

AGENDA WITH COMMENTARY

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

**MONDAY
JUNE 11, 2018
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent’s Reports**
- 8. Consent Agenda.....Pages 12-130**

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

 - A. Minutes of regular meeting held on May 14, 2018**
 - B. Treasurer’s Report**
 - C. New Activity Fund Accounts requested by Charter Oak Elementary**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. Encumbrances for General Fund #'s 1092-1133, Building Fund #'s 306-341, Child Nutrition Fund #'s 21-22, Building Bond 2017 Fund #'s 8-9 and Gifts and Endowments Fund #'s 1-2 and listed change orders and Activity Fund Reports**
 - G. Declare listed items as surplus**

H. Contracts/Agreements under \$10,000

- 1. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for the 2018-2019 school year..Pages 69-73**

Commentary:

This will be the seventh year for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 2. Agreement with Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K classroom for the 2018-2019 school year..Pages 74-78**

Commentary:

This will be the first year for maintaining a Pre-K classroom at Golden Age Nursing Home facility located at 419 East Oklahoma. This is a win-win situation for both parties. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 3. Agreement with Visual Senses to provide Visual Impairment and Orientation and Mobility Services for 2018-2019.....Pages 79-80**

Commentary:

This agreement with Nikki Keck will provide consultation services and orientation and mobility services for students with visual impairment during the 2018-2019 school year. The cost of the service is approximately \$3,500.00 and will be paid through Special Education Project 621 Federal Flow Through funds. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 4. Agreement with Beth McLean for Occupational Therapy Services for Extended School Year Services (ESY) for the month of July 2018..Pages 81-82**

Commentary:

Ms. McLean has agreed to provide Occupational Therapy Services to Guthrie Public Schools for ESY for July 2018 for \$60 per hour to supervise our Occupational Therapy Assistant. The cost of this service will be approximately \$600 for hourly services, mileage, and travel time. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 5. Agreement with Lori Williams to provide Occupational Therapy Services for Extended School Year Services (ESY) for the months of June and July 2018**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 6. Agreement with Oklahoma Hearing Solutions for Audiological Services for 2018-2019.....Pages 85-86**

Commentary:

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

Angie Smedley will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 7. Agreement with YMCA of Greater Oklahoma City for facility use for 2018-2019 at Cottoral Elementary.....Pages 87-89**

Commentary:

This will be the fifth year the YMCA has been in charge of the School Age Care Program. We have agreed to continue hosting the program at Cottoral Elementary. This agreement allows the district and the YMCA to continue this arrangement for one year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 8. Agreement with YMCA of Greater Oklahoma City for facility use for 2018-2019 at Fogarty Elementary.....Pages 90-92**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 9. Contract renewal with Simplified Online Communication System to host the District website for 2018-2019.....Pages 93-100**

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 10. Renewal agreement with Oklahoma State School Boards Association for membership dues for 2018-2019.....Pages 101-103**

Commentary:
We have been a member of OSSBA for many years. They provide great service to the District and to the Board. An explanation of their services is listed in your packet. There is no increase in cost. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 11. Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2018-2019 fiscal year.....Pages 104-111**

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 12. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2018-2019.....Pages 112-130**

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 9. Business Agenda:**
A. Recommendation, consideration and action upon Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2018-2019.....Page 131

Commentary:

Edgenuity is our online instruction vendor. We purchase this through a consortium of other public schools administered by Meridian Technology Center. The cost remains the same as last year's contract price. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2018-2019

Pages 132-139

Commentary:

This is a contract renewal. Their primary role is to advise the district on matters related to issuing bonds. This will be the sixth year we have contracted with MFS. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2018-2019....Pages 140-142

Commentary:

Ms. Ewing has provided Physical Therapy Services for Guthrie Public Schools for the last ten years. This contract reflects an increase of \$2.00 per hour. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon agreement with Marylyn Steffensen for Psychoeducational Services for 2018-2019.....Pages 143-144

Commentary:

Ms. Steffensen will provide Special Education evaluations for the 2018-2019 school year and will supplement services provided by the District's school psychologists and psychometrists. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrists and psychologists can complete in a 45 day period, the additional assessments will be completed by Ms. Steffensen. These services will be approximately \$10,000.00. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon agreement with Tina Ramey to provide Speech Therapy Services for Extended School Year Services (ESY) for the months of June and July 2018.....Pages 145-146

Commentary:

We are required to continue special education services as a part of ESY for certain students who meet eligibility requirements. The cost of this service for June and July

will be approximately \$7,500.00 which is an increase of \$2,500.00 for the summer due to the hourly rate increase to \$65.00 from \$60.00. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon contract with Sodexo, Inc. for 2018-2019 for Child Nutrition Services.....Pages 147-149

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Temporary Appropriations for 2018-2019 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.....Page 150

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon agreement with NORTHchurch, Inc. for facility use for 2018-2019.....Pages 151-156

Commentary:

Guthrie Public Schools has agreed to allow use of Guthrie Upper Elementary School as a host site for NORTHchurch, Inc. The specifics of the lease are included in your board packet. Rental charges are based upon the Board approved Facilities Schedule. This agreement is for 2018-2019. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**I. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2018-2019
Pages 157-170**

Commentary:

Ms. Chapple has stated that OSIG has been a good option for our school district. Public schools are not attractive to private insurance carriers at this time. OSIG's membership includes 374 school districts. The 2018-2019 premiums show an annual increase of

\$6,878 from last year. Our insurance agent solicited 4 additional quotes to which all companies declined. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2018-2019.....Pages 171-173

Commentary:

Ms. Chapple has recommended that we renew our workers' compensation insurance coverage with OSAG. The renewal premium of \$84,391.00 reflects a decrease of \$36,426.00 from last year. The following factors were given in the recommendation to renew with OSAG:

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

Michelle Chapple will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2018-2019.....Pages 174-180

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. This service also includes interim assessments. There is no increase in cost from the 2017-2018 agreement. A complete explanation on the uses of this program is in your packet.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon Elementary Student Handbook for 2018-2019.....Pages 181-205

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon agreement with Follett School Solutions, Inc. for library inventory software for 2018-2019.....Pages 206-208

Commentary:

This software keeps track of our library books. When transitioning to neighborhood schools we will need to split our inventories by site. The total cost for 2018-2019 will be \$12,396.90. The cost for the annual renewal after the initial set up will be \$7,297.50.

Dee Benson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

N. Recommendation, consideration and action on the following appointments for 2018-2019:

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

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

O. Recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2018-2019.....Page 209

Commentary:

Quotes have been received for lawn services for Guthrie Public Schools. The tabulation form attached specifies the quote from each company. The lowest bids are highlighted on the tabulation sheet. **Cody Thompson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

P. Recommendation, consideration and action to accept each bid as listed for weed control services for Guthrie Public Schools for 2018-2019.....Page 210

Commentary:

Quotes have been received for weed control services for Guthrie Public Schools. The tabulation form attached specifies the quote from each company. The lowest bids are highlighted on the tabulation sheet. **Cody Thompson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

Q. Recommendation, consideration and action to approve the bid from Piraino Consulting, Inc. for Smart Panels at Charter Oak Elementary.....Page 211

Commentary:

We have chosen the bid from Piraino for Smart Brand panels because Smart is the product that we use throughout the District. We have trained our teachers to use Smart Notebook in the classroom. The total cost is \$66,528.00. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

R. Recommendation, consideration and action to approve the bid from Piraino Consulting, Inc. for Classroom Audio Enhancement at Charter Oak Elementary

Page 211

Commentary:

We have chosen this product from Audio Enhancement as the best bid for enhancing classroom sound at Charter Oak. The total cost for this project is \$27,703.44. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

S. Recommendation, consideration and action to approve the bid from Trans Tel Central for Network Cabling at Charter Oak Elementary.....Page 211

Commentary:

Trans Tel Central was the lowest and best bidder for this project. The total cost for this project is \$80,500.00. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

T. Recommendation, consideration and action to approve a 4 year lease agreement with Imageworks for District copiers.....Pages 211-213

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

U. Recommendation, consideration and action to ratify the lease purchase financing agreement for Oklahoma LED project.....Pages 214-218

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- V. **Recommendation, consideration and action to designate Cottrel Elementary School a neighborhood school beginning with the 2018-2019 school year hosting Pre-K through 4th grade students**

Commentary:

This action item is necessary to transition to neighborhood schools beginning with the 2018-2019 school year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- W. **Recommendation, consideration and action to designate Central Elementary School a neighborhood school beginning with the 2018-2019 school year hosting Pre-K through 4th grade students**

Commentary:

This action item is necessary to transition to neighborhood schools beginning with the 2018-2019 school year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- X. **Recommendation, consideration and action to designate Fogarty Elementary School a neighborhood school beginning with the 2018-2019 school year hosting Pre-K through 4th grade students**

Commentary:

This action item is necessary to transition to neighborhood schools beginning with the 2018-2019 school year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- Y. **Recommendation, consideration and action to designate Guthrie Upper Elementary School as hosting 5th and 6th grade students beginning with the 2018-2019 school year**

Commentary:

This action item is necessary to transition to neighborhood schools beginning with the 2018-2019 school year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, employment of temporary contract teachers as listed for 2018-2019, employment of probationary teachers as listed for 2018-2019, Support Personnel Handbook for 2018-2019, teacher negotiations for 2018-2019 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, 2 and 7

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

- 11. Vote on action as set out on the Personnel Reports.....Pages 219-220
- 12. Action upon recommendation to employ temporary contract teachers as listed for the first semester of 2018-2019.....Pages 221-222
- 13. Action upon recommendation to employ probationary teachers as listed for 2018-2019
Page 223
- 14. Recommendation, consideration and action upon Support Personnel Handbook for 2018-2019.....Pages 224-262

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 15. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 16. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 17. Adjourn

**Dr. Mike Simpson
Superintendent**

jf

Posted by:_____

Date:_____ **Time:**_____

Place:_____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
MAY 14, 2018**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 14, 2018

Board Members Present:

**Jennifer Bennett-Johnson, Gina Davis,
Terry Pennington, Janna Pierson, Travis
Sallee, Tina Smedley and Sharon Watts**

District Level School Officials Present:

**Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Jean Watts, Deputy Minutes Clerk**

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Terry Pennington, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.**
- 3. A quorum was established.**
- 4. President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.**
- 5. President Sallee asked everyone present to join him in a Moment of Silence.**
- 6. President Sallee called for Foundation Insurance Student of the Month.**

Superintendent Simpson introduced Blake Wimsey from Foundation Insurance. Mr. Wimsey introduced the April Student of the Month, Grace Mungai. Mr. Wimsey read the nomination letter submitted by teacher, Ms. Barrett. Mr. Wimsey presented Grace with a \$65 Stacy's Place gift card.

- 7. President Sallee called for Student Recognition.**

Superintendent Simpson introduced GHS Golf Coach, Ric Meshew, who then introduced the Class 5A State Champion Golf Team members: Assistant Coach Sean Morgan, Bo Robbins, Luke Dale, Luke Morgan (3rd in the state), Luke Roach, Jaxon Hirzel and Brady Hirzel. Dr. Simpson recognized these players' great attitudes and demeanors during the tournament which was in turn a great representation of our school in handling adversity.

8. President Sallee called for the Kiwanis Presentation Student Recognition.

Superintendent Simpson introduced H.C. Patel of the Guthrie Kiwanis Club. Mr. Patel introduced GHS sophomore student Gabriella Moffitt who was named Sophomore of the Year. She was presented a \$250 cash award.

9. President Sallee called for the presentation of Certified and Support Employee of the Month.

Mr. Doug Ogle, Assistant Superintendent, announced the certified and support employees of the month award winners for April: Ms. Patsy Kinzie, GHS Special Education Teacher, as certified Employee of the Month and Ms. Jana Frey, Administrative Assistant to Superintendent, for support Employee of the Month. Nomination letters were presented by Ms. Angie Smedley, Director of Special Services, for Ms. Kinzie and by Mr. Doug Ogle, Assistant Superintendent, for Ms. Frey.

Mr. Ogle presented the award winners with a plaque.

10. President Sallee called for the Charter Oak Elementary School Construction Update from The Stacy Group and W.L. McNatt and Company.

Charles Wash from W.L. McNatt and Company and Sean Willis with The Stacy Group gave a construction update on Charter Oak Elementary School and discussed the pending lagoon issue regarding DEQ.

Discussion followed.

- 11A. President Sallee asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there no citizens registered to speak to the board.

- 11B. President Sallee called for any comments to the Board by Board members.

President Sallee recognized Dr. Simpson as being selected by the OASA as District #3 Superintendent of the Year for 2018 and is a finalist for the 2018 Superintendent of the Year. He will be recognized at the CCOSA Summer Conference in June.

12. President Sallee called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

GHS Prom was held on April 28th at the Dominion House and was a tremendous success.

Albert Pike Lodge honored GHS students who have achieved all A's through their time in High School. The banquet was held at the Masonic Temple on May 9th.

Announced important upcoming dates:

May 15th-Senior Academic Awards night at GHS Cafeteria at 6:30 p.m.

May 16th-Baccalaureate Services at 7:00 p.m. at First Christian Church

May 18th-GHS Graduation at Jelsma Stadium beginning at 7:30 p.m.

May 25th-Last day of school

The GUES Academic Team competed in a recent academic bowl sponsored by the Oklahoma Association for Academic Competition. The awards they received were:

Science 1st place (plaque and certificates)

Language Arts/Lit 3rd place

Social Studies 5th place

Fine Arts & Humanities 6th place

Math 3rd place

Sweepstakes (overall) 3rd place

Saturday, April 28th, our Junior Division (ages 12-15) Special Olympics Unified Flag Football Team won the Championship in Yukon. This was the first year we have participated. The team was coached by Michael Harmon.

During our spring athletics, GHS has brought home over 20 medals. It's been a great spring season.

The Oklahoma Department of Environmental Quality has approved the permit for the lagoon at Charter Oak Elementary.

Doug Ogle has been selected as the District #3 OASA Assistant Superintendent/Central Office Administrator of the Year for 2018.

Announced that because of an agenda item under consideration tonight related to the calendar for 2018-19 we are asking our attorney to revise our teacher contract. He expects the language for duration of the contract to refer to the calendar approved by the Board of Education. We are hoping to have a revised draft for the Board in June.

The greatest concern that has developed since the last board meeting is the potential challenge to HB1010xx which is the tax increases that provide the funding mechanism for the education budget. This includes the teacher pay raises. Once the required signatures for the petition are submitted, collection on those taxes cease until an election. Superintendent Hofmeister has requested an AG opinion on how a repeal of HB1010xx affects HB1023xx among other things.

13. President Sallee called for action on the Consent Agenda.

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

The motion carried with 7 ayes and 0 nays.

14A. President Sallee called for recommendation, consideration and action to approve teachers and administrator as listed for 2018 K-8 Remedial Summer School for 2nd and 3rd grade students.

A motion was made by Smedley and seconded by Watts to approve teachers and administrator as listed for 2018 K-8 Remedial Summer School for 2nd and 3rd grade students.

The motion carried with 7 ayes and 0 nays.

14B. President Sallee called for recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2018-2019.

A motion was made by Davis and seconded by Watts for approval upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2018-2019.

The motion carried with 7 ayes and 0 nays.

14C. President Sallee called for recommendation, consideration and action upon renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2018-2019.

A motion was made by Watts and seconded by Pierson to approve renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 14D. President Sallee called for recommendation, consideration and action upon renewal agreement with Frontline Technologies for Time and Attendance System and AESOP services for 2018-2019.**

A motion was made by Smedley and seconded by Pierson to approve renewal agreement with Frontline Technologies for Time and Attendance System and AESOP services for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 14E. President Sallee called for recommendation, consideration and action upon agreement with QualityCare Labs, LLC, for student drug testing services for 2018-2019.**

A motion was made by Pierson and seconded by Bennett-Johnson to approve agreement with QualityCare Labs, LLC, for student drug testing services for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 14F. President Sallee called for recommendation, consideration and action upon proposed revised school calendar for 2018-2019 including the addition of 10 minutes to each school day.**

Discussion followed.

