, policies, procedures and practices necessary to secure and protect the confidentiality and integrity of Guthrie student information, including procedures to (a) establish user IDs and passwords as necessary to protect such information; (b) protect all such user passwords from detection and unauthorized use; (c) prevent hostile or unauthorized intrusion that could result in data corruption, or deny service; (d) prevent and detect computer viruses from spreading to disks, attachments to e-mail, downloaded files, and documents generated by word processing and spreadsheet programs; (e) minimize system downtime; (f) notify Guthrie of planned system changes that may impact the security of Guthrie data; (g) return or destroy Guthrie data that exceed specified retention schedules; (h) notify Guthrie of any data storage outside the US; (i) in the event of system failure, enable immediate recovery of Guthrie information to the previous business day. The Company should guarantee that Guthrie data will not be sold to, accessed by, or moved by third parties.

In the event of a security breach, the Company shall (a) immediately take action to close the breach; (b) notify Guthrie within 24 hours of Company's first knowledge of the breach, the reasons for or cause of the breach, actions taken to close the breach, and identify the Guthrie student information compromised by the breach; (c) return compromised Guthrie data for review; (d) provide communications on the breach to be shared with affected parties and cooperate with Guthrie's efforts to communicate to affected parties by providing Guthrie with prior review of press releases and any communications to be sent to affected parties; (e) take all legally required, reasonable, and customary measures in working with Guthrie to remediate the breach which may include toll free telephone support with informed customer services staff to address questions by affected parties and/or provide monitoring services if necessary given the nature and scope of the disclosure; (f) cooperate with Guthrie by providing information, records and witnesses needed to respond to any government investigation into the disclosure of such records or litigation concerning the breach; and (g) provide Guthrie with notice within 24 hours of notice or service on Company, whichever occurs first, of any lawsuits resulting from, or government investigations of, the Company's handling of Guthrie data of any kind, failure to follow security requirements and/or failure to safeguard Guthrie's data. The Company's compliance with the standards of this provision is subject to verification by Guthrie personnel or its agent at any time during the term of the Agreement. Said information should only be used for the purposes intended and shall not be shared, sold, or moved to other companies or organizations nor should other companies or organization be allowed access to said information.

### **Disposition of Guthrie Data upon Termination of Agreement**

Upon expiration of the term of the Agreement, or upon the earlier termination of the Agreement for any reason, the Company agrees that it promptly shall deliver to the School Board, and shall take all reasonable steps necessary to cause each of its Authorized Representatives promptly to deliver to the School Board, all required Guthrie student data and/or staff data. The Company hereby acknowledges and agrees that, solely for purposes of receiving access to Guthrie data and of fulfilling its obligations pursuant to this provision and for no other purpose (including without limitation, entitlement to compensation and other employee benefits), the Company and its Authorized Representatives shall be deemed to be school officials of the School Board, and shall maintain Guthrie data in accordance with all federal state and local laws, rules and regulations regarding the confidentiality of such records. The non-disclosure obligations of the Company and its Authorized Representatives regarding the information contained in Guthrie data shall survive termination of the Agreement. The Company shall indemnify and hold harmless the School Board from and against any loss, claim, cost (including attorneys' fees) or damage of any nature arising from or in connection with the breach by the Company or any of its officers, directors, employees, agents or representatives of the obligations of the Company or its Authorized Representatives under this provision.

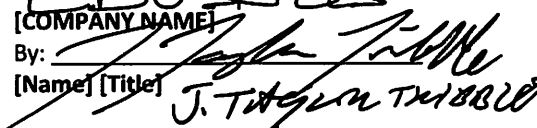
## Memorandum of Agreement (MOA)

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**Certain Representations and Warranties.** The Company hereby represents and warrants as follows: (a) the Company has full power and authority to execute the Agreement and this MOA and to perform its obligations hereunder and thereunder; (b) the Agreement and this MOA constitute the valid and binding obligations of the Company, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or similar laws affecting the rights of creditors and general principles of equity; and (c) the Company's execution and delivery of the Agreement and this Addendum and compliance with their respective terms will not violate or constitute a default under, or require the consent of any third party to, any agreement or court order to which the Company is a party or by which it may be bound.

**Governing Law; Venue.** Notwithstanding any provision contained in the Agreement to the contrary, (a) the Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without reference to conflict of laws principles; and (b) any dispute hereunder which is not otherwise resolved by the parties hereto shall be decided by a court of competent jurisdiction located in the State of Oklahoma.

**IN WITNESS WHEREOF,** the parties hereto have caused this Addendum to be executed by their duly authorized officers effective as of the date first written above.

EDUSKILLS  
[COMPANY NAME]  
By:   
[Name] [Title] J. T. Wilson TRIBBLE

By: \_\_\_\_\_  
Carmen Walters, Executive Director  
Guthrie Public Schools

By: \_\_\_\_\_  
Dr. Mike Simpson, Superintendent  
Guthrie Public Schools

**ANNUAL FINANCIAL REPORT**  
**INDEPENDENT SCHOOL DISTRICT NO. 1**  
**GUTHRIE PUBLIC SCHOOL DISTRICT**  
**LOGAN COUNTY, OKLAHOMA**  
**JULY 1, 2020 TO JUNE 30, 2021**

GUTHRIE PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
JUNE 30, 2021

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GUTHRIE PUBLIC SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
JULY 1, 2020 TO JUNE 30, 2021

SCHOOL DISTRICT BOARD MEMBERS

Janna Pierson  
Gina Davis  
Travis Sallee  
Chris Schroder  
Ron Plagg  
Jennifer Bennett-Johnson  
Tina Smedley

SUPERINTENDENT OF SCHOOL DISTRICT

Dr. Mike Simpson

CLERK OF THE BOARD

Travis Sallee

SCHOOL DISTRICT TREASURER

Jana Wanzer

# PUTNAM & COMPANY, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

169 S.E. 32<sup>ND</sup>

EDMOND, OKLAHOMA 73013

(405) 348-3800

## INDEPENDENT AUDITOR'S REPORT

November 19, 2021

The Honorable Board of Education  
Guthrie School District No. 1  
Logan County, Oklahoma

### **Report on the Financial Statements**

We have audited the accompanying combined fund type and account group financial statements-regulatory basis of Guthrie School District No. 1, Logan County, Oklahoma, as of and for the year ended June 30, 2021, as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education as described in Note 1, to meet the financial reporting requirements of the State Oklahoma; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating their overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and qualified audit opinions.

## **Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles**

As described in Note 1 to the financial statements, to meet the financial reporting requirements of the Oklahoma State Department of Education, the financial statements are prepared by the District, on the basis of the financial reporting regulations prescribed or permitted by the Oklahoma State Department of Education, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determined, are presumed to be material.

## **Adverse Opinion of U.S. Generally Accepted Accounting Principles**

In our opinion, because the significance of the matter discussed in the “Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles” paragraph, the financial statements referred to in the first paragraph do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of June 30, 2021, or the revenues, expenses, and changes in net position and, where applicable, cash flows thereof for the year then ended.

## **Basis for Unqualified Opinion on Regulatory Basis of Accounting**

The financial statements referred to above include supplemental information within the Notes to the Financial Statements regarding the District’s capital assets as of and for the year ending June 30, 2021. The Oklahoma State Department of Education has determined that the omission of such capital asset information would be a departure from the regulatory basis of accounting that has been prescribed and/or permitted.

## **Unqualified Opinion on Regulatory Basis of Accounting**

In our opinion, the combined financial statements referred to in the first paragraph present fairly, in all material respects, the assets, liabilities and fund balances arising from regulatory basis transactions of each fund type and account group of the District, as of June 30, 2021, and the revenues collected and expenditures paid and encumbered, of each fund type, for the year then ended, on the regulatory basis of accounting described in Note 1.

## **Other Matters**

Other supplemental information

Our audit was conducted for the purpose of forming opinions on the fund type and the account group financial statements – regulatory basis within the combined financial statements. The combining fund statements – regulatory basis and other schedules as listed in the table of contents, under other supplementary information, are presented for purposes of additional analysis and are not a required part of the combined financial statements – regulatory basis of the District. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by *Title 2 U.S Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

The combining statements – regulatory basis, and the other supplementary information, including the schedule of expenditures of federal awards, are the responsibility of management and were derived from and relate directly to the underlying accounting records used to prepare the combined financial statements – regulatory basis. Such information has been subjected to the auditing procedures applied in the audit of the fund type and account group financial statements within the combined financial statements – regulatory basis and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements – regulatory basis and the other supplementary information,

including the schedule of expenditures of federal awards, are fairly stated in all material respects in relation to the combined financial statements – regulatory basis taken as a whole on the regulatory basis of accounting described in Note 1.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated November 19, 2021 on our consideration of the District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District’s internal control over financial reporting and compliance.

*Putnam & Company*

Putnam & Company, PLLC

## **COMBINED FINANCIAL STATEMENTS**

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINED STATEMENT OF ASSETS AND LIABILITIES  
(ALL FUND TYPES AND ACCOUNT GROUPS) - REGULATORY BASIS  
JUNE 30, 2021**

|   | Governmental Fund Types |                    |                     | Fiduciary<br>Fund Types | Account<br>Groups      | Account<br>Groups | Totals                       |                      |
|---|-------------------------|--------------------|---------------------|-------------------------|------------------------|-------------------|------------------------------|----------------------|
|   | General                 | Special<br>Revenue | Capital<br>Projects | Debt<br>Service         | Trust<br>and<br>Agency | Fixed<br>Assets   | General<br>Long-Term<br>Debt | (Memorandum<br>Only) |
| <b>ASSETS</b>   |                         |                    |                     |                         |                        |                   |                              |                      |
| Cash and Cash Equivalents   | \$5,150,295             | 968,071            | 636,159             |                         | 630,806                |                   |                              | 7,385,331            |
| Amount available in Debt Service Fund                             |                         |                    |                     | 2,137,086               |                        |                   | 91,876                       | 2,228,962            |
| Amount to be provided for retirement<br>of General Long-Term Debt |                         |                    |                     |                         |                        |                   | 8,775,564                    | 8,775,564            |
| Land, Equipment, Vehicles & Buildings                             |                         |                    |                     |                         |                        | 25,650,182        |                              | 25,650,182           |
| Accumulated Depreciation  |                         |                    |                     |                         |                        | (16,787,641)      |                              | (16,787,641)         |
| <b>Total Assets</b>   | <b>\$5,150,295</b>      | <b>968,071</b>     | <b>636,159</b>      | <b>2,137,086</b>        | <b>630,806</b>         | <b>8,862,541</b>  | <b>8,867,440</b>             | <b>27,252,398</b>    |
| <b>LIABILITIES</b>  |                         |                    |                     |                         |                        |                   |                              |                      |
| Warrants Payable  | \$1,509,970             | 86,769             | 57,978              |                         | 30,453                 |                   |                              | 1,685,170            |
| Reserved for Encumbrances   | 228,183                 | 179,684            | 469,633             |                         | 80,000                 |                   |                              | 957,500              |
| General Obligation Bonds Payable                                  |                         |                    |                     | 1,975,000               |                        |                   | 8,450,000                    | 10,425,000           |
| Interest Payable on Bonds   |                         |                    |                     | 70,210                  |                        |                   | 417,440                      | 487,650              |
| <b>Total Liabilities</b>  | <b>1,738,153</b>        | <b>266,453</b>     | <b>527,611</b>      | <b>2,045,210</b>        | <b>110,453</b>         | <b>0</b>          | <b>8,867,440</b>             | <b>13,555,320</b>    |
| <b>FUND EQUITY</b>  |                         |                    |                     |                         |                        |                   |                              |                      |
| Fund Balances:  |                         |                    |                     |                         |                        |                   |                              |                      |
| Restricted for Building Purposes                                  |                         | 469,426            |                     |                         |                        |                   |                              | 469,426              |
| Restricted for Child Nutrition Purposes                           |                         | 156,573            |                     |                         |                        |                   |                              | 156,573              |
| Restricted for School Age Care Purposes                           |                         | 75,619             |                     |                         |                        |                   |                              | 75,619               |
| Restricted for Capital Projects                                   |                         |                    | 108,548             |                         |                        |                   |                              | 108,548              |
| Restricted for Debt Service                                       |                         |                    |                     | 91,876                  |                        |                   |                              | 91,876               |
| Restricted for Gifts & Endowment Purposes                         |                         |                    |                     |                         | 6,605                  |                   |                              | 6,605                |
| Restricted for Insurance Purposes                                 |                         |                    |                     |                         | 44,740                 |                   |                              | 44,740               |
| Restricted for Student Activities                                 |                         |                    |                     |                         | 469,008                |                   |                              | 469,008              |
| Unassigned  | 3,412,142               |                    |                     |                         |                        | 8,862,541         |                              | 12,274,683           |
| <b>Total Fund Balance</b>   | <b>3,412,142</b>        | <b>701,618</b>     | <b>108,548</b>      | <b>91,876</b>           | <b>520,353</b>         | <b>8,862,541</b>  | <b>0</b>                     | <b>13,697,078</b>    |
| <b>Total Liabilities and Fund Equity</b>                          | <b>\$5,150,295</b>      | <b>968,071</b>     | <b>636,159</b>      | <b>2,137,086</b>        | <b>630,806</b>         | <b>8,862,541</b>  | <b>8,867,440</b>             | <b>27,252,398</b>    |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
ALL GOVERNMENTAL FUND TYPES AND SIMILAR TRUST FUNDS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2021**

|   | Governmental Fund Types |                    |                     |                  | Fiduciary<br>Fund Types | Totals               |
|---|-------------------------|--------------------|---------------------|------------------|-------------------------|----------------------|
|   | General                 | Special<br>Revenue | Capital<br>Projects | Debt<br>Service  | Trust<br>and<br>Agency  | (Memorandum<br>Only) |
| <b>REVENUES:</b>  |                         |                    |                     |                  |                         |                      |
| Local Sources   | \$6,238,738             | 921,825            | 9,802               | 2,773,576        | 933,877                 | 10,877,818           |
| Intermediate Sources  | 1,270,665               | 14                 |                     | 45               |                         | 1,270,724            |
| State Sources   | 14,339,819              | 166,798            |                     | 890              |                         | 14,507,507           |
| Federal Sources   | 4,390,207               | 1,183,768          |                     |                  |                         | 5,573,975            |
| <b>Total Revenues</b>   | <b>26,239,429</b>       | <b>2,272,405</b>   | <b>9,802</b>        | <b>2,774,511</b> | <b>933,877</b>          | <b>32,230,024</b>    |
| <b>EXPENDITURES:</b>  |                         |                    |                     |                  |                         |                      |
| Instruction   | 14,861,849              |                    |                     |                  | 10,951                  | 14,872,800           |
| Support Services  | 10,553,663              | 894,269            | 630,511             |                  | 232,641                 | 12,311,084           |
| Non-Instructional Services  | 185,132                 | 1,301,613          |                     |                  | 726,094                 | 2,212,839            |
| Facilities Acquisition & Construction Services                        | 322,691                 | 52,109             | 111,000             |                  |                         | 485,800              |
| Other Outlays   | 428                     |                    | 167,702             |                  |                         | 168,130              |
| <b>DEBT SERVICE</b>   |                         |                    |                     |                  |                         |                      |
| Bonds Paid  |                         |                    |                     | 2,575,000        |                         | 2,575,000            |
| Coupons Paid  |                         |                    |                     | 214,055          |                         | 214,055              |
| <b>Total Expenditures</b>   | <b>25,923,763</b>       | <b>2,247,991</b>   | <b>909,213</b>      | <b>2,789,055</b> | <b>969,686</b>          | <b>32,839,708</b>    |
| Revenues Over (Under) Expenditures                                    | 315,666                 | 24,414             | (899,411)           | (14,544)         | (35,809)                | (609,684)            |
| <b>OTHER FINANCING SOURCES (USES):</b>                                |                         |                    |                     |                  |                         |                      |
| Proceeds from Sale of Bonds   |                         |                    | 750,000             |                  |                         | 750,000              |
| Estopped Warrants   | 474                     | 259                |                     |                  |                         | 733                  |
| Deobligation of Prior Year Funds                                      | 11,602                  | 2,377              | 90,255              |                  |                         | 104,234              |
| Return of Assets  | 60,851                  | 63,192             | 167,702             | 8,663            |                         | 300,408              |
| <b>Total Other Financing Sources (Uses)</b>                           | <b>72,927</b>           | <b>65,828</b>      | <b>1,007,957</b>    | <b>8,663</b>     | <b>0</b>                | <b>1,155,375</b>     |
| Revenue and Other Sources Over (Under)<br>Expenditures and Other Uses | 388,593                 | 90,242             | 108,546             | (5,881)          | (35,809)                | 545,691              |
| Fund Balance, Beginning of Year                                       | 3,023,549               | 611,376            | 2                   | 97,757           | 556,162                 | 4,288,846            |
| <b>Fund Balance, End of Year</b>                                      | <b>\$3,412,142</b>      | <b>701,618</b>     | <b>108,548</b>      | <b>91,876</b>    | <b>520,353</b>          | <b>4,834,537</b>     |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - REGULATORY BASIS  
GENERAL FUND AND BUDGETED SPECIAL REVENUE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2021**

|   | General Fund                 |                   |  | Special Revenue Funds        |                  |  |
|---|------------------------------|-------------------|--|------------------------------|------------------|--|
|   | Original/<br>Final<br>Budget | Actual            | Variance<br>Favorable<br>(Unfavorable) | Original/<br>Final<br>Budget | Actual           | Variance<br>Favorable<br>(Unfavorable) |
| <b>REVENUES:</b>  |                              |                   |  |                              |                  |  |
| Local Sources   | \$5,552,303                  | 6,238,738         | 686,435                                | 1,031,077                    | 921,825          | (109,252)                              |
| Intermediate Sources  | 950,391                      | 1,270,665         | 320,274                                |                              |                  | 0                                      |
| State Sources   | 14,934,672                   | 14,339,819        | (594,853)                              | 206,633                      | 166,798          | (39,835)                               |
| Federal Sources   | 5,542,633                    | 4,390,207         | (1,152,426)                            | 865,640                      | 1,183,768        | 318,128                                |
| <b>Total Revenues</b>   | <b>26,979,999</b>            | <b>26,239,429</b> | <b>(740,570)</b>                       | <b>2,103,350</b>             | <b>2,272,391</b> | <b>169,041</b>                         |
| <b>EXPENDITURES :</b>   |                              |                   |  |                              |                  |  |
| Instruction   | 18,838,048                   | 14,861,849        | 3,976,199                              |                              |                  | 0                                      |
| Support Services  | 10,650,000                   | 10,553,663        | 96,337                                 | 1,296,963                    | 894,269          | 402,694                                |
| Non-Instructional Services  | 190,000                      | 185,132           | 4,868                                  | 1,365,613                    | 1,301,613        | 64,000                                 |
| Facilities Acquisition & Construction Services                        | 325,000                      | 322,691           | 2,309                                  | 50,000                       | 50,000           | 0                                      |
| Other Outlays   | 500                          | 428               | 72                                     | 2,150                        |                  | 2,150                                  |
| <b>Total Expenditures</b>   | <b>30,003,548</b>            | <b>25,923,763</b> | <b>4,079,785</b>                       | <b>2,714,726</b>             | <b>2,245,882</b> | <b>468,844</b>                         |
| Revenues Over (Under) Expenditures                                    | (3,023,549)                  | 315,666           | 3,339,215                              | (611,376)                    | 26,509           | 637,885                                |
| <b>OTHER FINANCING SOURCES (USES):</b>                                |                              |                   |  |                              |                  |  |
| Estopped Warrants   |                              | 474               | 474                                    |                              | 259              | 259                                    |
| Deobligation of Prior Year Funds                                      |                              | 11,602            | 11,602                                 |                              | 2,377            | 2,377                                  |
| Return of Assets  |                              | 60,851            | 60,851                                 |                              | 63,192           | 63,192                                 |
| <b>Total Other Financing Sources (Uses)</b>                           | <b>0</b>                     | <b>72,927</b>     | <b>72,927</b>                          | <b>0</b>                     | <b>65,828</b>    | <b>65,828</b>                          |
| Revenue and Other Sources Over<br>(Under) Expenditures and Other Uses | (3,023,549)                  | 388,593           | 3,412,142                              | (611,376)                    | 92,337           | 703,713                                |
| Fund Balance, Beginning of Year                                       | 3,023,549                    | 3,023,549         | 0                                      | 611,376                      | 611,376          | 0                                      |
| <b>Fund Balance, End of Year</b>                                      | <b>\$0</b>                   | <b>3,412,142</b>  | <b>3,412,142</b>                       | <b>0</b>                     | <b>703,713</b>   | <b>703,713</b>                         |

The notes to financial statements are an integral part of this statement.



## **NOTES TO FINANCIAL STATEMENTS**

**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the Guthrie Public Schools Independent District No. 1, Logan County, Oklahoma (the "District") have been prepared in conformity with an other comprehensive basis of accounting as prescribed by the Oklahoma State Department of Education. The more significant of the District's accounting policies are described below.

**A. Reporting Entity**

The District is a corporate body for public purposes created under Title 70 of the Oklahoma statutes and accordingly is a separate entity for operating and financial reporting purposes.

The District is part of the public school system of Oklahoma under the general direction and control of the State Board of Education and is financially dependent on State of Oklahoma support. The general operating authority for the public school system is the Oklahoma School Code contained in Title 70, Oklahoma Statutes.

The governing body of the District is the Board of Education composed of elected members. The appointed superintendent is the executive officer of the District.

In evaluating how to define the district, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by the Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters.

A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the District and/or its citizens, or whether the activity is conducted within the geographic boundaries of the District and is generally available to its patrons.

A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the District is able to exercise oversight responsibilities.

Based upon the application of these criteria, there are no potential component units included in the District's reporting entity.

**B. Fund Accounting and Description of Funds**

The District uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain district functions or activities.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

B. Fund Accounting and Description of Funds – (continued)

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds are classified into three categories: governmental, proprietary and fiduciary. Each category, in turn, is divided into separate “fund types.”

**Governmental Fund Types**

Governmental funds are used to account for all or most of a government’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

General Fund – The general fund is used to account for all financial transactions, except those required to be accounted for in another fund. Major revenue sources include state and local property taxes and state funding under the Foundation and Salary Incentive Aid program. Expenditures include all costs associated with the daily operations of the schools except for programs funded for building repairs and maintenance, school construction and debt service on bonds and other long-term debt. The general fund includes federal and state restricted monies that must be expended for specific programs.

Special Revenue Fund – The special revenue fund is the District’s Building Fund. The Building Fund consists of monies derived from property taxes levied for the purpose of erecting, remodeling, or repairing buildings and for purchasing furniture and equipment.

The Child Nutrition Fund derives monies from State, Federal and local sources.

The School Age Care Fund derives monies from State and local sources.

Debt Service Fund – The debt service fund is the District’s Sinking Fund and is used to account for the accumulation of financial resources for the payment of general long-term debt principal, interest and related costs. The primary revenue sources are local property taxes levied specifically for debt service and interest earnings from temporary investments.

Capital Projects Fund – The capital projects fund is the District’s Bond Fund and is used to account for the proceeds of bond sales to be used exclusively for acquiring school sites, constructing and equipping new school facilities, renovating existing facilities, and acquiring transportation equipment.

Fiduciary Fund Types

Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the District. When these assets are held under the terms of a trust agreement, trust funds are used for their accounting and reporting. Agency funds generally are used to account for assets that the District holds on behalf of others as their agent and do not involve measurement of results of operations.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

Agency Fund – The Agency fund is the School Activities fund, which is used to account for monies, collected principally through fundraising efforts of the students and District-sponsored groups. The administration is responsible, under the authority of the Board, of collecting, disbursing and accounting for these activity funds.

Account Groups

Account groups are not funds and consist of a self-balancing set of accounts used only to establish accounting control over long-term debt and general fixed assets not accounted for in proprietary funds.

General Long-Term Debt Account Group – This account group was established to account for all long-term debt of the District, which is offset by the amount available in the debt service fund and the amount to be provided in future years to complete retirement of the debt principal. It is also used to account for liabilities for compensated absences and early retirement incentives, which are to be paid from funds provided in future years.

General Fixed Asset Account Group – This account group is used to account for property, plant, and equipment of the school district.

Memorandum Only – Total Column - The total column on the general purpose financial statements is captioned “memorandum only” to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position, results of operations or cash flows in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

C. Basis of Accounting and Presentation

The District prepares its financial statements in a presentation format that is prescribed by the Oklahoma State Department of Education. This format is essentially the generally accepted form of presentation used by state and local governments prior to the effective date of GASB Statement No. 34, *Basic Financial Statements-Management’s Discussion and Analysis-for State and Local Governments*. This format significantly differs from that required by GASB 34.

The basic financial statements are essentially prepared on a basis of cash receipts and disbursements modified as required by the regulations of the Oklahoma State Department of Education (OSDE) as follows:

- Encumbrances represented by purchase orders, contracts, and other commitments for the expenditure of monies and are recorded as expenditures when approved.
- Investments and inventories are recorded as assets when purchased.
- Capital assets in proprietary funds are recorded when acquired and depreciated over their useful lives.
- Warrants payable are recorded as liabilities when issued.
- Long-term debt is recorded when incurred.
- Accrued compensated absences are recorded as an expenditure and liability when the obligation is incurred.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

C. Basis of Accounting and Presentation – (continued)

This regulatory basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred for governmental fund types; and, when revenues are earned and liabilities are incurred for proprietary fund types and trust funds.

D. Budgets and Budgetary Accounting

The District is required by state law to prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires an additional levy, the District must hold an election on the second Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate.

The District may upon approval by a majority of the electors of the District voting on the question make the ad valorem levy for emergency levy and local support levy permanent. Under current Oklahoma Statutes, a formal budget is required for all funds except for trust and agency funds. Budgets are presented for all funds that include the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

E. Assets, Liabilities, and Fund Equity

Cash and Cash Equivalents – For purposes of the statement of cash flows, the District considers all cash on hand, demand deposits, and highly liquid investments, with an original maturity of three months or less when purchased, to be cash and cash equivalents.

Investments – Investments consist of direct obligations of the United States Government and Agencies with maturities greater than three months when purchased. All investments are recorded at cost, which approximates market value.

Property Tax Revenues – The district is authorized by state law to levy property taxes, which consist of ad valorem taxes on real and personal property within the district. The county assessor, upon receipt of the certification of tax levies from the County Excise Board, extends the tax levies on the tax roll for submission to the County Treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes are due prior to January 1. The second half is due prior to April 1.

If the first payment is not made timely, the entire tax becomes due and payable on January 2. Second half taxes become delinquent on April 1 of the year following the year of assessment. If not paid by the following October 1, the property is offered for sale for the amount of taxes due. The owner has two years to redeem the property by paying the taxes and penalty owed. If at the end of two years the owner has not done so, the purchaser is issued a deed to the property.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

E. Assets, Liabilities, and Fund Equity – (continued)

Inventories – The value of consumable inventories at June 30, 2021 is not material to the basic financial statements.

Capital Assets – The accounting treatment over capital assets (property, plant, and equipment) depends on whether the assets are used in governmental fund-type operations or proprietary fund-type operations. Fixed assets used in governmental fund-type operations (general fixed assets) are recorded for as capital outlay expenditures of the governmental fund-type upon acquisition and are recorded as property, plant, and equipment in the General Fixed Asset Account Group. Fixed assets used in proprietary fund-type operations are accounted for as property, plant, and equipment within the proprietary fund itself.

All fixed assets are valued at historical cost, or estimated cost if actual is unavailable, except for donated fixed assets, which are recorded at their estimated fair value at the date of donation.

Compensated Absences – The district provides vacation and sick leave benefits in accordance with Oklahoma Statutes, which provides for annual sick leave and personal business days. Accrued vacation and sick leave benefits are not reflected in the financial statements because such statements are prepared on the regulatory basis of accounting. This practice differs from generally accepted accounting principles.

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. There are no amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources.

Long-Term Debt – Long-term debt is recognized as a liability of a governmental fund when due or when resources have been accumulated in the debt service fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

Fund Balance – Fund balance represents the cash and investments not encumbered by purchase order, legal contracts, and outstanding warrants.

F. Revenue, Expenses, and Expenditures

State Revenues – Revenues from state sources for current operations are primarily governed by the state aid formula under the provisions of Article XVIII, Title 70, Oklahoma Statutes. The State Board of Education administers the allocation of state aid funds to school districts based on information accumulated from the districts.

After review and verification of reports and supporting documentation, the State Department of Education may adjust subsequent fiscal period allocations of money for prior year errors disclosed by review. Normally, such adjustments are treated as reductions or additions of revenue of the year when the adjustment is made.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

F. Revenue, Expenses, and Expenditures – (continued)

The District receives revenue from the state to administer certain categorical educational programs. State Board of Education rules require that revenue earmarked for these programs be expended only for the program for which the money is provided. These rules also require that the money not expended as of the close of the fiscal year be carried forward into the following year to be expended for the same categorical programs. The State Department of Education requires that categorical educational program revenues be accounted for in the general fund.