A motion was made by Watts and seconded by Smedley to approve the revised school calendar for 2018-2019 including the addition of 10 minutes to each school day.

The motion carried with 7 ayes and 0 nays.

- 14G. President Sallee called for recommendation, consideration and action to open Charter Oak Elementary School for the 2018-2019 school year which will host Pre-K through 4th grade students.**

A motion was made by Watts and seconded by Smedley to open Charter Oak Elementary School for the 2018-2019 school year which will host Pre-K through 4th grade students.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

Discussion followed in reference to Item 14F after vote on 14G was taken.

- 14H. President Sallee called for discussion, consideration and possible action to award the contract for Guthrie Junior High renovation project.**

Superintendent Simpson recommended awarding the contract to Pope Construction including alternates 1 and 2 for the Guthrie Junior High renovation project.

Discussion followed.

A motion was made by Pennington and seconded by Watts to award the contract for the Guthrie Junior High renovation project to Pope Construction including alternates 1 and 2.

The motion carried with 7 ayes and 0 nays.

- 15. President Sallee called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments for 2017-2018 and 2018-2019, rehiring of support personnel as listed for 2018-2019, discussion of teacher negotiations for 2018-2019, discussion of resignation agreement of Gina Villalva, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools and discussing and assessing the vulnerability of GPS facilities to acts of terrorism and discussing plans for deterrence or prevention of or protection from an act(s) of terrorism, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 7 and 9.**

- 15A. A motion was made by Smedley and seconded by Watts to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 8:09 p.m.

- 15B. President Sallee acknowledged the Board's return to open session at 9:54 p.m.**

- 15C. President Sallee stated that in executive session only those items listed in Agenda Item 15 were discussed and no votes were taken.**

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

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

The motion carried with 7 ayes and 0 nays.

- 17. President Sallee called for action upon recommendation of extra-duty assignment as listed for 2017-2018.**

A motion was made by Pennington and seconded by Smedley to approve the extra-duty assignment as listed for 2017-2018.

The motion carried with 7 ayes and 0 nays.

- 18. President Sallee called for action upon recommendation to rehire support personnel as listed for 2018-2019.**

A motion was made by Pierson and seconded by Watts to approve to rehire support personnel as listed for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 19. President Sallee called for action upon recommendation of extra-duty assignment for GHS Girls Basketball Coach for 2018-2019.**

Superintendent Simpson recommended the hiring of Malcolm Roberts as GHS Girls Basketball Coach for 2018-2019.

A motion was made by Pierson and seconded by Pennington to hire Malcolm Roberts as GHS Girls Basketball Coach for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 20. President Sallee called for action upon recommendation of extra-duty assignment for GHS Boys Basketball Coach for 2018-2019.**

Superintendent Simpson recommended the hiring of Sean Morgan as GHS Boys Basketball Coach for 2018-2019.

A motion was made by Pierson and seconded by Pennington to hire Sean Morgan as GHS Boys Basketball Coach for 2018-2019.

The motion carried with 7 ayes and 0 nays.

- 21. President Sallee called for recommendation, consideration and action to enter into the Resignation Agreement with Gina Villalva and to accept her resignation.**

A motion was made by Smedley and seconded by Watts to enter into the Resignation Agreement with Gina Villalva and to accept her resignation.

The motion carried with 7 ayes and 0 nays.

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

Superintendent Simpson stated we received the resignations of Mechelle Helmberger, 1st Grade Teacher and Julie Dietz, 5th Grade Teacher after posting of the agenda, effective at the end of the 2017-2018 school year.

A motion was made by Smedley and seconded by Watts to accept the resignations of Mechelle Helmberger and Julie Dietz effective at the end of the 2017-2018 school year.

The motion carried with 7 ayes and 0 nays.

- 23. President Sallee called for discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**

Superintendent Simpson stated we received a transportation request from Heady Coleman regarding the use of two buses on June 5th and 6th to transport students from OKC to Guthrie and then to schools they will be serving on those days. They will then return students to OKC at the end of the day.

Discussion followed.

A motion was made by Watts and seconded by Davis to approve the transportation request from Heady Coleman with NorthChurch to transport students from OKC to Guthrie, then to schools they will be serving on those days and returning the students to OKC at the end of the day.

The motion carried with 7 ayes and 0 nays.

- 24. A motion was made by Watts and seconded by Smedley to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 10:00 p.m.

Jana Frey, Minutes Clerk

Travis Sallee, Board President

**TREASURER'S REPORT
MAY 31, 2018**

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 6,150,853.41
Building Fund	861,877.50
Sinking Fund	1,557,238.79
ILR Fund	62,336.55
G&E Fund	3,715.67
Child Nutrition Fund	388,397.73
Activity Fund	583,882.69
School Age-Care Fund	75,619.14
Bond Fund	<u>2,656,473.05</u>

TOTAL \$ 12,340,394.53

RECEIPTS

GENERAL FUND:

Logan County	\$ 77,645.40
State of Oklahoma	1,039,006.07
Okla. Tax Comm.	190,498.12
School Land Earn.	31,353.58
R.O.T.C.	6,080.65
Federal Programs	7,637.62
Misc Receipts	32,668.29
Correcting Entry(-)	
General Acct. Int.	4,099.10
Minus (-) Bank Fees	<u>176.61</u>
TOTAL	\$ 1,388,812.22

SINKING FUND:

Logan County \$ 15,508.18

CHILD NUTRITION FUND:

Local	25,100.39
State	19,327.93
Federal	<u>66,966.63</u>
TOTAL	\$ 111,394.95

INS.LOSS RECOVERY FUND:

\$

BUILDING FUND

Logan County	\$ 7,069.35
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 7,089.35

BOND FUND:

Interest	\$ 6,138.96
Bank Fees	<u>(-) 12.58</u>
TOTAL	\$ 6,126.38

WARRANTS PAID

GENERAL FUND:

2016-2017 \$
2017-2018 \$1,708,440.06

GIFTS & ENDOWMENTS FUND:

2016-2017
2017-2018

BUILDING FUND:

2016-2017 \$
2017-2018 \$ 26,886.95

INS. LOSS RECOVERY FUND:

2016-2017
2017-2018 \$11,144.67

CHILD NUTRITION FUND:

2016-2017 \$
2017-2018 \$ 98,031.55

BOND FUND:

2016-2017 \$ 652,755.35
2017-2018 \$ 33,861.90

CD/INVESTMENTS:

Farmers and Merchants Bank – Bond CD \$4,500,000.00
InterBank – Bond CD \$1,500,000.00

TOTAL MONIES IN F&M BANK \$12,340,394.53

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$20,240,000.00



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

Date 5-30-18

Site Charter Oak Elementary School

Desired Name of new Account Charter Oak Activity Account

Purpose of account To pay expenditures incurred during the school year, deposit funds for testing, field/incentive trips and to purchase necessary supplies to operate the school

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

Source of BOE allowable income that will support this account (See page 13 of AF Handbook) Donations, commissions & rebates, field trips, grants fundraisers, registration fees, restitutions, book fairs, book sales on site, employee contributions/donations, penny drives pictures, school pictures on site, t-shirt, sweatshirts, backpacks, hats, etc. on site, yearbook sales on site

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

X [Signature]

Sponsor Signature

Recommended by

X [Signature: Jay Bell]

Principal/Administrator Signature

Date

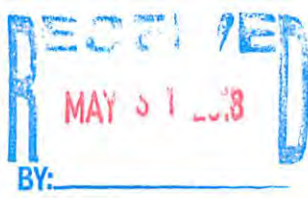
New Account Name

New Account Number

Board of Education Approval Date

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)
Appliances (refrigerator, microwave, etc.)
Assemblies and speakers
Athletic equipment, uniforms, clothing and supplies for student/coach
Banquet/reception expenses & supplies
Building improvements
Camp fee's (cheerleading, student council, etc.)
Change (start change)
Classroom equipment/improvements
Classroom supplies/materials
Clothes for the needy
Club refreshments and parties (student)
Contest entry fees
Copier rental fees, repairs & expenses
Custodial supplies
Donations
Dues & fees
Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
Film and developing expenses
Films & videos (rental and/or purchase)
First aid supplies
Flowers & Plants for student activities
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
~~Student travel & related expenses (lodging, meals w/15% gratuity)~~
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)



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

Date 5-30-18

Site Charter Oak Elementary School

Desired Name of new Account Charter Oak Faculty Account

Purpose of account For expenditure of funds that are from faculty members. No student money is involved in this account.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)
Activity fund operation expenses, banquets/receptions expenses & supplies, club refreshments, parties luncheons, etc., flowers & plants, incentives, meeting expenses, memorials, ribbons, trophies, awards, & plaques vending supplies

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)
Donations, employee contributions/donations, vending on site

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

X

Sponsor Signature

Recommended by _____

Date _____

New Account Name _____

New Account Number _____

Board of Education Approval Date _____

X *Joy Ball*

Principal/Administrator Signature



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

Date 5-30-18

Site Charter Oak Elementary

Desired Name of new Account Charter Oak PTO Account

Purpose of account For expenditure of funds that are received through fundraisers involving Charter Oak students and parents

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

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)
Candy sales, Carnival on site, consession on site, donations, employee contributions/donations field day activities on site, food sales on site, holiday grams, Christmas store on site, payment from students for resale items, snack sales, t-shirts, sweatshirts, backpacks, hats, etc. on site, vending on site.

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

X

Sponsor Signature

Recommended by _____

Date _____

New Account Name _____

New Account Number _____

Board of Education Approval Date _____

X

Principal/Administrator Signature

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)
Appliances (refrigerator, microwave, etc.)
Assemblies and speakers
Athletic equipment, uniforms, clothing and supplies for student/coach
Banquet/reception expenses & supplies
Building improvements
Camp fee's (cheerleading, student council, etc.)
Change (start change)
Classroom equipment/improvements
Classroom supplies/materials
Clothes for the needy
Club refreshments and parties (student)
Contest entry fees
Copier rental fees, repairs & expenses
Custodial supplies
Donations
Dues & fees
Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
Film and developing expenses
Films & videos (rental and/or purchase)
First aid supplies
Flowers & Plants for student activities
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
Student travel & related expenses (lodging, meals w/15% gratuity)
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 5/31/2018

- a. HS Student Pantry, 871 Solicitation of monetary funds, grants & misc. items to sustain the food pantry
- b. Running Club, 882 Plant sale
- c. Running Club, 882 Apparel sale
- d. Running Club, 882 Dues
- e. Running Club, 882 Christmas wreath sale
- f. ****Removed****
- g. *Charter Oak Faculty Jean pass sales
- h. *Charter Oak Activity Custom drinkware tumbler sales
- i. GUES Faculty, 813 Jean pass sales
- j. NJHS, 822 Dues
- k. JH Yearbook, 832 School pictures & Yearbook sales
- l. Academic Team, 850 Dues
- m. HS Art, 851 Dues
- n. Class of 2021, 860 Dues
- o. Math of Finance, 892 Student store sales
- p. HS Courtesy Fund, 870 Jean pass sales
- q. Robotics/STEM, 875 Solicitation of class required materials from local vendors



a.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/17/2018 Site Name: GHS

Acct. Name & #: Student Pantry / 871 Current Unobligated Account Balance: ~~3175.79~~ \$5675.79
5/24/18

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Solicitation of monetary funds, grants, clothing, hygiene items, storage containers, non-perishable food and other items from businesses and individuals in the community and surrounding communities to help sustain the food pantry.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

n/a

Manufacturer: none

Purpose for which funds will be used:

Funds will be used to purchase clothing, hygiene items, storage containers, non-perishable food and other items for the food pantry.

Name of Vendor: none

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

N/A

- a. Estimated INCOME: 10,000
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: 10,000

NOTES:

First day of Fundraiser: 7/1/2018 Last Day of Fundraiser: 6/1/2019

Understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-22-18

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]



b.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/18 Site: HS Unobligated Account Balance: _____
 Account Name: Running Club Account Number: 882

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Selling of plants for gardens and home

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: Davison greenhouse

Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: _____

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

a. Estimated INCOME: <u>2500</u>	Fundraiser start date: <u>July 10, 2018</u>
b. Less Estimated EXPENSES: <u>700</u>	Fundraiser end date: <u>May 17, 2019</u>
c. Estimated PROFIT: <u>1800</u>	

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

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

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

Sponsor Signature: [Signature] Date: 5/23/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/23/18

[Signature]



RECEIVED
MAY 24 2018
BY: _____

C.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/18 Site: HS Unobligated Account Balance: _____

Account Name: Running Club Account Number: 882

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

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

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: Fan Cloth, BSN, X-Grain

Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: clothing items

a. Estimated INCOME:	<u>2500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>700</u>	Fundraiser end date:	<u>May 17, 2019</u>
c. Estimated PROFIT:	<u>1800</u>		

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

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

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

Sponsor Signature: [Signature] Date: 5/23/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/23/18

[Signature]



d.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/18 Site: HS Unobligated Account Balance: _____
Account Name: Running Club Account Number: 882

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

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

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

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

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

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

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

Manufacturer: Gandy Ink, BSN, Body Billboards

Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: _____

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

a. Estimated INCOME: <u>2500</u>	Fundraiser start date: <u>July 10, 2018</u>
b. Less Estimated EXPENSES: <u>2500</u>	Fundraiser end date: <u>May 17, 2019</u>
c. Estimated PROFIT: <u>0</u>	

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

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

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

Sponsor Signature: [Signature] Date: 5/23/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5-23-18

[Signature]



e.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/18 Site: HS Unobligated Account Balance: _____
Account Name: Running Club Account Number: 882

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Christmas wreaths
Selling of real Christmas Wreaths- all presold and delivered via postal service

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: _____
Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: _____
Items to be purchased in order to conduct the fundraiser: christmas wreaths

a. Estimated INCOME:	<u>2500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>700</u>	Fundraiser end date:	<u>Jan. 17, 2019</u>
c. Estimated PROFIT:	<u>1800</u>		

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

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

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

Sponsor Signature: [Signature] Date: 5/23/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/23/18

[Signature]



9.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-30-18 Site: Charter Oak Elementary Unobligated Account Balance: _____

Account Name: Faculty Account Number: _____

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Jeans passes, teachers have the option to purchase a pass to wear jeans on certain days through out the year, that are not scheduled.

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: The money raised from this fundraiser will go towards retirement receptions, retirement gifts, and also meals for the staff dinners.

Name/Address of Vendor: _____

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

Estimated INCOME: \$2000.00 Fundraiser start date: Aug.1, 2018
Less Estimated EXPENSES: _____

Estimated PROFIT: \$2000.00 Fundraiser end date: Nov. 1, 2018

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

What will happen to any items that are not sold? Items will be saved for the following year Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 5-31-18

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

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

[Signature]



h.



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-18 Site: Charter Oak Elementary Unobligated Account Balance: _____

Account Name: Activity Account Number: _____

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Funds will be used to purchase students rewards, computers/software upgrades, supplies, classroom materials, continue ed. for teachers, building and grounds needs, donations, refunds, misc.

Name/Address of Vendor: Dynamic Fundraising- Jaime Gustin 3555 Moser Str. Oshkosh, WI

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

Estimated INCOME: \$2000.00 Fundraiser start date: Aug. 1, 2018
 Less Estimated EXPENSES: \$1000.00
 Estimated PROFIT: \$1000.00 Fundraiser end date: May 1, 2019

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

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

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

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 5-31-18

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

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

[Signature]



RECEIVED
 MAY 31 2018
 BY: _____

i.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-30-18 Site: GUES Unobligated Account Balance: 766.80 801-83

Account Name: GUES Faculty Account Number: 813

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Jeans passes, teachers have the option to purchase a pass to wear jeans on certain days through out the year, that are not scheduled.

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 SmartSnacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/caulculator/>

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: The money raised from this fundraiser will go towards retirement receptions, retirement gifts, and also meals for the staff dinners.

Name/Address of Vendor: _____

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

Estimated INCOME: \$2000.00 Fundraiser start date: Aug.1, 2018
 Less Estimated EXPENSES: _____
 Estimated PROFIT: \$2000.00 Fundraiser end date: Nov. 1, 2018

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

What will happen to any items that are not sold? Items will be saved for the following year Are

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

Sponsor Signature: [Signature] Date: _____

Principal's Signature: [Signature] Date: 5/31/18

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

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

[Signature]



RECEIVED
5-29-18

j.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-25-18 Site Name: Jr. High

Acct. Name & #: NJHS 822 Current Unobligated Account Balance: 2759.⁷⁶/₀₈

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Dues from each member (T-shirt with paid dues) NJHS banquet / awards

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Dues will cover t-shirt, induction ceremony, reception, students attending state convention, state dues, banquet

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 900.00
- c. Estimated PROFIT: 1100.00

NOTES:

First day of Fundraiser: August 2018 Last Day of Fundraiser: May 2019

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: 5-25-18

Principal's Signature: [Signature] Date: 5-25-18

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]



k.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-25-18 Site Name: Jr. High

Acct. Name & #: JH Yearbook 832 Current Unobligated Account Balance: 2978.92

Select One: Soliciting in school only Soliciting in school and community Community Only

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

School Pictures, Yearbooks

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
Purchase yearbooks, pictures, laptop / tablet

Name of Vendor: Jostens

Address of Vendor: 21336 Network Place, Chicago, IL 60673-1213

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

- a. Estimated INCOME: 5000.00
- b. Less Estimated EXPENSE: 4000
- c. Estimated PROFIT: 1000

NOTES:

First day of Fundraiser: August 2018 Last Day of Fundraiser: May 2019

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: 5-29-18

Principal's Signature: [Signature] Date: 5-29-18

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]



RECEIVED
5.29.18

l.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-18 Site: Guthrie High School Unobligated Account Balance: 47.70 *ef*

Account Name: Academic Team Account Account Number: 80 850

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

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

Academic team dues \$25 per student

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Academic Team shirts and gas to and from the meets

Name/Address of Vendor: _____

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

Estimated INCOME: \$200 Fundraiser start date: 8-1-18
Less Estimated EXPENSES: 0 (s)

Estimated PROFIT: 200.00 Fundraiser end date: May 2019

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

What will happen to any items that are not sold? Shirts will only be ordered for team members there should be no unsold items Are

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

Sponsor Signature: Daylon Edwards Date: 5-23-18

Principal's Signature: Chris Edwards Date: 5-23-18

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

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

Michelle Apple



RECEIVED
MAY 24 2018
BY: _____

m.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05-10-2018 Site: HS Unobligated Account Balance: _____

Account Name: Art Account Number: 851

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: to pay for class supplies used though out the year

Name/Address of Vendor: _____

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

Estimated INCOME: 3125 Fundraiser start date: Aug 15, 2018
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 3125 Fundraiser end date: May 31, 2019

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

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

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

Sponsor Signature: [Signature] Date: 5-10-18

Principal's Signature: [Signature] Date: 5-14-18

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

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

[Signature]



M.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/02/18 Site Name: Guthrie High School

Acct. Name & #: 860 Class of 2021 Current Unobligated Account Balance: 481.24

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Sophomore class dues.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

To purchase class t-shirts and purchase supplies to create a class float.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

none

- a. Estimated INCOME: 2500
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 2500

NOTES:

First day of Fundraiser: 08/01/18 Last Day of Fundraiser: 04/28/19

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

Are school district facilities required? yes If yes, a facility use permit must be completed.

Sponsor's Signature: [Signature] Date: 5-8-18

Principal's Signature: [Signature] Date: 5-8-18

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]

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5.29.18

O.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/02/18 Site Name: Guthrie High School

Acct. Name & #: 892 Math Of Finance Current Unobligated Account Balance: 43.58

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Student store sales pencils, pens, paper, notebooks, water

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
Water

Manufacturer: _____

Purpose for which funds will be used:
To purchase supplies for math of finance and PFL class projects. Field trip costs for students.

Name of Vendor: _____
Address of Vendor: _____

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

a. Estimated INCOME: 100
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: 100

NOTES:

First day of Fundraiser: 08/01/18 Last Day of Fundraiser: 04/28/19

I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: _____

Principal's Signature: [Signature] Date: 5-24-18

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

Board of Education Approval Date: _____

[Signature]



RECEIVED
5-29-18

70

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/17 Site: High School Unobligated Account Balance: \$800.30 CB

Account Name: GHS Courtesy Fund Account Number: 870

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of jeans pass to GHS faculty and staff.
Pass allows staff/faculty to wear jeans on Fridays during school year.

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Courtesy Fund sends flowers/goodies to staff when hospitalized or have lost a family member.
Funds also benefit staff at faculty luncheons, p/t conference meals, and teacher appreciation week.

Name/Address of Vendor: _____

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

Estimated INCOME: 800.00 Fundraiser start date: 8/15/18
Less Estimated EXPENSES: _____

Estimated PROFIT: 800.00 Fundraiser end date: 5/30/19

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

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

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

Sponsor Signature: Chris [Signature] Date: 5-24-18

Principal's Signature: Chris [Signature] Date: 5-24-18

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

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

Michelle Chapple

g.



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MAY 24 2018

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/08/2018 Site: High School Unobligated Account Balance: _____

Account Name: Robotics/STEM Account Number: 875

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Solicitation of local vendors for materials required for STEM class.

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: _____

Name/Address of Vendor: _____

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

Estimated INCOME: 3,500 Fundraiser start date: 08/13/2018
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 3,500 Fundraiser end date: 05/15/2019

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

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

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

Sponsor Signature: Monte Myers Date: 5/08/2018

Principal's Signature: Chris [Signature] Date: 5-8-18

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

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

[Signature]



RECEIVED
MAY 24 2018

r.

BY:

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

274 29 / 5/24/18 08

Request Date: 05-10-2018 Site: HS Unobligated Account Balance:

Account Name: KEY Club Account Number: 889

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) 20\$ KEY club dues

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: to pay for local, state, and national dues for Kiwanis

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 500 Fundraiser start date: Aug 15, 2018
Less Estimated EXPENSES: 0

Estimated PROFIT: 500 Fundraiser end date: May 31, 2019

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

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

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

Sponsor Signature: [Signature] Date: 5-10-18

Principal's Signature: [Signature] Date: 5-14-18

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

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

[Signature]



RECEIVED
5-29-18

S.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

5,143¹⁹
8

Request Date: 5/23/17 Site: High School Unobligated Account Balance: \$800.30

Account Name: Campus Beautification Account Number: 900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of parking passes for students for 2018-19 school year. \$20 each

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Activity fund operation expenses, parking permit hang tags, assemblies/speakers, furniture, building improvements, maintenance of grounds, awards, trophies, and plaques, shirts, etc..

Name/Address of Vendor: _____

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

Estimated INCOME: 5200.00 Fundraiser start date: 8/15/18
Less Estimated EXPENSES: 700.00

Estimated PROFIT: 4500.00 Fundraiser end date: 5/30/19

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

What will happen to any items that are not sold? unsold hang tags will be destroyed Are _____

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

Sponsor Signature: [Signature] Date: 5-24-18

Principal's Signature: [Signature] Date: 5-24-18

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

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

[Signature]



RECEIVED
5-29-18

T.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/17 Site: High School Unobligated Account Balance: \$800.30 - 5,431.98

Account Name: Campus Beautification Account Number: 900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of parking passes for staff/faculty @ \$50 for 2018-19 school year.

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Activity fund operation expenses, parking permit hang tags, assemblies/speakers, furniture, building improvements, maintenance of grounds, awards, trophies, and plaques, shirts, etc..

Name/Address of Vendor: _____

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

Estimated INCOME: 300.00 Fundraiser start date: 8/15/18
Less Estimated EXPENSES: 50.00

Estimated PROFIT: 250.00 Fundraiser end date: 5/30/19

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

What will happen to any items that are not sold? remaining staff will park in any available space Are

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

Sponsor Signature: Chris [Signature] Date: 5-24-18

Principal's Signature: Chris [Signature] Date: 5-24-18

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

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

[Signature]



RECEIVED
5-29-18

u.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 23, 2018 Site: G.H.S. Unobligated Account Balance: \$1,400.00

Account Name: Heritage Club Account Number: 883

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

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

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

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

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

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

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

Manufacturer: T-Shirt Nerds

Purpose for which funds will be used: Substitutes, transportation, fuel, mileage, trips, programs and cultural experiences.

Name/Address of Vendor: T-Shirt Nerds 420 W. Vilas Ave Guthrie, Ok

Items to be purchased in order to conduct the fundraiser: Ice cream, popcicles, freeze pops, drinks, cups, spoons, straws and napkins.

Estimated INCOME: \$400.00 Fundraiser start date: 8/30/2018
 Less Estimated EXPENSES: \$100.00
 Estimated PROFIT: \$300.00 Fundraiser end date: 9/21/2018

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

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

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

Sponsor Signature: Joyce Allen Date: 5/24/2018

Principal's Signature: Chris Grande Date: 5-24-18

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

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

Handwritten signature: m. Schapple

TRANSFERS FOR BOARD APPROVAL
As of 5/31/18

TO:	FROM:	REASON	\$AMOUNT
826, Learn 2 Love	823, JH Activity	Blue Jay Bash sponsorship	\$ 60.00



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

Amount 60.00 Date Requested 05/30/2018

Transfer to: 826 - Learn 2 Love
 Account Name & Number

Transfer from: 823 - JH Activity
 Account Name & Number

State Reason for Transfer Below

6 students were sponsored from the Learn 2 Love account for the end of the year Bluejay Bash. Each student was \$10.

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____

Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1092 - 1133

PO No	Date	Vendor No	Vendor	Description	Amount
1092	05/07/2018	43510	HOOTEN OIL COMPANY, INC	DEF FLUID/TRANSPORTATION	272.00
1093	05/07/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	INSURANCE DEDUCTIBLE/TRANSPORTATION	1,000.00
1094	05/07/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	TRANSMISSION FILTERS FOR FLEET/TRANSPORTATION	474.00
1095	05/07/2018	16611	ATC HOLDCO	AIR DUCT MOLDED FOR TURBO/TRANSPORTATION	773.10
1096	05/08/2018	16611	ATC HOLDCO	SLACK ADJUSTERS/TRANSPORTATION	295.24
1097	05/08/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	FLEET AIR FILTERS/TRANSPORTATION	1,278.45
1098	05/08/2018	16611	ATC HOLDCO	COOLANT AND PRESSURE SENSORS/TRANSPORTATION	415.24
1099	05/09/2018	12635	MERIDIAN TECHNOLOGY CENTER	DISTRICT CPR TRAINING	161.00
1100	05/09/2018	17963	HEATH SHELTON	PHOTOGRAPHY SERVICE/SIMPSON	150.00
1101	05/09/2018	15718	OVERHEAD DOOR COMPANY OF OKC, INC.	OVERHEAD DOOR REPAIR/TRANSPORTATION	170.00
1102	05/09/2018	12967	OKLAHOMA HOME CENTERS, INC.	PARTS AND SUPPLIES/TRANSPORTATION	170.30
1103	05/09/2018	12682	MIDWEST BUS SALES, INC.	RADIATOR DRAIN ASSEMBLIES/TRANSPORTATION	65.00
1104	05/09/2018	42234	CHALK'S TRUCK PARTS, INC.	FAN SWITCHES AND DRAINS PER QUOTE/TRANSPORTATION	240.32
1105	05/10/2018	12222	LAZY E ARENA	LEASE AGREEMENT FOR GRADUATION	0.00
1106	05/10/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	SCOREBOARD INSURANCE	6.00
1107	05/10/2018	16371	TWOTREES TECHNOLOGIES, LLC	CHROMEBOOKS/TECHNOLOGY	5,090.00
1108	05/14/2018	44140	SCHOLARBUYS	CHROMEBOOKS/GUES/HIGH SCHOOL	13,320.00
1109	05/14/2018	16371	TWOTREES TECHNOLOGIES, LLC	CHROMEBOOKS/CARTS/COT/CN/FOG/GUES/HS	35,859.00
1110	05/15/2018	16611	ATC HOLDCO	SLACK ADJUSTERS PER QUOTE/TRANSPORTATION	128.88
1111	05/15/2018	44155	DRIVER ED MARKETPLACE LLC	BRAKES FOR DRIVER ED VEHICLES/TRANSPORTATION	1,496.25
1112	05/15/2018	16371	TWOTREES TECHNOLOGIES, LLC	POWER ADAPTERS FOR CHROMEBOOKS/TECHNOLOGY	189.00
1113	05/17/2018	44160	PATRICK KYLE DOUGHERTY	SECURITY FOR GRADUATION	60.00
1114	05/17/2018	44161	MARCUS WILLIAMS	SECURITY FOR GRADUATION	0.00
1115	05/17/2018	44162	BYRON GOREE	SECURITY FOR GRADUATION	60.00
1116	05/17/2018	43949	COLTEN RAY HARRIS	SECURITY FOR GRADUATION	60.00
1117	05/17/2018	43547	RYAN FRIESEN	SECURITY FOR GRADUATION	0.00
1118	05/18/2018	16611	ATC HOLDCO	TURBO FOR BUS #5 PER QUOTE/TRANSPORTATION	2,636.30
1119	05/18/2018	12936	OKLA. ASSOC. FOR PUPIL TRANS.	CONFERENCE REGISTRATION JUNE 10-13/TRANSPORTATION	470.00

Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1092 - 1133

PO No	Date	Vendor No	Vendor	Description	Amount
1120	05/22/2018	44166	CHOCTAW NATION OF OKLAHOMA	ROOMS FOR OAPT CONFERENCE JUNE 10-13/TRANSP.	934.50
1121	05/24/2018	13026	OKLAHOMA STATE UNIVERSITY	REGISTRATION/LODGING TECH ENG. CONF/PETERMAN/DARCY	2,200.00
1122	05/24/2018	12682	MIDWEST BUS SALES, INC.	BUS WINDSHIELD/TRANSPORTATION	319.00
1123	05/24/2018	17992	WESTERN GLASS & ATV, INC.	INSTALL BUS WINDSHIELD/TRANSPORTATION	350.00
1124	05/24/2018	44152	JAYLENE SMITH	DRIVERS ED LICENSE TAGS/TRANSPORTATION	66.60
1125	05/25/2018	83965	CODY THOMPSON	TRIP REIMBURSEMENT/OAPT CONFERENCE/TRANSP.	298.19
1126	05/25/2018	82357	SHELLEY LYNN TOON-DAVES	TRIP REIMBURSEMENT/OAPT CONFERENCE/TRANSP.	282.93
1127	05/25/2018	82641	RUSSELL L CHRISTIAN JR	TRIP REIMBURSEMENT/OAPT CONFERENCE/TRANSP.	276.39
1128	05/25/2018	16611	ATC HOLDCO	INSTRUMENT CLUSTER/TRANSPORTATION	523.13
1129	05/31/2018	13229	QUILL CORPORATION	BANKER BOXES/SPECIAL ED/WOODS	111.98
1130	06/01/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	BITS AND BELT PARTS/TRANSPORTATION	96.40
1131	06/01/2018	17363	TRAK-1 TECHNOLOGY, INC.	BACKGROUND CHECK FOR SPEECH LICENSURE/SPEC ED	26.00
1132	06/01/2018	44159	STATE OF OKLAHOMA OBESPA	LICENSE FOR SPEECH PATH TO SUPERVISE SLPA/SPEC ED	300.00
1133	06/02/2018	10129	NORTHUP AUTO PARTS & MACHINE	BATTERY FOR TRUCK #63/TRANSPORTATION	141.07
Non-Payroll Total:					\$70,766.27
Payroll Total:					\$0.00
Report Total:					\$70,766.27

Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 306 - 341

PO No	Date	Vendor No	Vendor	Description	Amount
306	05/07/2018	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES FOR DISTRICT	503.92
307	05/07/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	MOTOR FOR HS ANNEX UNIT	260.00
308	05/09/2018	43992	INTEGRITY HEAT & AIR, LLC	A/C REPAIRS	0.00
309	05/09/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	A/C SUPPLIES	400.00
310	05/10/2018	44013	CENTRAL OKLAHOMA WINNELSON	WATER COOLER AND PARTS FOR CENTRAL	633.00
311	05/14/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUPPLIES	1,000.00
312	05/14/2018	15969	SOUTHWEST PAPER, INC - OKC	CORELESS TOILET TISSUE	760.00
313	05/15/2018	12967	OKLAHOMA HOME CENTERS, INC.	PADLOCKS FOR DISTRICT HVAC UNITS	1,007.16
314	05/15/2018	12967	OKLAHOMA HOME CENTERS, INC.	PAINT SUPPLIES FOR CLASSROOMS	1,500.00
315	05/16/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	CONCRETE GRINDER RENTAL/ATHLETICS/HS	550.00
316	05/16/2018	15444	SCHOOL SPECIALTY	TACKBOARDS FOR OFFICE	255.12
317	05/16/2018	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES	475.25
318	05/16/2018	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL SUPPLIES	516.39
319	05/16/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS AND SUPPLIES	3,000.00
320	05/18/2018	15969	SOUTHWEST PAPER, INC - OKC	FLOOR STRIPPER AND FINISH KIT FOR FOGARTY	995.68
321	05/18/2018	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT FLOOR CLEANER AND STRIPPER	2,877.95
322	05/18/2018	43749	TREAT'S SOLUTIONS, LLC	DISTRICT SUMMER SUPPLIES	734.75
323	05/18/2018	12568	MAINTENANCE SUPPLY CO, INC.	DISTRICT SUMMER FLOOR PRODUCTS	7,295.24
324	05/22/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS AND SUPPLIES	2,000.00
325	05/22/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM REPAIRS AT FOGARTY	0.00
326	05/24/2018	44013	CENTRAL OKLAHOMA WINNELSON	FAUCET STEMS, WATER CLOSET KITS, SEAL GASKETS	479.33
327	05/24/2018	15969	SOUTHWEST PAPER, INC - OKC	CONCENTRATED FOAM HAND SOAP	609.08
328	05/24/2018	42872	PATRICK A. COUNTESS	COTTERAL FENCE REPAIR	680.00
329	05/24/2018	44165	A-1 FREEMAN MOVING & STORAGE LLC	TEACHERS' RELOCATION	17,992.00
330	05/24/2018	43362	ECKROAT SEED CO	FERTILIZER/DIRT/ATHLETICS/HS	675.00
331	05/29/2018	44137	ACE TRANSFER AND STORAGE	MOVING BOX LABELS	250.00
332	05/29/2018	17491	ENGINEERED EQUIPMENT, INC.	MCQUAY MOTORS FOR JR HIGH	1,120.00
333	05/29/2018	44137	ACE TRANSFER AND STORAGE	PACKING BOXES	1,600.00
334	05/31/2018	43749	TREAT'S SOLUTIONS, LLC	FLOOR SEALER FOR BOC	200.00
335	05/31/2018	17491	ENGINEERED EQUIPMENT, INC.	HVAC PARTS AND SUPPLIES	647.34
336	05/31/2018	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING SUPPLIES	307.44
337	05/31/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS	860.00
338	05/31/2018	44165	A-1 FREEMAN MOVING & STORAGE LLC	MOVING BOXES	340.00
339	06/02/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	EMERGENCY FIRE ALARM REPAIRS	3,000.00
340	06/02/2018	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	1,541.48
341	06/02/2018	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	2,852.21

Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 306 - 341

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$57,918.34
				Payroll Total:	\$0.00
				Report Total:	\$57,918.34

Purchase Order Register

Options: Year: 2017-2018, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 21 - 22

PO No	Date	Vendor No	Vendor	Description	Amount
21	05/09/2018	10757	CURTIS RESTAURANT SUPPLY	SERVING COUNTER/NSLP GRANT	7,100.19
22	05/30/2018	80493	RUTH CLARK CANNING	MEAL ACCOUNT REFUND	46.85
Non-Payroll Total:					\$7,147.04
Payroll Total:					\$0.00
Report Total:					\$7,147.04

Purchase Order Register

Options: Year: 2017-2018, Fund: Building Bond 2017, Date Range: 7/1/2017 - 6/30/2018, PO Range: 8 - 9

PO No	Date	Vendor No	Vendor	Description	Amount
8	05/10/2018	44092	INNOVATIVE MECHANICAL LLC	HS CHILLER PROJECT/PIPING UPGRADE	37,500.00
9	05/15/2018	44157	POPE CONTRACTING, INC.	RENOVATION PROJECTS AT JH	576,200.00
Non-Payroll Total:					\$613,700.00
Payroll Total:					\$0.00
Report Total:					\$613,700.00

Purchase Order Register

Options: Year: 2017-2018, Fund: GIFTS FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 2

PO No	Date	Vendor No	Vendor	Description	Amount
1	05/24/2018	44167	GAVIN DEJUAN BRISON	PAULA BEARDEN SCHOLARSHIP	1,320.00
2	06/01/2018	44171	ALYSSA MYRICK	ALIENE SCHOLARSHIP	1,500.00
Non-Payroll Total:					\$2,820.00
Payroll Total:					\$0.00
Report Total:					\$2,820.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 5/8/2018 - 6/30/2018, PO Range: 1 - 1091, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
7	07/01/2017	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2017-18	-3,210.25
19	07/01/2017	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2017-18	-8,000.00
30	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2017-18	-100.00
31	07/01/2017	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2017-18	-211.36
42	07/01/2017	83357	MICHELE DENISE HAMBY	EXPENSE REIMBURSEMENT FOR 2017-18	-141.93
50	07/01/2017	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2017-18	-5,000.00
58	07/01/2017	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2017-18	81.86
65	07/01/2017	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2017-2018	-1,000.00
69	07/01/2017	43647	ADMIN ARSENAL, INC	SOFTWARE/TECHNOLOGY	-1,800.00
70	07/01/2017	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK	-776.13
86	07/01/2017	43236	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS, SUPPLIES AND EQUIPMENT	-4,391.00
92	07/01/2017	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO VISUAL SUPPLIES	-1,040.04
94	07/01/2017	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	-19.62
95	07/01/2017	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES/TECHNOLOGY	-100.00
97	07/01/2017	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	-885.27
108	07/01/2017	17736	IXL LEARNING, INC.	TITLE I MATH CURRICULUM JR HIGH	-638.00
144	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	-692.03
172	07/01/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE LEASE/AG	-548.15
173	07/01/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	EQUIPMENT FOR AG PROGRAM/HS	-659.36
180	07/01/2017	17363	TRAK-1 TECHNOLOGY, INC.	BACKGROUND CHECKS 2017-18	-416.00
197	07/06/2017	15532	ONENET	INTERNET SERVICES/TECHNOLOGY	-5,720.00
249	07/31/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/ALLISON LEE/HS	-22.60
261	08/03/2017	13229	QUILL CORPORATION	BLANKET FOR ADM OFFICE SUPPLIES/SPEC ED	-19.72
331	08/16/2017	12447	MARDEL, INC.	\$100 CLASSROOM SUPPLIES/C. DURHAM/CENTRAL	-9.34
367	08/17/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/A. REYNOLDS/GUES	-100.00
370	08/18/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/S. WOOD/JH	-21.37
373	08/18/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/JUSTIN STEVENS/HS	-100.00
384	08/22/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/S. VAUGHAN/JH	-27.50

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 5/8/2018 - 6/30/2018, PO Range: 1 - 1091, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
498	09/26/2017	44001	MICROSOFT CORPORATION	WINDOWS LICENSE/TECHNOLOGY	-3,000.00
526	10/04/2017	12933	OKLAHOMA ASBO	CONFERENCE REGISTRATIONS	-300.00
536	10/09/2017	44001	MICROSOFT CORPORATION	WINDOWS SOFTWARE LICENSES/TECHNOLOGY	-1,500.00
551	10/16/2017	15994	AMAZON CAPITAL SERVICES	DELL TABLET CHARGERS/STEM/DARCY/JH	-101.55
563	10/19/2017	43489	PIRAINO CONSULTING, INC.	PARTS/SUPPLIES/TECHNOLOGY	-699.00
582	10/30/2017	14207	WALMART COMMUNITY	\$100 CLASSROOM SUPPLIES/GILMORE/HS	-100.00
784	01/19/2018	40123	ROBERTS TRUCK CENTER OF OK LLC	DIAGNOSE REPAIRS ON BUS 49/TRANSPORTATION	-500.00
796	01/26/2018	12682	MIDWEST BUS SALES, INC.	BUS REPAIRS/TRANSPORTATION	-500.00
799	01/31/2018	10707	COUNTRY FORD MERCURY, INC.	SERVICE AND REPAIRS ON FORD VEHICLES/TRANSP.	-410.05
854	02/14/2018	43898	FORECAST 5 ANALYTICS, INC.	SOFTWARE FOR ADMINISTRATIVE REPORTS	-4,500.00
881	02/27/2018	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	SCORING SERVICE FOR 3RD GRADE COGAT	-262.10
906	03/07/2018	44114	GHOTRA HOSPITALITY	HOTEL ROOMS FOR OYE/AG/DRAKE/HS	-30.00
917	03/12/2018	15994	AMAZON CAPITAL SERVICES	MEDICAL SUPPLIES/SCHOOL NURSE	-300.80
945	03/27/2018	42234	CHALK'S TRUCK PARTS, INC.	ALTERNATORS AND SEAT COVERS PER QUOTES/TRANSP	-1,533.28
Non-Payroll Total:					(\$49,304.59)
Payroll Total:					\$0.00
Report Total:					(\$49,304.59)

Change Order Listing

Options: Fund: Building, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 5/8/2018 - 6/30/2018, PO Range: 1 - 305, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2017	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	-575.00
12	07/01/2017	12324	LOCKE SUPPLY CO.	DISTRICT PLUMBING SUPPLIES	-1,033.30
15	07/01/2017	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT FILTERS AND HVAC PARTS	-58.43
17	07/01/2017	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-2.22
26	07/01/2017	14189	VOSS ELECTRIC CO.	DISTRICT ELECTRICAL SUPPLIES	-938.03
35	07/01/2017	43827	ED HUMES LOCKSMITH SERVICE, INC.	DISTRICT LOCK REPAIRS	-652.15
41	07/01/2017	43783	ANDREW J FARL	DISTRICT ROOF REPAIRS	-2,500.00
66	07/26/2017	43883	UNITED REFRIGERATION, INC.	DISTRICT PARTS AND SUPPLIES	-601.85
72	08/04/2017	17719	THYSSENKRUPP ELEVATOR CORPORATION	DISTRICT ELEVATOR AND LIFT REPAIRS AND SERVICE	-2,053.50
100	09/11/2017	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	-600.80
168	11/14/2017	43801	6-L MECHANICAL	DISTRICT HVAC REPAIRS	-340.00
177	12/07/2017	43801	6-L MECHANICAL	HVAC REPAIRS	-500.00
204	01/19/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS AND SUPPLIES	-60.05
213	01/30/2018	10110	HENKE & WANG PLUMBING	PLUMBING REPAIRS AT HIGH SCHOOL	-133.10
226	02/07/2018	10130	AUTO-CHLOR SERVICES, LLC	REPAIRS TO DISH MACHINE AT COTTERAL	-500.00
236	02/16/2018	43992	INTEGRITY HEAT & AIR, LLC	DISTRICT HVAC REPAIRS	-500.00
237	02/16/2018	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-280.00
254	03/09/2018	43801	6-L MECHANICAL	HVAC REPAIRS AT HIGH SCHOOL	115.00
259	03/14/2018	40596	JAMES C. MCGEE	HAULING GRAVEL	-1,500.00
Non-Payroll Total:					(\$12,713.43)
Payroll Total:					\$0.00
Report Total:					(\$12,713.43)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 5/8/2018 - 6/30/2018, PO Range: 1 - 20, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/31/2017	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS/CHILD NUTRITION	-3,433.80
5	07/31/2017	15100	KRAUS SERVICE, INC.	BLANKET FOR REPAIRS/CHILD NUTRITION	-2,000.00
10	08/04/2017	43829	RED RIVER GASKET, LLC	BLANKET FOR REPAIRS/CHILD NUTRITION	-550.00
Non-Payroll Total:					(\$5,983.80)
Payroll Total:					\$0.00
Report Total:					(\$5,983.80)


ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 5/31/2018

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (5/01/18)	\$559,534.78	Balance per bank statement As of (5/31/18)	\$583,882.69
Add Receipts	\$ 111,781.75	Add Deposits in Transit	\$ 1,488.45
Less Checks Written	\$ 156,562.76	less O/S Checks	\$ 70,896.37
Adjustments	\$	*Adjustments	\$ -279.00
		Bank correction	\$
Balance per Ledger	\$514,753.77	Balance per Ledger	\$514,753.77

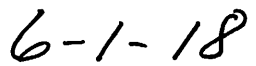
Adjustment/Correction explanations:

Check #4226 issued 5/17/18 cleared bank inadvertently voided 5/17/18. Per MAS instructions new payment# 4309 issued 6/1/18, registered & cleared 6/1/18 in replacement of #4226.