Interfund Transactions – Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund or expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditure/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

G. Budgets and Budgetary Accounting – Estimate of Needs

The District is required by state law and prepare an annual budget. A preliminary budget must be submitted to the Board of Education by December 31 for the fiscal year beginning the following July 1. If the preliminary budget requires additional levy, the District must hold an election on the first Tuesday in February to approve the levy. If the preliminary budget does not require an additional levy, it becomes the legal budget. If an election is held and the taxes are approved, then the preliminary budget becomes the legal budget. If voters reject the additional taxes, the District must adopt a budget within the approved tax rate. A budget is legally adopted by the Board of Education for the General Fund, Special Revenue Funds (Building Fund, School Age Care Fund, and Child Nutrition Fund) and the Debt Service Fund, that includes revenues and expenditures.

The 2021-22 Estimate of Needs was approved by the Board and subsequently filed with the County Clerk. The Estimate of Needs was approved by the excise board and the requested levies were made.

H. Encumbrances

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting—under which purchase orders and other commitments of resources are recorded as expenditures of the applicable fund—is utilized in all governmental funds of the District. Appropriations not used or encumbered will lapse at the end of the year.

I. Use of Estimates

The preparation of financial statements in conformity with the regulatory basis of accounting requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**2. DEPOSIT AND INVESTMENT RISKS**

***Custodial Credit Risk*** - The District's policy as it relates to custodial credit risk is to secure its uninsured deposits with collateral, valued at no more than market value, at least at a level of 100 percent of the uninsured deposits and accrued interest thereon. The investment policy and state law also limits acceptable collateral to U.S. Treasury and agency securities and direct debt obligations of the state, municipalities, counties, and school districts in the state of Oklahoma, surety bonds, and letters of credit. As required by Federal 12 U.S.C.A., Section 1823(e), all financial institutions pledging collateral to the District must have a written collateral agreement approved by the board of directors or loan committee.

At June 30, 2021, the District was not exposed to custodial credit risk as defined above.

***Investment Credit Risk*** – The District's investment policy limits investments to those allowed in state law applicable to school districts as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposit or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.

***Investment Credit Risk (continued)*** - Investment credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District has no formal policy limiting investments based on credit rating, but discloses any such credit risk associated with their investments. Unless there is information to the contrary, obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk and do not require disclosure of credit quality.

***Investment Interest Rate Risk*** – Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The District's investment policy limits investments to those with short-term maturities, as a means of managing exposure to fair value losses arising from increasing interest rates. The District discloses its exposure to interest rate risk by disclosing the maturity dates of its various investments.

***Concentration of Investment Credit Risk*** – Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the District (any over 5 percent are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this consideration. The District's investment policy requires diversification of investments.

At June 30, 2021, the District had no concentration of credit risk as defined above.



**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**3. INTER-FUND RECEIVABLES AND PAYABLES**

There were no inter-fund receivables or payables at June 30, 2021.

**4. CAPITAL ASSETS**

The District maintains historical capital asset and depreciation records. Although this information is not required in the accompanying (regulatory basis) financial statements, it is presented below as supplemental information. The District utilizes the straight-line method to calculate annual depreciation based upon the following estimated useful lives:

|                          | <u>Useful Life</u> |
|--------------------------|--------------------|
| Buildings and Structures | 10-45 years        |
| Vehicles                 | 6 years            |
| Equipment                | 5-10 years         |

Capital asset activity for the year ended, as follows:

|                        | Balance<br>June 30, 2020 | Additions/<br>Disposals | Transfers | Balance<br>June 30, 2021 |
|------------------------|--------------------------|-------------------------|-----------|--------------------------|
| Buildings & Structures | \$ 20,470,432            |                         |           | 20,470,432               |
| Vehicles               | 3,750,998                | 81,750                  |           | 3,832,748                |
| Equipment              | 1,347,002                |                         |           | 1,347,002                |
| Accumulated Deprec.    | ( 15,982,826)            | ( 804,815)              |           | ( 16,787,641)            |
| Net Assets             | <u>\$ 9,585,606</u>      | <u>( 723,065)</u>       |           | <u>8,862,541</u>         |

**5. GENERAL LONG-TERM DEBT**

State statutes prohibit the District from becoming indebted in an amount exceeding the revenue to be received for any fiscal year without approval by the District's voters. Bond issues have been approved by the voters and issued by the District for various capital improvements. These bonds are required to be fully paid serially within 25 years from the date of issue.

General long-term debt of the District consists of bonds payable, obligations for compensated absences, and capital leases. Debt service requirements for bonds are payable solely from fund balance and future revenues of the debt service fund.

The following is a summary of the long-term debt transactions of the District for the year ended June 30, 2021:

|                        | Bonds<br><u>Payable</u> | <u>Total</u>         |
|------------------------|-------------------------|----------------------|
| Balance, July 1, 2020  | \$12,650,000            | \$ 12,650,000        |
| Additions              | 750,000                 | 750,000              |
| Retirements            | 2,975,000               | 2,975,000            |
| Balance, June 30, 2021 | <u>\$10,425,000</u>     | <u>\$ 10,425,000</u> |

**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**5. GENERAL LONG-TERM DEBT (CONTINUED)**

A brief description of the outstanding general obligation bond issues at June 30, 2021 is set forth below:

|   | <u>Amount<br/>Outstanding</u> |
|---|-------------------------------|
| Independent School District No. 1<br>Building Bonds, Series 2020, original<br>Issue \$750,000, interest rate of 1.00%,<br>due in one payment of \$750,000,<br>due September 1, 2022.  | \$ 750,000                    |
| Independent School District No. 1<br>Building Bonds, Series 2020, original<br>Issue \$400,000, interest rate of 1.75%,<br>due in one payment of \$400,000,<br>due May 1, 2022.  | 400,000                       |
| Independent School District No. 1<br>Building Bonds, Series 2017, original<br>Issue \$3,200,000, interest rate of 1.50%<br>to 2.25%, due in annual installments of<br>\$400,000, and a final payment of<br>\$400,000 due October 1, 2027.     | 2,400,000                     |
| Independent School District No. 1<br>Building Bonds, Series 2016, original<br>Issue \$11,000,000, interest rate of 2.10%<br>to 4.00%, due in annual installments of<br>\$1,375,000, and a final payment of<br>\$1,375,000 due August 1, 2025. | <u>6,875,000</u>              |
| Total   | <u><u>\$10,425,000</u></u>    |

**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**5. GENERAL LONG-TERM DEBT (CONTINUED)**

The annual debt service requirements for retirement of bond principal and payment of interest are as follows:

| Year ending<br><u>June 30,</u> | <u>Principal</u>     | <u>Interest</u>   | <u>Total</u>         |
|--------------------------------|----------------------|-------------------|----------------------|
| 2022                           | \$ 2,175,000         | \$ 167,550        | \$ 2,342,550         |
| 2023                           | 2,525,000            | 142,050           | 2,667,050            |
| 2024                           | 1,775,000            | 92,550            | 1,867,550            |
| 2025                           | 1,775,000            | 57,950            | 1,832,950            |
| 2026                           | 1,775,000            | 24,050            | 1,799,050            |
| 2027                           | <u>400,000</u>       | <u>3,500</u>      | <u>403,500</u>       |
|                                | <u>\$ 10,425,000</u> | <u>\$ 487,650</u> | <u>\$ 10,912,650</u> |

Interest expense on general long-term debt incurred during the current year totaled \$214,055.

**6. EMPLOYEE RETIREMENT SYSTEM**

Basis of Accounting

The System's financial statements are prepared in conformity with accounting principles generally accepted in the United States of America. The financial statements have also been prepared in compliance with the requirements of the Government Accounting Standards Board Statement No. 34.

The financial statements are prepared on the accrual basis of accounting, under which expenses are recorded when the liability is incurred, revenues are recorded in the accounting period they are earned and become measurable, and investment purchases and sales are recorded as of their trade dates. Member and employer contributions are recognized when due, pursuant to formal commitments. Benefits and refunds are recognized when due and payable.

The pension benefit obligation is a standardized disclosure measure of the present value of pension benefits. This pension valuation method reflects the present value of estimated pension benefits that will be paid in future years as a result of employee services performed to date and is adjusted for the effect of projected salary increases. Actuarial valuations are not performed on individual school districts. The non-funded pension benefit obligation of the System, as determined as part of the latest actuarial valuation indicates a significant unfunded pension benefit obligation.

**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**6. EMPLOYEE RETIREMENT SYSTEM (CONTINUED)**

Funding Policy

A participant with five years of creditable service may retire with a normal retirement allowance at the age of sixty-two (62) or with reduced benefits as early as age fifty-five (55). The normal retirement allowance paid monthly for life and then to beneficiaries, if certain options are exercised, equals two percent of the average of the highest three earning years of contributory service multiplied by the number of years of credited service. A participant leaving employment before attaining retirement age, but completing ten years of service, may elect to vest his/her accumulated contributions and defer receipt of a retirement annuity until a later date. When a participant dies in active service and has completed ten years of credited service, the beneficiary is entitled to a death benefit of \$18,000.00 and the participant's contributions plus interest. If the beneficiary is a surviving spouse, the surviving spouse may, in lieu of the death benefit elect to receive, subject to the surviving spousal options, the participant's retirement benefits accrued at the time of death. The contribution rates for the Districts, which are not actuarially determined, and its employees are established by statute and applied to the employee's earnings, plus employer-paid fringe benefits. Employers' contribution of applicable earnings was 9.5% for the fiscal year ended June 30, 2021.

Annual Pension Costs

The District's total payroll and related contributions to the System were as follows:

|         | Total<br><u>Payroll</u> | <u>Contributions</u> |
|---------|-------------------------|----------------------|
| 2020-21 | \$16,946,544.           | \$ 1,622,796.        |
| 2019-20 | \$16,696,169.           | \$ 1,607,011.        |
| 2018-19 | \$15,141,471.           | \$ 1,456,152.        |

**7. CONTINGENCIES**

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the District expects such amounts, if any, to be immaterial.

**8. RISK MANAGEMENT AND LITIGATION**

The District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, employees' health and life, and natural disasters. The District manages these various risks of loss through the purchase of commercial insurance. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

**GUTHRIE SCHOOL DISTRICT NO. 1  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**9. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through November 19, 2021, which is the date the financial statements were issued.

**OTHER SUPPLEMENTARY INFORMATION**

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF ASSETS AND LIABILITIES - REGULATORY BASIS  
SPECIAL REVENUE FUNDS  
JUNE 30, 2021**

|   | <u>BUILDING<br/>FUND</u> | <u>CHILD<br/>NUTRITION<br/>FUND</u> | <u>SCHOOL<br/>AGE CARE<br/>FUND</u> | <u>TOTALS<br/>(Memorandum<br/>Only)</u> |
|---|--------------------------|-------------------------------------|-------------------------------------|---|
| <u>ASSETS</u>                           |                          |                                     |                                     |   |
| Cash and Cash Equivalents               | <u>\$650,516</u>         | <u>241,936</u>                      | <u>75,619</u>                       | <u>968,071</u>                          |
| Total Assets                            | <u>\$650,516</u>         | <u>241,936</u>                      | <u>75,619</u>                       | <u>968,071</u>                          |
| <u>LIABILITIES AND FUND EQUITY</u>      |                          |                                     |                                     |   |
| Liabilities:                            |                          |                                     |                                     |   |
| Warrants Outstanding                    | \$21,256                 | 65,513                              |                                     | 86,769                                  |
| Reserved for Encumbrances               | <u>159,834</u>           | <u>19,850</u>                       |                                     | <u>179,684</u>                          |
| Total Liabilities                       | <u>181,090</u>           | <u>85,363</u>                       | <u>0</u>                            | <u>266,453</u>                          |
| Fund Equity:                            |                          |                                     |                                     |   |
| Restricted for Building Purposes        | 469,426                  |                                     |                                     | 469,426                                 |
| Restricted for Child Nutrition Purposes |                          | 156,573                             |                                     | 156,573                                 |
| Restricted for School Age Care Purposes |                          |                                     | <u>75,619</u>                       | <u>75,619</u>                           |
| Total Fund Equity                       | <u>469,426</u>           | <u>156,573</u>                      | <u>75,619</u>                       | <u>701,618</u>                          |
| Total Liabilities and<br>Fund Equity    | <u>\$650,516</u>         | <u>241,936</u>                      | <u>75,619</u>                       | <u>968,071</u>                          |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - REGULATORY BASIS  
SPECIAL REVENUE FUNDS  
FOR THE YEAR ENDED JUNE 30, 2021**

|  | <u>BUILDING<br/>FUND</u> | <u>CHILD<br/>NUTRITION<br/>FUND</u> | <u>SCHOOL<br/>AGE CARE<br/>FUND</u> | <u>TOTALS<br/>(Memorandum<br/>Only)</u> |
|--|--------------------------|-------------------------------------|-------------------------------------|---|
| <b>Revenues:</b>   |                          |                                     |                                     |   |
| Local Sources  | \$882,687                | 39,138                              |                                     | 921,825                                 |
| Intermediate Sources   | 14                       |                                     |                                     | 14                                      |
| State Sources  | 272                      | 166,526                             |                                     | 166,798                                 |
| Federal Sources  |                          | 1,183,768                           |                                     | 1,183,768                               |
| <b>Total Revenues Collected</b>  | <u>882,973</u>           | <u>1,389,432</u>                    | <u>0</u>                            | <u>2,272,405</u>                        |
| <b>Expenditures:</b>   |                          |                                     |                                     |   |
| Support Services   | 894,269                  |                                     |                                     | 894,269                                 |
| Non-Instructional Services   |                          | 1,301,613                           |                                     | 1,301,613                               |
| Other Outlays  | 50,000                   | 2,109                               |                                     | 52,109                                  |
| Other Uses   |                          |                                     |                                     | 0                                       |
| <b>Total Expenditures</b>  | <u>944,269</u>           | <u>1,303,722</u>                    | <u>0</u>                            | <u>2,247,991</u>                        |
| <b>Excess of Revenues Over Expenditures</b>  | <u>(61,296)</u>          | <u>85,710</u>                       | <u>0</u>                            | <u>24,414</u>                           |
| <b>Other Financing Sources (Uses):</b>   |                          |                                     |                                     |   |
| Return of Assets   | 50,000                   | 13,192                              |                                     | 63,192                                  |
| Estopped Warrants  | 205                      | 54                                  |                                     | 259                                     |
| Deobligation of Prior Year Funds   | 2,359                    | 18                                  |                                     | 2,377                                   |
| <b>Total Other Financing Sources (Uses):</b>   | <u>52,564</u>            | <u>13,264</u>                       | <u>0</u>                            | <u>65,828</u>                           |
| <b>Excess of Revenues and Other Sources Over<br/>(Under) Expenditures and Other Uses</b> | <u>(8,732)</u>           | <u>98,974</u>                       | <u>0</u>                            | <u>90,242</u>                           |
| <b>Fund Balance, Beginning of Year</b>   | <u>478,158</u>           | <u>57,599</u>                       | <u>75,619</u>                       | <u>611,376</u>                          |
| <b>Fund Balance, End of Year</b>   | <u>\$469,426</u>         | <u>156,573</u>                      | <u>75,619</u>                       | <u>701,618</u>                          |

The notes to the financial statements are an integral part of this statement.



**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL - BUDGETED SPECIAL REVENUE FUNDS - REGULATORY BASIS  
FOR THE YEAR ENDED JUNE 30, 2021**

|   | Building Fund                |                 |  | Child Nutrition Fund         |                  |  | School Age Care Fund         |               |  |
|---|------------------------------|-----------------|--|------------------------------|------------------|--|------------------------------|---------------|--|
|   | Original/<br>Final<br>Budget | Actual          | Variance<br>Favorable<br>(Unfavorable) | Original/<br>Final<br>Budget | Actual           | Variance<br>Favorable<br>(Unfavorable) | Original/<br>Final<br>Budget | Actual        | Variance<br>Favorable<br>(Unfavorable) |
| <b>REVENUES:</b>  |                              |                 |  |                              |                  |  |                              |               |  |
| Local Sources   | \$793,186                    | 882,687         | 89,501                                 | 237,891                      | 39,138           | (198,753)                              |                              |               | 0                                      |
| Intermediate Sources  |                              | 14              | 14                                     |                              |                  | 0                                      |                              |               | 0                                      |
| State Sources   |                              | 272             | 272                                    | 206,633                      | 166,526          | (40,107)                               |                              |               | 0                                      |
| Federal Sources   |                              |                 | 0                                      | 865,640                      | 1,183,768        | 318,128                                |                              |               | 0                                      |
| <b>Total Revenues</b>   | <b>793,186</b>               | <b>882,973</b>  | <b>89,787</b>                          | <b>1,310,164</b>             | <b>1,389,432</b> | <b>79,268</b>                          | <b>0</b>                     | <b>0</b>      | <b>0</b>                               |
| <b>EXPENDITURES :</b>   |                              |                 |  |                              |                  |  |                              |               |  |
| Support Services  | 1,221,344                    | 894,269         | 327,075                                |                              |                  | 0                                      | 75,619                       |               | 75,619                                 |
| Operation of Non-Instructional Services                                       |                              |                 | 0                                      | 1,365,613                    | 1,301,613        | 64,000                                 |                              |               | 0                                      |
| Other Outlays   | 50,000                       | 50,000          | 0                                      |                              |                  | 0                                      |                              |               | 0                                      |
| Other Uses  |                              |                 | 0                                      | 2,150                        | 0                | 2,150                                  |                              |               | 0                                      |
| <b>Total Expenditures</b>   | <b>1,271,344</b>             | <b>944,269</b>  | <b>327,075</b>                         | <b>1,367,763</b>             | <b>1,301,613</b> | <b>66,150</b>                          | <b>75,619</b>                | <b>0</b>      | <b>75,619</b>                          |
| <b>Revenues Over (Under) Expenditures</b>                                     | <b>(478,158)</b>             | <b>(61,296)</b> | <b>416,862</b>                         | <b>(57,599)</b>              | <b>87,819</b>    | <b>145,418</b>                         | <b>(75,619)</b>              | <b>0</b>      | <b>75,619</b>                          |
| <b>OTHER FINANCING SOURCES (USES):</b>  |                              |                 |  |                              |                  |  |                              |               |  |
| Return of Assets  |                              | 50,000          | 50,000                                 |                              | 13,192           | 13,192                                 |                              |               | 0                                      |
| Estopped Warrants   |                              | 205             | 205                                    |                              | 54               | 54                                     |                              |               | 0                                      |
| Deobligation of Prior Year Funds  |                              | 2,359           | 2,359                                  |                              | 18               | 18                                     |                              |               | 0                                      |
| <b>Total Other Financing Sources (Uses)</b>                                   | <b>0</b>                     | <b>52,564</b>   | <b>52,564</b>                          | <b>0</b>                     | <b>13,264</b>    | <b>13,264</b>                          | <b>0</b>                     | <b>0</b>      | <b>0</b>                               |
| <b>Revenue and Other Sources Over<br/>(Under) Expenditures and Other Uses</b> | <b>(478,158)</b>             | <b>(8,732)</b>  | <b>469,426</b>                         | <b>(57,599)</b>              | <b>101,083</b>   | <b>158,682</b>                         | <b>(75,619)</b>              | <b>0</b>      | <b>75,619</b>                          |
| <b>Fund Balance, Beginning of Year</b>  | <b>478,158</b>               | <b>478,158</b>  | <b>0</b>                               | <b>57,599</b>                | <b>57,599</b>    | <b>0</b>                               | <b>75,619</b>                | <b>75,619</b> | <b>0</b>                               |
| <b>Fund Balance, End of Year</b>  | <b>\$0</b>                   | <b>469,426</b>  | <b>469,426</b>                         | <b>0</b>                     | <b>158,682</b>   | <b>158,682</b>                         | <b>0</b>                     | <b>75,619</b> | <b>75,619</b>                          |

The notes to financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF ASSETS AND LIABILITIES - REGULATORY BASIS  
CAPITAL PROJECTS FUNDS  
JUNE 30, 2021**

|   | <b>BOND FUND<br/>#35</b> | <b>TOTALS<br/>(Memorandum<br/>Only)</b> |
|---|--------------------------|---|
| <u><b>ASSETS</b></u>                      |                          |   |
| Cash and Cash Equivalents                 | \$636,159                | 636,159                                 |
| Total Assets                              | \$636,159                | 636,159                                 |
| <u><b>LIABILITIES AND FUND EQUITY</b></u> |                          |   |
| Liabilities:                              |                          |   |
| Warrants Outstanding                      | \$57,978                 | 57,978                                  |
| Reserved for Encumbrances                 | 469,633                  | 469,633                                 |
| Total Liabilities                         | 527,611                  | 527,611                                 |
| Fund Equity:                              |                          |   |
| Restricted for Capital Projects           | 108,548                  | 108,548                                 |
| Total Fund Equity                         | 108,548                  | 108,548                                 |
| Total Liabilities and<br>Fund Equity      | \$636,159                | 636,159                                 |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - REGULATORY BASIS  
CAPITAL PROJECTS FUNDS  
FOR THE YEAR ENDED JUNE 30, 2021**

|  | <u>BOND FUND<br/>#35</u> | <u>TOTALS<br/>(Memorandum<br/>Only)</u> |
|--|--------------------------|---|
| Revenues:  |                          |   |
| Local Sources  | <u>\$9,802</u>           | <u>9,802</u>                            |
| Total Revenues Collected   | <u>9,802</u>             | <u>9,802</u>                            |
| <br>Expenditures:  |                          |   |
| Support Services   | 630,511                  | 630,511                                 |
| Facilities Acquisition & Construction Services                                       | 111,000                  | 111,000                                 |
| Other Outlays  | <u>167,702</u>           | <u>167,702</u>                          |
| Total Expenditures   | <u>909,213</u>           | <u>909,213</u>                          |
| <br>Excess of Revenues Over Expenditures   | <u>(899,411)</u>         | <u>(899,411)</u>                        |
| <br>Other Financing Sources (Uses):  |                          |   |
| Proceeds from Sale of Bonds  | 750,000                  | 750,000                                 |
| Return of Assets   | 167,702                  | 167,702                                 |
| Lapsed Appropriations  | <u>90,255</u>            | <u>90,255</u>                           |
| Total Other Financing Sources (Uses):  | <u>1,007,957</u>         | <u>1,007,957</u>                        |
| <br>Excess of Revenues and Other Sources Over<br>(Under) Expenditures and Other Uses | 108,546                  | 108,546                                 |
| <br>Fund Balance, Beginning of Year  | <u>2</u>                 | <u>2</u>                                |
| <br>Fund Balance, End of Year  | <u><u>\$108,548</u></u>  | <u><u>108,548</u></u>                   |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF ASSETS AND LIABILITIES - REGULATORY BASIS  
TRUST AND AGENCY FUNDS  
JUNE 30, 2021**

|  | <u>GIFTS &amp;<br/>ENDOWMENTS<br/>FUND</u> | <u>INSURANCE<br/>FUND</u> | <u>ACTIVITY<br/>FUND</u> | <u>TOTALS<br/>(Memorandum<br/>Only)</u> |
|--|--|---------------------------|--------------------------|---|
| <u>ASSETS</u>                              |  |                           |                          |   |
| Cash and Cash Equivalents                  | <u>\$86,605</u>                            | <u>54,050</u>             | <u>490,151</u>           | <u>630,806</u>                          |
| Total Assets                               | <u><u>\$86,605</u></u>                     | <u><u>54,050</u></u>      | <u><u>490,151</u></u>    | <u><u>630,806</u></u>                   |
| <u>LIABILITIES AND FUND EQUITY</u>         |  |                           |                          |   |
| Liabilities:                               |  |                           |                          |   |
| Warrants Outstanding                       | \$0  | 9,310                     | 21,143                   | 30,453                                  |
| Reserved for Encumbrances                  | <u>80,000</u>                              |                           |                          | <u>80,000</u>                           |
| Total Liabilities                          | <u>80,000</u>                              | <u>9,310</u>              | <u>21,143</u>            | <u>110,453</u>                          |
| Fund Equity:                               |  |                           |                          |   |
| Restricted for Gifts & Endowments Purposes | 6,605                                      |                           |                          | 6,605                                   |
| Restricted for Insurance Purposes          |  | 44,740                    |                          | 44,740                                  |
| Restricted for Student Activities          |  |                           | <u>469,008</u>           | <u>469,008</u>                          |
| Total Fund Equity                          | <u>6,605</u>                               | <u>44,740</u>             | <u>469,008</u>           | <u>520,353</u>                          |
| Total Liabilities and<br>Fund Equity       | <u><u>\$86,605</u></u>                     | <u><u>54,050</u></u>      | <u><u>490,151</u></u>    | <u><u>630,806</u></u>                   |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - REGULATORY BASIS  
TRUST AND AGENCY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2021**

|  | <u>GIFTS &amp;<br/>ENDOWMENTS<br/>FUND</u> | <u>INSURANCE<br/>FUND</u> | <u>ACTIVITY<br/>FUND</u> | <u>TOTALS<br/>(Memorandum<br/>Only)</u> |
|--|--|---------------------------|--------------------------|---|
| Revenues:  |  |                           |                          |   |
| Local Sources  | <u>\$92,500</u>                            | <u>134,949</u>            | <u>706,428</u>           | <u>933,877</u>                          |
| Total Revenues Collected   | <u>92,500</u>                              | <u>134,949</u>            | <u>706,428</u>           | <u>933,877</u>                          |
| Expenditures:  |  |                           |                          |   |
| Instruction  | 10,951                                     |                           |                          | 10,951                                  |
| Support Services   | 95,192                                     | 137,449                   |                          | 232,641                                 |
| Operation of Non Instructional Services  |  |                           | 726,094                  | 726,094                                 |
| Facilities Acquisition & Construction Services                                   |  |                           |                          | 0                                       |
| Other Outlays  |  |                           |                          | 0                                       |
| Total Expenditures   | <u>106,143</u>                             | <u>137,449</u>            | <u>726,094</u>           | <u>969,686</u>                          |
| Excess of Revenues Over Expenditures   | (13,643)                                   | (2,500)                   | (19,666)                 | (35,809)                                |
| Other Financing Sources (Uses):  |  |                           |                          |   |
| Return of Assets   |  |                           |                          | 0                                       |
| Estopped Warrants  |  |                           |                          | 0                                       |
| Deobligation of Prior Year Funds   |  |                           |                          | 0                                       |
| Total Other Financing Sources (Uses):  | <u>0</u>                                   | <u>0</u>                  | <u>0</u>                 | <u>0</u>                                |
| Excess of Revenues and Other Sources Over<br>(Under) Expenditures and Other Uses | (13,643)                                   | (2,500)                   | (19,666)                 | (35,809)                                |
| Fund Balance, Beginning of Year  | <u>20,248</u>                              | <u>47,240</u>             | <u>488,674</u>           | <u>556,162</u>                          |
| Fund Balance, End of Year  | <u>\$6,605</u>                             | <u>44,740</u>             | <u>469,008</u>           | <u>520,353</u>                          |

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**LOGAN COUNTY, OKLAHOMA**  
**COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -**  
**REGULATORY BASIS - ACTIVITY FUND - GUTHRIE PUBLIC SCHOOLS**  
**JULY 1, 2020 TO JUNE 30, 2021**

|                       | <u>Balance</u><br><u>7/01/20</u> | <u>Deposits</u> | <u>Transfers</u> | <u>Disbursed</u> | <u>Balance</u><br><u>6/30/21</u> |
|-----------------------|----------------------------------|-----------------|------------------|------------------|----------------------------------|
| Central Faculty       | \$451.61                         | 291.40          | 0.00             | 517.34           | 225.67                           |
| Central Activity      | 11,202.76                        | 20,983.85       | (399.00)         | 25,882.97        | 5,904.64                         |
| Central PTO           | 6,991.92                         | 5,871.42        | 0.00             | 3,778.01         | 9,085.33                         |
| Cotteral PTO          | 12,377.99                        | 7,319.51        | 0.00             | 10,326.87        | 9,370.63                         |
| Cotteral Activity     | 11,912.36                        | 11,871.30       | 399.00           | 12,268.25        | 11,914.41                        |
| Cotteral Faculty      | 409.02                           | 88.05           | 0.00             | 148.91           | 348.16                           |
| Fogarty Parents Org   | 17,276.71                        | 3,536.02        | 0.00             | 14,572.16        | 6,240.57                         |
| Fogarty Activity      | 12,797.56                        | 19,412.23       | 0.00             | 22,610.97        | 9,598.82                         |
| Fogarty Faculty       | 207.32                           | 93.95           | 0.00             | 0.00             | 301.27                           |
| Elem Snack Grant      | 1,505.89                         | 20.00           | 0.00             | 257.70           | 1,268.19                         |
| Gues Activity         | 6,455.50                         | 31,625.29       | 0.00             | 24,087.48        | 13,993.31                        |
| Gues Faculty          | 1,510.31                         | 206.00          | 0.00             | 837.47           | 878.84                           |
| Gues Parents Org      | 15,568.36                        | 8,333.86        | 0.00             | 11,721.63        | 12,180.59                        |
| GHS Special Kids      | 279.13                           | 0.00            | 0.00             | 239.78           | 39.35                            |
| Art Junior High       | 28.60                            | 0.00            | 0.00             | 0.00             | 28.60                            |
| JH Builders Club      | 299.49                           | 0.00            | 0.00             | 31.94            | 267.55                           |
| Athletics Junior High | 4,709.31                         | 11,221.00       | 0.00             | 13,043.04        | 2,887.27                         |
| Golf Junior High      | 2,266.69                         | 2,885.00        | 0.00             | 1,969.00         | 3,182.69                         |
| FHA Junior high       | 3,146.59                         | 2,880.67        | 0.00             | 4,525.73         | 1,501.53                         |
| Honor Society Jr High | 2,777.29                         | 795.00          | 0.00             | 683.08           | 2,889.21                         |
| Jr High Account       | 4,671.34                         | 50.40           | 0.00             | 480.50           | 4,241.24                         |
| Jr High Faculty       | 1,574.15                         | 192.80          | 0.00             | 1,381.88         | 385.07                           |
| Library Jr High       | 1,921.07                         | 2,634.75        | 0.00             | 2,810.14         | 1,745.68                         |
| NJHS State President  | 27,544.97                        | 520.00          | (92.51)          | 4,075.42         | 23,897.04                        |
| Cheerleaders Jr High  | 2,903.32                         | 0.00            | 0.00             | 380.16           | 2,523.16                         |
| Stuco Jr High         | 3,628.33                         | 0.00            | 0.00             | 728.05           | 2,900.28                         |
| T.S.A. Jr High        | 1,030.69                         | 0.00            | 0.00             | 135.00           | 895.69                           |
| Yearbook Jr High      | 4,714.10                         | 3,221.37        | 0.00             | 2,332.88         | 5,602.59                         |
| Jr High Academic Team | 170.74                           | 0.00            | 0.00             | 0.00             | 170.74                           |
| Academic Team HS      | 107.70                           | 40.00           | 0.00             | 112.80           | 34.90                            |
| Art Club HS           | 8,487.41                         | 0.00            | 0.00             | 828.82           | 7,658.59                         |
| Athletics HS          | 35,392.11                        | 114,578.16      | 0.00             | 132,934.76       | 17,035.51                        |
| HS Cheer              | 2,083.92                         | 15,710.39       | (75.00)          | 15,036.00        | 2,683.31                         |
| Football Camp         | 2,073.41                         | 4,780.00        | 0.00             | 0.00             | 6,853.41                         |
| Tennis Booster HS     | 19,473.11                        | 22,194.60       | 0.00             | 21,081.55        | 20,586.16                        |
| GHS Library           | 238.57                           | 0.00            | 0.00             | 0.00             | 238.57                           |
| GHS Link Crew         | 130.97                           | 150.00          | 0.00             | 0.00             | 280.97                           |
| Band (Operating) HS   | 6,181.98                         | 45,200.91       | 0.00             | 31,158.26        | 20,224.63                        |
| Class of 2021 HS      | 3,409.90                         | 5,970.00        | 75.00            | 8,885.62         | 569.28                           |

**GUTHRIE SCHOOL DISTRICT NO. 1**  
**LOGAN COUNTY, OKLAHOMA**  
**COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -**  
**REGULATORY BASIS - ACTIVITY FUND - GUTHRIE PUBLIC SCHOOLS**  
**JULY 1, 2020 TO JUNE 30, 2021**

|                         | <u>Balance</u><br><u>7/01/20</u> | <u>Deposits</u> | <u>Transfers</u> | <u>Disbursed</u> | <u>Balance</u><br><u>6/30/21</u> |
|-------------------------|----------------------------------|-----------------|------------------|------------------|----------------------------------|
| Class of 2019 HS        | 8,467.96                         | 0.00            | 4,891.20         | 0.00             | 13,359.16                        |
| GHS Alumni Account      | 2,126.08                         | 1,680.00        | (25.00)          | 1,148.80         | 2,632.28                         |
| Class of 2022 HS        | 839.74                           | 0.00            | 0.00             | 0.00             | 839.74                           |
| English Club            | 870.65                           | 1,032.35        | 0.00             | 1,301.46         | 601.54                           |
| Courtesy Committee HS   | 16,675.04                        | 100.47          | (63.00)          | 3,259.35         | 13,453.16                        |
| HS Student Pantry       | 7,587.70                         | 0.00            | (4,891.20)       | 2,696.50         | 0.00                             |
| FFA 4H Booster Club HS  | 8,866.60                         | 106,655.36      | (75.00)          | 108,030.02       | 7,416.94                         |
| FFA HS                  | 2,901.57                         | 1,012.15        | 0.00             | 943.11           | 2,970.61                         |
| FCCLA (FHA) HS          | 4,714.16                         | 100.00          | 0.00             | 0.00             | 4,814.16                         |
| Foreign Language Span   | 3,921.18                         | 3,242.50        | 0.00             | 3,076.86         | 4,086.82                         |
| XC Bluecrew             | 6,034.74                         | 4,012.00        | 0.00             | 8,292.32         | 1,754.42                         |
| Lady Jays Basketball    | 5.80                             | 0.00            | 0.00             | 0.00             | 5.80                             |
| Guthrie Running Club HS | 1,575.40                         | 0.00            | 0.00             | 894.57           | 680.83                           |
| Heritage Club HS        | 20,628.97                        | 5,014.44        | 0.00             | 6,432.32         | 19,211.09                        |
| High School Account     | 2,107.68                         | 2,229.88        | (1,100.00)       | 481.92           | 2,755.64                         |
| Student Support HS      | 2,943.43                         | 3,795.00        | 0.00             | 2,144.00         | 4,594.43                         |
| Key Club HS             | 503.25                           | 0.00            | 0.00             | 0.00             | 503.25                           |
| Speech HS               | 0.00                             | 0.00            | 0.00             | 0.00             | 0.00                             |
| Math of Finance         | 3,934.27                         | 2,997.00        | 120.51           | 627.81           | 6,423.97                         |
| Mu Alpha Theta HS       | 3,995.15                         | 1,235.00        | (125.00)         | 1,570.52         | 3,534.63                         |
| Soccer Club HS          | 5,785.57                         | 2,995.00        | (100.00)         | 1,917.17         | 6,763.40                         |
| Science Club HS         | 8,520.76                         | 21,507.16       | 375.00           | 23,564.25        | 6,838.67                         |
| Student Council HS      | 3,720.38                         | 4,796.00        | 0.00             | 5,885.15         | 2,631.23                         |
| Campus Beautification   | 5,007.91                         | 8,884.00        | 0.00             | 13,142.09        | 749.82                           |
| Vocal HS                | 20,073.08                        | 14,820.64       | 1,100.00         | 19,488.68        | 16,505.04                        |
| Yearbook HS             | 73.92                            | 0.00            | 0.00             | 0.00             | 73.92                            |
| Hs Memorial Fund        | 58.14                            | 0.00            | 0.00             | 0.00             | 58.14                            |
| Vocal Trip Account HS   | 2,406.92                         | 200.00          | 0.00             | 547.49           | 2,059.43                         |
| Drama HS                | 69.53                            | 135.00          | 0.00             | 140.00           | 64.53                            |

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES -  
REGULATORY BASIS - ACTIVITY FUND - GUTHRIE PUBLIC SCHOOLS  
JULY 1, 2020 TO JUNE 30, 2021**

|                        | <u>Balance</u><br><u>7/01/20</u> | <u>Deposits</u>          | <u>Transfers</u>     | <u>Disbursed</u>         | <u>Balance</u><br><u>6/30/21</u> |
|------------------------|----------------------------------|--------------------------|----------------------|--------------------------|----------------------------------|
| Hall of Fame Banquet   | 1.97                             | 0.00                     | 0.00                 | 0.00                     | 1.97                             |
| Special Olympics       | 36,896.45                        | 5,600.00                 | 0.00                 | 6,404.18                 | 36,092.27                        |
| Summer School HS       | 0.00                             | 8,064.96                 | 0.00                 | 8,064.96                 | 0.00                             |
| Faver C&C              | 409.71                           | 62.15                    | 0.00                 | 89.80                    | 382.06                           |
| Transportation C&C     | 2,565.88                         | 6,139.15                 | 0.00                 | 6,120.86                 | 2,584.17                         |
| Vending Machine Admin  | 714.13                           | 83.15                    | 0.00                 | 160.38                   | 636.90                           |
| Faver Activity         | 72.27                            | 0.00                     | 0.00                 | 0.00                     | 72.27                            |
| Native American Parent | 205.72                           | 0.00                     | 0.00                 | 0.00                     | 205.72                           |
| Administration Misc    | 14,802.52                        | 3,422.86                 | 0.00                 | 1,910.08                 | 16,315.30                        |
| C.N. Clearing Acct     | 0.00                             | 13,789.75                | 0.00                 | 13,789.75                | 0.00                             |
|                        | <u>0.00</u>                      | <u>13,789.75</u>         | <u>0.00</u>          | <u>13,789.75</u>         | <u>0.00</u>                      |
| <b>TOTAL</b>           | <u><u>\$488,674.17</u></u>       | <u><u>706,427.97</u></u> | <u><u>(0.00)</u></u> | <u><u>726,094.09</u></u> | <u><u>469,008.05</u></u>         |

The notes to the financial statements are an integral part of this statement.



**GUTHRIE SCHOOL DISTRICT NO. 1**  
**LOGAN COUNTY, OKLAHOMA**  
**SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE**  
**FOR THE YEAR ENDED JUNE 30, 2021**

|   | Project Code | Federal CFDA Number | Program or Award Amount | Cash/ Beginning Balance at July 1, 2020 | Federal Receipts    | Federal Expenditures Direct Costs | Indirect Costs | Cash/ Ending Balance at June 30, 2021 |
|---|--------------|---------------------|-------------------------|---|---------------------|-----------------------------------|----------------|---------------------------------------|
| <b>Direct Funding:</b>  |              |                     |                         |   |                     |                                   |                |                                       |
| Title IX Indian Education   | 561          | 84.060              | \$62,259.69             |   | 62,259.69           | 62,259.69                         |                | 0.00                                  |
| ESSER/Cares Relief  | 788          | 84.425              | 783,498.06              |   | 783,498.06          | 783,498.06                        |                | 0.00                                  |
| ESSERII/Cares II  | 793          | 84.425              | 2,775,105.14            |   | 1,456,782.50        | 1,456,782.50                      |                | 0.00                                  |
| ROTC  | 771          | 12.000              | 71,649.31               |   | 71,649.31           | 71,649.31                         |                | 0.00                                  |
| Sub-total   |              |                     | <u>3,692,512.20</u>     | <u>0.00</u>                             | <u>2,374,189.56</u> | <u>2,374,189.56</u>               | <u>0.00</u>    | <u>0.00</u>                           |
| <b>U.S. Department of Education:</b>                                      |              |                     |                         |   |                     |                                   |                |                                       |
| Passed through the Department of Education:                               |              |                     |                         |   |                     |                                   |                |                                       |
| Title I   | 511          | 84.010              | 843,234.17              |   | 556,849.31          | 791,433.96                        |                | (234,584.65)                          |
| Title I - Prior Year  | 799          | 84.010              |                         | (280,851.13)                            | 280,851.13          |                                   |                | 0.00                                  |
| Title II Transferability  | 511          | 84.367              | 124,767.59              |   | 124,767.59          | 124,767.59                        |                | 0.00                                  |
| Title IV Transferability  | 511          | 84.424              | 42,952.03               |   | 40,754.83           | 42,952.03                         |                | (2,197.20)                            |
| Title I - CAC   | 786          | 84.010              | 41,200.00               |   | 41,210.00           | 41,210.00                         |                | 0.00                                  |
| Title I Cluster   |              |                     | <u>1,052,153.79</u>     | <u>(280,851.13)</u>                     | <u>1,044,432.86</u> | <u>1,000,363.58</u>               | <u>0.00</u>    | <u>(236,781.85)</u>                   |
| Title III   | 572          | 84.365              | 16,185.34               |   | 16,185.34           | 16,185.34                         |                | 0.00                                  |
| Title III Sub-total   |              |                     | <u>16,185.34</u>        | <u>0.00</u>                             | <u>16,185.34</u>    | <u>16,185.34</u>                  | <u>0.00</u>    | <u>0.00</u>                           |
| Title IV  | 552          | 84.424              | 29,981.70               |   | 29,981.70           | 29,981.70                         |                | (0.00)                                |
| Title IV Sub-total  |              |                     | <u>29,981.70</u>        | <u>0.00</u>                             | <u>29,981.70</u>    | <u>29,981.70</u>                  | <u>0.00</u>    | <u>(0.00)</u>                         |
| IDEA-B Discretionary - Prior Year   | 799          | 84.010              |                         | (459.59)                                | 459.59              |                                   |                | 0.00                                  |
| IDEA-B Monitoring Assistance  | 615          | 84.010              | 8,452.74                |   | 8,452.74            | 8,452.74                          |                | 0.00                                  |
| IDEA-B Monitoring Assistance - Prior Year                                 | 799          | 84.010              |                         | (8,087.71)                              | 8,087.71            |                                   |                | 0.00                                  |
| IDEA-B Covid Assist   | 617          | 84.010              | 29,760.00               |   | 29,759.70           | 29,759.70                         |                | 0.00                                  |
| IDEA-B Flow Through   | 621          | 84.027              | 691,907.21              |   | 502,472.12          | 631,072.34                        |                | (128,600.22)                          |
| IDEA-B Flow Through - Prior Year  | 799          | 84.027              |                         | (262,373.72)                            | 262,373.72          |                                   |                | 0.00                                  |
| Early Intervening   | 623          | 84.027              | 35,196.20               |   | 26,397.79           | 35,190.27                         |                | (8,792.48)                            |
| Early Intervening - Prior Year  | 799          | 84.027              |                         | (13,136.05)                             | 13,136.05           |                                   |                | 0.00                                  |
| IDEA-B Flow Through - Private - Prior Year                                | 799          | 84.027              |                         | (2,776.37)                              | 2,776.37            |                                   |                | 0.00                                  |
| IDEA-B Pre-School   | 641          | 84.173              | 24,789.31               |   | 13,205.64           | 14,967.55                         |                | (1,761.91)                            |
| IDEA-B Pre-School - Prior Year  | 799          | 84.173              |                         | (3,107.01)                              | 3,107.01            |                                   |                | 0.00                                  |
| IDEA Special Education Cluster  |              |                     | <u>790,105.46</u>       | <u>(289,940.45)</u>                     | <u>870,228.44</u>   | <u>719,442.60</u>                 | <u>0.00</u>    | <u>(139,154.61)</u>                   |
| Passed through Oklahoma State Department of Vocational Technical Training |              |                     |                         |   |                     |                                   |                |                                       |
| Carl Perkins - Secondary  | 421          | 84.048              | 38,474.00               |   | 38,474.00           | 38,474.00                         |                | 0.00                                  |
| Carl Perkins - Secondary - Prior Year                                     | 799          | 84.048              |                         | (16,449.98)                             | 16,449.98           |                                   |                | 0.00                                  |
| Sub-total   |              |                     | <u>38,474.00</u>        | <u>(16,449.98)</u>                      | <u>54,923.98</u>    | <u>38,474.00</u>                  | <u>0.00</u>    | <u>0.00</u>                           |
| <b>U.S. Department of Agriculture:</b>                                    |              |                     |                         |   |                     |                                   |                |                                       |
| Passed Through the State Department of Education                          |              |                     |                         |   |                     |                                   |                |                                       |
| Food Service Programs - Lunches   | 763          | 10.555              | 27,303.88               |   | 27,303.88           | 929,351.41                        |                | (902,047.53)                          |
| Food Service Programs - Breakfasts  | 764          | 10.553              | 7,396.56                |   | 7,396.56            | 140,599.63                        |                | (133,203.07)                          |
| Food Service Programs - Summer Food                                       | 766          | 10.559              | 1,149,067.42            |   | 1,149,067.42        | 6,789.52                          |                | 1,142,277.90                          |
| USDA Donated Food   | 385          | 10.555              | 44,073.77               |   | 44,073.77           | 44,073.77                         |                | 0.00                                  |
| Child Nutrition Cluster   |              |                     | <u>1,227,841.63</u>     | <u>0.00</u>                             | <u>1,227,841.63</u> | <u>1,120,814.33</u>               | <u>0.00</u>    | <u>107,027.30</u>                     |
| Total Federal Assistance  |              |                     | <u>\$6,847,254.12</u>   | <u>(587,241.56)</u>                     | <u>5,617,783.51</u> | <u>5,299,451.11</u>               | <u>0.00</u>    | <u>(268,909.16)</u>                   |

Note A: Basis of Presentation - The Schedule of Expenditures of Federal Awards includes the federal grant activity of the Guthrie Public Schools District and is presented on another comprehensive basis of accounting conforming with the accounting practices prescribed or permitted by the Oklahoma State Department of Education which is a comprehensive basis of accounting other than generally accepted accounting principles. Under this method, expenditures are recognized when an approved purchase order is issued.

Note B: Commodities representing non-cash expenditures have been included in the Schedule of Federal Awards which is an exception to the prescribed basis of accounting.

Note C: Federal expenditures reported above were chargeable to the respective Federal programs, however, in some instances, they may not be identical to amounts recorded under the specific OCAS project codes in the District's accounting records. Common reasons for those variances include: (1) timing differences, (2) differences in basis of accounting utilized, (3) mis-coding to other project codes, (4) refunds or reimbursements that offset expenditure data, (5) matching (or other local) expenditures that supplement or exceed Federal awarded amounts, and (6) approved indirect costs which are recorded under separate project codes.

Note D: The District did not receive any Federal awards that were passed through to subrecipients.

Note E: The District did not elect to use the 10% de minimis indirect cost rate allowed by the Uniform Guidance.

The notes to the financial statements are an integral part of this statement.

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
SCHEDULE OF STATUTORY, FIDELITY, AND HONESTY BONDS  
FOR THE YEAR ENDED JUNE 30, 2021**

Michael Simpson - Superintendent  
Employee Dishonesty Bond  
Ohio Casualty Insurance Company - Policy No. 5057390  
\$100,000 Limit  
Effective July 1, 2020 to June 30, 2021

Jana Wanzer - Treasurer  
Employee Dishonesty Bond  
Liberty Mutual - Policy No. 601090532  
\$1,000,000 Limit  
Effective July 1, 2020 to July 1, 2021

Michelle Chapple  
Employee Dishonesty Bond  
Ohio Casualty Insurance Company - Policy No. 5057390  
\$100,000 Limit  
Effective July 1, 2020 to July 1, 2021

Sandra Savory - Payroll  
Employee Dishonesty Bond  
Ohio Casualty Insurance Company - Policy No. 5057390  
\$100,000 Limit  
Effective July 1, 2020 to July 1, 2021

Michelle Hamby – Encumbrance Clerk  
Employee Dishonesty Bond  
Ohio Casualty Insurance Company - Policy No. 5057390  
\$100,000 Limit  
Effective July 1, 2020 to July 1, 2021

Anita Paul – Activity Fund  
Employee Dishonesty Bond  
Ohio Casualty Insurance Company - Policy No. 5057390  
\$100,000 Limit  
Effective July 1, 2020 to July 1, 2021

Position Bonds  
Personnel Clerk, Clerk of the Board, Minutes Clerk, Special Education Secretary, Federal Programs  
Secretary, Administration Office Receptionist, Site Principals, Assistant Principals, Secretaries,  
Transportation Director, Maintenance Director, Athletic Director, Child Nutrition Secretary,  
Cafeteria Cashiers & Managers  
Employee Dishonesty Bond  
Dewart-Gumerson Insurance Agency - Policy No. 18308367  
\$2,000 Limit  
Effective September 25, 2020 to September 25, 2021

## **INTERNAL CONTROL AND COMPLIANCE REPORTS**

# PUTNAM & COMPANY, PLLC

CERTIFIED PUBLIC ACCOUNTANTS

169 S.E. 32<sup>ND</sup>

EDMOND, OKLAHOMA 73013

(405) 348-3800

## Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

November 19, 2021

The Honorable Board of Education  
Guthrie School District No. 1  
Logan County, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying fund type and account group financial statements-regulatory basis of Guthrie School District No. 1, Logan County, Oklahoma as listed in the Table of Contents, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated November 19, 2021, which was adverse with respect to the presentation of the financial statements in conformity with accounting principles generally accepted in United States because the presentation followed the regulatory basis of accounting for Oklahoma school districts and did not conform to the presentation requirements of the Governmental Accounting Standards Board. However, our report was qualified for the omission of general fixed asset account groups with respect to the presentation of financial statements on the regulatory basis of accounting authorized by the Oklahoma State Board of Education.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement; we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Putnam & Company*

Putnam & Company, PLLC

**PUTNAM & COMPANY, PLLC**  
Certified Public Accountants  
169 E. 32<sup>ND</sup>  
Edmond, Oklahoma 73013  
(405) 348-3800

Independent Auditor's Report on Compliance for Each Major Program  
and on Internal Controls over Compliance Required by the Uniform Guidance

November 19, 2021

The Honorable Board of Education  
Guthrie School District No. 1  
Logan County, Oklahoma

**Report on Compliance for Each Major Federal Program**

We have audited Guthrie School District No. 1, Logan County, Oklahoma (the District's) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2021. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

## **Opinion on Each Major Federal Program**

In our opinion, the District, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

## **Report on Internal Control Over Compliance**

Management of the District, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Putnam & Company*

Putnam & Company, PLLC

## SCHEDULE OF FINDINGS AND QUESTIONED COSTS



**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Section I – Summary of Auditors’ Results**

***Financial Statements***

Type of auditors’ report issued: Unqualified: (Regulatory Basis)  
Adverse: (Regulatory Basis—Not in conformity to GAAP)

Internal control over financial reporting:

- \* Material weakness(es) identified?  Yes  No
- \* Significant Deficiency(ies) identified not considered to be material weakness(es)?  Yes  None Reported

Noncompliance material to financial statement noted?  Yes  No

**Federal Awards**

Internal control over major programs:

- \* Material weakness(es) identified?  Yes  No  N/A
- \* Significant Deficiency(ies) identified not considered to be material weakness(es)?  Yes  None Reported

Type of auditors’ report issued on compliance for Major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance  Yes  No

Identification of major programs:

| <u>CFDA Number</u>     | <u>Name of Federal Program</u> |
|------------------------|--------------------------------|
| 84.010, 84.367, 84.424 | Title I Cluster                |
| 10.555, 10.553, 10.559 | Food Service Cluster           |
| 84.425                 | ESSER/CARES Relief             |
| 84.425                 | ESSERII/CARESII                |
| 84.027, 84.173         | Special Education Cluster      |

Dollar threshold used to distinguish between type A and type B programs \$750,000

Auditee qualified as low-risk auditee?  Yes  No

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**Section II – Findings Relating to the Financial Statements**

None

**Section III – Findings and Questioned Costs for Federal Awards**

N/A

**Section IV – Status of Prior Year Audit Findings**

None related to the financial statements or questioned costs for federal awards.

**Section V – Management’s Corrective Action Plan**

N/A

**ACCOUNTANT'S PROFESSIONAL LIABILITY INSURANCE AFFIDAVIT**



**MANAGEMENT LETTER AND COMMENTS**

# PUTNAM & COMPANY, PLLC

CERTIFIED PUBLIC ACCOUNTANTS  
169 S.E. 32ND  
EDMOND, OKLAHOMA 73013  
(405) 348-3800  
fax (405) 348-3846

November 19, 2021

The Honorable Board of Education  
Guthrie School District No. 1  
Logan County, Oklahoma

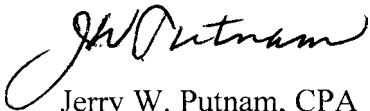
We have audited financial statements of Guthrie School District No. 1, Logan County, Oklahoma, as of and for the year ended June 30, 2021, as listed in the table of contents, and have issued our report thereon dated November 19, 2021. As a part of our audit, we made a study and evaluation of the District's system of internal accounting control to the extent we considered necessary solely to determine the nature, timing and extent of our auditing procedures. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole, and we do not express such an opinion.

However, during our audit we became aware of some matters that, while not involving material weaknesses in internal accounting control, are opportunities for strengthening internal controls and operating efficiency. The memorandum that accompanies this letter summarizes our comments and suggestions regarding those matters. This letter does not affect our report dated, November 19, 2021 on the financial statements of Guthrie School District No. 1.

We will review the status of these comments during our next audit engagement. We would be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters or to assist you in implementing the recommendations.

We also wish to express our appreciation of the courteous attention and cooperation which we received from staff members during our engagement.

Sincerely,



Jerry W. Putnam, CPA  
Putnam & Company, PLLC

**GUTHRIE SCHOOL DISTRICT NO. 1  
LOGAN COUNTY, OKLAHOMA  
MANAGEMENT LETTER COMMENTS  
FOR THE YEAR ENDED JUNE 30, 2021**

**PRIOR YEAR'S COMMENTS AND RECOMMENDATIONS**

The prior year's comments have been addressed and resolved.

**CURRENT YEAR'S COMMENTS AND RECOMMENDATIONS**

We reviewed expenditures from the District's General Fund, Building Fund, Child Nutrition Fund, Gift Fund, School Age Care Fund, and Insurance Fund, and we found the supporting documentation to be very good. Our review of purchase orders and payment documentation indicated that the District was consistently obtaining and maintaining good supporting documentation for its payments. The District's staff was able to provide information to resolve any questions that were developed by our samples.

**REVIEW OF ACTIVITY FUND TRANSACTIONS**

During our review of the Activity Fund transactions, our sampling procedures indicated that the Activity Fund payments were also well documented. The District's staff was able to provide information to resolve any questions that were developed by our samples.

**DISTRICT'S RESPONSE TO AUDIT COMMENTS/CORRECTIVE ACTION PLAN**

The District is generally in agreement with the finding and recommendations above and will review current procedures in order to implement necessary changes.

**GUTHRIE PUBLIC SCHOOLS  
DISTRICT #1----LOGAN COUNTY**

**AUDIT REPORT-----EXECUTIVE SUMMARY**

**FOR THE YEAR ENDED JUNE 30, 2021**

**---REPORT FORMAT---**

**Auditor's Opinion:** The financial statements are fairly presented under the appropriate basis of accounting.

**Basis of Accounting:** A regulatory basis (as prescribed by the Oklahoma State Department of Education.)

**Combined Financial Statements:** The three summary statements at the beginning of the report.

**Notes to the Financial Statements:** Provide narrative information to supplement the financial statements.

**Combining Financial Statements:** Detailed schedules (to expand the coverage of items presented in the **Combined Financial Statements.**)

**Other Included Reports:**

- (1) **Internal Control and Compliance Report**
- (2) **Major Federal Programs Report**
- (3) **Summary of Findings and Questioned Costs---(Federal Programs)**
- (4) **Management Letters and Comments**

**---REPORT HIGHLIGHTS---**

|                                    | <u>Year Ending<br/>Fund Balance:</u> | <u>Increase (Decrease) in the<br/>Fund Balance during the year:</u> |
|------------------------------------|--------------------------------------|---|
| <b>General Fund:</b>               | \$ 3,412,142                         | \$ 388,593  |
| <b>Building Fund:</b>              | \$ 469,426                           | \$ ( 8,732)   |
| <b>Child Nutrition Fund:</b>       | \$ 156,573                           | \$ 98,974   |
| <b>School Age Care Fund:</b>       | \$ 75,619                            | \$ 0  |
| <b>Bond Fund:</b>                  | \$ 108,548                           | \$ 108,546  |
| <b>Sinking Fund:</b>               | \$ 91,876                            | \$ ( 5,881)   |
| <b>Gifts &amp; Endowment Fund:</b> | \$ 6,605                             | \$ ( 13,643)  |
| <b>Insurance Fund:</b>             | \$ 44,740                            | \$ ( 2,500)   |
| <b>Activity Fund:</b>              | \$ 469,008                           | \$ ( 19,666)  |

|                                    | <u>Bonds</u> | <u>Interest</u> |
|------------------------------------|--------------|-----------------|
| <b>Long Term Debt Outstanding:</b> | \$10,425,000 | \$487,650       |

|   |                    |               |
|---|--------------------|---------------|
| <b>Federal Financial Assistance Receivable:</b> | <b>prior year:</b> | \$ 587,241.56 |
|   | <b>this year:</b>  | \$ 375,936.46 |

**Management Letter Comments:** (A few recommendations with regard to supporting documentation.)



**Joy Hofmeister**  
**State Superintendent of Public Instruction**  
**Oklahoma State Department of Education**  
**2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599**

**AUDIT ACKNOWLEDGMENT**

**District Name** Guthrie Public Schools  
**County Name** Logan County

**District Number** I-01  
**County Code** 42

**Audit Year: 2020-2021**

The annual independent audit for the \_\_\_\_\_ Guthrie Public \_\_\_\_\_ School District, was presented to the Board of Education in an Open Board Meeting on \_\_\_\_\_ December 13, 2021 \_\_\_\_\_, by

Putnam & Company, PLLC .  
Independent Auditor

  
\_\_\_\_\_  
Auditor's Signature

The Board acknowledges that as the governing body of the district, responsible for the districts financial and compliance operations, the audit findings and exceptions that have been presented to them.

A copy of the audit, including this acknowledgment form, will be sent to the Oklahoma State Department of Education within 30 days from its presentation, as stated in 70 O.S. 22-108:

"The district board of education shall forward a copy of the auditor's opinions and related financial statements to the State Board of Education and the State Auditor and Inspector within thirty (30) days after receipt of the audit."