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



 Activity Fund Clerk



 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2018 - 5/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$78.60	\$13.80	\$0.00	\$0.00	\$92.40	\$0.00	\$92.40
802 CENTRAL ACTIVITY	\$20,217.89	\$1,292.38	\$0.00	\$4,929.11	\$16,581.16	\$583.00	\$15,998.16
803 CENTRAL PTO	\$11,347.98	\$312.20	\$0.00	\$252.92	\$11,407.26	\$338.84	\$11,068.42
804 COTTERAL PTO	\$11,635.57	\$119.10	\$0.00	\$1,676.38	\$10,078.29	\$105.00	\$9,973.29
805 COTTERAL ACTIVITY	\$23,211.03	\$2,995.80	\$0.00	\$6,610.36	\$19,596.47	\$52.00	\$19,544.47
806 COTTERAL FACULTY	\$402.17	\$0.00	\$0.00	\$0.00	\$402.17	\$0.00	\$402.17
808 FOGARTY PARENTS ORG.	\$13,019.23	\$563.41	\$0.00	\$592.81	\$12,989.83	\$202.14	\$12,787.69
809 FOGARTY ACTIVITY	\$28,606.52	\$5,940.99	\$0.00	\$10,907.70	\$23,639.81	\$58.20	\$23,581.61
810 FOGARTY FACULTY	\$735.37	\$0.00	\$0.00	\$0.00	\$735.37	\$200.00	\$535.37
811 Elem Snack Grant	\$2,021.87	\$0.00	\$0.00	\$515.98	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$45,019.19	\$4,224.71	\$0.00	\$12,725.92	\$36,517.98	\$27,782.07	\$8,735.91
813 GUES FACULTY	\$1,408.81	\$63.00	\$0.00	\$70.00	\$1,401.81	\$600.00	\$801.81
815 GUES PARENTS ORG.	\$25,386.46	\$971.22	\$0.00	\$11,117.72	\$15,239.96	\$2,992.56	\$12,247.40
816 GHS SPECIAL KIDS	\$361.01	\$0.00	\$0.00	\$0.00	\$361.01	\$0.00	\$361.01
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$317.10	\$0.00	\$0.00	\$0.00	\$317.10	\$0.00	\$317.10
819 ATHLETICS JUNIOR HIGH	\$14,241.38	\$625.00	\$0.00	\$1,426.63	\$13,439.75	\$2,182.40	\$11,257.35
820 GOLF JUNIOR HIGH	\$2,388.49	\$0.00	\$0.00	\$0.00	\$2,388.49	\$0.00	\$2,388.49
821 FHA JUNIOR HIGH	\$2,663.44	\$15.00	\$0.00	\$439.24	\$2,239.20	\$316.00	\$1,923.20
822 HONOR SOCIETY JR HIGH	\$3,501.46	\$0.00	\$0.00	\$650.89	\$2,850.57	\$90.79	\$2,759.78
823 JR HIGH ACCOUNT	\$3,459.76	\$3,814.00	\$0.00	\$3,176.25	\$4,097.51	\$950.44	\$3,147.07
824 JR HIGH FACULTY	\$1,266.55	\$593.10	\$0.00	\$0.00	\$1,859.65	\$0.00	\$1,859.65
825 LIBRARY JR HIGH	\$2,532.02	\$0.00	\$0.00	\$0.00	\$2,532.02	\$0.00	\$2,532.02
826 LEARN 2 LOVE	\$17,355.36	\$2,660.00	\$0.00	\$1,282.00	\$18,733.36	\$721.00	\$18,012.36
827 CHEERLEADERS JR HIGH	\$2,803.32	\$0.00	\$0.00	\$0.00	\$2,803.32	\$0.00	\$2,803.32
830 STUCO JH	\$5,870.39	\$2,062.10	\$0.00	\$2,273.46	\$5,659.03	\$1,000.00	\$4,659.03
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$3,134.52	\$1,985.00	\$0.00	\$2,140.60	\$2,978.92	\$0.00	\$2,978.92
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$47.70	\$0.00	\$0.00	\$0.00	\$47.70	\$0.00	\$47.70
851 ART CLUB HS	\$6,530.09	\$1,125.00	\$0.00	\$194.50	\$7,460.59	\$715.97	\$6,744.62
852 ATHLETICS HS	\$52,822.91	\$16,854.72	\$0.00	\$17,106.79	\$52,570.84	\$18,213.16	\$34,357.68
853 HS CHEER	\$4,164.44	\$4,033.02	\$0.00	\$1,606.32	\$6,591.14	\$9,789.00	(\$3,197.86)
854 FOOTBALL CAMP	\$4,146.83	\$245.00	\$0.00	\$0.00	\$4,391.83	\$0.00	\$4,391.83
855 TENNIS HS	\$9,273.11	\$3,335.00	\$0.00	\$558.65	\$12,049.46	\$2,204.17	\$9,845.29
856 GHS LIBRARY	\$1,532.01	\$0.00	\$0.00	\$0.00	\$1,532.01	\$0.00	\$1,532.01
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$133.99	\$465.00	\$0.00	\$0.00	\$598.99	\$0.00	\$598.99
859 BAND (OPERATING) HS	\$4,032.44	\$5,049.00	\$0.00	\$2,182.31	\$6,899.13	\$934.83	\$5,964.30
860 CLASS OF 2021 HS	\$481.24	\$50.00	\$0.00	\$0.00	\$531.24	\$0.00	\$531.24
861 CLASS OF 2017 HS	\$1,959.85	\$0.00	\$0.00	\$0.00	\$1,959.85	\$0.00	\$1,959.85
862 CLASS OF 2018 HS	\$6,946.04	\$1,650.00	\$0.00	\$6,483.32	\$2,112.72	\$208.96	\$1,903.76
863 CLASS OF 2019 HS	\$12,130.51	\$250.00	\$0.00	\$5,260.16	\$7,120.35	\$370.00	\$6,750.35
864 GHS ALUMNI ACCOUNT	\$2,499.32	\$0.00	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$1,623.83	\$0.00	\$0.00	\$200.00	\$1,423.83	\$416.72	\$1,007.11
870 HS FACULTY/COURTESY ACCOUNT	\$1,342.86	\$0.00	\$0.00	\$271.95	\$1,070.91	\$200.00	\$870.91
871 HS STUDENT PANTRY	\$3,175.79	\$2,500.00	\$0.00	\$0.00	\$5,675.79	\$0.00	\$5,675.79
872 CLASS OF 2020	\$2,169.30	\$35.00	\$0.00	\$0.00	\$2,204.30	\$0.00	\$2,204.30
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$34,450.41	\$0.00	\$0.00	\$2,900.00	\$31,550.41	\$12,950.00	\$18,600.41
877 FFA HS	\$6,328.05	\$9,182.80	(\$124.25)	\$3,077.93	\$12,308.67	\$3,497.81	\$8,810.86
878 FCCLA (FHA) HS	\$396.52	\$0.00	\$0.00	\$285.92	\$110.60	\$0.00	\$110.60
879 FOREIGN LANGUAGE SPAN HS	\$5,894.13	\$600.00	\$0.00	\$2,292.99	\$4,201.14	\$178.96	\$4,022.18
880 XC Bluecrew	\$0.00	\$5,886.00	\$0.00	\$0.00	\$5,886.00	\$0.00	\$5,886.00

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2018 - 5/31/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
881 Lady Jays Basketball	\$1,975.31	\$0.00	\$0.00	\$0.00	\$1,975.31	\$0.00	\$1,975.31
882 GUTHRIE RUNNING CLUB HS	\$5,012.95	\$750.00	\$0.00	\$654.38	\$5,108.57	\$430.48	\$4,678.09
883 HERITAGE CLUB HS	\$1,250.22	\$200.00	\$0.00	\$0.00	\$1,450.22	\$0.00	\$1,450.22
884 HIGH SCHOOL ACCOUNT	\$14,653.77	\$2,268.91	\$0.00	\$4,577.61	\$12,345.07	\$1,333.93	\$11,011.14
885 STUDENT SUPPORT HS	\$2,183.02	\$353.00	\$0.00	\$117.27	\$2,418.75	\$102.51	\$2,316.24
886 HONOR SOCIETY HS	\$3,223.44	\$210.00	\$0.00	\$148.24	\$3,285.20	\$920.00	\$2,365.20
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$434.28	\$0.00	\$0.00	\$0.00	\$434.28	\$159.99	\$274.29
892 MATH OF FINANCE	\$43.58	\$0.00	\$0.00	\$0.00	\$43.58	\$0.00	\$43.58
893 MU ALPHA THETA HS	\$1,814.04	\$20.00	\$0.00	\$822.82	\$1,011.22	\$0.00	\$1,011.22
895 JROTC HS	\$5,465.20	\$350.00	\$0.00	\$414.68	\$5,400.52	\$481.80	\$4,918.72
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$1,487.23	\$0.00	\$0.00	\$725.36	\$761.87	\$150.00	\$611.87
898 SCIENCE CLUB HS	\$5,829.71	\$1,730.00	\$0.00	\$1,136.28	\$6,423.43	\$436.17	\$5,987.26
899 STUDENT COUNCIL HS	\$14,382.12	\$624.00	\$0.00	\$1,166.21	\$13,839.91	\$1,045.39	\$12,794.52
900 CAMPUS BEAUTIFICATION HS	\$5,123.19	\$20.00	\$0.00	\$0.00	\$5,143.19	\$0.00	\$5,143.19
902 VOCAL HS	\$5,212.97	\$2,269.00	\$0.00	\$4,055.74	\$3,426.23	\$430.82	\$2,995.41
904 YEARBOOK HS	\$18,376.43	\$4,135.00	\$0.00	\$17,471.51	\$5,039.92	\$0.00	\$5,039.92
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$3,235.38	\$100.00	\$0.00	\$0.00	\$3,335.38	\$535.00	\$2,800.38
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,922.26	\$209.00	\$0.00	\$133.66	\$1,997.60	\$0.00	\$1,997.60
922 COURTESY COMMITTEE ADMIN	\$88.87	\$0.00	\$0.00	\$0.00	\$88.87	\$105.00	(\$16.13)
925 GENERAL FUND REFUND	\$4,448.70	\$968.37	\$124.25	\$0.00	\$5,541.32	\$0.00	\$5,541.32
927 HALL OF FAME BANQUET	\$891.17	\$0.00	\$0.00	\$0.00	\$891.17	\$0.00	\$891.17
929 SPECIAL OLYMPICS	\$37,046.73	\$2,103.04	\$0.00	\$12,570.24	\$26,579.53	\$7,549.60	\$19,029.93
932 SUMMER SCHOOL HS	\$2,695.00	\$5,747.00	\$0.00	\$0.00	\$8,442.00	\$0.00	\$8,442.00
933 FAVER C&C	\$185.63	\$31.15	\$0.00	\$0.00	\$216.78	\$0.00	\$216.78
934 TRANSPORTATION C&C	\$2,986.07	\$1,082.25	\$0.00	\$1,124.97	\$2,943.35	\$2,100.00	\$843.35
935 VENDING MACHINE ADMIN	\$590.28	\$65.65	\$0.00	\$0.00	\$655.93	\$225.54	\$430.39
936 GUES HONOR CHOIR	\$587.93	\$0.00	\$0.00	\$0.00	\$587.93	\$125.00	\$462.93
937 FAVER ACTIVITY	\$78.27	\$0.00	\$0.00	\$0.00	\$78.27	\$0.00	\$78.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$9,645.64	\$417.97	\$0.00	\$603.72	\$9,459.89	\$2,712.20	\$6,747.69
942 C.N. CLEARING ACCT	\$0.00	\$8,616.06	\$0.00	\$7,631.26	\$984.80	\$4,787.29	(\$3,802.49)
Total	\$559,534.78	\$111,781.75	\$0.00	\$156,562.76	\$514,753.77	\$111,484.74	\$403,269.03



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: June 4, 2018

We would like to declare surplus 300+ VHS tapes and a metal cart for an overhead projector from GUES Library.

Thank you,

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

Cody Thompson



Linda Skinner <linda.skinner@guthrieips.net>

Additional surplus item from GUES

1 message

Pam Davis <pam.davis@guthrieips.net>

Mon, Jun 4, 2018 at 1:35 PM

To: Linda Skinner <linda.skinner@guthrieips.net>

One tall metal cart used for an overhead projector. We will be putting the VHS tapes on that.



Linda Skinner <linda.skinner@guthrieeps.net>

VHS tapes declared surplus at GUES

1 message

Pam Davis <pam.davis@guthrieeps.net>
To: Linda Skinner <linda.skinner@guthrieeps.net>

Mon, Jun 4, 2018 at 1:30 PM

With permission from Mrs. Davison, we are declaring surplus 300+ VHS tapes of various titles in the GUES library.



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: June 6, 2018

We would like to declare surplus the following items:

- Misc. office and classroom furniture
- Misc. playground equipment
- Misc. kitchen equipment

Thank you,

Cody Thompson



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Director of Federal Programs/Elementary Education

Date: May 30, 2018

Re: Willow Creek Health Care, LLC Agreement and Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2018-2019 school year. This will be year 7 for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

Also attached is a copy of the agreement with Golden Age Nursing Home of Guthrie, LLC for maintaining an Intergeneration Pre-K classroom for the 2018-2019 school year. This will be the first year for a Pre-K classroom at the Golden Age facility located at 419 E. Oklahoma Ave.

I recommend approval of the agreement between Guthrie Public Schools and Willow Creek Health Care, LLC and Golden Age Nursing Home of Guthrie, LLC.

AGREEMENT

THIS AGREEMENT, effective July 1, 2018, is made by and between the **WILLOW CREEK HEALTH CARE, LLC (“Willow Creek”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

A. **WHEREAS**, Willow Creek maintains a residential care facility for senior citizens located at 2300 West Noble in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four year old children; and

C. **WHEREAS**, Willow Creek and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Willow Creek’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Willow Creek has space in its Facility suitable for housing the Program, which Willow Creek desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Willow Creek’s Facility for such purposes in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Willow Creek and the District agree as follows:

1. **Lease of Classroom**. Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2018-2019 school term, as defined by the District’s official school calendar.

2. **Rent**. The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2018-2019 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2019, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, “reading time”. The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District’s child care staff, including certified teachers and teacher assistants and all operations of the District’s Program will meet the requirements of the Oklahoma Department of Education. The District’s child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker’s compensation insurance covering its employees while providing services on Willow Creek’s premises.

5. **Alterations.** Willow Creek will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Willow Creek agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Willow Creek. All alterations, whether made by Willow Creek or by the District with the consent of Willow Creek, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Willow Creek shall provide all utilities or services to the Classroom as may be necessary for the District’s use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Willow Creek shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District’s agents, employees or invitees from any cause or causes whatsoever from or concerned with the District’s use and occupancy of the Classroom under the terms of this Agreement to the extent of the District’s maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Willow Creek agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Willow Creek or Willow Creek’s agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Willow Creek’s use, operation and control of its Facility, or from Willow Creek’s performance under the terms of this Agreement.

The District shall furnish Willow Creek, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Willow Creek as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Willow Creek's insurance.

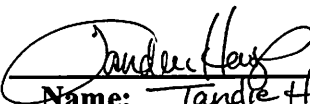
8. **Student Safety.** The District and Willow Creek agree that student safety is a top priority. In an effort to protect students' safety, Willow Creek agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Willow Creek shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Willow Creek Health Care.

9. **No Agency or Joint Venture.** The District and Willow Creek understand and agree that no staff member or volunteer of Willow Creek shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Willow Creek nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Willow Creek intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

DATED this ____ day of _____, 2018.

WILLOW CREEK HEALTH CARE, LLC

By: 
Name: Tandle Hastings
Title: President

"WILLOW CREEK"

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
GUTHRIE PUBLIC SCHOOLS**

**By: _____
President, Board of Education**

“DISTRICT”



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Director of Federal Programs/Elementary Education

Date: May 30, 2018

Re: Willow Creek Health Care, LLC Agreement and Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2018-2019 school year. This will be year 7 for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

Also attached is a copy of the agreement with Golden Age Nursing Home of Guthrie, LLC for maintaining an Intergeneration Pre-K classroom for the 2018-2019 school year. This will be the first year for a Pre-K classroom at the Golden Age facility located at 419 E. Oklahoma Ave.

I recommend approval of the agreement between Guthrie Public Schools and Willow Creek Health Care, LLC and Golden Age Nursing Home of Guthrie, LLC.

AGREEMENT

THIS AGREEMENT, effective July 1, 2018, is made by and between the **GOLDEN AGE NURSING HOME OF GUTHRIE, LLC (“Golden Age”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

A. **WHEREAS**, Golden Age maintains a residential care facility for senior citizens located at 419 E. Oklahoma Ave. in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four-year old children; and

C. **WHEREAS**, Golden Age and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Golden Age’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Golden Age has space in its Facility suitable for housing the Program, which Golden Age desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Golden Age’s Facility for such purposes in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Golden Age and the District agree as follows:

1. **Lease of Classroom.** Golden Age hereby leases to the District, and the District hereby leases from Golden Age, one classroom located at Golden Age’s Facility (the “Classroom”). Golden Age shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2018-2019 school term, as defined by the District’s official school calendar.

2. **Rent.** The District shall pay Golden Age, as rent for the lease of the Classroom for the 2018-2019 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term.** The term of this Agreement shall be from the effective date set forth above, through June 30, 2019, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Golden Age in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, “reading time”. The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District’s child care staff, including certified teachers and teacher assistants and all operations of the District’s Program will meet the requirements of the Oklahoma Department of Education. The District’s child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker’s compensation insurance covering its employees while providing services on Golden Age’s premises.

5. **Alterations.** Golden Age will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Golden Age agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Golden Age. All alterations, whether made by Golden Age or by the District with the consent of Golden Age, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Golden Age shall provide all utilities or services to the Classroom as may be necessary for the District’s use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Golden Age shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District’s agents, employees or invitees from any cause or causes whatsoever from or concerned with the District’s use and occupancy of the Classroom under the terms of this Agreement to the extent of the District’s maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Golden Age agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Golden Age or Golden Age’s agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Golden Age’s use, operation and control of its Facility, or from Golden Age’s performance under the terms of this Agreement.

The District shall furnish Golden Age, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Golden Age as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Golden Age's insurance.

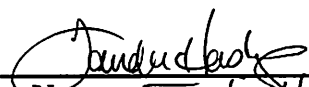
8. **Student Safety.** The District and Golden Age agree that student safety is a top priority. In an effort to protect students' safety, Golden Age agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Golden Age shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Golden Age Health Care.

9. **No Agency or Joint Venture.** The District and Golden Age understand and agree that no staff member or volunteer of Golden Age shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Golden Age nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Golden Age intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

DATED this ____ day of _____, 2018.

**GOLDEN AGE NURSING HOME OF
GUTHRIE, LLC**

By: 
Name: Tandie Hastings
Title: President

"GOLDEN AGE"

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
GUTHRIE PUBLIC SCHOOLS**

**By: _____
President, Board of Education**

“DISTRICT”

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Visual Senses to provide Visual Impairment
and Orientation and Mobility Services during the 2018-2019 school year.