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

\_\_\_\_\_  
Board of Education Vice President

\_\_\_\_\_  
Board of Education President

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member

\_\_\_\_\_  
Board of Education Member


Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

**Memo:** November 21, 2021

**To:** Dr. Mike Simpson, Superintendent  
Guthrie Public Schools

**From:** Dr. Bill Hodges   
Barlow Education Management Services

**Re:** Contract Renewals for 2022-23 Negotiation Services

Enclosed are the Barlow negotiation contracts for 2022-23. As we discussed, Lou Barlow will be the district's negotiator for this year. When the contracts are approved just return a signed copy to me in the enclosed envelope, and I will get them to the Barlow Office.

I have very much enjoyed serving Guthrie Public Schools as your professional negotiator and wish you nothing but success in future years.

**MEMORANDUM:**

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

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

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

**DATE:** December 3, 2021

Attached is an updated agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for the remainder of the 2021-2022 school year through Extended School Year Services, July 2022.

Services provided by Ms. Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides. A Behavioral Support Coach will also be provided throughout the length of the contract.

The fee for these services is agreed upon at and will be approximately \$45,000.

## CONTRACT AGREEMENT

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

WHEREAS, **Betsy Chen, BCBA and staff** under **BC Behavioral** will provide specialized services relating to the provision of educational and behavioral services.

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

**BC Behavioral** agrees to:

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

**Guthrie Public Schools** agrees to:

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

### ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at:

Treatment Director: Board Certified Behavior Analyst (BCBA) \$150 per hour  
Clinical Supervisor: Board Certified Behavior Analyst (BCBA) \$125 per hour  
Lead Behavioral Coach: Registered Behavior Technician (RBT) \$75 per hour  
Support Behavior Coach: Registered Behavior Technician (RBT) \$60 per hour  
Mileage \$0.56 per mile

Sessions with student will consist of direct implementation with one Lead Behavioral Coach or one Lead Behavioral Coach and one Support Behavior Coach if behaviors deem necessary.

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

Cancellation of services that are less than **4 hours** in advance, *may* result in an additional fee of 2 hours of services and mileage

**SPECIAL PROVISIONS**

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

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

**TERMS OF CONTRACT AND RENEWAL**

The term of this contract shall commence on November 29, 2021 and expire on July 31, 2022, unless earlier terminated or extended by either party on 30 days notice to the other party.

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

\_\_\_\_\_

Signature Date  
Authorized LEA Representative

Print

Authorized LEA Representative



11/29/2021

\_\_\_\_\_  
Betsy Chen, MA, BCBA, LBA  
BC Behavioral  
3517 NW 164th Terrace  
Edmond, OK 73013  
Treatment Director

\_\_\_\_\_  
Date



October 15, 2021

Dear Superintendent:

*Action Requested: Administration of the 2021 Oklahoma Youth Tobacco Survey*

The Oklahoma State Department of Health with help from the Sooner Survey Center at the University of Oklahoma Health Sciences Center (OUHSC) will be administering the 2021 Oklahoma Youth Tobacco Survey for students in grades 6 through 12. This survey provides information vital to improving the health of Oklahoma's children.

There are three major prevention surveys offered in Oklahoma; the Oklahoma Youth Tobacco Survey (OSDH), the Youth Risk Behavior Survey (OSDH) and the Prevention Needs Assessment Survey (Oklahoma Department of Mental Health and Substance Abuse). Schools will not be asked to complete more than one of these surveys in the same year. To further minimize the impact on school's instructional programs, only a small number of classes, usually three to five, will be randomly selected in each identified school. The survey should only take 30-40 minutes to complete and anonymity will be protected.

It is important for the state of Oklahoma to continue collecting data on the knowledge, behaviors, and attitudes toward tobacco and assess other influences that might make our students susceptible to tobacco use in the future. The survey information is essential for measuring the effectiveness of tobacco prevention and control programs. *This information will not be used to make comparisons between schools or school districts in Oklahoma.*

A notification letter has been sent to the principal(s) of the selected school(s) within your district. A member of the Youth Survey Team will be contacting each school to confirm their participation. Once confirmed, the survey team will work with the school to schedule a convenient time to administer the survey during the timeframe of October through January. Team members will be conducting the survey in the selected classrooms and all survey materials will be provided.



OKLAHOMA

Your support and endorsement of the OYTS will expedite this extremely important effort. If you have any questions feel free to contact Fahad Khan, Director Community Analysis & Linkages with the Oklahoma State Department of Health at 405-426-8286 or by email at [FahadK@health.ok.gov](mailto:FahadK@health.ok.gov) or Ashley White with the University of Oklahoma Health Sciences Center at 405-271-2229 ext. 48613 or by email at [Ashley-White@ouhsc.edu](mailto:Ashley-White@ouhsc.edu).

Sincerely,

A handwritten signature in black ink that reads "Lance Frye". The signature is fluid and cursive, with the first name being more prominent.

Lance Frye, MD, Colonel, ANG  
State Commissioner of Health  
Oklahoma State Department of Health



## Institutional Review Board for the Protection of Human Subjects

### Modification/Notification – Expedited Approval

**Date:** November 29, 2021  
**To:** Ashley Hart White, MPH  
**Reference #:** 722431  
**IRB #:** 13847  
**Approval Date:** 11/25/2021  
**Study Title:** Oklahoma Youth Tobacco Survey  
**Study Status:** Active - Open | CR Req

#### Modification/Notification Summary:

We updated the survey instrument to match the 2021 National Youth Tobacco Survey (NYTS) which was released by the CDC after our initial IRB submission. Question topics remain the same, but the order and specific wording of some questions has changed. In order to match our survey with the NYTS, we started with their questionnaire order and wording. Because of this, we could not use track changes.

On behalf of the Institutional Review Board (IRB), I have reviewed and granted expedited approval of the above-referenced modification/notification.

If this modification includes revisions to the consent or privacy authorization forms, you are reminded to obtain informed consent and research privacy authorization using the currently approved, stamped forms and retain all original, signed forms, if applicable.

If you have questions about this notification or using iRIS, contact the HRPP office at (405) 271-2045 or [irb@ouhsc.edu](mailto:irb@ouhsc.edu).

Sincerely,

Karen Beckman, MD, Chair  
Institutional Review Board



Study documents associated with this submission:

| Study Document            |             |              |          |
|---------------------------|-------------|--------------|----------|
| Title                     | Version #   | Version Date | Outcome  |
| Questionnaire and Consent | Version 1.7 | 09/27/2021   | Approved |

\*\*Information for Industry Sponsors: the columns titled Version Number and Version Date are specific to the electronic submission system (iRIS) and should not to be confused with information included in the Document and/or Consent title(s).\*\*

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**FW: OYTS Documents for School Board Review**

1 message

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**Mike Simpson** <mike.simpson@guthrie.net>  
To: Samantha Stewart <samantha.stewart@guthrie.net>

Fri, Dec 3, 2021 at 12:54 PM

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**From:** Pearson, Blakeley M (HSC) <Blakeley-Pearson@ouhsc.edu>  
**Sent:** Friday, December 3, 2021 11:25 AM  
**To:** [mike.simpson@guthrie.net](mailto:mike.simpson@guthrie.net)  
**Subject:** OYTS Documents for School Board Review

Good Morning Dr. Simpson,

Per our conversation on November 11<sup>th</sup> regarding the Oklahoma Youth Tobacco Survey, I am providing the Survey itself, the Outcome Letter from the Internal Review Board, and the Research Protocol they have approved.

These are all for the purpose of your and the School Board's review next week.

Please note that I have provided the survey text only, rather than the coding and programming notes, to streamline legibility. Please note that the survey is programmed to skip questions that do not pertain to students based upon their individual answers. For example:

If a student replies NO, when asked if they smoke cigarettes, questions asking about cigarette usage will be skipped, and the student will proceed to questions about curiosity around smoking and then to the next applicable section.

If I can provide further clarification or explanation please don't hesitate to contact me either by email or phone.

Thank you for your time and consideration,

Blake Pearson

Blakeley "Blake" Pearson, MHA

Special Project Coordinator

405-271-2229 ext. 48036

**3 attachments**



**2021 OYTS 110521 - Questions.docx**

133K



**Outcome\_Letter\_original.pdf**

68K



**Research Protocol.pdf**

195K

## RESEARCH PROTOCOL OUTLINE

**Title of Project:** Oklahoma Youth Tobacco Survey

**Principal Investigator:** Ashley H. White, MPH

Department of Biostatistics and Epidemiology

### Abstract

#### Purpose/Hypothesis

The purpose of the proposed project is to provide data collection services for the 2021 Oklahoma Youth Tobacco Survey to the Oklahoma State Department of Health (OSDH). The survey will be implemented online using a random sample of all public schools and classes in Oklahoma. Schools will be provided with information about the survey and asked to participate. If they agree, a unique survey link will be sent to each randomly selected classroom. No names or other unique identifiers will be collected. OUHSC staff will provide a de-identified data set to OSDH. OUHSC will not use the data for research purposes.

#### Proposed procedure:

A publicly available list of Oklahoma schools released by the Oklahoma Board of Education will be used to randomly select 50 high schools and 50 middle schools to be included in the survey. Each school will be given information about the project and contacted by OUHSC staff and asked to participate. If they agree to participate, the schools will be asked to provide a list of all eligible classes (gym classes, sports, etc. will be excluded). Two classes per school will be randomly selected to participate. Teachers of selected classrooms will be provided information about the survey and a unique REDCap survey link for students to participate.

Teachers will be given information to provide to parents about the survey as well as passive permission slips that parents can sign to opt their children out of the survey. Students may also opt out of the survey at any time.

Data collection will occur from November, 2021 through February, 2022. The online survey will take approximately 20 minutes to complete and asks questions about knowledge, attitudes, and behaviors related to tobacco use.

The OUHSC Sooner Survey Center will provide a de-identified dataset to the OSDH. Data will be analyzed using both univariate and multivariate statistical methods for weighted data. OUHSC will not use data for research purposes.

The Oklahoma Youth Tobacco Survey provides OSDH detailed information on the full range of tobacco control topics, such as program effectiveness or public knowledge, attitudes, and behavior with respect to tobacco use. Comparable data allow a State to compare their findings with findings from similar



States. Such comparisons make it easier for States to identify topics or issues on which they need to focus more attention and topics or issues on which they stand relatively well.

### **A. Specific Aims**

The purpose of the Oklahoma Youth Tobacco Survey is to collect comprehensive and detailed state level data around tobacco use in order to provide comparable data to compare with findings from other states.

### **B. Background and Significance**

Oklahoma continues to rank near the bottom for many health indicators, including tobacco use. Statewide public health efforts are now focusing on youth tobacco use prevention and cessation, policy and environmental changes that make healthy choices more available. The Oklahoma Youth Tobacco Survey supports these efforts by providing a measurement of key tobacco related indicators. Findings allow Oklahoma to have comparable data in order to track progress and identify disparities.

### **C. Preliminary Studies/Progress Report**

Ms. White has worked in the area of epidemiology and public health program evaluation for the past 15 years, specializing in public health survey research and implementation. She has served as an evaluator on three statewide media projects for the Tobacco Settlement Endowment Trust and the Oklahoma State Department of Health. She has designed a number of complex telephone and web based survey instruments and sampling plans. She has experience in the management of population health research projects including management of the Kansas Youth Tobacco Survey.

### **D. Research Design and Methods**

The Oklahoma Youth Tobacco Survey will be implemented through an online survey programmed in REDCap. Schools will be randomly selected from a publicly available list of all public schools in Oklahoma. The OUHSC Sooner Survey Center is conducting all data collection and analysis.

The survey interviews will be voluntary. Respondents will have the option to not answer certain questions, as well as to terminate the interview at any time. This information will be communicated to potential respondents before the start of the interview. Information will be provided to schools, parents, and student participants and they will be provided a name and phone number to call to obtain more information about the survey. No names will be collected.

The OUHSC Sooner Survey Center will provide a deidentified, weighted data set to the Oklahoma State Department of Health. Data will be analyzed using both univariate and multivariate statistical methods incorporating the probabilities of selection which will be utilized for all analyses.

The questionnaires to be used in the study will be between 30 and 50 questions, depending on responses and skip patterns, plus demographics. The online surveys will last approximately 20 minutes and will include questions regarding knowledge, attitudes, and behaviors related to tobacco use.



**OUHSC Investigator Activities:**

Evaluation program staff at the Oklahoma State Department of Health will not have any contact with survey respondents, nor will they be provided identifying information about respondents.

**E. Statistical Methods**

The OUHSC Sooner Survey Center will provide a de-identified, weighted dataset to the Oklahoma State Department of Health. Data will be analyzed using both univariate and multivariate statistical methods for weighted data.

A sample size of 50 high schools and 50 middle schools allows for estimates of process measures to have a reasonable level of precision. The Youth Tobacco Survey is intended to provide state level data, comparable to other state findings. For these key indicators, point estimates and 95% confidence intervals will be calculated overall. Multivariate methods will be used to examine associations between tobacco related knowledge, attitudes and behaviors and respondent characteristics while controlling for other covariates and confounders.

**F. Gender/Minority/Pediatric Inclusion for Research**

Males and females will be included as survey respondents in approximately equal proportions. There are no restrictions by race/ethnicity, with the expectation of race/ethnicity being similar to the general Oklahoma population for this age group. Since the target population is middle and high school students (grades 6 – 12), most of the participants will be less than 21 years of age.

**G. Human Participants**

1. We expect between 1000 and 2000 Oklahoma youth will participate in the Youth Tobacco Survey. The number of participants will depend on the size of the randomly selected classes and participation rates. All participants will be healthy enough to participate in a 20 minute online survey. The following inclusion criteria will apply:

- a. Oklahoma public school student
- b. Enrolled in grades 6 - 12
- c. English
- d. Willing and able to complete the online survey

2. All responses will be self-reported by the participant. Participants will be selected through a random sampling method. Data will be stored on a password protected server that only Sooner Survey Center project leadership will be able to access.

3. Recruitment and consent will be done by the OUHSC Sooner Survey Center without any involvement of the Oklahoma State Department of Health. The interviews will be voluntary. Respondents will have the option to not answer certain questions, as well as to terminate the survey at any time. This information will be communicated to potential respondents before the start of the survey. The approximate length of the survey in minutes will also be related to potential respondents. A name and



phone number will be provided for respondents to call to obtain more information about the survey as well as to contact the University's IRB to inquire about their rights as research subjects. No names will be collected. Parents will be contacted by the participating schools via email, text, or robocall to inform them about the study.

A waiver for OUHSC signed written consent is requested. Because contact with study participants occurs only by the Sooner Survey Center staff and the research presents no more than minimal risk of harm to participants, a waiver for documentation of informed consent is requested. Oklahoma State Department of Health staff will not have any contact with survey respondents, nor will they be provided identifying information about respondents. The implementation of the online survey will utilize implied consent procedures by asking the respondent if they may proceed with the first question. Survey methodology research has shown that lengthy introduction scripts and explicit consent statements significantly impact response rates and contribute to nonresponse bias. In addition, the research involves no procedures for which written or explicit consent is normally required outside the research context.

4. The potential risks for this study are minimal. Participants may experience some discomfort answering questions about their health behaviors, if for example, they use tobacco and feel badly about their inability to quit. The survey items represent respondents' attitudes, knowledge and beliefs about tobacco use.

5. The risks are minimal and reasonable in relation to the benefits. The potential benefits to society in determining the status of youth tobacco use in Oklahoma justifies the minimal risks to the survey respondents.

#### **H. Data and Safety Monitoring Plan**

All databases will be stored in a centralized location on an OUHSC Data Hosting Center server, with access limited to specific users as per OUHSC guidelines regarding the electronic storage of protected health information. Participants will not be identified in any public reports or documents.

# Oklahoma Youth Tobacco Survey (YTS) 2021-2022 Questionnaire

This survey is about tobacco. We would like to know about you and things you do that may affect your health. Your answers will be used for programs for young people like yourself.

The answers you give will be kept private.

NO one will know what you answered. Answer the questions based on what you really do and know.

Completing the survey is voluntary. Whether or not you answer the questions will not affect your grade in this class. Try to answer all the questions. If you do not want to answer a question, just leave it blank. There are no wrong answers.

The questions that ask about your background will only be used to describe the types of students completing this survey. The information will not be used to find out your name. No names will ever be reported.

Please read every question. Try to answer all the questions. Select the squares next to the response you choose. When you are finished, follow the instructions of the person giving you the survey.

The Sooner Survey Center is conducting this research on behalf of the Oklahoma State Department of Health.

If you have any questions feel free to contact Fahad Khan, Director Community Analysis & Linkages with the Oklahoma State Department of Health at 405-426-8286 or by email at [FahadK@health.ok.gov](mailto:FahadK@health.ok.gov) or Ashley White with the University of Oklahoma Health Sciences Center at 405-271-2229 ext. 48613 or by email at [Ashley-White@ouhsc.edu](mailto:Ashley-White@ouhsc.edu).

***Thank You Very Much For Your Help.***

| Q_NUM | Question Text and Skip Instructions |
|-------|-------------------------------------|
|-------|-------------------------------------|



|                   |   |
|-------------------|---|
| <b>Intro 1</b>    | <p><i>IntroA:</i> The Sooner Survey Center is conducting a research project to assess Oklahoma school students' knowledge, behaviors, and attitudes toward tobacco. We are requesting your participation, which will involve answering the questions in this online survey. Your participation in this study is voluntary. If you choose not to participate or to withdraw from this study at any time, there will be no penalty. If at any time you discontinue the survey, your results will be discarded. The survey is anonymous so there is no risk if you participate. The survey is expected to take you about 20 minutes to complete. The results of the study may be published but your name will not be known.</p> <p>Would you like to participate in the survey?</p> <ol style="list-style-type: none"> <li>1. Yes, I agree to participate</li> <li>2. No, I do not agree to participate</li> </ol> |
| <b>Consent</b>    | <p><i>Instruction Universe: all students</i></p> <p>Would you like to participate in the survey?</p> <ol style="list-style-type: none"> <li>A. Yes, I agree to participate</li> <li>B. No, I do not agree to participate</li> </ol>   |
| <b>INSTRUCT_1</b> | <p><i>Instruction Universe: all students</i></p> <p>The first five questions ask some background information about you.</p>   |
| <b>1</b>          | <p><i>Question Universe: all students</i></p> <p>How old are you?</p> <ol style="list-style-type: none"> <li>A. 9 years old</li> <li>B. 10 years old</li> <li>C. 11 years old</li> <li>D. 12 years old</li> <li>E. 13 years old</li> <li>F. 14 years old</li> <li>G. 15 years old</li> <li>H. 16 years old</li> <li>I. 17 years old</li> <li>J. 18 years old</li> <li>K. 19 years old or older</li> </ol>   |
| <b>2</b>          | <p><i>Question Universe: all students</i></p> <p>What is your gender identity?</p> <ol style="list-style-type: none"> <li>A. Male</li> <li>B. Female</li> <li>C. Non-binary</li> <li>D. Prefer not to say</li> </ol>  |
| <b>3</b>          | <p><i>Question Universe: all students</i></p> <p>What grade are you in?</p> <ol style="list-style-type: none"> <li>A. 6th</li> <li>B. 7th</li> <li>C. 8th</li> <li>D. 9th</li> <li>E. 10th</li> <li>F. 11th</li> <li>G. 12th</li> <li>H. Ungraded or other grade</li> </ol>   |

|            |  |
|------------|--|
| 4          | <p><i>Question Universe: all students</i></p> <p>Are you Hispanic, Latino, Latina, or of Spanish origin? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. No, not of Hispanic, Latino, Latina, or Spanish origin</li> <li>B. Yes, Mexican, Mexican American, Chicano, or Chicana</li> <li>C. Yes, Puerto Rican</li> <li>D. Yes, Cuban</li> <li>E. Yes, Another Hispanic, Latino, Latina, or Spanish origin</li> </ul>   |
| 5          | <p><i>Question Universe: all students</i></p> <p>What race or races do you consider yourself to be? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. American Indian or Alaska Native</li> <li>B. Asian</li> <li>C. Black or African American</li> <li>D. Native Hawaiian or Other Pacific Islander</li> <li>E. White</li> </ul>  |
| INSTRUCT_2 | <p><i>Instruction Universe: all students</i></p> <p>The next several sections of questions ask about your use of particular kinds of tobacco products, such as e-cigarettes, cigarettes, cigars, smokeless tobacco, hookahs, pipes, snus, dissolvable tobacco, heated tobacco products, <u>and nicotine pouches</u>.</p>   |
| INSTRUCT_3 | <p><i>Instruction Universe: only American Indian or Alaskan Native student (known)</i></p> <p><i>This question relates to the ceremonial or traditional use of tobacco among American Indians</i></p>  |
| 6          | <p><i>Question Universe: only American Indian or Alaskan Native student (known)</i></p> <p>Do you use tobacco <b>for ceremonial uses or traditional reasons?</b></p> <ul style="list-style-type: none"> <li>A. I do not use tobacco for any purpose</li> <li>B. No, I do not use tobacco ceremonially or traditionally</li> <li>C. Yes, native tobacco product</li> <li>D. Yes, mixture of native and commercial</li> <li>E. Yes, not sure of type of tobacco</li> </ul>                             |
| INSTRUCT_4 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about electronic cigarettes or e-cigarettes, such as JUUL, SMOK, Suorin, Vuse, blu, Puff Bar, or STIG. You also may know them as vapes, mods, e-cigs, e-hookahs, or vape-pens.</p> <p><b>For the rest of this survey, these products and devices will be called e-cigarettes.</b></p> <p>E-cigarettes are battery powered devices that usually contain a nicotine-based liquid that is vaporized and inhaled.</p> |
| 7          | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever used</b> an e-cigarette, even once or twice?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |

|    |  |
|----|--|
| 8  | <p><i>Question Universe: ever e-cigarette users [known]</i></p> <p>How old were you when you <b>first used</b> an e-cigarette, even once or twice?</p> <ul style="list-style-type: none"> <li>A. 8 years old or younger</li> <li>B. 9 years old</li> <li>C. 10 years old</li> <li>D. 11 years old</li> <li>E. 12 years old</li> <li>F. 13 years old</li> <li>G. 14 years old</li> <li>H. 15 years old</li> <li>I. 16 years old</li> <li>J. 17 years old</li> <li>K. 18 years old</li> <li>L. 19 years old or older</li> </ul>  |
| 9  | <p><i>Question Universe: ever e-cigarette users [known]</i></p> <p>In total, on how many days have you used e-cigarettes in your entire life?</p> <ul style="list-style-type: none"> <li>A. 1 day</li> <li>B. 2 to 10 days</li> <li>C. 11 to 20 days</li> <li>D. 21 to 50 days</li> <li>E. 51 to 100 days</li> <li>F. Over 100 days</li> </ul>   |
| 10 | <p><i>Question Universe: ever e-cigarette users [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use e-cigarettes?</p> <p style="text-align: center;">Specify:  _ _  (Range 0 – 30)</p>  |
| 11 | <p><i>Question Universe: ever/current e-cigarette users [known]</i></p> <p>When was the last time you used an e-cigarette, even one or two times? (<b>Please choose the first answer that fits</b>)</p> <ul style="list-style-type: none"> <li>A. Earlier today</li> <li>B. Not today, but sometime during the past 7 days</li> <li>C. Not during the past 7 days, but sometime during the past 30 days</li> <li>D. Not during the past 30 days, but sometime during the past 6 months</li> <li>E. Not during the past 6 months, but sometime during the past year</li> <li>F. 1 to 4 years ago</li> <li>G. 5 or more years ago</li> </ul> |

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| 12 | <p><i>Question Universe: ever/current e-cigarette users [known]</i></p> <p>Why did you <b>first use</b> an e-cigarette? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. A friend used them</li> <li>B. A family member used them</li> <li>C. To try to quit using other tobacco products, such as cigarettes</li> <li>D. They cost less than other tobacco products, such as cigarettes</li> <li>E. They were easier to get than other tobacco products, such as cigarettes</li> <li>F. I've seen people on TV, online, or in movies use them</li> <li>G. They are less harmful than other forms of tobacco, such as cigarettes</li> <li>H. They were available in flavors, such as menthol, mint, candy, fruit, or chocolate</li> <li>I. I could use them unnoticed at home or at school</li> <li>J. I could use them to do tricks</li> <li>K. I was curious about them</li> <li>L. I was feeling anxious, stressed, or depressed</li> <li>M. To get a high or buzz from nicotine</li> <li>N. I used them for some other reason (specify: _____)</li> </ul> |
| 13 | <p><i>Question Universe: current e-cigarette users [known]</i></p> <p>Why do you <b>currently use</b> e-cigarettes? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. A friend uses them</li> <li>B. A family member uses them</li> <li>C. To try to quit using other tobacco products, such as cigarettes</li> <li>D. They cost less than other tobacco products, such as cigarettes</li> <li>E. They are easier to get than other tobacco products, such as cigarettes</li> <li>F. I've seen people on TV, online, or in movies use them</li> <li>G. They are less harmful than other forms of tobacco, such as cigarettes</li> <li>H. They are available in flavors, such as menthol, mint, candy, fruit, or chocolate</li> <li>I. I can use them unnoticed at home or at school</li> <li>J. I can use them to do tricks</li> <li>K. I am curious about them</li> <li>L. Because I feel anxious, stressed, or depressed</li> <li>M. To get a high or buzz from nicotine</li> <li>N. I use them for some other reason (specify: _____)</li> </ul>            |
| 14 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>Which of the following best describes the type of e-cigarette you have used in the past 30 days?<br/> <b>If you have used more than one type, please think about the one you use most often.</b></p> <ul style="list-style-type: none"> <li>A. A disposable e-cigarette (for example, Puff Bar or STIG)</li> <li>B. An e-cigarette that uses pre-filled or refillable pods or cartridges (for example, JUUL, SMOK, or Suorin)</li> <li>C. An e-cigarette with a tank that you refill with liquids (including mod systems that can be customized by the user)</li> <li>D. I don't know the type</li> </ul>   |

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| 15 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>During the past 30 days, what e-cigarette brands did you use? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. blu</li> <li>B. Eonsmoke</li> <li>C. JUUL</li> <li>D. Leap</li> <li>E. Logic</li> <li>F. Mojo</li> <li>G. NJOY</li> <li>H. Posh</li> <li>I. Puff Bar</li> <li>J. SMOK (including NOVO)</li> <li>K. STIG</li> <li>L. Suorin</li> <li>M. Vuse</li> <li>N. Some other brand(s) not listed here (specify): _____</li> <li>O. Not sure / I don't know the brand</li> </ul>  |
| 16 | <p><i>Question Universe: past 30-day e-cigarette user reporting &gt;1 brand [known]</i></p> <p>During the past 30 days, what brand of e-cigarettes did you <b>usually use?</b> <b>(Choose only one answer)</b></p> <ul style="list-style-type: none"> <li>A. I did not use a usual brand</li> <li>B. blu</li> <li>C. Eonsmoke</li> <li>D. JUUL</li> <li>E. Leap</li> <li>F. Logic</li> <li>G. Mojo</li> <li>H. NJOY</li> <li>I. Posh</li> <li>J. Puff Bar</li> <li>K. SMOK (including NOVO)</li> <li>L. STIG</li> <li>M. Suorin</li> <li>N. Vuse</li> <li>O. Some other brand not listed here (specify): _____</li> <li>P. Not sure / I don't know the brand</li> </ul> |
| 17 | <p><i>Question Universe: past 30-day e-cigarette users [known]</i></p> <p>Did any of the e-cigarettes that you used in the past 30 days contain nicotine?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don't know</li> </ul>  |
| 18 | <p><i>Question Universe: past 30-day e-cigarette users [known]</i></p> <p>Nicotine salts, or "nic salts", is a type of nicotine that is found in some e-liquids, pods, and cartridges. Did any of the e-cigarettes that you used in the <b>past 30 days</b> contain nicotine salts?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don't know</li> </ul>  |

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| 19 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>Were any of the e-cigarettes that you used in the <b>past 30 days</b> flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <p>A. Yes<br/>B. No<br/>C. Don't Know</p>  |
| 20 | <p><i>Question Universe: past 30-day users of flavored e-cigarettes</i></p> <p>What flavors were the e-cigarettes that you have used in the <b>past 30 days</b>? (<b>Select one or more</b>)</p> <p>A. Menthol<br/>B. Mint<br/>C. Clove or spice<br/>D. Fruit<br/>E. Chocolate<br/>F. Alcoholic drinks (such as wine, margarita, or other cocktails)<br/>G. Candy, desserts, or other sweets<br/>H. Some other flavor not listed here (Specify: _____)</p>  |
| 21 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your e-cigarette devices, pods, cartridges, or e-liquid refills? (<b>Select one or more</b>)</p> <p>A. I bought them myself<br/>B. I had someone else buy them for me<br/>C. I asked someone to give me some<br/>D. Someone offered them to me<br/>E. I got them from a friend<br/>F. I got them from a family member<br/>G. I took them from a store or another person<br/>H. I got them in some other way (specify: _____)</p>   |
| 22 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your e-cigarette devices, pods, cartridges, or e-liquid refills? (<b>Select one or more</b>)</p> <p>A. I did not buy e-cigarettes during the past 30 days<br/>B. I bought them from another person (a friend, family member, or someone else)<br/>C. A gas station or convenience store<br/>D. A grocery store<br/>E. A drugstore<br/>F. A mall or shopping center kiosk/stand<br/>G. A vending machine<br/>H. On the Internet (such as a product website or store website like eBay or Facebook Marketplace)<br/>I. Through the mail<br/>J. Through a delivery service (such as DoorDash or Postmates)<br/>K. A vape shop or tobacco shop<br/>L. Some other place not listed here (specify): _____</p> |

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| 23 | <p><i>Question Universe: past 30-day e-cigarette user (who got a product from someone else)</i></p> <p>Earlier you answered that you got or bought your e-cigarette devices, pods, cartridges, or e-liquid refills from another person, such as a friend or family member during the <b>past 30 days</b>. How old was this person?</p> <ul style="list-style-type: none"> <li>A. Younger than 18 years old</li> <li>B. 18 years old</li> <li>C. 19 years old</li> <li>D. 20 years old</li> <li>E. 21 years old or older</li> <li>F. I don't know</li> </ul> |
| 24 | <p><i>Question Universe: past 30-day e-cigarette user (who got a product from someone else)</i></p> <p>During the <b>past 30 days</b>, which of the following e-cigarette product(s) did you get or buy from another person? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. A new e-cigarette device (including disposable devices)</li> <li>B. A pod, cartridge, or e-liquid refill</li> <li>C. A hit or a drag from another person's e-cigarette device</li> <li>D. Something else (specify: _____)</li> </ul>                 |
| 25 | <p><i>Question Universe: ever e-cigarette user [known]</i></p> <p>Have you <b>ever</b> purchased an e-cigarette device (including disposable devices), pod, cartridge, single hit, or e-liquid refill while at school or on school property?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>  |
| 26 | <p><i>Question Universe: ever e-cigarette user [known]</i></p> <p>During the past 30 days, on how many days did you <b>use an e-cigarette on school property</b>?</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 or 2 days</li> <li>C. 3 to 5 days</li> <li>D. 6 to 9 days</li> <li>E. 10 to 19 days</li> <li>F. 20 to 29 days</li> <li>G. All 30 days</li> </ul>   |
| 27 | <p><i>Question Universe: ever e-cigarette user [known]</i></p> <p>Have you ever used an e-cigarette in a public place where it was <b>not approved and attempted to conceal your e-cigarette use</b>?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |
| 28 | <p><i>Question Universe: past 30-day e-cigarette user [known]</i></p> <p>During the <b>past 30 days</b>, how often did you use someone else's e-cigarette device?</p> <ul style="list-style-type: none"> <li>A. Never</li> <li>B. Rarely</li> <li>C. Sometimes</li> <li>D. Most of the Time</li> <li>E. Always</li> </ul>   |

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| 29 | <p><i>Question Universe: past 30-day users of e-cigarettes [known]</i></p> <p>Are you seriously thinking about quitting <b>e-cigarettes</b>? <b>(Please choose the first answer that fits)</b></p> <ul style="list-style-type: none"> <li>A. Yes, during the next 30 days</li> <li>B. Yes, during the next 6 months</li> <li>C. Yes, during the next 12 months</li> <li>D. Yes, but not during the next 12 months</li> <li>E. No, I am not thinking about quitting e-cigarettes</li> </ul>  |
| 30 | <p><i>Question Universe: past 30-day users of e-cigarettes [known]</i></p> <p>During the <b>past 12 months</b>, how many times have you stopped using <b>e-cigarettes</b> for <b>one day or longer</b> because you were trying to quit using e-cigarettes <b>for good</b>?</p> <ul style="list-style-type: none"> <li>A. I did not try to quit during the past 12 months</li> <li>B. 1 time</li> <li>C. 2 times</li> <li>D. 3 to 5 times</li> <li>E. 6 to 9 times</li> <li>F. 10 or more times</li> </ul>   |
| 31 | <p><i>Question Universe: e-cigarette users who reported <math>\geq 1</math> quit attempt in past 12 months [known]</i></p> <p>When you tried to quit using e-cigarettes, did you use any of the following? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not use any resources</li> <li>B. Help or advice from a parent or caregiver</li> <li>C. Help or advice from a friend or peer</li> <li>D. Help or advice from a teacher or coach</li> <li>E. Help, advice, or counseling from a doctor or health care provider</li> <li>F. Treatment from a hospital, medical center, or some other facility</li> <li>G. Help or advice you found on the Internet</li> <li>H. A mobile app or texting program</li> <li>I. A telephone helpline or Quitline</li> <li>J. Something else (specify): _____</li> </ul> |
| 32 | <p><i>Question Universe: never e-cigarette users [known]</i></p> <p>Have you ever been curious about using an e-cigarette?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>   |
| 33 | <p><i>Question Universe: never e-cigarette users [known]</i></p> <p>Do you think that you will try an e-cigarette soon?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>  |
| 34 | <p><i>Question Universe: never e-cigarette users [known]</i></p> <p>Do you think you will use an e-cigarette in the next year?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>   |



| 35   | <p><i>Question Universe: never e-cigarette users [known]</i></p> <p>If one of your best friends were to offer you an e-cigarette, would you use it?</p> <p>A. Definitely yes<br/> B. Probably yes<br/> C. Probably not<br/> D. Definitely not</p>  |    |            |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
|--|--|----|------------|----|------------|--|---|---|---|--------------------|---|---|---|---|---|---|---|---------------------------------------|---|---|---|
| INSTRUCT_5   | <p><i>Instruction Universe: all students</i></p> <p>The next questions ask about other substances that could be vaped.</p>   |    |            |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| 36   | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever vaped</b> any of the following substances (even once)?</p> <table border="1" data-bbox="423 583 1463 764"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>Don't Know</th> </tr> </thead> <tbody> <tr> <td>A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>B. CBD or CBD oils</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>C. Synthetic marijuana or cannabinoids, such as K2 or Spice</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>D. Another substance Specify): _____</td> <td>A</td> <td>B</td> <td>C</td> </tr> </tbody> </table>                 |    | Yes        | No | Don't Know | A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes | A | B | C | B. CBD or CBD oils | A | B | C | C. Synthetic marijuana or cannabinoids, such as K2 or Spice | A | B | C | D. Another substance Specify): _____  | A | B | C |
|  | Yes  | No | Don't Know |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| B. CBD or CBD oils   | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| C. Synthetic marijuana or cannabinoids, such as K2 or Spice  | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| D. Another substance Specify): _____   | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| 37   | <p><i>Question Universe: all students</i></p> <p>Have you <b>vaped</b> any of the following substances during the <b>past 30 days</b>?</p> <table border="1" data-bbox="423 877 1463 1083"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>Don't Know</th> </tr> </thead> <tbody> <tr> <td>A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>B. CBD or CBD oils</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>C. Synthetic marijuana or cannabinoids, such as K2 or Spice</td> <td>A</td> <td>B</td> <td>C</td> </tr> <tr> <td>D. Another substance (Specify): _____</td> <td>A</td> <td>B</td> <td>C</td> </tr> </tbody> </table> |    | Yes        | No | Don't Know | A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes | A | B | C | B. CBD or CBD oils | A | B | C | C. Synthetic marijuana or cannabinoids, such as K2 or Spice | A | B | C | D. Another substance (Specify): _____ | A | B | C |
|  | Yes  | No | Don't Know |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| A. Marijuana (also called pot, weed, or cannabis), including THC, THC concentrates, hash oil, or waxes | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| B. CBD or CBD oils   | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| C. Synthetic marijuana or cannabinoids, such as K2 or Spice  | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| D. Another substance (Specify): _____  | A  | B  | C          |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| INSTRUCT_6   | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about smoking cigarettes (ones that have to be lit and burned).</p>   |    |            |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| 38   | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever smoked</b> a cigarette, even one or two puffs?</p> <p>A. Yes<br/> B. No</p>  |    |            |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |
| 39   | <p><i>Question Universe: ever cigarette smokers [known]</i></p> <p>How old were you when you <b>first smoked</b> a cigarette, even one or two puffs?</p> <p>A. 8 years old or younger<br/> B. 9 years old<br/> C. 10 years old<br/> D. 11 years old<br/> E. 12 years old<br/> F. 13 years old<br/> G. 14 years old<br/> H. 15 years old<br/> I. 16 years old<br/> J. 17 years old<br/> K. 18 years old<br/> L. 19 years old or older</p>   |    |            |    |            |  |   |   |   |                    |   |   |   |   |   |   |   |                                       |   |   |   |

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| 40 | <p><i>Question Universe: ever cigarette smokers [known]</i></p> <p>About how many cigarettes have you smoked in your <b>entire life</b>?</p> <ul style="list-style-type: none"> <li>A. 1 or more puffs but never a whole cigarette</li> <li>B. 1 cigarette</li> <li>C. 2 to 5 cigarettes</li> <li>D. 6 to 15 cigarettes (about 1/2 a pack total)</li> <li>E. 16 to 25 cigarettes (about 1 pack total)</li> <li>F. 26 to 99 cigarettes (more than 1 pack, but less than 5 packs)</li> <li>G. 100 or more cigarettes (5 or more packs)</li> </ul>   |
| 41 | <p><i>Question Universe: ever cigarette smokers [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you smoke cigarettes?</p> <p>Specify:  _ _  (Range: 0 – 30)</p>  |
| 42 | <p><i>Question Universe: ever/current cigarette smokers [known]</i></p> <p>When was the last time you smoked a cigarette, even one or two puffs? (<b>Please choose the first answer that fits</b>)</p> <ul style="list-style-type: none"> <li>A. Earlier today</li> <li>B. Not today but sometime during the past 7 days</li> <li>C. Not during the past 7 days but sometime during the past 30 days</li> <li>D. Not during the past 30 days but sometime during the past 6 months</li> <li>E. Not during the past 6 months but sometime during the past year</li> <li>F. 1 to 4 years ago</li> <li>G. 5 or more years ago</li> </ul> |
| 43 | <p><i>Question Universe: past 30-day cigarette smokers [known]</i></p> <p>During the past 30 days, <b>on the days you smoked</b>, about how many cigarettes did you smoke per day? A pack usually has 20 cigarettes in it.</p> <ul style="list-style-type: none"> <li>A. Less than 1 cigarette per day</li> <li>B. 1 cigarette per day</li> <li>C. 2 to 5 cigarettes per day</li> <li>D. 6 to 10 cigarettes per day</li> <li>E. 11 to 20 cigarettes per day</li> <li>F. More than 20 cigarettes per day</li> </ul>  |
| 44 | <p><i>Question Universe: past 30-day cigarette smokers [known]</i></p> <p>During the past 30 days, what brands of cigarettes did you smoke? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. American Spirit</li> <li>B. Camel</li> <li>C. GPC, Basic, or Doral</li> <li>D. Kool</li> <li>E. Marlboro</li> <li>F. Maverick</li> <li>G. Newport</li> <li>H. L&amp;M</li> <li>I. Pall Mall</li> <li>J. Parliament</li> <li>K. Winston</li> <li>L. Some other brand not listed here (Please specify: _____)</li> <li>M. Not sure / I don't know the brand</li> </ul>  |

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| 45 | <p><i>Question Universe: past 30-day cigarette smokers reporting more than 1 brand [known]</i></p> <p>During the past 30 days, what brand of cigarettes did you <b>usually smoke?</b> (Choose only one answer)</p> <ul style="list-style-type: none"> <li>A. American Spirit</li> <li>B. Camel</li> <li>C. GPC, Basic, or Doral</li> <li>D. Kool</li> <li>E. Marlboro</li> <li>F. Maverick</li> <li>G. Newport</li> <li>H. L&amp;M</li> <li>I. Pall Mall</li> <li>J. Parliament</li> <li>K. Winston</li> <li>L. Some other brand not listed here (Please specify: _____)</li> <li>M. Not sure / I don't know the brand</li> </ul>   |
| 46 | <p><i>Question Universe: past 30-day cigarette smokers [known]</i></p> <p>Menthol cigarettes are cigarettes that taste like mint. During the past 30 days, were the cigarettes that you <b>usually smoked</b> menthol?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Not sure</li> </ul>   |
| 47 | <p><i>Question Universe: past 30-day cigarette smokers [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your cigarettes? (Select one or more)</p> <ul style="list-style-type: none"> <li>A. I bought them myself</li> <li>B. I had someone else buy them for me</li> <li>C. I asked someone to give me some</li> <li>D. Someone offered them to me</li> <li>E. I got them from a friend</li> <li>F. I got them from a family member</li> <li>G. I took them from a store or another person</li> <li>H. I got them in some other way (specify: _____)</li> </ul>   |
| 48 | <p><i>Question Universe: past 30-day cigarette smokers [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your cigarettes? (Select one or more)</p> <ul style="list-style-type: none"> <li>A. I did not buy cigarettes during the past 30 days</li> <li>B. I bought them from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A discount/dollar store</li> <li>F. A drugstore</li> <li>G. A mall or shopping center kiosk/stand</li> <li>H. A vending machine</li> <li>I. On the Internet (such as a product or store website, eBay or Facebook Marketplace)</li> <li>J. Through the mail</li> <li>K. Through a delivery service (such as DoorDash or Postmates)</li> <li>L. A vape shop or tobacco shop</li> <li>M. Some other place not listed here (specify): _____</li> </ul> |
| 49 | <p><i>Question Universe: past 30-day users of cigarettes [known]</i></p> <p>Are you seriously thinking about quitting <b>cigarettes?</b> (Please choose the first answer that fits)</p> <ul style="list-style-type: none"> <li>A. Yes, during the next 30 days</li> <li>B. Yes, during the next 6 months</li> <li>C. Yes, during the next 12 months</li> <li>D. Yes, but not during the next 12 months</li> <li>E. No, I am not thinking about quitting cigarettes</li> </ul>   |

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| 50         | <p><i>Question Universe: past 30-day users of cigarettes [known]</i></p> <p>During the <b>past 12 months</b>, how many times have you stopped smoking <b>cigarettes</b> for <b>one day or longer</b> because you were trying to quit smoking cigarettes <b>for good</b>?</p> <p>A. I did not try to quit during the past 12 months<br/> B. 1 time<br/> C. 2 times<br/> D. 3 to 5 times<br/> E. 6 to 9 times<br/> F. 10 or more times</p> |
| 51         | <p><i>Question Universe: never cigarette smokers [known]</i></p> <p>Have you ever been curious about smoking a cigarette?</p> <p>A. Definitely yes<br/> B. Probably yes<br/> C. Probably not<br/> D. Definitely not</p>  |
| 52         | <p><i>Question Universe: never cigarette smokers [known]</i></p> <p>Do you think that you will try a cigarette soon?</p> <p>A. Definitely yes<br/> B. Probably yes<br/> C. Probably not<br/> D. Definitely not</p>   |
| 53         | <p><i>Question Universe: never cigarette smokers [known]</i></p> <p>Do you think you will smoke a cigarette in the next year?</p> <p>A. Definitely yes<br/> B. Probably yes<br/> C. Probably not<br/> D. Definitely not</p>  |
| 54         | <p><i>Question Universe: never cigarette smokers [known]</i></p> <p>If one of your best friends were to offer you a cigarette, would you smoke it?</p> <p>A. Definitely yes<br/> B. Probably yes<br/> C. Probably not<br/> D. Definitely not</p>   |
| INSTRUCT_7 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about the use of cigars, cigarillos, or little cigars such as Swisher Sweets, Black and Mild, Garcia y Vega, Cheyenne, White Owl, or Dutch Masters.</p>   |
| 55         | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever smoked</b> a cigar, cigarillo, or little cigar, even one or two puffs?</p> <p>A. Yes<br/> B. No</p>  |

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| 56 | <p><i>Question Universe: ever cigar smokers [known]</i></p> <p>How old were you when you <b>first smoked</b> a cigar, cigarillo, or little cigar, even one or two puffs?</p> <ul style="list-style-type: none"> <li>A. 8 years old or younger</li> <li>B. 9 years old</li> <li>C. 10 years old</li> <li>D. 11 years old</li> <li>E. 12 years old</li> <li>F. 13 years old</li> <li>G. 14 years old</li> <li>H. 15 years old</li> <li>I. 16 years old</li> <li>J. 17 years old</li> <li>K. 18 years old</li> <li>L. 19 years old or older</li> </ul> |
| 57 | <p><i>Question Universe: ever cigar smokers [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you smoke cigars, cigarillos, or little cigars?</p> <p>Specify:  _ _  (Range 0 – 30)</p>   |
| 58 | <p><i>Question Universe: past 30-day cigar smokers [known]</i></p> <p>During the past 30 days, <b>on the days that you smoked</b>, about how many cigars, cigarillos, or little cigars did you smoke per day?</p> <ul style="list-style-type: none"> <li>A. Less than 1 cigar, cigarillo, or little cigar per day</li> <li>B. 1 per day</li> <li>C. 2 to 5 per day</li> <li>D. 6 to 10 per day</li> <li>E. 11 to 20 per day</li> <li>F. More than 20 per day</li> </ul>   |
| 59 | <p><i>Question Universe: past 30-day cigar smokers [known]</i></p> <p>During the past 30 days, which of the following types of cigars have you smoked? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. Regular cigars</li> <li>B. Cigarillos</li> <li>C. Little Cigars</li> <li>D. Don't Know</li> </ul>  |
| 60 | <p><i>Question Universe: past 30-day cigar user [known]</i></p> <p>Were any of the cigars, cigarillos, or little cigars that you used in the past 30 days flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don't Know</li> </ul>  |

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| 61 | <p><i>Question Universe: past 30-day users of flavored cigars</i></p> <p>What flavors were the cigars, cigarillos, or little cigars that you have used in the past 30 days? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Menthol</li> <li>B. Mint</li> <li>C. Clove or spice</li> <li>D. Fruit</li> <li>E. Chocolate</li> <li>F. Alcoholic drinks (such as wine, margarita, or other cocktails)</li> <li>G. Candy, desserts, or other sweets</li> <li>H. Some other flavor not listed here (Specify: _____)</li> </ul>   |
| 62 | <p><i>Question Universe: past 30-day cigar smokers [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your cigars, cigarillos, or little cigars? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I bought them myself</li> <li>B. I had someone else buy them for me</li> <li>C. I asked someone to give me some</li> <li>D. Someone offered them to me</li> <li>E. I got them from a friend</li> <li>F. I got them from a family member</li> <li>G. I took them from a store or another person</li> <li>H. I got them in some other way (specify: _____)</li> </ul>  |
| 63 | <p><i>Question Universe: past 30-day cigar smokers [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your cigars, cigarillos, or little cigars? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy cigars, cigarillos, or little cigars during the past 30 days</li> <li>B. I bought them from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A drugstore</li> <li>F. A mall or shopping center kiosk/stand</li> <li>G. A vending machine</li> <li>H. On the Internet (such as a product or store website, eBay, or Facebook Marketplace)</li> <li>I. Through the mail</li> <li>J. Through a delivery service (such as DoorDash or Postmates)</li> <li>K. A vape shop or tobacco shop</li> <li>L. Some other place not listed here (specify: _____)</li> </ul> |
| 64 | <p><i>Question Universe: never cigar smokers [known]</i></p> <p>Have you ever been curious about smoking a cigar, cigarillo, or little cigar?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>  |
| 65 | <p><i>Question Universe: never cigar smokers [known]</i></p> <p>Do you think you will try a cigar, cigarillo, or little cigar soon?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>  |

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| 66         | <p><i>Question Universe: never cigar smokers [known]</i></p> <p>Do you think you will smoke a cigar, cigarillo, or little cigar in the next year?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>  |
| 67         | <p><i>Question Universe: never cigar smokers [known]</i></p> <p>If one of your best friends were to offer you a cigar, cigarillo, or little cigar, would you smoke it?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> <li>E.</li> </ul>   |
| INSTRUCT_8 | <p><i>Instruction Universe: all students</i></p> <p>The next question asks about marijuana use in cigars, cigarillos, or little cigars. Sometimes people take the tobacco out of a cigar, cigarillo, or little cigar and replace it with marijuana (also called pot, weed, or cannabis). This is sometimes called a blunt.</p>  |
| 68         | <p><i>Question Universe: all students</i></p> <p>Have you ever smoked part or all of a cigar, cigarillo, or little cigar with marijuana in it?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>  |
| INSTRUCT_9 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about the use of chewing tobacco, snuff, or dip, such as Copenhagen, Grizzly, Skoal, or Longhorn.</p> <p><b>Do not think about snus or dissolvable tobacco products when you answer these questions.</b></p>   |
| 69         | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever used</b> chewing tobacco, snuff, or dip, even just a small amount?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>  |
| 70         | <p><i>Question Universe: ever smokeless tobacco users [known]</i></p> <p>How old were you when you <b>first used</b> chewing tobacco, snuff, or dip, even just a small amount?</p> <ul style="list-style-type: none"> <li>A. 8 years old or younger</li> <li>B. 9 years old</li> <li>C. 10 years old</li> <li>D. 11 years old</li> <li>E. 12 years old</li> <li>F. 13 years old</li> <li>G. 14 years old</li> <li>H. 15 years old</li> <li>I. 16 years old</li> <li>J. 17 years old</li> <li>K. 18 years old</li> <li>L. 19 years old or older</li> </ul> |

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| 71 | <p><i>Question Universe: ever smokeless tobacco users [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use chewing tobacco, snuff, or dip?</p> <p>Specify:  _ _  (Range 0 – 30)</p>   |
| 72 | <p><i>Question Universe: past 30-day smokeless tobacco user [known]</i></p> <p>Was any of the chewing tobacco, snuff, or dip that you used in the <b>past 30 days</b> flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <p>A. Yes<br/>B. No<br/>C. Don't Know</p>   |
| 73 | <p><i>Question Universe: past 30-day users of flavored smokeless tobacco</i></p> <p>What flavors was the chewing tobacco, snuff, or dip that you have used in the past 30 days? <b>(Select one or more)</b></p> <p>A. Menthol<br/>B. Mint<br/>C. Clove or spice<br/>D. Fruit<br/>E. Chocolate<br/>F. Alcoholic drinks (such as wine, margarita, or other cocktails)<br/>G. Candy, desserts, or other sweets<br/>H. Some other flavor not listed here (Specify: _____)</p>   |
| 74 | <p><i>Question Universe: past 30-day smokeless tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your chewing tobacco, snuff, or dip? <b>(Select one or more)</b></p> <p>A. I bought it myself<br/>B. I had someone else buy it for me<br/>C. I asked someone to give me some<br/>D. Someone offered it to me<br/>E. I got it from a friend<br/>F. I got it from a family member<br/>G. I took it from a store or another person<br/>H. I got it in some other way (specify: _____)</p>   |
| 75 | <p><i>Question Universe: past 30-day smokeless tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your chewing tobacco, snuff, or dip? <b>(Select one or more)</b></p> <p>A. I did not buy chewing tobacco, snuff, or dip during the past 30 days<br/>B. I bought it from another person (a friend, family member, or someone else)<br/>C. A gas station or convenience store<br/>D. A grocery store<br/>E. A drugstore<br/>F. A mall or shopping center kiosk/stand<br/>G. A vending machine<br/>H. On the Internet (such as a product or store website, eBay or Facebook Marketplace)<br/>I. Through the mail<br/>J. Through a delivery service (such as DoorDash or Postmates)<br/>K. A vape shop or tobacco shop<br/>L. Some other place not listed here (specify): _____</p> |



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| 76          | <p><i>Question Universe: never smokeless tobacco product users [known]</i></p> <p>Have you ever been curious about using chewing tobacco, snuff, or dip?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>   |
| INSTRUCT_10 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about smoking tobacco in a hookah, which is a type of waterpipe. Shisha (or hookah tobacco) is smoked in a hookah.</p>   |
| 77          | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever smoked</b> tobacco in a hookah or waterpipe, even one or two puffs?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |
| 78          | <p><i>Question Universe: ever hookah users [known]</i></p> <p>How old were you when you <b>first smoked</b> tobacco in a hookah or waterpipe, even one or two puffs?</p> <ul style="list-style-type: none"> <li>A. 8 years old or younger</li> <li>B. 9 years old</li> <li>C. 10 years old</li> <li>D. 11 years old</li> <li>E. 12 years old</li> <li>F. 13 years old</li> <li>G. 14 years old</li> <li>H. 15 years old</li> <li>I. 16 years old</li> <li>J. 17 years old</li> <li>K. 18 years old</li> <li>L. 19 years old or older</li> </ul> |
| 79          | <p><i>Question Universe: ever hookah users [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you smoke tobacco in a hookah or waterpipe?</p> <p>Specify:  _ _  (Range 0 – 30)</p>  |
| 80          | <p><i>Question Universe: past 30-day hookah users [known]</i></p> <p>During the <b>past 30 days</b>, where did you smoke tobacco in a hookah or waterpipe? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. At my house</li> <li>B. At a friend's house</li> <li>C. At a family member's house, other than my house</li> <li>D. At a hookah bar</li> <li>E. At a café or restaurant</li> <li>F. Some other place not listed here</li> </ul>  |
| 81          | <p><i>Question Universe: never hookah users [known]</i></p> <p>Have you ever been curious about smoking tobacco in a hookah or waterpipe?</p> <ul style="list-style-type: none"> <li>A. Definitely yes</li> <li>B. Probably yes</li> <li>C. Probably not</li> <li>D. Definitely not</li> </ul>  |

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| INSTRUCT_11 | <p><i>Instruction Universe: all students</i></p> <p>The next several sections are about the use of other tobacco products, not described in the previous sections.</p>   |
| INSTRUCT_12 | <p><i>Instruction Universe: all students</i></p> <p>The next few questions are about smoking tobacco in a pipe.</p> <p><b>Do not think about smoking tobacco in a hookah (waterpipe) when answering these questions.</b></p>   |
| 82          | <p><i>Question Universe: all students</i></p> <p>Have you ever smoked pipes filled with tobacco (not hookah or waterpipe), even just one time?</p> <p>A. Yes<br/>B. No</p>   |
| 83          | <p><i>Question Universe: ever users of pipes [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you smoke pipes filled with tobacco?</p> <p>Specify:  _ _  (Range 0 – 30)</p>  |
| 84          | <p><i>Question Universe: past 30-day pipe tobacco user [known]</i></p> <p>Were any of the pipes filled with tobacco that you used in the past 30 days flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <p>A. Yes<br/>B. No<br/>C. Don't Know</p>  |
| 85          | <p><i>Question Universe: past 30-day users of flavored pipe tobacco</i></p> <p>What flavors were the pipes filled with tobacco that you have used in the past 30 days? (<b>Select one or more</b>)</p> <p>A. Menthol<br/>B. Mint<br/>C. Clove or spice<br/>D. Fruit<br/>E. Chocolate<br/>F. Alcoholic drinks (such as wine, margarita, or other cocktails)<br/>G. Candy, desserts, or other sweets<br/>H. Some other flavor not listed here (Specify: _____)</p>                               |
| 86          | <p><i>Question Universe: past 30-day pipe tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your pipe tobacco? (<b>Select one or more</b>)</p> <p>A. I bought it myself<br/>B. I had someone else buy it for me<br/>C. I asked someone to give me some<br/>D. Someone offered it to me<br/>E. I got it from a friend<br/>F. I got it from a family member<br/>G. I took it from a store or another person<br/>H. I got it in some other way (specify: _____)</p> |

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| 87          | <p><i>Question Universe: past 30-day pipe tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your pipe tobacco? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy pipe tobacco during the past 30 days</li> <li>B. I bought it from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A drugstore</li> <li>F. A mall or shopping center kiosk/stand</li> <li>G. A vending machine</li> <li>H. On the Internet (such as a product or store website, eBay, or Facebook Marketplace)</li> <li>I. Through the mail</li> <li>J. Through a delivery service (such as DoorDash or Postmates)</li> <li>K. A vape shop or tobacco shop</li> <li>L. Some other place not listed here (specify): _____</li> </ul> |
| INSTRUCT_13 | <p><i>Instruction Universe: all students</i></p> <p>The next few questions are about snus, such as Camel Snus, Marlboro Snus, or General Snus. Snus is a type of smokeless tobacco that comes in a small pouch that you put under your lip.</p> <p><b>Do not think about other forms of smokeless tobacco, such as chewing tobacco, snuff, dip, or dissolvable tobacco products when answering these questions.</b></p>   |
| 88          | <p><i>Question Universe: all students</i></p> <p>Have you ever used snus, even just one time?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |
| 89          | <p><i>Question Universe: ever users of snus [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use snus?</p> <p>Specify:  _ _  (Range 0 – 30)</p>   |
| 90          | <p><i>Question Universe: past 30-day snus user [known]</i></p> <p>Was any of the snus that you used in the <b>past 30 days</b> flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don't Know</li> </ul>   |
| 91          | <p><i>Question Universe: past 30-day users of flavored snus</i></p> <p>What flavors was the snus that you have used in the past 30 days? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Menthol</li> <li>B. Mint</li> <li>C. Clove or spice</li> <li>D. Fruit</li> <li>E. Chocolate</li> <li>F. Alcoholic drinks (such as wine, margarita, or other cocktails)</li> <li>G. Candy, desserts, or other sweets</li> <li>H. Some other flavor not listed here (Specify: _____)</li> </ul>  |