DATE: June 1, 2018

Attached is an agreement with Nikki Keck of Visual Senses to provide consultation services and orientation and mobility services for students with Visual Impairments during the 2018-2019 school year. Ms. Keck has both Visual Impairment and Orientation and Mobility certification and will provide both of these services. The fee for these services will be \$70.00 per hour for services and travel time. Ms. Keck's agency provides this service to several school districts across the state. The cost of this service will be approximately \$3,500. The hourly rate for this service will remain the same as the last six school years. This service will be paid through Special Education Project 621 Federal Flow Through.

Additional Quotes received:

Mediscan – Teacher of the Visually Impaired \$63.00 - \$83.00 per hour
Orientation and Mobility Specialist \$75.00 - \$95.00 per hour

Solient Health -Teacher of the Visually Impaired \$68.50 - \$79.50 per hour
Orientation and Mobility Specialist \$60.50 - \$70.50

Pro Care Therapy \$70 - \$80 per hour for Teacher of the Visually Impaired

We need someone with both VI certification and Orientation and Mobility certification or we will have to contract for two separate individuals.

Contract Agreement

This agreement is established between Guthrie Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Guthrie Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

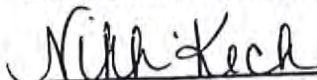
The fee for these services is agreed upon at \$70 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Guthrie) and return to point of origin.

To achieve these purposes, the following general provisions apply:

1. The scope of these services will be determined by the LEA team.
2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.
3. A monthly itemized billing will be furnished by Nikki Keck to Guthrie Public Schools following rendering of services. Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.
4. If scheduled meeting or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.
5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.
6. Guthrie Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a visual impairment that Nikki Keck and/or Visual Senses consultants will be servicing.
7. This agreement becomes effective when the proper signatures are affixed below.

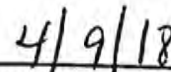
This agreement shall expire on June 30, 2019 unless review and renewed by both parties prior to that date.

**Authorized Representative
Guthrie Public Schools**



**Nikki Keck, TVI, COMS
Certification # 187290 EXP: 6/30/2023
National O&M # 4086 EXP: 9/30/2021**

Date



Date

Memorandum:

TO: Members of the Board of Education and Dr. Mike Simpson, Superintendent
FROM: Angie Smedley, Director of Special Education
SUBJECT: Contractual Agreement with Beth McLean for Occupational Therapy Services
DATE: June 1, 2018

Attached is an agreement with Beth McLean, OTR/L to provide Occupational Therapy services for July 2018, for the second month of Extended School Year (ESY). Ms. McLean has agreed to supervise the Occupational Therapy Assistant (OTA) for \$60 per hour, \$60.00 per hour driving time, and mileage at the Oklahoma State Travel Reimbursement Act rate. The cost of this service will be approximately \$600.

Additional Quotes Received:
ProCare Therapy, Inc.- \$67-\$70 per hour
Supplemental Health Care- \$65 per hour

Contractual Agreement for Occupational Therapy Services July 2018

The terms of a service agreement between Guthrie Public Schools and the Independent Contractor, Beth McLean, O.T.R./L., are as follows:

1. Independent Contractor Status:
 - a. Guthrie Public Schools engages Beth McLean, OTR/L to provide licensed occupational therapy services for the schools on a fee for services basis.
 - b. In providing services under this agreement, the independent contractor shall at all times act as an Independent contractor and not as an employee or agent of the contractor.
 - c. The independent contractor shall not bill Medicaid directly for any occupational therapy services Rendered in conjunction with this agreement. Medicaid billing is only to be submitted by the school.
 2. Independent Contractor Duties Shall Include:
 - a. Occupational therapy services as indicated by an Individual Education Plan (IEP).
 - b. Occupational therapy evaluations as deemed appropriate by the therapist and Special Education Director.
 3. Guthrie Public Schools Responsibilities:
 - a. Provide referrals for the therapist;
 - b. Provide access to student records;
 - c. Provide access to district owned equipment and materials;
 - d. Provide documentation of Occupational Therapy Services forms for Medicaid eligible students.
 - e. Provide timely reimbursement for appropriately invoices services.
 4. Compensation:
 - a. Individual occupational therapy as indicated on an I.E.P. will be provided at \$60.00 per hour.
 - b. Occupational therapy evaluations requested by the Director of Special Education will be provided at \$60.00 per hour. Documentation time (evaluations, progress notes) will be billed at \$60.00 per hour.
 - c. Driving time for OTR will be billed at \$60.00 per hour and will be billed port to port. Mileage will be paid at IRS rates.
 5. Confidentiality: The Independent Contractor will retain as confidential all information relating to the students served under this agreement.
 6. Insurance (Independent contractor is covered by Healthcare Providers Service; \$1,000,000 each incident and occurrence; \$5,000,000 per aggregate.)
 7. Effective Date and Term: The effective date of this Agreement shall be July 1, 2018 through July 31, 2018.
 8. Termination: GuthriePublic Schools may cancel this contractual agreement with a 30 day notification to the independent contractor.
 9. Assignment: Either party, without the prior consent of the other party, may not assign any part of this Agreement.
 10. Governing Law: This agreement shall be governed, constructed, and enforced according to the laws of Oklahoma. If any part of the Agreement is determined to be unenforceable, the rest of the Agreement shall remain in full force and effect.
 11. Indemnity: Each party shall defend, indemnify and hold the other harmless from and against any and all claims, actions, causes of action, demand, suites, debts, liens, (including attorney's fees, court costs, and the costs of settlement) whatsoever in connection with injury to, or death of, any person or damage to property of a third party arising out of acts or omissions of the indemnifying party.
- In witness where of, the parties execute this Agreement:

School Administrator

Beth McLean, OTR/L

Date: _____

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Agreement with Lori Williams to provide Occupational Therapy Services during
ESY

DATE: June 1, 2018

Attached is an agreement with Lori Williams to provide Occupational Therapy services during June and July 2018 for Extended School Year Services (ESY). Ms. Williams has agreed to provide this service for \$40 per hour. The approximate cost of this service will be \$3,000.

Additional Quotes

ProCare Therapy, Inc.- \$55 per hour
Supplemental Health Care- \$55 per hour

Contractual Agreement for Occupational Therapy Services

June 2018-July 2018

The terms of a service agreement between Guthrie Public Schools and the Independent Contractor Lori Williams, OTA, are as follows:

1. Independent Contractor Status:

- a. Guthrie Public Schools engages Lori Williams, OTA to provide licensed occupational therapy services for the schools on a fee for service basis.
- b. In providing services under this agreement, the independent contractor shall at all times act as an independent contractor and not an employee.
- c. The independent contractor will be supervised by an OTR/L a minimum of 2 hours per month.

2. Independent Contractor Duties Shall Include:

- a. Occupational therapy services as indicated by an Individual Education Plan (IEP)
- b. Complete IEP Progress reports at the end of ESY.

3. Guthrie Public Schools Responsibilities:

- a. Provide access to student records.
- b. Provide access to district owned equipment and materials
- c. Provide an OTR/L to supervise a minimum of 2 hours per month.
- d. Provide timely reimbursement of appropriately invoiced services.

4. Compensation:

- a. Guthrie Public Schools will compensate for services as indicated above at the rate of \$40.00/hour.
- b. Driving time for the OTA will be paid at \$40.00/hour round trip.

5. Confidentiality: The Independent Contractor will retain as confidential all information relating to the students served under this agreement.

6. Effective Date and Term: The effective date of this agreement shall be June 12, 2018 through July 31, 2018.

7. Termination: Either party may terminate the agreement upon thirty (30) days written notice to the other party.

Lori Williams, OTA

Date _____

Guthrie Public Schools Authorized Signature

Date _____

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Agreement with Oklahoma Hearing Solutions for Audiological
Services

DATE: June 1, 2018

Attached is an agreement with Oklahoma Hearing Solutions, Fine Hearing Clinic, to provide audiological services for the 2018 – 2019 school year. The Guthrie Public School District is required to provide audiology services including evaluations and hearing aid molds for certain students with hearing impairments. There are two non-profit organizations that provide some of these services. One is local and one is in Oklahoma City. We are often able to utilize these organizations for some services for some of our students. Due to our referrals to the non-profit organizations, we spent zero (0) dollars for this service last school year. When we are unable to utilize these organizations, we will refer students to Oklahoma Hearing Solutions AKA Fine Hearing Clinic. Oklahoma Hearing Solutions has agreed to continue to provide these services for Guthrie Public Schools. The cost of this contract maybe up to \$1,000.

Additional Quotes:

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

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

Oklahoma Hearing Center starting at \$75 per hour

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

Oklahoma Hearing Solutions is proposing the following audiological service contract for the 2018-2019 school year in the Guthrie Public School District.

These services may include:

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

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

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

The effective dates of this agreement are July 1, 2018 to June 30, 2019. Should any invoice be left unpaid in excess of 60 days, it will be subject to possible finance charges. Either party may cancel this agreement with written notice at any time.

Lisa L. Irby AuD CCC-A
 Lisa L. Irby, Au.D,CCC-A
 Oklahoma Hearing Solutions, LLC
 DBA: Fine Hearing Care

4-4-18
 Date

 Name:
 Guthrie Public Schools

 Date

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is enter into as of the 1st day of July, 2018, between INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools ("School District") and the YMCA OF GREATER OKLAHOMA CITY ("Licensee").

RECITALS:

A. Licensee desires to use a portion of the buildings and improvements located at School District's **Cotteral Elementary Schools** (the "Facility") solely to operate a preschool center for children ages 4 through 5, with before and after-schools child care provided for school-aged children (the "Permitted Use").

B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

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

1. The School District agrees to allow Licensee to use and occupy the Facility from July 1, 2018, through June 30, 2019, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on July 1 and end on June 30 of each subsequent year (each "Renewal Term"). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per classroom, per day, the total number of classrooms to be determined from time to time, depending upon demand, upon mutual agreement between the parties. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee's receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. As a condition to Licensee's use of the Facility, Licensee shall obtain and maintain throughout the term of this Agreement all required licensure from the Oklahoma Department of Human Services. Cancellation, suspension, revocation or surrender of such licensure shall constitute a basis for immediate termination of this Agreement by School District. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.

5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee's use and occupancy of the Facility issued by a company or companies authorized to do business in the State of Oklahoma, naming the School District as an additional insured, and providing coverage in amounts not less than the amounts required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.
6. Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the school District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School District's Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives any right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.

11. The School District shall maintain the facilities at its sole cost including HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall provide routine cleaning and trash removal of the classrooms covered under this agreement in accordance with its normal cleaning of other classrooms in the facility.
12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations concerning the Permitted Use, for employment of staff, benefits and workers' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitled to benefits or workers' compensation coverage of any kind from School District.

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

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

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

"SCHOOL DISTRICT"

YMCA OF GREATER OKLAHOMA CITY

By: Amanda Storck

Name: VP Finance + HR, CFO

Title: 500 N. Broadway Suite 500

Address: OKC, OK 73102

Telephone: 405.297.7724

"LICENSEE"

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 30th day of August, 2018, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools ("School District") and the YMCA OF GREATER OKLAHOMA CITY ("Licensee")

RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District's Fogarty Elementary School (the "Facility") solely to operate a before and after school program for school aged kids (the "Permitted Use").
- B. The School District desire to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

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

1. The School District agrees to allow Licensee to use and occupy the Facility from August 30, 2018 through May 28, 2019, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each "Renewal Term"). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Fifteen Dollars (\$15) per day for use of Gymnasium, Cafeteria and playground. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee's receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee's use and occupancy of the Facility issued by a company or companies authorized to do business in the State of

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

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

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

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

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

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

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

"SCHOOL DISTRICT"
YMCA OF GREATER OKLAHOMA CITY

By: Ammandu D Stork
Name:

500 N Broadway Suite 500
Address:

OKC, OK 73102

Telephone: 405.297.7724

"LICENSEE"

LICENSE AND SERVICE AGREEMENT

Simplified Online Communication System (“SOCS”)

This License and Service Agreement (the “Agreement”) made by and between FES, a Nebraska nonprofit corporation located in Lincoln, Nebraska and Guthrie Public Schools (“Licensee”).

THE PARTIES AGREE AS FOLLOWS:

1. License. FES grants to Licensee a limited, nonexclusive and nontransferable license to the Simplified Online Communication System (“SOCS”) web hosting service (collectively the “Licensed Service”). Exclusive proprietary title to all rights, patents, trademarks, copyrights, source code, graphic design and images created by FES and trade secrets in the Licensed Service shall remain with FES and no title to or ownership interest in the Licensed Service shall be transferred to Licensee.
2. Installation, Training, Technical and Support Services. FES shall provide certain technical services to Licensee associated with the installation, management and administration of the Licensed Service. One time set up fee does not include graphic design services. Graphic design services for the website are included in the license fee and limited to 3 mockup designs prior to site installation. Additional graphic services will be charged at the current hourly rate. FES shall provide updates and certain enhancements to the Licensed Service without charge during the term of this Agreement and any renewals. Basic instruction and support services shall be provided at no extra cost as a part of the initial delivery of the Licensed Service. Other technical assistance relating to subsequent technical client network support, configuration, and/or guidance, content creation and/or the transfer of existing content, or on-site training are not part of the license agreement and are subject to a separate charge. Those services and the related charges are noted on page 6 of this Agreement.
3. Charges, Payments, and Taxes. Licensee shall pay the royalty fees for the Licensed Service and related services and costs as set forth on the attached schedule. All annual royalty fees shall be due on the date identified on the Exhibit; for any exercised renewal terms, the annual fee shall be due on the anniversary date of the original payment, unless otherwise agreed to by the parties. FES shall direct bill Licensee for all royalty fees, services, and support, including additional charges for technical assistance in accordance with the terms and rates set out the attached schedule. Interest shall accrue at the rate of one and one-half percent (1.5%) per month for any invoice balance outstanding for more than thirty (30) days. Each party shall be responsible for its own obligations associated with any federal, state, local or other taxes required with the delivery of the Licensed Service.
4. Obligations of Licensee. In addition to the covenants provided by Licensee within this Agreement, Licensee specifically agrees to the following:
 - a. *Logos and Branding.* Permit FES or its designees and assigns to place a logo at a reasonable location on the site, with a link to the website of FES and/or its designee, if so requested by FES.
 - b. *Utilization of Site.* Permit FES or its designees and assigns to utilize Licensees’ site and corresponding content in sales demonstrations, marketing materials and/or other venues to highlight Licensed Service to existing and/or potential Licensees.
 - c. *Implementation Team.* Identify an initial SOCS implementation team to work directly with FES in the implementation of SOCS for Licensee.

5. Warranties and Representations. FES hereby warrants that the Licensed Service (including enhancements and modifications) will perform in all material respects during the term of this Agreement. FES shall, at no additional charge to Licensee, undertake to correct any Licensed Service which does not perform substantially in accordance with the representations of FES. If a defect in the Licensed Service cannot be adequately remedied, the sole and exclusive remedy for any breach of this limited warranty will be restricted to (i) the replacement of the Licensed Service by FES or (ii) refund by FES to Licensee the annual royalty payment which applies to the year in which the defect occurred.

If Licensee modifies, attempts to modify, or decompiles or attempts to decompile the Licensed Service, fails to implement the changes to the Licensed Service as supplied by FES, or in any other way abuses or tampers with the Licensed Service, the warranty obligations of FES under this section shall be null and void. The limited warranty and restricted remedy contained herein is not applicable to any Licensed Service that has been modified or misused by Licensee.