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| 92          | <p><i>Question Universe: past 30-day snus user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your snus? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I bought it myself</li> <li>B. I had someone else buy it for me</li> <li>C. I asked someone to give me some</li> <li>D. Someone offered it to me</li> <li>E. I got it from a friend</li> <li>F. I got it from a family member</li> <li>G. I took it from a store or another person</li> <li>H. I got it in some other way (specify: _____)</li> </ul>  |
| 93          | <p><i>Question Universe: past 30-day snus user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your snus? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy snus during the past 30 days</li> <li>B. I bought it from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A drugstore</li> <li>F. A mall or shopping center kiosk/stand</li> <li>G. A vending machine</li> <li>H. On the Internet (such as a product or store website, eBay, or Facebook Marketplace)</li> <li>I. Through the mail</li> <li>J. Through a delivery service (such as DoorDash or Postmates)</li> <li>K. A vape shop or tobacco shop</li> <li>L. Some other place not listed here (specify): _____</li> </ul> |
| INSTRUCT_14 | <p><i>Instruction Universe: all students</i></p> <p>The next few questions are about dissolvable tobacco products, such as Ariva, Stonewall, Camel Orbs, Camel Sticks, Camel Strips, or Marlboro Orbs. Dissolvable tobacco products are made of finely ground flavored tobacco that dissolves in your mouth. They may come in a variety of shapes.</p> <p><b>Do not think about other forms of smokeless tobacco, such as chewing tobacco, snuff, dip, or snus when answering these questions.</b></p>  |
| 94          | <p><i>Question Universe: all students</i></p> <p>Have you ever used dissolvable tobacco products, even just one time?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |
| 95          | <p><i>Question Universe: ever users of dissolvable tobacco products [or unknown]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use dissolvable tobacco products?</p> <p>Specify:  __ __  (Range 0 – 30)</p>   |
| 96          | <p><i>Question Universe: past 30-day dissolvable tobacco user [known]</i></p> <p>Were any of the dissolvable tobacco products that you used in the past 30 days flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don't Know</li> </ul>  |

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| 97          | <p><i>Question Universe: past 30-day users of flavored dissolvable tobacco products</i></p> <p>What flavors were the dissolvable tobacco products that you have used in the past 30 days? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Menthol</li> <li>B. Mint</li> <li>C. Clove or spice</li> <li>D. Fruit</li> <li>E. Chocolate</li> <li>F. Alcoholic drinks (such as wine, margarita, or other cocktails)</li> <li>G. Candy, desserts, or other sweets</li> <li>H. Some other flavor not listed here (Specify: _____)</li> </ul>   |
| 98          | <p><i>Question Universe: past 30-day dissolvable tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your dissolvable tobacco products? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I bought them myself</li> <li>B. I had someone else buy them for me</li> <li>C. I asked someone to give me some</li> <li>D. Someone offered them to me</li> <li>E. I got them from a friend</li> <li>F. I got them from a family member</li> <li>G. I took them from a store or another person</li> <li>H. I got them in some other way (specify: _____)</li> </ul>   |
| 99          | <p><i>Question Universe: past 30-day dissolvable tobacco user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your dissolvable tobacco products? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy dissolvable tobacco products during the past 30 days</li> <li>B. I bought them from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A drugstore</li> <li>F. A mall or shopping center kiosk/stand</li> <li>G. A vending machine</li> <li>H. On the Internet (such as a website or a secondary source, like eBay or Facebook marketplace)</li> <li>I. Through the mail</li> <li>J. Through a delivery service (such as DoorDash or Postmates)</li> <li>K. A vape shop or tobacco shop</li> <li>L. Some other place not listed here (specify: _____)</li> </ul> |
| INSTRUCT_15 | <p><i>Instruction Universe: all students</i></p> <p>The next section is about “heated tobacco products” such as iQOS, glo, and Eclipse. You may know them as heated cigarettes or “heat-not-burn” tobacco products. Heated tobacco products heat tobacco sticks (“heatsticks”) or capsules to produce a vapor. They are different from e-cigarettes, which heat a liquid to produce a vapor.</p> <p><b>DO NOT THINK ABOUT E-CIGARETTES WHEN ANSWERING THESE QUESTIONS.</b></p>  |
| 100         | <p><i>Question Universe: all students</i></p> <p>Before today, have you heard of “heated tobacco products”?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don’t know/Not Sure</li> </ul>   |

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| 101 | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever used</b> a “heated tobacco product,” even just one time?</p> <p>A. Yes<br/>B. No<br/>C. Don’t Know/Not Sure</p>   |
| 102 | <p><i>Question Universe: ever heated tobacco product user [or unknown/don’t know]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use a “heated tobacco product”?</p> <p>Specify:  _ _  (Range 0 – 30)</p>  |
| 103 | <p><i>Question Universe: past 30-day heated tobacco product user [known]</i></p> <p>Were any of the heated tobacco products that you used in the past 30 days flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <p>A. Yes<br/>B. No<br/>C. Don’t Know</p>   |
| 104 | <p><i>Question Universe: past 30-day users of flavored heated tobacco products</i></p> <p>What flavors were the heated tobacco products that you have used in the past 30 days? (<b>Select one or more</b>)</p> <p>A. Menthol<br/>B. Mint<br/>C. Clove or spice<br/>D. Fruit<br/>E. Chocolate<br/>F. Alcoholic drinks (such as wine, margarita, or other cocktails)<br/>G. Candy, desserts, or other sweets<br/>H. Some other flavor not listed here (Specify: _____)</p>   |
| 105 | <p><i>Question Universe: past 30-day heated tobacco product user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your heated tobacco products? (<b>Select one or more</b>)</p> <p>A. I bought them myself<br/>B. I had someone else buy them for me<br/>C. I asked someone to give me some<br/>D. Someone offered them to me<br/>E. I got them from a friend<br/>F. I got them from a family member<br/>G. I took them from a store or another person<br/>H. I got them in some other way (specify: _____)</p> |

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| 106         | <p><i>Question Universe: past 30-day heated tobacco product user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your heated tobacco products? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy heated tobacco products during the past 30 days</li> <li>B. I bought them from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A discount/dollar store</li> <li>F. A drugstore</li> <li>G. A mall or shopping center kiosk/stand</li> <li>H. A vending machine</li> <li>I. On the Internet (such as a product or store website, eBay, or Facebook Marketplace)</li> <li>J. Through the mail</li> <li>K. Through a delivery service (such as DoorDash or Postmates)</li> <li>L. A vape shop or tobacco shop</li> <li>M. Some other place not listed here (specify): _____</li> </ul> |
| INSTRUCT_16 | <p><i>Instruction Universe: all students</i></p> <p>The next section is about “nicotine pouches” such as Zyn, on!, or Velo. These small, flavored pouches contain nicotine that comes from tobacco. Users place them in their mouth. Nicotine pouches are different from other smokeless tobacco products such as snus, dip, or chewing tobacco, because they do not contain any tobacco leaf.</p> <p><b>Do not think about other forms of smokeless tobacco, such as chewing tobacco, snuff, dip, snus, or dissolvable tobacco when answering these questions.</b></p>   |
| 107         | <p><i>Question Universe: all students</i></p> <p>Before today, have you heard of “nicotine pouches”?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don’t know/Not Sure</li> </ul>  |
| 108         | <p><i>Question Universe: all students</i></p> <p>Have you <b>ever used</b> a “nicotine pouch,” even just one time?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don’t Know/Not Sure</li> </ul>  |
| 109         | <p><i>Question Universe: ever heated tobacco product user [or unknown/don’t know]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use a “nicotine pouch”?</p> <p>Specify:  __ __  (Range 0 – 30)</p>  |
| 110         | <p><i>Question Universe: past 30-day nicotine pouch user [known]</i></p> <p>Were any of the nicotine pouches that you used in the past 30 days flavored to taste like menthol, mint, clove or spice, alcoholic drinks, candy, fruit, chocolate, or any other flavor?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> <li>C. Don’t Know</li> </ul>   |

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| 111         | <p><i>Question Universe: past 30-day users of flavored nicotine pouches</i></p> <p>What flavors were the nicotine pouches that you have used in the past 30 days? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Menthol</li> <li>B. Mint</li> <li>C. Clove or spice</li> <li>D. Fruit</li> <li>E. Chocolate</li> <li>F. Alcoholic drinks (such as wine, margarita, or other cocktails)</li> <li>G. Candy, desserts, or other sweets</li> <li>H. Some other flavor not listed here (Specify: _____)</li> </ul>   |
| 112         | <p><i>Question Universe: past 30-day nicotine pouch user [known]</i></p> <p>During the <b>past 30 days</b>, how did you get your nicotine pouches? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I bought them myself</li> <li>B. I had someone else buy them for me</li> <li>C. I asked someone to give me some</li> <li>D. Someone offered them to me</li> <li>E. I got them from a friend</li> <li>F. I got them from a family member</li> <li>G. I took them from a store or another person</li> <li>H. I got them in some other way (specify: _____)</li> </ul>  |
| 113         | <p><i>Question Universe: past 30-day nicotine pouch user [known]</i></p> <p>During the <b>past 30 days</b>, where did you <b>buy</b> your nicotine pouches? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. I did not buy nicotine pouches during the past 30 days</li> <li>B. I bought them from another person (a friend, family member, or someone else)</li> <li>C. A gas station or convenience store</li> <li>D. A grocery store</li> <li>E. A drugstore</li> <li>F. A mall or shopping center kiosk/stand</li> <li>G. A vending machine</li> <li>H. On the Internet (such as a product or store website, eBay, or Facebook Marketplace)</li> <li>I. Through the mail</li> <li>J. Through a delivery service (such as DoorDash or Postmates)</li> <li>K. A vape shop or tobacco shop</li> <li>L. Some other place not listed here (specify: _____)</li> </ul> |
| INSTRUCT_17 | <p><i>Instruction Universe: current (past 30-day) tobacco product user (any product) [known]</i></p> <p>In answering the next 5 questions, please think about <b>all of the tobacco products</b> that you have used in the past 30 days, including e-cigarettes, cigarettes, cigars, smokeless tobacco, hookahs, roll-your-own cigarettes, pipes, snus, dissolvable tobacco, bidis, heated tobacco products, and nicotine pouches.</p>  |
| 114         | <p><i>Question Universe: current (past 30-day) tobacco product user (any product) [known]</i></p> <p>During the <b>past 30 days</b>, on how many days did you use <b>any tobacco product(s)</b>?<br/>Specify:  _ _  (Range 1 – 30)</p>  |
| 115         | <p><i>Question Universe: past 30-day users of any tobacco product [known]</i></p> <p>During the past 30 days, have you had a strong craving or felt like you really needed to use a <b>tobacco product of any kind</b>?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>   |



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| 116         | <p><i>Question Universe: past 30-day users of any tobacco product [known]</i></p> <p>How soon after you wake up do you want to use a <b>tobacco product of any kind</b>?</p> <ul style="list-style-type: none"> <li>A. I do not want to use tobacco products</li> <li>B. Within 5 minutes</li> <li>C. From 6 to 30 minutes</li> <li>D. From more than 30 minutes to 1 hour</li> <li>E. After more than 1 hour but less than 24 hours</li> <li>F. I rarely want to use tobacco products</li> </ul>  |
| 117         | <p><i>Question Universe: past 30-day tobacco product users (any product) [known]</i></p> <p>Are you seriously thinking about quitting the use of <b>all tobacco products</b>? (Please choose the <b>first answer that fits</b>)</p> <ul style="list-style-type: none"> <li>A. Yes, during the next 30 days</li> <li>B. Yes, during the next 6 months</li> <li>C. Yes, during the next 12 months</li> <li>D. Yes, but not during the next 12 months</li> <li>E. No, I am not thinking about quitting the use of all tobacco products</li> </ul>         |
| 118         | <p><i>Question Universe: past 30-day tobacco product users (any product) [known]</i></p> <p>During the <b>past 12 months</b>, how many times have you stopped using <b>all tobacco products</b> for <b>one day or longer</b> because you were trying to quit all tobacco products <b>for good</b>?</p> <ul style="list-style-type: none"> <li>A. I did not try to quit all tobacco products during the past 12 months</li> <li>B. 1 time</li> <li>C. 2 times</li> <li>D. 3 to 5 times</li> <li>E. 6 to 9 times</li> <li>F. 10 or more times</li> </ul> |
| INSTRUCT_18 | <p><i>Instruction Universe: past 30-day tobacco product users (any product) [known]</i></p> <p>The next few questions are about getting tobacco products.</p>  |
| 119         | <p><i>Question Universe: past 30-day tobacco product users (any product) [known]</i></p> <p>During the <b>past 30 days</b>, did anyone <b>refuse</b> to sell you any tobacco products because of your age?</p> <ul style="list-style-type: none"> <li>A. I did not try to buy any tobacco products during the past 30 days</li> <li>B. Yes</li> <li>C. No</li> </ul>   |
| INSTRUCT_19 | <p><i>Instruction Universe: never, former users of any tobacco product [known/unknown]</i></p> <p>The next three questions ask your thoughts about getting tobacco products.</p>   |
| 120         | <p><i>Question Universe: all students</i></p> <p>How easy do you think it is for people your age to buy tobacco products <b>in a store</b>?</p> <ul style="list-style-type: none"> <li>A. Easy</li> <li>B. Somewhat easy</li> <li>C. Not easy at all</li> </ul>  |
| 121         | <p><i>Question Universe: all students</i></p> <p>How easy do you think it is for people your age to buy tobacco products <b>online</b>?</p> <ul style="list-style-type: none"> <li>A. Easy</li> <li>B. Somewhat easy</li> <li>C. Not easy at all</li> </ul>  |

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| 122         | <p><i>Question Universe: all students</i></p> <p>Do you believe that tobacco companies try to get young people <b>under 21</b> to use tobacco products?</p> <p>A. Yes<br/>B. No</p>   |
| INSTRUCT_20 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions are about visits to a doctor, dentist, nurse, or other health professional during the past 12 months.</p>  |
| 123         | <p><i>Question Universe: all students</i></p> <p>Have you visited a doctor, dentist, or nurse in the past 12 months?</p> <p>A. Yes]<br/>B. No</p>   |
| INSTRUCT_21 | <p><i>Instruction Universe: all students</i></p> <p>Please think about <b>cigarettes</b>, only, when answering the next two questions.</p>  |
| 124         | <p><i>Question Universe: all students</i></p> <p>During any of these visits to a doctor, dentist, nurse, or other health professional, were you asked if you <b>used cigarettes</b>?</p> <p>A. Yes<br/>B. No</p>  |
| 125         | <p><i>Question Universe: all students</i></p> <p>During any of these visits, were you advised to <b>not use cigarettes</b>?</p> <p>A. Yes<br/>B. No<br/><i>D.</i></p>   |
| INSTRUCT_22 | <p><i>Instruction Universe: all students</i></p> <p>Please think about <b>e-cigarettes</b>, only, when answering the next two questions.</p>  |
| 126         | <p><i>Question Universe: all students</i></p> <p>During any of these visits to a doctor, dentist, nurse, or other health professional, were you asked if you <b>used e-cigarettes</b>?</p> <p>A. Yes<br/>B. No</p>  |
| 127         | <p><i>Question Universe: all students</i></p> <p>During any of these visits, were you advised to <b>not use e-cigarettes</b>?</p> <p>A. Yes<br/>B. No</p>   |
| INSTRUCT_23 | <p><i>Instruction Universe: all students</i></p> <p>Please think about <b>all other tobacco products</b> when answering the next two questions.</p> <p>This includes: cigars, smokeless tobacco products, hookah, roll-your-own cigarettes, pipe tobacco, snus, dissolvable tobacco, bidis, heated tobacco products, or nicotine pouches.</p> <p><b>Do not think of e-cigarettes or manufactured cigarettes when answering these questions.</b></p> |

| 128  | <p><i>Question Universe: all students</i></p> <p>During any of these visits to a doctor, dentist, nurse, or other health professional, were you asked if you used <b>any of these other tobacco products</b>?</p> <p>A. Yes<br/>B. No</p>   |        |           |                  |           |   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
|--|---|--------|-----------|------------------|-----------|---|--------|---|-------------------------|---|---|---|---|---|---|----------------------|---|---|---|---|---|---|--|---|---|---|---|---|---|--|---|---|---|---|---|---|--------------------------------|---|---|---|---|---|---|--|---|---|---|---|---|---|--|--|--|--|--|--|--|
| 129  | <p><i>Question Universe: all students</i></p> <p>During any of these visits, were you advised to <b>not use any of these other tobacco products</b>?</p> <p>A. Yes<br/>B. No</p>  |        |           |                  |           |   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| INSTRUCT_24  | <p><i>Instruction Universe: all students</i></p> <p>The next seven questions are about different topics related to antitobacco messaging.</p>   |        |           |                  |           |   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| 130<br>131<br>132<br>133<br>134<br>135                         | <p><i>Question Universe: all students</i></p> <p><b>A warning label tells you if a product is harmful to you and can be either a picture or words.</b><br/>During the past 30 days, how often did you see a warning label on...</p> <table border="1" data-bbox="423 724 1463 1360"> <thead> <tr> <th></th> <th>Never</th> <th>Rarely</th> <th>Sometimes</th> <th>Most of the Time</th> <th>Always</th> <th>I didn't see this tobacco product packaging in the past 30 days</th> </tr> </thead> <tbody> <tr> <td>An e-cigarette package?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td>A cigarette package?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td>A cigar, cigarillo, or little cigar package?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td>A package of chewing tobacco, snuff, or dip?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td>A package of nicotine pouches?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td>A package of any other tobacco products not previously listed?</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> <td>E</td> <td>F</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> |        | Never     | Rarely           | Sometimes | Most of the Time  | Always | I didn't see this tobacco product packaging in the past 30 days | An e-cigarette package? | A | B | C | D | E | F | A cigarette package? | A | B | C | D | E | F | A cigar, cigarillo, or little cigar package? | A | B | C | D | E | F | A package of chewing tobacco, snuff, or dip? | A | B | C | D | E | F | A package of nicotine pouches? | A | B | C | D | E | F | A package of any other tobacco products not previously listed? | A | B | C | D | E | F |  |  |  |  |  |  |  |
|  | Never   | Rarely | Sometimes | Most of the Time | Always    | I didn't see this tobacco product packaging in the past 30 days |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| An e-cigarette package?  | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| A cigarette package?   | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| A cigar, cigarillo, or little cigar package?                   | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| A package of chewing tobacco, snuff, or dip?                   | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| A package of nicotine pouches?                                 | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| A package of any other tobacco products not previously listed? | A   | B      | C         | D                | E         | F   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
|  |   |        |           |                  |           |   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |
| 136  | <p><i>Question Universe: all students</i></p> <p>In the past 12 months, have you seen or heard <b>The Real Cost</b>, on television, the internet, social media, or radio as part of ads about tobacco?</p> <p>A. Yes<br/>B. No<br/>C. Not sure</p>  |        |           |                  |           |   |        |   |                         |   |   |   |   |   |   |                      |   |   |   |   |   |   |  |   |   |   |   |   |   |  |   |   |   |   |   |   |                                |   |   |   |   |   |   |  |   |   |   |   |   |   |  |  |  |  |  |  |  |

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| 137         | <p><i>Question Universe: all students</i></p> <p>In the past 12 months, have you seen or heard <b>any other ads</b> against tobacco with the following names or slogans on television, the internet, social media, or on the radio? ? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Truth</li> <li>B. Tips or Tips From Former Smokers</li> <li>C. Fresh Empire</li> <li>D. This Free Life</li> <li>E. Behind the Haze</li> <li>F. Down and Dirty</li> <li>G. My Life My Quit</li> <li>H. Tobacco Stops With Me</li> <li>I. Some other ad (Specify): _____</li> <li>J. I haven't seen or heard of any of these ads</li> </ul> |
| INSTRUCT_25 | <p><i>Instruction Universe: all students</i></p> <p>The next 24 questions ask about your thoughts on tobacco products.</p>  |
| 138         | <p><i>Question Universe: all students</i></p> <p>How much do you think people harm themselves when they use <b>e-cigarettes</b> some days but not every day?</p> <ul style="list-style-type: none"> <li>A. No harm</li> <li>B. Little harm</li> <li>C. Some harm</li> <li>D. A lot of harm</li> </ul>   |
| 139         | <p><i>Question Universe: all students</i></p> <p>Do you believe that <b>e-cigarettes</b> are (LESS ADDICTIVE, EQUALLY ADDICTIVE, or MORE ADDICTIVE) than cigarettes?</p> <ul style="list-style-type: none"> <li>A. Less addictive</li> <li>B. Equally addictive</li> <li>C. More addictive</li> <li>D. I have never heard of e-cigarettes</li> <li>E. I don't know enough about these products</li> </ul>   |
| 140         | <p><i>Question Universe: all students</i></p> <p>How much do you think people harm themselves when they <b>smoke cigarettes</b> some days but not every day?</p> <ul style="list-style-type: none"> <li>A. No harm</li> <li>B. Little harm</li> <li>C. Some harm</li> <li>D. A lot of harm</li> </ul>   |
| 141         | <p><i>Question Universe: all students</i></p> <p>How much do you think people harm themselves when they <b>use chewing tobacco, snuff, dip, snus, or dissolvable tobacco products</b>, some days but not every day?</p> <ul style="list-style-type: none"> <li>A. No harm</li> <li>B. Little harm</li> <li>C. Some harm</li> <li>D. A lot of harm</li> </ul>  |

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| 142 | <p><i>Question Universe: all students</i></p> <p>Do you believe that <b>chewing tobacco, snuff, dip, snus, or dissolvable tobacco products</b> are (LESS ADDICTIVE, EQUALLY ADDICTIVE, or MORE ADDICTIVE) than cigarettes?</p> <ul style="list-style-type: none"> <li>A. Less addictive</li> <li>B. Equally addictive</li> <li>C. More addictive</li> <li>D. I have never heard of chewing tobacco, snuff, dip, snus, or dissolvable tobacco products</li> <li>E. I don't know enough about these products</li> </ul> |
| 143 | <p><i>Question Universe: all students</i></p> <p>Do you believe that <b>chewing tobacco, snuff, dip, snus, or dissolvable tobacco products</b> are (LESS HARMFUL, EQUALLY HARMFUL, or MORE HARMFUL) than cigarettes?</p> <ul style="list-style-type: none"> <li>A. Less harmful</li> <li>B. Equally harmful</li> <li>C. More harmful</li> <li>D. I have never heard of chewing tobacco, snuff, dip, snus, or dissolvable tobacco products</li> <li>E. I don't know enough about these products</li> </ul>             |
| 144 | <p><i>Question Universe: all students</i></p> <p>Do you believe that using <b>nicotine pouches</b> is (LESS HARMFUL, EQUALLY HARMFUL, or MORE HARMFUL) than cigarettes?</p> <ul style="list-style-type: none"> <li>A. Less harmful</li> <li>B. Equally harmful</li> <li>C. More harmful</li> <li>D. I have never heard of nicotine pouches</li> <li>E. I don't know enough about these products</li> </ul>  |
| 145 | <p><i>Question Universe: all students</i></p> <p>Do you believe that using <b>nicotine pouches</b> is (LESS ADDICTIVE, EQUALLY ADDICTIVE, or MORE ADDICTIVE) than cigarettes?</p> <ul style="list-style-type: none"> <li>A. Less addictive</li> <li>B. Equally addictive</li> <li>C. More addictive</li> <li>D. I have never heard of nicotine pouches</li> <li>E. I don't know enough about these products</li> </ul>  |
| 146 | <p><i>Question Universe: all students</i></p> <p>Compared to a typical cigarette, would you think that a cigarette advertised as low nicotine would be...</p> <ul style="list-style-type: none"> <li>A. Much less harmful</li> <li>B. Slightly less harmful</li> <li>C. Equally harmful</li> <li>D. Slightly more harmful</li> <li>E. Much more harmful</li> </ul>  |
| 147 | <p><i>Question Universe: all students</i></p> <p>Do you think that e-cigarettes...</p> <ul style="list-style-type: none"> <li>A. Never contain nicotine</li> <li>B. Rarely contain nicotine</li> <li>C. Sometimes contain nicotine</li> <li>D. Usually contain nicotine</li> <li>E. Always contain nicotine</li> </ul>  |

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| 148 | <p><i>Question Universe: all students</i></p> <p>How strongly do you agree with the statement 'All tobacco products are dangerous'?</p> <ul style="list-style-type: none"> <li>A. Strongly agree</li> <li>B. Agree</li> <li>C. Disagree</li> <li>D. Strongly disagree</li> </ul>  |
| 149 | <p><i>Question Universe: all students</i></p> <p>Do you think that breathing the <b>vapor</b> from other people's e-cigarettes causes...</p> <ul style="list-style-type: none"> <li>A. No harm</li> <li>B. Little harm</li> <li>C. Some harm</li> <li>D. A lot of harm</li> </ul>   |
| 150 | <p><i>Question Universe: all students</i></p> <p><b>Not including the vapor from e-cigarettes</b>, do you think that breathing <b>smoke</b> from other people's cigarettes or other tobacco products causes...</p> <ul style="list-style-type: none"> <li>A. No harm</li> <li>B. Little harm</li> <li>C. Some harm</li> <li>D. A lot of harm</li> </ul>   |
| 151 | <p><i>Question Universe: all students</i></p> <p>Out of every 10 students in your grade at school, how many do you think <b>smoke cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. 0</li> <li>B. 1</li> <li>C. 2</li> <li>D. 3</li> <li>E. 4</li> <li>F. 5</li> <li>G. 6</li> <li>H. 7</li> <li>I. 8</li> <li>J. 9</li> <li>K. 10</li> </ul> |
| 152 | <p><i>Question Universe: all students</i></p> <p>Out of every 10 students in your grade at school, how many do you think <b>use e-cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. 0</li> <li>B. 1</li> <li>C. 2</li> <li>D. 3</li> <li>E. 4</li> <li>F. 5</li> <li>G. 6</li> <li>H. 7</li> <li>I. 8</li> <li>J. 9</li> <li>K. 10</li> </ul> |
| 153 | <p><i>Question Universe: all students</i></p> <p>Please complete the following sentence. My friends think that <b>e-cigarette use</b> is...</p> <ul style="list-style-type: none"> <li>A. Completely acceptable</li> <li>B. Mostly acceptable</li> <li>C. Mostly not acceptable</li> <li>D. Not acceptable</li> </ul>                                     |

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| 154         | <p><i>Question Universe: all students</i></p> <p>Please complete the following sentence. My friends think that nicotine pouch use is...</p> <ul style="list-style-type: none"> <li>A. Completely acceptable</li> <li>B. Mostly acceptable</li> <li>C. Mostly not acceptable</li> <li>D. Not acceptable</li> </ul>  |
| INSTRUCT_26 | <p><i>Instruction Universe: all students</i></p> <p>The next five questions ask about <b>e-cigarette advertisements</b>.</p> <p><b>Do not think about cigarettes or other tobacco products when answering these questions.</b></p>   |
| 155         | <p><i>Question Universe: all students</i></p> <p>When you are using the Internet, how often do you see ads or promotions for <b>e-cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. I do not use the Internet</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>  |
| 156         | <p><i>Question Universe: all students</i></p> <p>When you read newspapers or magazines, how often do you see ads or promotions for <b>e-cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. I do not read newspapers or magazines</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>  |
| 157         | <p><i>Question Universe: all students</i></p> <p>When you go to a convenience store, gas station, grocery store, dollar store, kiosk/storefront, or shopping center, how often do you see ads or promotions for <b>e-cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. I never go to a convenience store, gas station, grocery store, dollar store, kiosk/storefront, or shopping center</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul> |
| 158         | <p><i>Question Universe: all students</i></p> <p>When you watch TV or streaming services (such as Netflix, Hulu, or Amazon Prime), or go to the movies, how often do you <b>see ads or promotions for e-cigarettes</b>?</p> <ul style="list-style-type: none"> <li>A. I do not watch TV or streaming services, or go to the movies</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>   |

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| 159         | <p><i>Question Universe: all students</i></p> <p>When you watch TV or streaming services (such as Netflix, Hulu, or Amazon Prime), or go to the movies, how often do you <b>see people or characters using e-cigarettes?</b></p> <ul style="list-style-type: none"> <li>A. I do not watch TV or streaming services, or go to the movies</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul> |
| INSTRUCT_27 | <p><i>Instruction Universe: all students</i></p> <p>The next several questions ask about <b>e-cigarettes</b> and social media (such as YouTube, Instagram, Snapchat, Twitter, Facebook, Reddit, or TikTok).</p> <p><b>Do not think about cigarettes or other tobacco products when answering these questions.</b></p>   |
| 160         | <p><i>Question Universe: all students</i></p> <p>How often do you use social media?</p> <ul style="list-style-type: none"> <li>A. Never / I don't use social media</li> <li>B. Less than one time per week</li> <li>C. About one time per week</li> <li>D. A few times per week</li> <li>E. Less than 1 hour, daily</li> <li>F. About 1-2 hours, daily</li> <li>G. About 3-4 hours, daily</li> <li>H. 4 hours or more, daily</li> </ul>                       |
| 161         | <p><i>Question Universe: students who report using social media</i></p> <p>When you use social media, how often do you <b>see posts or content (pictures, videos, or text)</b> related to <b>e-cigarettes?</b></p> <ul style="list-style-type: none"> <li>A. Never</li> <li>B. Less than monthly</li> <li>C. Monthly</li> <li>D. Weekly</li> <li>E. Daily</li> </ul>  |
| 162         | <p><i>Question Universe: students who report seeing e-cigarette posts</i></p> <p>On which social media sites have you seen posts or content related to <b>e-cigarettes?</b> <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. Facebook</li> <li>B. Instagram</li> <li>C. Snapchat</li> <li>D. TikTok</li> <li>E. Twitter</li> <li>F. Reddit</li> <li>G. YouTube</li> <li>H. Some other site (specify: _____)</li> </ul>               |
| 163         | <p><i>Question Universe: students who report using social media</i></p> <p>When you use social media, how often <b>do you post pictures or videos</b> of yourself or someone else using <b>e-cigarettes?</b></p> <ul style="list-style-type: none"> <li>A. Never</li> <li>B. Less than monthly</li> <li>C. Monthly</li> <li>D. Weekly</li> <li>E. Daily</li> </ul>  |



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| 164         | <p><i>Question Universe: students who report using social media</i></p> <p>When you use social media, how often have you <b>liked, commented, or shared posts or content (pictures, videos, or text)</b> related to e-cigarettes?</p> <ul style="list-style-type: none"> <li>A. Never</li> <li>B. Less than monthly</li> <li>C. Monthly</li> <li>D. Weekly</li> <li>E. Daily</li> </ul>   |
| 165         | <p><i>Question Universe: students who report using social media</i></p> <p>Who usually posted the content related to <b>e-cigarettes</b> on your social media? <b>(Select one or more)</b></p> <ul style="list-style-type: none"> <li>A. People I know in real life</li> <li>B. Online friends I have not met in real life</li> <li>C. Celebrities or social media influencers</li> <li>D. E-cigarette brands or sellers</li> <li>E. Online news articles</li> <li>F. Public health campaigns (e.g., Truth Initiative, Real Cost)</li> <li>G. Other (SPECIFY): _____</li> </ul> |
| INSTRUCT_28 | <p><i>Instruction Universe: all students</i></p> <p>The next five questions ask about <b>advertisements for cigarettes and other tobacco products</b> (cigarettes, cigars, smokeless tobacco, hookahs, roll-your-own cigarettes, pipes, snus, dissolvable tobacco, bidis, heated tobacco products, and nicotine pouches).</p> <p><b>Do not think of e-cigarettes when answering these questions.</b></p>  |
| 166         | <p><i>Question Universe: all students</i></p> <p>When you are using the Internet, how often do you see ads or promotions for <b>cigarettes or other tobacco products</b>?</p> <ul style="list-style-type: none"> <li>A. I do not use the Internet</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>   |
| 167         | <p><i>Question Universe: all students</i></p> <p>When you read newspapers or magazines, how often do you see ads or promotions for <b>cigarettes or other tobacco products</b>?</p> <ul style="list-style-type: none"> <li>A. I do not read newspapers or magazines</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>   |

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| 168         | <p><i>Question Universe: all students</i></p> <p>When you go to a convenience store, gas station, grocery store, dollar store, kiosk/storefront, or shopping center, how often do you see ads or promotions for <b>cigarettes or other tobacco products</b>?</p> <ul style="list-style-type: none"> <li>A. I never go to a convenience store, gas station, grocery store, dollar store, kiosk/storefront, or shopping center</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul> |
| 169         | <p><i>Question Universe: all students</i></p> <p>When you watch TV or streaming services (such as Netflix, Hulu, or Amazon Prime), or go to the movies, how often do you <b>see ads or promotions for cigarettes or other tobacco products</b>?</p> <ul style="list-style-type: none"> <li>A. I do not watch TV or streaming services, or go to the movies</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>   |
| 170         | <p><i>Question Universe: all students</i></p> <p>When you watch TV or streaming services (such as Netflix, Hulu, or Amazon Prime), or go to the movies, how often do you <b>see people or characters using cigarettes or other tobacco products</b>?</p> <ul style="list-style-type: none"> <li>A. I do not watch TV or streaming services, or go to the movies</li> <li>B. Never</li> <li>C. Rarely</li> <li>D. Sometimes</li> <li>E. Most of the time</li> <li>F. Always</li> </ul>  |
| INSTRUCT_29 | <p><i>Instruction Universe: all students</i></p> <p>The next four questions ask about you being around other people's tobacco smoke. <b>Do not include exposure to vapor from e-cigarettes.</b></p>  |
| 171         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 7 days</b>, on how many days did someone smoke tobacco products in your home while you were there?</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 day</li> <li>C. 2 days</li> <li>D. 3 days</li> <li>E. 4 days</li> <li>F. 5 days</li> <li>G. 6 days</li> <li>H. 7 days</li> </ul>   |

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| 172         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 7 days</b>, on how many days did you ride in a vehicle when someone was smoking a tobacco product?</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 day</li> <li>C. 2 days</li> <li>D. 3 days</li> <li>E. 4 days</li> <li>F. 5 days</li> <li>G. 6 days</li> <li>H. 7 days</li> </ul>   |
| 173         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 30 days</b>, on how many days were you exposed to the smoke from someone who was smoking tobacco products in an <b>indoor public place</b>?</p> <p>Examples of indoor public places are school buildings, stores, restaurants, and sports arenas. Do not think about homes when answering this question.</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 or 2 days</li> <li>C. 3 to 5 days</li> <li>D. 6 to 9 days</li> <li>E. 10 to 19 days</li> <li>F. 20 to 29 days</li> <li>G. All 30 days</li> </ul> |
| 174         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 30 days</b>, on how many days were you exposed to the smoke from someone who was smoking tobacco products in an <b>outdoor public place</b>?</p> <p>Examples of outdoor public places are school grounds, sidewalks, parking lots, stadiums, and parks.</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 or 2 days</li> <li>C. 3 to 5 days</li> <li>D. 6 to 9 days</li> <li>E. 10 to 19 days</li> <li>F. 20 to 29 days</li> <li>G. All 30 days</li> </ul>  |
| INSTRUCT_30 | <p><i>Instruction Universe: all students</i></p> <p>The next five questions ask about being around other people's e-cigarette vapor.<br/> <b>Do not include exposure to smoke from cigarettes or other tobacco products.</b></p>   |
| 175         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 7 days</b>, on how many days did someone use e-cigarettes in your home while you were there?</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 day</li> <li>C. 2 days</li> <li>D. 3 days</li> <li>E. 4 days</li> <li>F. 5 days</li> <li>G. 6 days</li> <li>H. 7 days</li> </ul>   |

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| 176         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 7 days</b>, on how many days did you ride in a vehicle when someone was using an e-cigarette?</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 day</li> <li>C. 2 days</li> <li>D. 3 days</li> <li>E. 4 days</li> <li>F. 5 days</li> <li>G. 6 days</li> <li>H. 7 days</li> </ul>  |
| 177         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 30 days</b>, on how many days were you exposed to the vapor from someone who was using an e-cigarette in an <b>indoor public place</b>?</p> <p>Examples of indoor public places are school buildings, stores, restaurants, and sports arenas. Do not think about homes when answering this question.</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 or 2 days</li> <li>C. 3 to 5 days</li> <li>D. 6 to 9 days</li> <li>E. 10 to 19 days</li> <li>F. 20 to 29 days</li> <li>G. All 30 days</li> </ul>   |
| 178         | <p><i>Question Universe: all students</i></p> <p>During the <b>past 30 days</b>, on how many days were you exposed to the vapor from someone who was using an e-cigarette in an <b>outdoor public place</b>?</p> <p>Examples of outdoor public places are school grounds, sidewalks, parking lots, stadiums, and parks.</p> <ul style="list-style-type: none"> <li>A. 0 days</li> <li>B. 1 or 2 days</li> <li>C. 3 to 5 days</li> <li>D. 6 to 9 days</li> <li>E. 10 to 19 days</li> <li>F. 20 to 29 days</li> <li>G. All 30 days</li> </ul>  |
| 179         | <p><i>Question Universe: all students</i></p> <p>Have you ever seen anyone using an <b>e-cigarette</b>, such as JUUL, SMOK, Suorin, Vuse, blu, Puff Bar, or STIG in any locations <b>while at school or on school property</b>? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. No</li> <li>B. Yes, inside a school bathroom or locker room</li> <li>C. Yes, inside a classroom</li> <li>D. Yes, inside some other area of the school (hallway, cafeteria)</li> <li>E. Yes, outside of the school, such as in the parking lot, sidewalk, sports field, or other school grounds</li> <li>F. Yes, somewhere else not listed here [SPECIFY: _____]</li> </ul> |
| INSTRUCT_31 | <p><i>Instruction Universe: all students</i></p> <p>The last fourteen questions ask about your experiences at home and at school.</p>  |

| 180   | <p><i>Question Universe: all students</i></p> <p>Does anyone who lives with you now...? (<b>Select one or more</b>)</p> <ul style="list-style-type: none"> <li>A. Use e-cigarettes</li> <li>B. Smoke cigarettes</li> <li>C. Smoke cigars, cigarillos, or little cigars</li> <li>D. Use chewing tobacco, snuff, or dip</li> <li>E. Smoke tobacco in a hookah or waterpipe</li> <li>F. Smoke roll-your-own cigarettes</li> <li>G. Smoke pipes filled with tobacco (not hookah or waterpipes)</li> <li>H. Use snus</li> <li>I. Use dissolvable tobacco products</li> <li>J. Smoke bidis (small brown cigarettes wrapped in a leaf)</li> <li>K. Use heated tobacco products</li> <li>L. Use nicotine pouches</li> <li>M. No one who lives with me now uses any form of tobacco</li> </ul>                         |              |                            |                  |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
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| 181   | <p><i>Question Universe: all students</i></p> <p>Do you speak a language other than English at home?</p> <ul style="list-style-type: none"> <li>A. Yes</li> <li>B. No</li> </ul>  |              |                            |                  |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| 182   | <p><i>Question Universe: all students</i></p> <p>Which of the following best describes you?</p> <ul style="list-style-type: none"> <li>A. Heterosexual (straight)</li> <li>B. Gay or Lesbian</li> <li>C. Bisexual</li> <li>D. Not Sure</li> </ul>   |              |                            |                  |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| 183   | <p><i>Question Universe: all students</i></p> <p>Some people describe themselves as transgender when their sex at birth does not match the way they think or feel about their gender. Are you transgender?</p> <ul style="list-style-type: none"> <li>A. No, I am not transgender</li> <li>B. Yes, I am transgender</li> <li>C. I am not sure if I am transgender</li> <li>D. I do not know what this question is asking</li> </ul>   |              |                            |                  |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| 184<br>185<br>186<br>187                    | <p><i>Question Universe: all students</i></p> <p>During the past two weeks, how often have you been bothered by any of the following problems?</p> <table border="1" data-bbox="423 1356 1463 1745"> <thead> <tr> <th></th> <th>Not at all</th> <th>Several Days</th> <th>More than half of the days</th> <th>Nearly every day</th> </tr> </thead> <tbody> <tr> <td>Little interest or pleasure in doing things</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> </tr> <tr> <td>Feeling down, depressed, or hopeless</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> </tr> <tr> <td>Feeling nervous, anxious, or on edge</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> </tr> <tr> <td>Not being able to stop or control worrying</td> <td>A</td> <td>B</td> <td>C</td> <td>D</td> </tr> </tbody> </table> |              | Not at all                 | Several Days     | More than half of the days | Nearly every day | Little interest or pleasure in doing things | A | B | C | D | Feeling down, depressed, or hopeless | A | B | C | D | Feeling nervous, anxious, or on edge | A | B | C | D | Not being able to stop or control worrying | A | B | C | D |
|   | Not at all  | Several Days | More than half of the days | Nearly every day |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| Little interest or pleasure in doing things | A   | B            | C                          | D                |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| Feeling down, depressed, or hopeless        | A   | B            | C                          | D                |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| Feeling nervous, anxious, or on edge        | A   | B            | C                          | D                |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| Not being able to stop or control worrying  | A   | B            | C                          | D                |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |
| 188   | <p><i>Question Universe: all students</i></p> <p>Does your family own a vehicle (such as a car, van, or truck)?</p> <ul style="list-style-type: none"> <li>A. No</li> <li>B. Yes, one</li> <li>C. Yes, two or more</li> </ul>   |              |                            |                  |                            |                  |   |   |   |   |   |                                      |   |   |   |   |                                      |   |   |   |   |  |   |   |   |   |

|     |  |
|-----|--|
| 189 | <p><i>Question Universe: all students</i></p> <p>Do you have your own bedroom?</p> <p>A. No<br/>B. Yes</p>   |
| 190 | <p><i>Question Universe: all students</i></p> <p>How many computers (including laptops and tablets, <b>not including</b> game consoles and smartphones) does your family own?</p> <p>A. None<br/>B. One<br/>C. Two<br/>D. More than two</p>                            |
| 191 | <p><i>Question Universe: all students</i></p> <p>During the past 12 months, how many times did you travel on vacation with your family?</p> <p>A. Not at all<br/>B. Once<br/>C. Twice<br/>D. More than twice</p>   |
| 192 | <p><i>Question Universe: all students</i></p> <p>During the past 12 months, how would you describe your grades in school?</p> <p>A. Mostly A's<br/>B. Mostly B's<br/>C. Mostly C's<br/>D. Mostly D's<br/>E. Mostly F's<br/>F. None of these grades<br/>G. Not sure</p> |
|     |  |

End Survey

***FOREIGN EXCHANGE STUDENTS***

The Guthrie Public School District will accept ~~no more than two (2)~~ foreign exchange students ~~per school year~~ **from recognized placement agencies provided the current enrollment does not exceed limits established in Board of Education Policy F-5 (Transfer Policy)**. Applications for admittance of a foreign exchange student(s) will be accepted from May 30<sup>th</sup> until July 15<sup>th</sup> for the succeeding school year. Students will be accepted on a first-come first-serve basis, providing the building principal has full authority to refuse a student for reasons he or she believe to be in the best interest of the school district. **All foreign exchange students must reside with host families who are residents within the established Guthrie Public School District boundary.**

## **STUDENT TRANSFERS**

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

### **A. Transfer Application Requests**

Applications for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term “parent” means the parent of a student or person having custody of the student as provided for in Okla. Stat. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

~~In addition to completing the application form as specified by the State Board of Education, applicants must complete and submit both the District’s Application Form (**ATTACHMENT A**) and the Transfer Student Consent to Cancellation of Transfer (**ATTACHMENT B**). The district will not approve an application for a transfer that is submitted without these completed forms. The district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall timely approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually.~~

#### Children of District Teachers

~~A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher as defined in Okla. Stat. tit. 70, § 1-116.~~

#### First Come First Serve Basis

~~Transfers will be approved on a student by student basis in the order in which they are received and in accordance with the policy provisions set out below.~~

#### Transportation

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

#### Relocation of Family During Term of Transfer

~~A student whose family relocates from the school district may continue attendance through the end of school year during or for which the transfer was granted. The student may apply for a transfer for subsequent school years.~~

#### Nondiscrimination

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

#### Approval of Transfers



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

Criteria for Approval or Denial of Transfers

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

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

A. ~~\_\_\_\_\_ This district does not:~~

~~Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.~~

~~Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.~~

~~Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:~~

~~A. \_\_\_\_\_ Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or~~

~~B. \_\_\_\_\_ Exceeding class size limitations set by state law or district policy in such courses; or,~~

~~C. \_\_\_\_\_ Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.~~

~~Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.~~

B. ~~\_\_\_\_\_ The student:~~

~~1. \_\_\_\_\_ Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:~~

~~A. \_\_\_\_\_ Has violated school regulations;~~

~~B. \_\_\_\_\_ Has committed an act commonly regarded as being immoral;~~

~~C. \_\_\_\_\_ Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;~~

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

C. — The applicant:

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

1. Applications for transfer shall be completed by the parent of a student on a properly completed application form specified by the State Board of Education. The term "parent" means the parent of a student or person having custody of the student as provided for in OKLA. STAT. tit. 70, § 1-113(A)(1). Upon receipt of the application, the District shall stamp the application with the time and date on which it was received to ensure that the District can review applications in the order in which they are received. The application shall also be filed with the superintendent of the District if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

2. Subject to the special considerations applicable to a student on an Individualized Education Program (“IEP”) pursuant to the Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.) (“IDEA”) as set forth below, a transfer shall be automatically approved if a student’s resident district does not offer the grade level the student is entitled to pursue.
3. A transfer shall be automatically approved if a student’s parent or legal guardian is employed as a teacher in the District as defined by OKLA. STAT. tit. 70, § 1-116.
4. A transferring student from another school district that offers the grade the student is entitled to pursue may seek a transfer to the same grade offered by the District. The transferring student will be allowed to attend a District school site that has not exceeded its capacity of the transferring student’s grade level. If there are more than one District school sites available for the transferring student, the District retains the sole discretion to determine the school site the transferring student will attend.
5. Nothing by way of this policy prevents the transfer of a sibling of a transfer student so long as the sibling meets the same criteria as the transfer student for attendance in the District.
6. A sibling of a transferred student, who is in the custody of the Oklahoma Department of Human Services in foster care, may attend the District of the transferred student as long as the District has capacity and the sibling does not meet a basis for denial as set forth in this policy. Except for a student in the custody of the Oklahoma Department of Human Services in foster care, a student shall not transfer more than two (2) times per school year to one or more school districts in which the student does not reside, provided that the student may always reenroll at any time in his or her school district of residence.
7. A student who is deaf or hearing-impaired and who wishes to transfer to a school district with a specialized deaf education program may submit a transfer application at any time and may transfer to the receiving school district at any time during the school year.
8. In the event the District exceeds its capacity at all school sites for the grade level sought by the transferring student, transfer requests shall be awarded to those students whose properly completed transfer request applications were received by the District in the order in which they were received.

#### Students with Disabilities

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

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

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

**B. Special Considerations as to Transferring Student on an IEP**

Prior to approving an application for a transfer student who is a child with a disability, as defined in 34 C.F.R. § 300.8, the District will establish (a) the availability of the appropriate program, staff, and services for the transferring student, and (b) conduct a joint conference with the IEP team at the transferring student's current school. The purpose of conducting these activities is to determine whether—at the time the transferring student's application is received—the District can provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA. In the event the District exceeds its capacity at all school sites for the grade level of a transferring child with a disability, the District shall "hold" a place for the transferring student in the order in which the transferring student submitted his or her properly completed application, pending the District's determination in this section.

**C. Special Considerations as to Transferring Student who are Dependent Children of an Active U.S. Military Member****1. For purposes of this Section (C):**

- a. "Active military duty" means full-time military duty status in the active uniformed service of the United States including members of the National Guard and Military Reserve on active duty orders; and
- b. "Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

**2. Students who are dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record, shall be approved for transfer into the District regardless of capacity if:**

- a. At least one parent of the student has a Department of Defense-issued identification card;
- b. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with the official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than thirty (30) consecutive days; and
- c. The student will be residing with a relative of the student who lives in the District or who will be living in the District within six (6) months of the filing of the application for the transfer.

**3. A student is in compliance with the residency provisions of this policy if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within Oklahoma while on active military duty pursuant to an official military order. A parent or legal guardian of such student must provide proof of residency in the District within ten (10) days after the published arrival date provided on official documentation. A parent or legal guardian may use the following addresses as proof of residence:**

- a. A temporary on-base billeting facility,
- b. A purchased or leased home or apartment, or

- c. Federal government or public-private venture off-base military housing.

**D. Denial of a Transfer Request**

1. A transferring student's application will be denied if the transferring student is currently subject to discipline from the transferring student's current school for any of the acts and reasons outlined in Okla. Stat. tit. 70, § 24-101.3(A)-(C) & (E). A transferring student's application shall be denied for any of the acts and reasons outlined in Okla. Stat. tit. 70, § 24-101.3(F)(1) until such time as the District determines that the transferring student no longer poses a threat to self, other students, or District faculty or employees.
2. A transferring student's application will be denied if the transferring student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in Okla. Stat. tit. 70, § 10-105(B).
3. An IDEA-qualified transferring student's application will be denied if—as of the time of the transferring student's application is received—the District determines that it cannot provide the transferring student with a free appropriate public education in the least restrictive environment as required by the IDEA.
4. A student may be granted a one-year transfer and may continue to attend the District each school year with the approval of the District. At the end of each school year, the District may deny the continued transfer of the student for the reasons outlined in Okla. Stat. tit. 70, § 24-101.3(A)-(C) & (E), or if the student has ten or more absences in the last full school semester that are not excused due to illness or for the reasons provided for in Okla. Stat. tit. 70, § 10-105(B).
5. A transferring student's application will not be considered if incomplete and will be denied if the parent makes a fraudulent, intentional, or material misrepresentation on the application.
6. The denial of a transfer request from a student seeking a transfer shall be communicated in writing to the parent, as defined in Okla. Stat. tit. 70, § 1-113(A)(1). Proof of the date of mailing or transmission of the denial by electronic means shall constitute proof of communication of the denial to the parent.
7. The District shall not accept or deny any transfer application based on the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to be approved for a transfer as set forth in this policy shall not be deemed to be rejection for a discriminatory reason.

**E. Determination of Grade Level Capacity**

The superintendent of schools, or his/her designee, shall determine the criteria to be used in determining grade capacity for each school site. The District's capacity determinations are attached hereto as Exhibit A. Each school site's grade level capacity shall be (a) approved by the board of education prior to the first day of January, April, July and October of each school year, and (b) published in a prominent place on the District's website and reported to the State Department of Education.

**F. District Level Appeal of Denial of Transfer**

A parent may appeal the denial of a transfer request so long as the appeal is made within ten (10) calendar days of the notification of the written denial. If a timely appeal is made, the appeal shall be considered by the District's board of education at its next regularly scheduled meeting. The appeal shall be considered by the board of education upon the written submissions of the District and the parent, and a verbal presentation by the District and the parent, each not to exceed ten (10) minutes of length. Any written submissions shall state, at the minimum, the following in a statement not exceeding two pages in length:

- a. The date of the parent's transfer request application;
- b. The reasons for the denial by the District of the transfer request;
- c. The factual reason(s) of the District or parent as to why the transfer request was/was not properly denied; and
- d. The criteria set forth in this policy as to propriety of the denial of the transfer request.

If the District denies the parent's appeal, the parent may appeal the board of education's decision to the Oklahoma State Board of Education within ten (10) calendar days of notification of the denial. The parent shall submit to the State Board of Education and the superintendent of the District a notice of appeal on a form prescribed by the State Board of Education. The appeal shall be considered by the State Board of Education at its next regularly scheduled meeting, where the parent and a representative from the District may address the Board. The State Board of Education shall promulgate rules to establish the appeals process authorized by this subsection.

**G. District Reporting to the Oklahoma State Department of Education**

1. Prior to the first day of January, April, July and October of each school year, the District shall report to the State Department of Education the capacity of the grade level of each District school site.
2. Prior to the first day of January, April, July and October of each school year, the superintendent of schools of the District shall report to the State Department of Education a statement showing the names of the students granted transfers to the District, the resident school district of the transferred students, and the transfer student's grade level.
3. At the frequency required by the Oklahoma State Department of Education, the District shall also submit to it (a) the number of student transfers approved and denied, and (b) whether each denial was based on capacity, the acts and reasons outlined in Okla. Stat. 70, § 24-101.3, or a history of absences in the last full school semester that were not excused due to illness or for the reasons provided for in Okla. Stat. 70, § 10-105(B).

**Athletic and Other Competition**

A transfer student granted ~~an open transfer will~~ **enrollment in a school district in which the student is not a resident shall** not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one (1) year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an open transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

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

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

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

Acceptance of Assignment Required: Subsequent Change Needs Administrative Approval

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

Reference: Okla. Stat. tit. 70 §§ 8-102, 8-103, 8-103.1, 8-113, 13-103

**ATTACHMENT A**  
**Application Form**

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

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

\_\_\_\_\_

2. Date of student's birth: \_\_\_\_\_

3. Current address of student: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

5. Educational history of the student:

A. School district in which student currently resides: \_\_\_\_\_

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

\_\_\_\_\_

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

School: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Grade Completed Upon Leaving District: \_\_\_\_\_

6. Current or last completed grade of student: \_\_\_\_\_

7. Grade in which the student desires to enroll: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_



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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

12. Has the student been adjudicated as a delinquent for an offense that is a violent or nonviolent offense under as defined in relevant Oklahoma law?

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

~~\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_~~

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

\_\_\_\_\_  
\_\_\_\_\_

16. ~~Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?~~

~~\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_~~

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

\_\_\_\_\_  
\_\_\_\_\_

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

~~\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_~~

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

\_\_\_\_\_  
\_\_\_\_\_

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

~~\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_~~

\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENT B**  
**Transfer Student Consent to Cancellation of Transfer**

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

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

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

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

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

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

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

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent Applying for a Transfer

\_\_\_\_\_  
Printed Name of Parent Applying for a Transfer

\_\_\_\_\_  
Signature of Student 18 Years of Age or Older

\_\_\_\_\_  
Printed Name of Student 18 Years of Age or Older

**EXHIBIT A****CAPACITIES TO ACCEPT TRANSFER STUDENTS BY GRADE**

The following capacity determinations will be reviewed and approved by the Guthrie Board of Education prior to the first day of January, April, July and October of each school year, published on the district website and reported to the Oklahoma State Department of Education.

For grades PK through grade 6, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of regular classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person and virtual instruction. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at 250 students.

**PROHIBITION ON RACE AND SEX DISCRIMINATION  
IN CURRICULUM AND INSTRUCTION**

SBOE Emergency Rule: OKLA. ADMIN. CODE § 210: 10-1-23

*The Board has approved this policy to address the requirements of HB 1775 (codified as OKLA. Stat. tit. 70, § 24-157) and the State Board of Education's Emergency Rule: (codified as OKLA. ADMIN. CODE § 210:10-1-23), issued pursuant to legislative direction. Because this policy is based on a combination of a new law effective July 1, 2021 and the State Board's Emergency Rule that is, at the time of the Board's consideration and approval of this policy, temporary and unsigned by the governor, it is possible that changes will occur in the policy and its application. Accordingly, the Board authorizes the Superintendent and the Superintendent's designees to take those actions, pending further action of the district's Board, that are necessary to interpret and apply legal requirements to best meet the intent of the law to support and affirm Oklahoma Academic Standards while prohibiting race and sex discrimination.*

Race and Sex Discrimination Prohibited

The district does not engage in and prohibits discrimination on the basis of race or sex in the form of bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex. The district does not and shall not engage in race or sex-based discriminatory acts through utilizing these methods which can result in treating individuals differently on the basis of race or sex or can result in the creation of a hostile environment.

As an accredited State of Oklahoma public school, the district is required to teach students history, social studies, English language arts, biology, and other subject matter areas consistent with the Oklahoma Academic Standards as adopted and approved by the State Board of Education and Oklahoma Legislature. In the performance of this obligation, no teacher, administrator, or other employee of the district shall require, or make part of a course, the following concepts or principles (the "Prohibited Concepts"):

- One race or sex is inherently superior to another race or sex.
- An individual, by virtue of his or her sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously.
- An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex.
- Members of one race or sex cannot and should not attempt to treat others without respect due to race or sex.
- An individual's moral character is necessarily determined by his or her race or sex.
- An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex.

- An individual should feel discomfort, guilt, anguish, or any other form of psychological distress on account of his or her race or sex.
- Meritocracy or traits, such as a hard work ethic, (a) are racist or sexist, or (b) were created by members of a particular race to oppress members of another race.

Importantly, none of the Prohibited Concepts shall prevent the teaching of principles that align to the Oklahoma Academic Standards.

#### Further Prohibitions to Ensure Compliance

Additionally, the district does not and shall not:

- Provide, contract to provide, or sponsor any course<sup>1</sup> that includes, incorporates, or is based on any of the Prohibited Concepts.
- Use any public funds, property, or other assets or resources to engage in race or sex-based discrimination, including the Prohibited Concepts.
- Adopt programs or utilize textbooks, instructional material, curriculum, classroom assignments, orientation, interventions, or counseling that include, incorporate, or are based on the Prohibited Concepts.
- Execute contracts or agreements with internal or external entities, persons, companies, or businesses to provide services, training, professional development, or any other assistance that includes, incorporates, or is based on the Prohibited Concepts.
- Receive or apply to receive monies that require, as a condition of receipt, the adoption of courses, policies, curriculum, or any other instructional material that includes, incorporates, or is based on the Prohibited Concepts.
- Adopt diversity, equity, or inclusion plans that incorporate Prohibited Concepts. Diversity officers are prohibited from providing any service or performing duties that include, incorporate, or are based on discriminatory practices identified in the Prohibited Concepts.
- Mandate diversity training that includes, incorporates, or is based on discriminatory practices identified in the Prohibited Concepts. This includes providing such training to employees, contractors, staff members, parents, students, or any other individual or group.
- Adopt policies, including grading or admissions policies, or provide any other benefit or service that applies to students or any school employee differently on the basis of race or sex, unless specifically permitted by Title IX of the Education Amendments of 1972. Except as permitted by Title IX in specific circumstances, this prohibition includes segregated classes, programs, training sessions, extracurricular activities, or affinity groups.