FES PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, NOR IS IT OBLIGATED FOR, AND EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR, THE CONTENT DEVELOPED BY LICENSEE OR ITS AGENTS AS ALLOWED BY THE EDIT FEATURES AVAILABLE IN AND UTILIZED THROUGH THE LICENSED SERVICE. FURTHER, NO REPRESENTATIONS OR WARRANTIES ARE MADE CONCERNING THE ACCURACY, COMPLETENESS, TIMELINESS OR RELIABILITY OF ANY INFORMATION CONTAINED IN ANY SITE LINKED THROUGH THE LICENSED SERVICE. FES DOES NOT WARRANT OR GUARANTY UNINTERRUPTED ACCESS TO THE LICENSED SERVICE AS USED THROUGH THE WORLD WIDE WEB AND ANY SITE LINKED TO THE LICENSED SERVICE OR THE AVAILABILITY OF INTERNET E-MAIL LINKS PROVIDED THROUGH THE LICENSED SERVICE. IN NO EVENT SHALL FES, ITS OFFICERS, AFFILIATES, AGENTS, LICENSORS, EMPLOYEES OR INTERNET SERVICE PROVIDERS BE LIABLE TO LICENSEE OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO, LOST REVENUE, LOST OR DAMAGED DATA, OR OTHER COMMERCIAL OR ECONOMICAL LOSS, WHETHER BASED IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY.

FES shall use all reasonable efforts to ensure that the SOCS Service is operating and available to Customers 99.9% of the time in any calendar month. Downtime is considered to be time that the SOCS Network is unavailable due to a failure in the FES network. There may be periods of time that FES schedules maintenance on the SOCS network that requires an interruption of service. Customers will be notified in advance of scheduled maintenance and every effort will be made to schedule this maintenance outside the hours of 7:00 a.m. to 10:00 p.m. Central time. Scheduled maintenance is not considered downtime. FES cannot be responsible for connectivity issues arising from problems in the client's network or internet outages due to such things as environmental disaster, cyber-attack, widespread power outages and other events beyond FES' control.

To protect clients' and FES' networks, FES employs tools that vigorously filters viruses and spam. FES, at its sole discretion, reserves the right to filter content it feels poses a threat to the networks.

Confidentially: Absent the use of encryption, use of the Licensed Service through the Internet is not a secured medium and privacy cannot be assured. Internet e-mail is vulnerable to interception and manipulation of data. FES will not be responsible for any damages to Licensee or any third party suffered as a result of the transmission of information, confidential or otherwise, that may be made through Internet e-mail links provided through this Licensed Service. FES is not responsible for any errors or changes made to any transmitted information. Should Licensee or any third party user transmit information using Internet e-mail resources through the Licensed Service, such individuals do so at their own risk.

Accessibility: FES further acknowledges and warrants that, upon release to Licensee, the Licensed Service is currently in material compliance with relevant federal law and corresponding regulations associated with accessibility of web content and the prohibition of discrimination based on disability (the "Accessibility Standards"). FES agrees to promptly respond to, resolve and remediate any bona-fide complaint regarding accessibility of the Licensed Service under the Accessibility Standards in a timely manner and provide an updated version to Licensee at no cost. If FES, in its judgment, cannot remedy any bona-fide complaint concerning accessibility of the Licensed Service under the Accessibility Standards, then Licensee may terminate this Agreement, but its remedy shall be limited to that set out in Section 7 of this Agreement.

Licensee is entitled to make certain changes to the Licensed Service by adding, editing or supplementing content. Licensee is fully responsible for compliance with the Accessibility Standards as to any added content or alterations made to the original content prepared by FES, and Licensee shall indemnify and hold FES harmless for any claims of violation or noncompliance of the Accessibility Standards. In addition, all limited warranties provided by FES in this section shall not apply if the Licensed Service (including all elements of the licensed SOCS system) are: (i) modified or altered by Licensee in any way (other than by FES or with the specific prior written consent of FES); (ii) not timely updated by Licensee with the corrections, patches, fixes, updates, improvements or enhancements that FES may make available from time to time; or (iii) used in any manner or for any purpose by Licensee which is not specifically permitted by this Agreement or the documentation.

Malware: While FES makes reasonable efforts to assure that the Licensed Service as provided through the Internet does not contain computer viruses, Licensee is responsible to take precautions to scan for computer viruses and to ensure that Licensee has a complete current backup of the applicable items contained on its computer system.

Links to Other Sites: The Licensed Service allows for links to other sites through the use of the Internet. These links are provided solely as a service through the Licensed Service. Such linked sites are independently developed by parties other than FES, and FES assumes no liability or responsibility for the accuracy or appropriateness of the information contained in such sites. The inclusion of any link to any other site through the Licensed Service does not imply endorsement by FES. Any mention of another party or its product or service through links offered through the Licensed Service should not be construed as an endorsement of that party or its product or service by FES. If Licensee or any third party decides to access other linked websites, such action is taken at that party's own risk.

Legal Content: The Licensee agrees to comply with all digital rights, copyright, trademark and decency laws. FES reserves the right to remove content that violates these laws or when notified of an ownership dispute. It is the responsibility of the licensee to resolve such disputes and pay associated costs. If client is using the logo or mark of another organization, the client accepts all liability and may be required to demonstrate that permission has been granted to use said logo or mark (i.e. professional sports team logos, NCAA logos, Disney or Olympic logos).

6. **Marketing and Reproduction of Licensed Materials.** Licensee shall only publish, identify or make reference to FES's trade names, trademarks, logos or other identifying materials associated with SOCS or the Licensed Service as approved by FES. If such approval is given, Licensee shall provide complete recognition of FES to the Licensed Service in all forms of advertising, marketing, and related promotional materials. Licensee shall not download, offload nor reproduce, in whole or in part, the Licensed Service, except for archive emergency restart purposes, where relevant and as approved in writing by FES. Licensee shall not use any decompiler programs or devices with respect to the Licensed Service or in any way attempt to decompile the Licensed Service. Licensee shall not remove or destroy any proprietary markings or legends placed upon or contained within the Licensed Service or related materials.

7. **Limitation of Liability.** If FES, in its judgment, is unable to remedy any defects, failure, nonconformity or alleged breach of warranty under the Licensed Service or is otherwise unable to adequately replace the Licensed Service within ninety (90) days after receiving notice from Licensee, FES shall then refund to Licensee the annual royalty payment which applies to the year in which the alleged defect, failure, nonconformity or breach occurred. In no event shall FES be liable to Licensee for loss of profits, sales, goodwill, data or computer programs, or punitive, indirect, tort, economic, special, incidental or consequential damages. Each party agrees to indemnify and hold the other (as well as their respective affiliates, directors, officers, employees and agents) harmless from and against all liabilities, losses, damages, judgments, costs, and expenses of any kind which may be imposed on, incurred by or asserted against a party to this Agreement including, without limitation, attorney fees relating to or arising out of this Agreement or any transaction contemplated hereby, or any amendment, supplement, modification of, or any waiver or consent under or in respect of this Agreement or any transaction

contemplated hereby that in each case results from a failure of a party to comply with or perform its obligation under this Agreement or from any act of negligence or willful misconduct on the part of such party.

8. Term of Agreement and Termination.

- a. Unless otherwise terminated as provided herein, this Agreement shall commence as of the beginning date and terminate on the ending date of the term stated on page one (1) of this Agreement, subject to the terms of automatic extension set out below.
- b. Notwithstanding the terms of subpart (a) above, Licensee may terminate this Agreement if FES commits a material breach defined as the inability of the system to perform critical functionality (example: article moderation) or that renders the system inoperable and fails to cure that breach within thirty (30) days after receiving written notice from Licensee of that breach; provided, however, that FES shall have thirty (30) business days to cure any defects or breaches associated with its limited warranties associated with the Licensed Service, as set out in Section 7 above.
- c. Notwithstanding the terms of subpart (a) above, FES may terminate this Agreement (i) if Licensee is delinquent in making any payments due under this Agreement when due and continues to fail to make any such payment for ten (10) days after written notice of such delinquency is sent from FES, or (ii) if Licensee commits any other material breach of this Agreement and fails to remedy such breach within thirty (30) days after written notice of such breach is sent from FES. In the event of such termination by FES, Licensee shall remain liable for all fees incurred to date. Such termination by FES shall be without prejudice to any other remedies FES may have at law or in equity.
- d. The termination of this Agreement by either party for any reason contemplated herein shall terminate the rights of Licensee to the Licensed Service. Upon such termination, the license and all other rights granted to Licensee under this Agreement shall cease immediately and Licensee shall promptly (i) return all operating manuals, documentation and other material related to the Licensed Service in the possession of Licensee; (ii) purge the Licensed Service and any portion thereof from each and every computer, computer storage device, and every other medium of Licensee which such Licensed Service or any portion thereof may be on; and (iii) certify to FES that Licensee has complied with these provisions.
- e. At Licensee's request, upon termination of this Agreement by either party, and upon receipt of final payment to FES, FES agrees to return a backup file of client's database plus files uploaded by the client (ie: pictures) within 30 days of termination.
- f. So long as Licensee is not in default of any terms of this Agreement, then this Agreement shall automatically renew annually after completion of the initial term dates on the anniversary hereof, subject to Licensee's obligation to pay the annual royalty fee as provided for herein and any other obligations as contemplated by this Agreement. Either party may terminate the automatic renewal provision by providing notice to the other, no less than sixty (60) days prior to the anniversary date, of its intent to decline the automatic renewal of the contract term. In the event either party should exercise the termination right, the license rights granted to Licensee shall then cease in accordance with the terms of this section.
- g. The termination of this agreement before the end date, either by original contract or automatic renewal, will require the Licensee to pay 50% of the remaining total license fee.

- h. All communications regarding terminating or changing terms of this agreement must be rendered in writing. Phone calls will not be recognized for purposes of this contract.
- 9. General. Any notice required under this Agreement shall be given in writing to each party at the address identified adjacent to each party's signature. Licensee shall not assign or otherwise transfer this Agreement or any interest therein without the prior written consent of FES. This Agreement shall be binding upon the parties hereto, their successors and assigns as permitted. No waiver or any breach of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision of this Agreement. This Agreement may be originally executed in one or more counter-parts, each of which shall be deemed an original. This Agreement shall be governed by the laws of the State of Nebraska and the parties submit and consent to the jurisdiction of the Nebraska courts for any matter associated with this Agreement. No modifications to this Agreement shall be valid unless made in writing and signed by all parties hereto.
- 10. Compliance with State Laws. In executing this Agreement, Licensee represents that it has secured all necessary consents and approval from relevant governing or oversight boards and related entities as may be required by state or local law. Execution of this Agreement shall constitute acknowledgement of any such confirmation requirements and waiver of any subsequent claims of requiring consent, confirmation or approval as a condition precedent to the implementation or enforcement of this Agreement.

PRICING SUMMARY

ANNUAL ROYALTIES/FEES:

- **SOCS Web Hosting Service** **\$4,900 per year**
 - Set-up Fee Waived \$1,000 one-time charge
- **Notifier (Text Option)**..... **\$N/A per year**
 - (Annual fee plus \$50 one-time set-up fee, see below)
- **Mobile App in Stores Maintenance**..... **\$100 per year**
 - (\$100/yr plus \$350 one-time set-up fee, see below)
- **Additional URL/Domain Registrations** **\$N/A per year**
 - One URL/Domain registration included
 - (# of add'l domains N/A x \$20 per domain)

Total Annual Royalties/Fees **\$5,000 per year**

Payment terms:

- \$5,000 annually

OPTIONAL ONE-TIME SERVICES/FEES:

- SOCS Web Hosting Set-up (\$1,000)..... **\$N/A**
- Notifier Set-up (\$50)..... **\$N/A**
- Mobile App in Stores Set-up (\$350)..... **\$N/A**
- Add'l Listserv Set-up (\$100) per 10..... **\$N/A**
 A listserv for each school building plus one for district office is included with hosting service. A district or single school within the district may purchase additional listservs (non-school building, i.e., athletics or alumni).
- Google Mail for Education Set-up (\$250/domain) **\$N/A**
- Content Migration Set-up (\$50/hr) Estimate..... **\$N/A**
 Migration of existing content on client website to the SOCS hosted site as part of the set-up process. SOCS will estimate hours needed based on publicly available content viewable on the client's existing sites. SOCS reserves the right to adjust this estimate if additional content is to be migrated. If over by 10% or more, client will be consulted. The client will provide a site map demonstrating where, on the SOCS site, the existing content will reside. Existing content will be migrated using copy and paste. It is the responsibility of the client to determine content that is outdated or expired. SOCS will work closely with the client throughout the process.
- On-line Payment Set-up (TBD)..... **\$N/A**
 If using on-line payment services that requires set-up, there will be a one-time set-up charge.

Total One-Time Set-up Fees..... **\$0**

OPTIONAL FEES:

- On-site training is negotiable
- Licensee specific customization services will be made available to Licensee at an hourly programming rate.

SPECIAL BILLING NOTES/ARRANGEMENTS:

- Supersedes all previous SOCS license agreements, effective 07/01/2018.

Invoices and Billing Statements will be sent to the following address:

Licensee: **Guthrie Public Schools**
c/o: Michelle Chapple
Title: Chief Financial Officer
Street: 802 East Vilas Avenue
City: Guthrie State: OK Zip: 73044-5228
Phone Number: 405-282-8900
Fax Number: 405-282-5904
Email Address: michelle.chapple@guthrie.net

Agreement Term Dates: From 07/01/2018 – 06/30/2019



May 16, 2018

Re: 2018-2019 Oklahoma State School Boards Association Membership

Dear Superintendent and Board President:

The Oklahoma State School Boards Association is proud to serve Oklahoma school districts and school board members – the elected officers whose leadership most impacts Oklahoma children.

OSSBA belongs to its members and is the only organization that exists to represent the school board member. OSSBA membership ensures board members and district leaders have on-demand access to legal and policy expertise, free and low-cost training opportunities and other money-saving resources. This school year, OSSBA:

- Answered more than 20,000 calls and emails from school board members and district leaders on legal matters at *no additional charge*.
- Provided legal service two Monday evenings a month to answer questions that arise during board meetings.
- Served as the voice of board members at the state Capitol, advocating for legislation to support public education, serving as a trusted resource for legislative leaders on public education matters and ensuring members have the most up-to-date information on legislative issues.
- Provided guidance via free special workshops and webinars on the teacher work stoppage.
- Launched Assemble Meetings, a new paperless meeting service districts save time and money through streamlined preparation for board meetings.
- Assisted nearly 400 school districts in minimizing unemployment costs through our unemployment program.
- Offered more than 100 free and low-cost professional development opportunities for board members to become more effective stewards and leaders and meet state-mandated training requirements.
- Provided relevant and timely information for members through the quarterly Oklahoma School Board Journal.
- Collaborated with CCOSA to strengthen the school district leadership pipeline through the creation of the Emerging Leaders Academy for aspiring superintendents.

Oklahoma State School Boards Association
2801 N. Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
405.528.3571 • 888.528.3571
405.528.5695 • www.ossba.org



- Partnered with the K20 Center at the University of Oklahoma to help six school districts involve the community in crafting a long-term plan for their district.
- Assisted eight school districts in the search for new superintendents.

OSSBA will continue to improve on these services in the 2018-2019 school year and add more ways for districts to make the most of limited resources.

Your district's invoice is enclosed. Prompt payment ensures continued membership. A membership renewal form is also included for your convenience. You can also submit your renewal form online at www.ossba.org/ossba-membership-renewal.

We look forward to continuing to serve you. If you have any questions, please do not hesitate to call at (405) 528-3571 or toll free at (888) 528-3571.

Sincerely,

Shawn Hime
Executive Director

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

Invoice	096657
Date	7/15/2018
Page	1
Amount Due	\$3,600.00
Customer #	6860

Customer:

Guthrie Public Schools
 802 East Vilas
 Guthrie OK 73044

For proper credit please return top portion

Customer ID	Customer Name	Purchase Order No.		Due Date	
6860	Guthrie Public Schools			7/15/2018	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
1000	School Membership Dues 2018-2019	1	\$0.00	\$3,600.00	\$3,600.00

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

Subtotal	\$3,600.00
Tax	\$0.00
Total	\$3,600.00



NEW Programs and Services! Take a Look!

2018-19 CCOSA's District Level Services Program Agreement

May, 2018

Dear Superintendent:

Because funding for schools continues to be an issue, greater resources are needed in order for school districts to continue serving students well. Against this backdrop, CCOSA strives to do more to support our members while being mindful of the important services other Oklahoma organizations currently provide to rural and suburban school districts as well as to boards of education.