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<sup>1</sup> For the purposes of this policy, “course” means any forum where instruction or activities tied to the instruction are provided, including courses, training, seminars, professional development, lectures, sessions, coaching, tutoring, or any other class.

Parent Right to View and Inspect Instructional Materials

Parents and legal guardians of students shall have the right to inspect curriculum, instructional materials, classroom assignments, and lesson plans to ensure compliance with this Policy. This right of inspection is subject to any applicable limitations contained in existing law, including Oklahoma's Open Records Act (OKLA. STAT. tit. 51, §§ 24A.1-24A.32).

Reporting and Complaint Procedure

Any parent, student, teacher, district employee, or member of the public may file a Complaint alleging a violation of this Policy, which addresses the provisions of OKLA. STAT. tit. 70, § 24-157, and regulations regarding it adopted by the State Department of Education. To be accepted for investigation, the Complaint must:

- (1) be submitted in writing;
- (2) be dated;
- (3) contain the handwritten or electronic signature of the complainant;
- (4) identify the date(s) the alleged discriminatory act occurred; and
- (5) explain the alleged violation(s) / discriminatory conduct and how Section 24-157 or an administrative regulation thereto has been violated.

While not mandatory, a complainant is encouraged to also identify witnesses to the alleged violation(s) / discriminatory conduct so that such witness(es) can be interviewed by the district.

The district has designated the following individual(s) to receive reports of alleged violation(s) / discriminatory conduct (referred to as the Section 24-157 Coordinator”):

Carmen Walters  
Sec. 24-157 Lead Coordinator  
Executive Director of Federal Programs and Elementary Education  
Guthrie Public Schools  
802 East Vilas  
Guthrie, OK 73044  
405.282.8900  
carmen.walters@guthriepls.net

Doug Ogle  
Deputy Sec. 24-157 Coordinator  
Assistant Superintendent  
Guthrie Public Schools  
802 East Vilas  
Guthrie, OK 73044  
405.282.8900  
doug.ogle@guthriepls.net



The Section 24-157 Lead or Deputy Coordinator shall, within 10 days of receipt of the Complaint, notify the complainant that the Complaint has been received, whether it is legally sufficient (i.e., contains the mandatory information set forth above) and whether it will be investigated.

#### Investigation and Determination of Complaint

Within ninety (90) days of receipt of a Complaint accepted for investigation, the Section 24-157 Lead or Deputy Coordinator will be responsible for ensuring that the district investigates and makes a determination as to whether a violation has occurred. The complainant will be notified of the district's determination of the Complaint, as well as the district's findings of whether a violation occurred.

#### Options for Filing Complaint

In lieu of filing a Complaint with the district, a complainant may file a Complaint directly with the State Department of Education. A complainant may not file a Complaint simultaneously with the district and State Department of Education. Additionally, a complainant who believes that the district has incorrectly refused to investigate a Complaint or has evidence that the district has reached an incorrect determination may file a Complaint with the State Department of Education upon conclusion of the district-based complaint process.

With regard to Complaints made to the district, the Section 24-157 Lead or Deputy Coordinator is required to report each Complaint to the State Department of Education within thirty (30) days of resolution of the Complaint.

#### Anti-Retaliation

No individual shall be retaliated against for (1) filing a Complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Department of Education, or (2) the purpose of interfering with any right or privilege secured by federal civil rights laws and regulations. Any school employee who retaliates against a complainant shall be subject to disciplinary action by the district, in accordance with district employee disciplinary policies, and the State Department of Education and State Board of Education.

#### Whistleblower Protection

Any teacher who files a complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related to it with the district or the State Board of Education, or otherwise discloses information the teacher reasonably believes evidences a violation of Section 24-157 or any regulation related thereto shall be entitled to the Whistleblower Protections in applicable laws, including those at OKLA. STAT. tit. 70, § 6-101.6b.

False Reporting

Any teacher who willfully, knowingly and without probable cause makes a false complaint alleging a violation / discriminatory conduct prohibited by Section 24-157 or any regulation related thereto with the district or the State Board of Education shall be subject to disciplinary action in accord with the district's employee conduct policies and by the State Department of Education and State Board of Education.

Complaints by School Staff

Any school employee who is discriminated against by the district in the form of race or sex-based harassment, bias, stereotyping, scapegoating, classification, or the categorical assignment of traits, morals, values, or characteristics based solely on race or sex in violation Section 24-157, may file an employment discrimination complaint with the Oklahoma Attorney General's Office of Civil Rights Enforcement.

References: OKLA. STAT. tit. 70, § 24-157 (effective July 1, 2021)  
OKLA. ADMIN. CODE § 210: 10-1-23 (emergency rule)  
OKLA. STAT. tit. 70, § 24A.16(A).



**Board of Education Personnel Reports  
December 13, 2021**

**Employment Request**

| <u>Classification Certified</u><br>Name | Site        | Teaching<br>Assignment | First<br>Work Day | Hrs. Per<br>Day | Replacing       |
|---|-------------|------------------------|-------------------|-----------------|-----------------|
| Addington, Emili                        | HS          | English II             | 01-03-22          | 6               | Kaitlyn Robison |
| Ball, Tanner                            | JH          | Geography/Health       | 01-03-22          | 6               | Mathew Engle    |
| Dunwoody, Laura                         | Fogarty     | 2 <sup>nd</sup> Grade  | 01-03-22          | 6               | NP              |
| Stone, Brayden                          | HS          | World History          | 01-03-22          | 6               | Ted Lausen      |
| Todd, Kenzi                             | Charter Oak | 2 <sup>nd</sup> Grade  | 01-03-22          | 6               | NP              |
| Womack, Sara                            | Central     | Kindergarten           | 01-03-22          | 6               | Katie Cooke     |

| <u>Classification Support</u><br>Name | Site           | Assignment   | First<br>Work Day | Pay<br>Grade | Hrs. Per<br>Day | Replacing      |
|---------------------------------------|----------------|--------------|-------------------|--------------|-----------------|----------------|
| Burgess, Sean                         | GUES           | Caf. Worker  | 12-06-21          | 2            | 7               | Leah Shuck     |
| Friend, Elizabeth                     | CO             | Caf. Worker  | 11-29-21          | 2            | 6.5             | Alee Tanabe    |
| Grandstaff, Amy                       | JH             | Caf. Manager | 11-17-21          | 6            | 8               | Amy Grandstaff |
| Main, David                           | Transportation | Rte. Driver  | 12-13-21          | 13           | 6               | Amber Hicks    |
| Phillips, Ronald                      | District       | Energy Mgmt. | 11-29-21          |              |                 | NP             |
| Walls, Amanda                         | JH             | Caf. Worker  | 11-29-21          | 2            | 6.5             | Anita Smith    |

**FMLA Requests**

**Certified:**

**Support: 1**

**Transfer of Position Report**

| <u>Classification Certified</u><br>Name | Transferred<br>From   | Transferred<br>To  | Replacing    |
|---|-----------------------|--------------------|--------------|
| Engle, Mathew                           | JH – Geography/Health | HS – Computer Apps | Susan Abrams |

| <u>Classification Classified</u><br>Name | Transferred<br>From   | Transferred<br>To       | Replacing       |
|--|-----------------------|-------------------------|-----------------|
| McCabe, Molly                            | JH – Paraprofessional | GUES – Paraprofessional | Ash-li Balsiger |
| Tanabe, Alee                             | CO – Caf. Staff       | CO – Evening Custodian  | Jenifer Shook   |



**Board of Education Personnel Reports  
December 13, 2021**

**Separation of Employment**

| <u>Classification Certified</u> |             | <b>Teaching<br/>Assignment</b> | <b>Reason for<br/>Separation</b> | <b>Effective Date</b> |
|---------------------------------|-------------|--------------------------------|----------------------------------|-----------------------|
| <b>Name</b>                     | <b>Site</b> |                                |                                  |                       |
| Cagle, Shelley                  | HS          | English                        | resignation                      | 12-17-21              |
| Glon, Hannah                    | HS          | English                        | resignation                      | 12-17-21              |

| <u>Classification Classified</u> |                | <b>Position</b>    | <b>Reason for<br/>Separation</b> | <b>Effective Date</b> |
|----------------------------------|----------------|--------------------|----------------------------------|-----------------------|
| <b>Name</b>                      | <b>Site</b>    |                    |                                  |                       |
| Bishop, Phil                     | Cotteral       | Custodian          | resignation                      | 11-29-21              |
| Cox, Jack                        | Transportation | Rte. Driver        | resignation                      | 12-17-21              |
| Powell, Lisa                     | Transportation | Spec. Needs Driver | resignation                      | 11-15-21              |
| Rumsey, Rebeca                   | HS             | SpEd. Para         | resignation                      | 11-15-21              |
| Shook, Jenifer                   | Charter Oak    | Custodian          | resignation                      | 11-08-21              |
| Wallis, Makaria                  | JH             | Caf. Worker        | resignation                      | 11-29-21              |



**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|                    |                     |                         |
|--------------------|---------------------|-------------------------|
| <b>BALL</b>        | <b>TANNER</b>       |                         |
| _____<br>Last Name | _____<br>First Name | _____<br>Middle Initial |

|                                  |               |
|----------------------------------|---------------|
| <b>7TH GRADE BOYS BASKETBALL</b> | <b>GJHS</b>   |
| _____<br>Extra-Duty Position     | _____<br>Site |

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

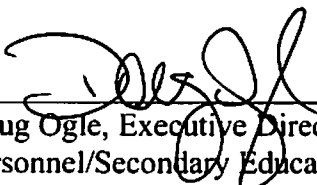
If yes, whom would this employee replace? \_\_\_\_\_

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

Start Date NOV 1, 2021 Extra-Duty Compensation \$1800

Submitted By: JON CHAPPELL OCT. 28, 2021  
Principal or Program Director Date



  
\_\_\_\_\_  
Doug Ogle, Executive Director  
Personnel/Secondary Education

11/8/21  
\_\_\_\_\_  
Date



**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|                    |                     |                         |
|--------------------|---------------------|-------------------------|
| <b>Beach</b>       | <b>Chris</b>        |                         |
| _____<br>Last Name | _____<br>First Name | _____<br>Middle Initial |

|                              |               |
|------------------------------|---------------|
| <b>Asst. HS Basketball</b>   | <b>GHS</b>    |
| _____<br>Extra-Duty Position | _____<br>Site |

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

If yes, whom would this employee replace? \_\_\_\_\_

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

|                               |  |
|-------------------------------|--|
| Start Date <u>Oct 1, 2021</u> | Extra-Duty Compensation <u>\$2700.00</u> |
|-------------------------------|--|

|  |                |
|--|----------------|
| Submitted By: <b>JON CHAPPELL</b>      | <b>12/7/21</b> |
| _____<br>Principal or Program Director | _____<br>Date  |



|   |                |
|---|----------------|
|  | <u>12/7/21</u> |
| _____<br>Doug Ogle, Executive Director<br>Personnel/Secondary Education             | _____<br>Date  |



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|                    |                     |                         |
|--------------------|---------------------|-------------------------|
| <b>Dement</b>      | <b>Tiffany</b>      |                         |
| _____<br>Last Name | _____<br>First Name | _____<br>Middle Initial |

|                                 |               |
|---------------------------------|---------------|
| <b>Asst Girls Basketball HS</b> | <b>GHS</b>    |
| _____<br>Extra-Duty Position    | _____<br>Site |

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

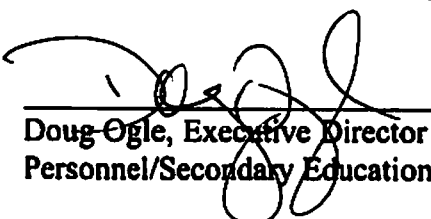
If yes, whom would this employee replace? Yulonda Burris

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

Start Date 11/29/21 Extra-Duty Compensation \$2700

|  |                 |
|--|-----------------|
| Submitted By: <b>Jon Chappell</b>      | <b>11/30/21</b> |
| _____<br>Principal or Program Director | _____<br>Date   |



|   |                |
|---|----------------|
|  | <u>12/2/21</u> |
| Doug Ogle, Executive Director<br>Personnel/Secondary Education                      | Date           |



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|              |                |                |
|--------------|----------------|----------------|
| <b>Parks</b> | <b>Jasmine</b> |                |
| _____        | _____          | _____          |
| Last Name    | First Name     | Middle Initial |

|   |              |
|---|--------------|
| <b>SPED Online Courseware Supervisor 2nd Semester</b> | <b>JH/HS</b> |
| _____   | _____        |
| Extra-Duty Position                                   | Site         |


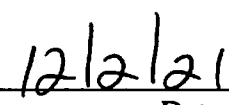
If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? \_\_\_\_\_

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

|                                   |  |
|-----------------------------------|--|
| Start Date <u>January 3, 2022</u> | Extra-Duty Compensation <u>\$1,500</u> |
|-----------------------------------|--|

|                                  |                  |
|----------------------------------|------------------|
| Submitted By: <b>Angie Young</b> | <b>12/2/2021</b> |
| _____                            | _____            |
| Principal or Program Director    | Date             |

|   |   |
|---|---|
|  |  |
| _____   | _____   |
| Doug Ogle, Executive Director<br>Personnel/Secondary Education                      | Date  |





Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|                  |              |                |
|------------------|--------------|----------------|
| <u>Whitehead</u> | <u>Susan</u> |                |
| Last Name        | First Name   | Middle Initial |

|                                 |             |
|---------------------------------|-------------|
| <u>Bus Loading 2nd semester</u> | <u>GJHS</u> |
| Extra-Duty Position             | Site        |

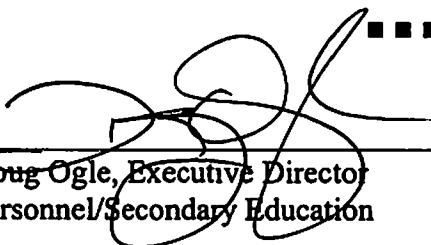
If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? Sharon Cochrane

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

|                            |                                       |
|----------------------------|---------------------------------------|
| Start Date <u>1/3/2022</u> | Extra-Duty Compensation <u>500.00</u> |
|----------------------------|---------------------------------------|

|                                    |                  |
|------------------------------------|------------------|
| Submitted By: <u>Todd Bramwell</u> | <u>12/7/2021</u> |
| Principal or Program Director      | Date             |

|   |                  |
|---|------------------|
|  | <u>12/7/2021</u> |
| Doug Ogle, Executive Director<br>Personnel/Secondary Education                      | Date             |



**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

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

|                    |                     |                         |
|--------------------|---------------------|-------------------------|
| <b>Wilkerson</b>   | <b>Randy</b>        |                         |
| _____<br>Last Name | _____<br>First Name | _____<br>Middle Initial |

|                                   |               |
|-----------------------------------|---------------|
| <b>7TH GRADE GIRLS BASKETBALL</b> | <b>GJHS</b>   |
| _____<br>Extra-Duty Position      | _____<br>Site |

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

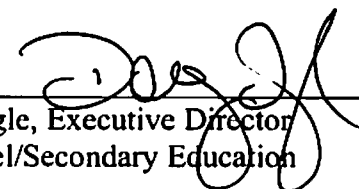
If yes, whom would this employee replace? \_\_\_\_\_

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

Start Date NOV 1, 2021 Extra-Duty Compensation \$1800

Submitted By: JON CHAPPELL OCT. 28, 2021  
Principal or Program Director Date



|   |                |
|---|----------------|
|  | <u>11/8/21</u> |
| _____<br>Doug Ogle, Executive Director<br>Personnel/Secondary Education             | _____<br>Date  |

# Guthrie Public Schools

## Contract Type

## Schedule A

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

| Employee Name       | Site                   | Contract Type | Hire Date  |
|---------------------|------------------------|---------------|------------|
| BLACK, CARLY        | ADMINISTRATION         | TEMPORARY     | 8/17/2020  |
| BLEWETT, BAILEY     | CENTRAL                | TEMPORARY     | 1/6/2020   |
| BRAMHALL, KARA      | CENTRAL                | TEMPORARY     | 8/17/2020  |
| LOVATO, HARLEY      | CENTRAL                | TEMPORARY     | 8/17/2020  |
| MABREY, MEAGAN      | CENTRAL                | TEMPORARY     | 8/16/2021  |
| WHITE, MELISSA      | CENTRAL                | TEMPORARY     | 8/16/2021  |
| WHITE, TINA         | CENTRAL                | TEMPORARY     | 8/17/2021  |
| ALBEE, BRENDA       | CHARTER OAK ELEMENTARY | TEMPORARY     | 8/16/2021  |
| BENNETT, KELCEE     | CHARTER OAK ELEMENTARY | TEMPORARY     | 4/30/2021  |
| BENNETT, MICHELLE   | CHARTER OAK ELEMENTARY | TEMPORARY     | 8/17/2020  |
| CAREY, KACIE        | CHARTER OAK ELEMENTARY | TEMPORARY     | 1/6/2020   |
| CHAPMAN, KAYLYNN    | CHARTER OAK ELEMENTARY | TEMPORARY     | 8/17/2020  |
| EVANS, ASHTEN       | CHARTER OAK ELEMENTARY | TEMPORARY     | 8/16/2021  |
| EWY, JO             | CHARTER OAK ELEMENTARY | TEMPORARY     | 1/6/2020   |
| HOLEMAN, KAYCE      | CHARTER OAK ELEMENTARY | TEMPORARY     | 1/6/2020   |
| WOOD, KAITLYN       | CHARTER OAK ELEMENTARY | TEMPORARY     | 8/17/2021  |
| COMER, MELISSA      | COTTERAL               | TEMPORARY     | 8/17/2020  |
| LEMMONS, JESSICA    | COTTERAL               | TEMPORARY     | 2/19/2020  |
| SARMIENTO, HEATHER  | COTTERAL               | TEMPORARY     | 1/6/2020   |
| SIMPSON, KELLY      | COTTERAL               | TEMPORARY     | 8/17/2021  |
| STEFFENS, LYN       | COTTERAL               | TEMPORARY     | 8/17/2020  |
| WELLS, KELLY        | COTTERAL               | TEMPORARY     | 8/17/2020  |
| ABBOTT, KAYLEE      | FOGARTY                | TEMPORARY     | 8/17/2020  |
| CRAIG, ALYSSA       | FOGARTY                | TEMPORARY     | 8/17/2020  |
| JOHNS, KERRY        | FOGARTY                | TEMPORARY     | 2/24/2020  |
| PRESCOTT, BRENDA    | FOGARTY                | TEMPORARY     | 8/17/2020  |
| WILDA, TAMMIE       | FOGARTY                | TEMPORARY     | 8/17/2021  |
| CYPHERS, JENNIFER   | GUES                   | TEMPORARY     | 5/14/2021  |
| HAMM, CORI          | GUES                   | TEMPORARY     | 8/16/2021  |
| HARBIN, AARON       | GUES                   | TEMPORARY     | 8/17/2020  |
| JOHNSON-FIELDS, PAM | GUES                   | TEMPORARY     | 8/17/2020  |
| LEMMONS, BRENT      | GUES                   | TEMPORARY     | 8/17/2020  |
| METZ, DUSTEN        | GUES                   | TEMPORARY     | 8/16/2021  |
| MOSS, ALEX          | GUES                   | TEMPORARY     | 1/4/2021   |
| PAUL, CHRISTY       | GUES                   | TEMPORARY     | 8/17/2020  |
| PEREZ, CASSIE       | GUES                   | TEMPORARY     | 8/17/2020  |
| PRIVETTE, COLTON    | GUES                   | TEMPORARY     | 11/30/2020 |
| SIMPSON, DONNA      | GUES                   | TEMPORARY     | 10/26/2020 |
| SPENCER, PATTI      | GUES                   | TEMPORARY     | 1/6/2020   |
| VAUGHN, ERIC        | GUES                   | TEMPORARY     | 9/8/2020   |
| WALLIS, TYLER       | GUES                   | TEMPORARY     | 8/16/2021  |
| WALSWORTH, LARA     | GUES                   | TEMPORARY     | 8/17/2020  |
| CARPENTER, PAUL     | HIGH SCHOOL            | TEMPORARY     | 8/16/2021  |
| DARSOW, ASHLEY      | HIGH SCHOOL            | TEMPORARY     | 7/1/2021   |
| DOBSON, JIM         | HIGH SCHOOL            | TEMPORARY     | 8/17/2020  |
| KATHREIN, SHAWNA    | HIGH SCHOOL            | TEMPORARY     | 8/17/2021  |
| RODRIGUEZ, ANDREA   | HIGH SCHOOL            | TEMPORARY     | 8/17/2020  |
| SCHIEFFER, MATT     | HIGH SCHOOL            | TEMPORARY     | 10/11/2021 |
| BURAL, SHANNON      | JUNIOR HIGH            | TEMPORARY     | 8/16/2021  |
| CARROLL, STEVE      | JUNIOR HIGH            | TEMPORARY     | 8/2/2021   |
| ENGLE, MATHEW       | JUNIOR HIGH            | TEMPORARY     | 8/16/2021  |

|                   |             |           |            |
|-------------------|-------------|-----------|------------|
| FRIEND, KRISTEN   | JUNIOR HIGH | TEMPORARY | 8/17/2020  |
| GRIFFITH, CHRISTI | JUNIOR HIGH | TEMPORARY | 11/19/2020 |
| HORN, MICHAEL     | JUNIOR HIGH | TEMPORARY | 8/16/2021  |
| LAHR, MACY        | JUNIOR HIGH | TEMPORARY | 8/17/2021  |
| MARRERO, CRYSTAL  | JUNIOR HIGH | TEMPORARY | 8/17/2020  |
| MORGAN, JOSHUA    | JUNIOR HIGH | TEMPORARY | 8/17/2021  |
| RICHARDSON, BILLY | JUNIOR HIGH | TEMPORARY | 8/16/2021  |
| SHARE, DAVID      | JUNIOR HIGH | TEMPORARY | 8/17/2021  |
| STEVENSON, SHERI  | JUNIOR HIGH | TEMPORARY | 8/16/2021  |
| WILKERSON, RANDY  | JUNIOR HIGH | TEMPORARY | 8/17/2020  |
| ZAHIRI, SHERRY    | JUNIOR HIGH | TEMPORARY | 8/16/2021  |

# Guthrie Public Schools

## Contract Type

## Schedule B

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

| Employee Name      | Site                   | Contract Type | Hire Date |
|--------------------|------------------------|---------------|-----------|
| BLACK, CARLY       | ADMINISTRATION         | TEMP TO PROB  | 8/17/2020 |
| BLEWETT, BAILEY    | CENTRAL                | TEMP TO PROB  | 1/6/2020  |
| CAREY, KACIE       | CHARTER OAK ELEMENTARY | TEMP TO PROB  | 1/6/2020  |
| EWY, JO            | CHARTER OAK ELEMENTARY | TEMP TO PROB  | 1/6/2020  |
| HOLEMAN, KAYCE     | CHARTER OAK ELEMENTARY | TEMP TO PROB  | 1/6/2020  |
| SARMIENTO, HEATHER | COTTERAL               | TEMP TO PROB  | 1/6/2020  |
| SPENCER, PATTI     | GUES                   | TEMP TO PROB  | 1/6/2020  |

# Guthrie Public Schools

## Contract Type

## Schedule C

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

|                   | Site    | Contract Type | Hire Date |
|-------------------|---------|---------------|-----------|
| BERRYHILL, KAYLEA | FOGARTY | PROBATIONARY  | 1/7/2019  |

Guthrie Public Schools  
Property Committee Meeting  
December 6, 2021 5:00 p.m.

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

**Cody Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized November expenses for Maintenance and Transportation
- Comparison of 2020/21 expenditures to 2019/20
- 45 new October Purchase Orders for Maintenance and 35 for Transportation

**Completed Projects:**

- Completed 186 Maintenance work orders, 95 Transportation work orders and handled 41 Activity trips work orders for the month. Our mechanics filled in as sub bus drivers accounting for 44 hours of driving time
- HVAC projects include installed 2 new units in classrooms N5 & N8 at Cotteral
- Set three poles at the Softball field for the new scoreboard which will be installed after Winter Break
- Poured new sidewalk section and roof drain flume on the NW side of the High School. Will continue to replace the sidewalk along the other drains
- The new Energy Specialist started this month and will be receiving training with Cenergistic for the next few weeks
- Replaced the decking and steps on JH portable building classrooms. Will replace bracing and the ramp this summer
- Registered 1,267 students to our buses for this school year
- Charter Oak is seeking approval to install a covered shade area on the north side of the building for student drop off. The project will be paid for through the PTO, Fund raisers, or activity funds.

**Future Projects:**

- Continue the floor work at the HS to the north and south part of the building and the floor work at GUES to the main and gym hallways
- Install fencing to the HVAC units at the HS Annex and Fogarty gym
- Remove stumps from trees that were removed due to the ice storm
- Paint HS annex exterior doors and the classroom doors & gym at the JH
- Replace the sidewalk going from the teacher parking lot to the building at Fogarty
- Pour concrete pads for the dumpsters at GUES and the HS
- Replace a 30' section of the dry system fire suppression line at the HS
- Continue oil and transmission fluid changes to the white and yellow fleet
- Make major repairs to the roof drain system on the north side of the HS
- Paint/stain the concrete floors at the BOC FB restroom and the south building hall floors at Central
- Install plumbing shut-off valves at strategic areas at each School

- Continue to make significant repairs to our fleet
- Replace main entry doors at Fogarty
- Replace the HVAC units at the Softball locker room
- Continue to hire & train new bus drivers
- Remove the existing curb and reset a different curb for the Central cafeteria HVAC unit

**Bond/Building Fund Projects:**

**HVAC Project** – Fogarty Gym 20-ton package unit – **in progress**  
 Central Cafetorium – 20-ton unit – **installation complete**  
 Cotteral Gym – 12.5-ton unit  
 2.5-ton unit – **installation complete**

**2021 Bond Projects – ESSER/Cares Act Funding**

|            |  |
|------------|--|
| GUES       | Building Automatic System Replacement, replace air handler units, exhaust fans in restrooms and other system controls – <b>in progress</b><br>Replace the two boilers – <b>completed</b> |
| Central    | Replace the boiler and chiller   |
| HS         | Replace five boilers   |
| Sev. sites | Replace package units  |
| JH Gym     | Install new package HVAC units   |
| JH         | Tuckpointing to the exterior of the main building – <b>in progress</b><br>Installation of outside windows  |

**2021 Building Fund Summer Projects:**

HS – North gym bleachers - **completed**  
 Fogarty – Install new carpet in the Quad building classrooms-**completed**  
 Central – Install new carpet in the South building classrooms-**completed**  
 HS – new scoreboard for the North Gym – **completed**  
 HS Softball – new scoreboard has been delivered, installation scheduled  
 Jelsma Stadium – new scoreboard for the football field-**installed**  
 Junior High – install new carpet in the Library and Band rooms - **completed**  
 IT/CN – install new generator – **installation to be completed by Winter Break**

Dr. Simpson presented the different projects that are being done through the ESSER funds including some that were included on the 2019 Bond Issue. This will allow the District to accomplish other projects and have more bond funds to cover the increase cost of building Cotteral Elementary School.

Dr. Simpson also discussed a proposed policy change and the possibility of amending the foreign exchange student policy.



**Guthrie Public Schools**

**Finance Committee meeting**

**December 7, 2021**

**4:00 p.m.**

In Attendance: Dr. Mike Simpson, Michelle Chapple, Carmen Walters, Angie Young, Gail 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 November 30, 2021**

Budget information was given.

**Approval of Agreement with Barlow Education Mgmt. Services 2021-2022**

The agreement was given and no price increase.

**Approval of Lou Barlow, Doug Ogle, and Michelle Chapple as designated representatives of the BOE to conduct negotiations for 2021-2022**

Mrs. Chapple informed the committee this would be on the BOE agenda for approval.

**Discussion of 2020-2021 Audit Findings provided by Putnam & Co. LLC**

Mrs. Chapple presented the audit and no findings were found.

**Ms. Walters** presented the following:

**Approval of Renewal Agreement with EduSkills for 2021-2022**

The renewal was given and no price increase.

**Mrs. Young** presented the following:

**Approval of Updated Agreement with Betsy Chen for Educational and Behavioral Services for 2021-2022**

The updated agreement was given and discussed.

**Dr. Simpson** presented the following:

**District Updates**

Dr. Simpson gave a presentation on how ESSER funds were spent and what the remainder funds will go towards.

## Curriculum Committee Meeting Minutes

December 7, 2021

5:00 PM

GPS Administration Board Room

### **In Attendance:**

Dr. Mike Simpson, Carmen Walters, Angie Young, Janna Pierson, Chris Schroder, Travis Sallee, and Meghan Norton.

### **Agenda Items Discussed:**

#### **Carmen Walters**

**Site Teachers of the Year:** Ms. Walters reported that the 2021-2022 Site Teachers of the Year had been chosen and provided a list of the nominees to board members. She communicated that filming for the TOY reception in the spring is ongoing.

**Agreement with EduSkills, LLC:** The agreement with EduSkills is now aligned with the fiscal year and the amount is half of what is normally invoiced for the district at \$5720.00. This amount reflects a cost for half a year, January through July 2022.

#### **Dr. Simpson**

District Updates