Our goal is to support education leaders by offering exceptional services for Better Schools. With this in mind, we are pleased to continue our District Level Services Program for the third year to offer school districts support and services in the following areas:

Support—See Descriptions on pages 4 & 7:

- **Legal and Financial Services**
- **Professional Learning Opportunities**

Services at Discounted Costs—See Descriptions on pages 4 & 7:

- **I.T. Services**
- **School Facilities, Security, and Safety**
- **Online Communications, Custom App and Notification Services**
- **Administrative Management Services—Teacher Recruitment Tools**
- **Student Achievement**
- **District and State-Level Education Analytics**

Districts that formerly participated in CCOSA's Legal and/or Financial Assistance Program(s) will have the option to continue membership in those programs. However, to retain your current benefits and access these additional benefits, districts must join the District Level Services Program.

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and _____ School District No. ___ of _____ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2019.

District Name: _____

Page 1 of 8



2901 North Lincoln Boulevard
 Oklahoma City, OK 73105
 405-524-1191 office
 405-524-1196 fax
www.ccosa.org

The District understands that CCOSA’s District Level Services Program emphasizes assistance in the areas of school finance, education law, communications and advocacy training, school facilities, school security and safety, information technology, and student achievement. The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

Cost to Participating School Districts
 (based upon each district’s size in ADM for 2016-17)

<u>ADM</u>	<u>COST</u>	<u>TOTAL Workshop Registrations Allowed</u>
25,000 plus	\$ 4,000	18
10,000 to 24,999	\$ 3,000	18
5,000 to 9,999	\$ 2,500	12
1,500 to 4,999	\$ 2,000	12
500 to 1,499	\$ 1,800	12
499 or less	\$ 1,500	12

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2016-17 ADM for all school districts that participated in the cooperative, interlocal, or technology center during the 2017-18 school year.

The District may designate two district administrators who are authorized to initiate requests for assistance from CCOSA and/or its partners. Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel in conference calls, on-site visits, and training sessions.

Enclosed is a list of approved events from which the District may select for the contract term. Please indicate the number of participants who will be attending the event(s).

The term of this Agreement begins on the date it is approved by the District’s Board of Education and ends on June 30, 2019. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. Delay in contract approval could result in your district missing valued services and workshops!

If this letter meets with your approval, please place the following item on an upcoming Board agenda:

District Name: _____



COOPERATIVE
COUNCIL FOR
OKLAHOMA
SCHOOL
ADMINISTRATION

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2018-19 fiscal year.

When the Board approves the agreement, please return a completed copy of the enclosed forms to **Laura Crabtree** (laura@ccosa.org) or fax to **405.524.1196** (ATTN: Laura Crabtree), and keep a copy for your District files.

We look forward to working with you. Please contact me, Pam Deering (deering@ccosa.org), General Counsel Andrea Kunkel (kunkel@ccosa.org), Deputy General Counsel Hayley Jones (hayley@ccosa.org), or Laura Crabtree (laura@ccosa.org) if you have questions about this Agreement or the Program.

Sincerely,

Dr. Pam Deering
CCOSA Executive Director

District Name: _____

Page 3 of 8

CCOSA District Level Services Program Member Benefits

Our goal is to support education leaders by offering exceptional services for better schools. Members of the District Level Services Program may take advantage of the following supports and services—**New Items are highlighted in Yellow:**

Support:

- **Legal and Financial Services:** Legal advisory services will be provided by Andrea Kunkel and Hayley Jones. Specifically and new this year, **Andrea will provide special education policy and procedures review and support.** School budget planning and advisory services will be provided by Vernon Florence, Derald Glover and Pam Deering.
- **Professional Learning Opportunities:** CCOSA will host professional development workshops and periodic webinars on hot topics.

Services at Discounted Costs:

- **I.T. Services:** CCOSA partner **United Systems, Inc.** will provide 1:1 planning frameworks, I.T. job descriptions, and monthly webinars and updates.
- **School Facilities, Security, and Safety:** CCOSA partner **Kerr 3 Architects, inc.** and **Red Sky Constructors, LLC** will offer advisory services to districts with questions relating to building design, infrastructure, building permits, bidding, and construction. The **Oklahoma School Security Institute** will provide no-cost safety inspections of schools, and highly qualified trainers will help districts create local emergency operation plans.
- **Website Offering Service:** CCOSA partner **SOCS** will offer exclusive discounts to participating districts for website services.
- **Administrative Management Services:** CCOSA partner **Barlow Education Management Services** will offer participating districts **FREE Inform Level membership with Hire For Ed (a \$200 Value), its newly released system for recruiting teachers and other district employees.**
- **Student Achievement:** CCOSA partner **Renaissance Learning** will help districts accelerate student gains in Reading and Mathematics by offering exclusive discounts to participating districts for professional development, instructional coaching, software startup fees, and data integration (RDI) fees. Districts receive a 10% discount on these services.
- **District and State-Level Education Analytics:** CCOSA has partnered with **Forecast5 Analytics** to provide state-level education budget and personnel data analytics to school districts. Participants will be able to compare their district to other districts and critically evaluate how local expenditures are used to impact student achievement and employee performance. Districts receive a 10% discount for this subscription.



P.O. CALCULATION GRID

County Name: _____

County Number: _____

District Name: _____

District Number: _____

P.O. CALCULATION GRID

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

ADM (2016-2017)	TOTAL

Purchase Order Number: _____

Purchase Order Amount: _____

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

District Name: _____



DESIGNATED ADMINISTRATOR CONTACT FORM

Eligible Administrators

(based upon each district's size in ADM for the 2016-17 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

*only if ADM exceeds 10,000



2018- 2019 WORKSHOP REGISTRATION

Below is a list of approved professional learning workshops from which your District may select at no cost as part of your participation in the CCOSA District Level Services Program (“Program”). Based on the annual survey, we heard you and will offer more in-depth school finance workshops and more professional learning workshop topics only for District Level Services Partners. Please indicate the number of free registrations your District will use when attending selected events.

Finance Workshops:

- Advanced School Finance
- State Revenue & the State Budgeting Process
- ***NEW: Specialized School District Budget Preparation (For District Level Services Partners only) presented at two sites (OKC and Tulsa). Emphasis will be on the preparation of a budget for the current school year for each individual school district in attendance.***
- ***NEW: Two hours of “one on one” consultation for each District Level Services Partner at the CCOSA office in OKC or at a Tulsa location. If consultation is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.***

Legal Workshops:

- **School Law for Administrators (Two workshops—Fall, 2018 and Spring, 2019—added one workshop)**
- OASA Legislative Conference

Other Professional Learning Workshops as requested in the Annual Survey:

- ***NEW: Communication (using Social Media effectively and legally) and How to Advocate Effectively***
- ***NEW: Media/Crisis Communication Training***
- ***NEW: Leadership Training: The Five Dysfunctions of a Team***
- ***NEW: Home/School/Community Engagement***
- ***NEW: Mentoring New School Leaders: Providing Support for School Success and Designing Quality Professional Learning***
- ***NEW: School Safety and Security: Intruder Training and Safety Devices***
- ***NEW: New Principal Assistance Training***

District Name: _____



COOPERATIVE
COUNCIL FOR
OKLAHOMA
SCHOOL
ADMINISTRATION

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

Please use the following information to determine the number of free registrations your District receives as part of your participation in the Program.

<u>ADM</u>	<u>TOTAL WORKSHOP REGISTRATIONS ALLOWED</u>
10,000 or more	18
1 to 9,999	12

Please complete the following form to indicate the workshop(s) District personnel would like to attend and the number of free registrations you plan to use for the workshop(s) you identify.

<u>WORKSHOP NAME</u>	<u>NUMBER OF REGISTRATIONS</u>

SUPERINTENDENT CERTIFICATION OF PARTICIPATION

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

Signature of Superintendent

Date

Please send a copy of the completed forms to Laura Crabtree (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

District Name: _____

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MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Transition School-to-Work Agreement with the State of Oklahoma
Department of Rehabilitation Services

DATE: June 5, 2017

Attached is an agreement with the State of Oklahoma Department of Rehabilitation Services to continue the transition school-to-work program for eligible students with disabilities during the 2018-2019 school year. The purpose of this agreement is to provide work-readiness training and work experiences for students with disabilities. Through this agreement, students with disabilities may be employed by the school or a private employer not more than 15 hours a week during the school year or not more than 20 hours a week during the summer break. The student will receive school credit for participation in the school work study program. The school district will pay the student a stipend for their work based on the federal minimum wage. The Department of Rehabilitation will reimbursement the school district for stipends of students in the school work study program. Also, The Department of Rehabilitation will participate in IEP transition services meetings, confer with teachers and parents, and complete vocational evaluations.

Thank you.

To: School Work Study Schools (The contact person for your school)

It is time for all of the school districts that have a Transition School-to-Work: Work Study contract to sign a new contract for fiscal year 2019 (July 1, 2018 – June 30, 2019).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the Vendor Information Form and “eSign” both, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire Vendor Information Form and eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back to klowry@okdrs.gov.

We must receive the completed contract and Vendor Information Form before we can process your contract. Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the EIN number is your Federal ID Number.

Services beginning July 1, 2018 or after may not be provided until the Award of Contract has been issued.

If you have questions about signing the contract, please communicate with Jim Kettler at the Oklahoma Department of Rehabilitation. His email address is jkettler@okdrs.gov and his phone number is (405) 522-0504. For SWS contract content and service questions, contact Renee Sansom at rsansom@okdrs.gov or (405) 951-3488.

Thank you for your help in this matter.

OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES
VENDOR INFORMATION FORM

Please complete all blanks below.

FEI#
(Federal
Employer
Tax ID#)

Vendor Name _____

Mailing Address _____

City/State _____

9-Digit Zip Code - *Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.*

Payment Address
(If different from mailing
address) _____

City/State _____

9-Digit Zip Code - *Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.*

Telephone: () - Fax: () - Email Address: _____
Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.

Name of Contact
Person: _____

Telephone: () - Email Address: _____
Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.

Signature and Date

**STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of fifteen (15) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Guthrie Public Schools
802 E. Vilas
Guthrie OK 73044-5228

("Contractor"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

RECITALS

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

WHEREAS, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

WHEREAS, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-244 – 249, and by the State Plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work Program; and

WHEREAS, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the IEP and some are provided by the Oklahoma Department of Rehabilitation Services under the IPE. Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

NOW THEREFORE, the parties agree as follows:

I. Contract Period

The Contract is effective from the latest date of signature of both parties or July 1, 2018, whichever is the latter, through June 30, 2019. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

II. Contract Services

A. Work Study Program

There are three types of Work Study:

1. School Work Study allows students with disabilities to **work on the school campus**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working on campus.
2. Work Site Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the **DRS making reimbursement to the school** for that payment. The **school maintains liability** for the students while working off campus.
3. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community** with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

Participating students may work up to **15 hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students must be given school credit for their participation during the school day, and the school staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the school may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The school will provide staff to work with the DRS counselor in the area of transition. The school will have at least one person designated to serve as the "Teacher/Transition Coordinator". Paraprofessionals could serve as Transition Coordinator or could also be assigned to help with the process and documentation. The Contractor agrees to provide designated staff time for performing the needed duties related to transition. The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students eligible to participate include those DRS transition students:

- with documented disabilities (includes IEP, 504 Plan, or other documents), who:
 - have been determined eligible for DRS services; or
 - are on a trial work plan as determined by the DRS counselor;

- with an approved case;
- with an individualized plan for employment (IPE) in place;
- with SWS as a line of service on the IPE;
- who are at least 16 years of age; and
- who are attending high school.

DRS clients preauthorized to participate in Work Study may do so for **up to 24 total months**, as approved on an individual basis by the DRS counselor. The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the client requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the total 24 months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 months.

Students wishing to continue working 15 hours per week through the summer as part of Transition School-To-Work: Work Study may do so under the current contract through June 30, 2018 as part of the Contract. Beginning July 1, 2018, the student could continue working if a new contract for the 2019 fiscal year has been processed and approved. The DRS will reimburse **100% of wages for hours worked during the summer, plus FICA and FUTA**, through this partnership. If students intend on working more than the specified 15 hours per week in the summer, any hours over the 15 and up to 20 per week must be preapproved by the DRS Counselor. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

The school is required to continue supervising, monitoring, and reporting on students working in the school or in the community during the summer.

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The Contractor must ensure that students have access to a wide variety of work/job types and must also ensure the Contractor has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the school include, but are not limited to, the following.

- *Custodial/bus barn:* learning simple maintenance of school vehicles, detailing school vehicles.
- *Manager of sports teams:* scheduling, scorekeeping, ordering, inventory maintenance, hauling, moving.
- *Teacher's Aid/Assistant:* reading to groups of or individual children, cleaning, organizing, grading, designing bulletin boards.
- *Office Assistant:* Making ID badges, taking photos for badges, using a camera, laminating, answering phones, taking phone messages, greeting visitors and directing to locations, data entry, filing.

- *Information Technology Assistant:* use compressed air to clean computers and keyboards, replace batteries, replace mice, clean monitors, conduct virus scans, clean out old hard drives, organizing, inventory maintenance, stocking, ordering.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

The final 9 months of their Work Study must be outside the school/district and **in the community** (unless approved by the DRS counselor in special circumstances).

Students may not work in their family owned business unless approved by the DRS Counselor. This includes farms and other businesses.

B. Contractor's Obligations

The designated Teacher/Transition Coordinator(s) will:

1. be knowledgeable about the contents and requirements of the Contract, especially the Key Points documented in Appendix A;
2. obtain written preauthorization from the DRS counselor before initiating services for students (i.e., not starting the student to work before DRS has approved in writing);
3. complete the DRS Student Case Sheet for each client prior to participation in DRS services to ensure eligibility and other essential dates of the case;
4. maintain an updated copy of the DRS Student Case Sheet in each client's folder;
5. serve as a member of the transition team and make decisions for job placement as a team;
6. provide information regarding the program to school personnel, students, and parents;
7. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core Pre-Employment Transition Services;
 - a. Job Exploration Counseling;
 - b. Work-based Learning Experiences
 - c. Counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
 - d. Workplace Readiness, including social and independent living skills;
 - e. Self-advocacy, including peer mentoring;
8. assist with job placement and regular follow-up on the students' progress;
9. work with the DRS Counselor to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
11. document such transition services or Pre-Employment transition services provided and completed by participating students;
12. provide such documentation to DRS counselor at the end of each semester;

13. submit by the 15th of the following month (or whenever payroll is run by the school for their payment cycle), at the same time, monthly time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study or Work Site Learning; and
14. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to DRS.

If claiming mileage reimbursement for teacher coordinator travel to/from job sites of DRS clients, submit monthly itineraries and travel claims which are each signed and verified by the school district superintendent.

C. DRS's Obligations

The DRS Counselor will:

1. provide Teacher/Transition Coordinators blank copies of the DRS Student Case Sheet;
2. provide Teacher/Transition Coordinators updated information (as available) for the DRS Student Case Sheet;
3. provide Teacher/Transition Coordinators written preauthorization prior to initiation of services for each student approved to work;
4. serve as a member of the transition team and make decisions for job placement as a team;
5. organize his or her work schedule in order to be available to confer with the school personnel, the students in the program, parents, employers and other partners in the process;
6. accept referrals, process applications, and assist with the coordination of the IEP and the IPE and offer input to the IEP employment goals;
7. arrange and provide services as needed, including vocational evaluations, and counseling and guidance;
8. assist with job placement and regular follow-up on the students' progress;
9. work with the school staff/teachers to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. regularly monitor students at job sites;
11. ensure the school/district is submitting monthly time sheets, progress reports, proof of payment to students, and documentation of transition services or Pre-Employment Transition Services (as completed);
12. provide reimbursement for the wages of students participating in School Work Study and Work Site Learning; and
13. provide mileage reimbursement at the state rate for teacher coordinator travel to/from job sites of DRS clients participating in School Work Study and Work Site Learning.

D. Student Wage

1. The DRS and the Contractor agree that students who are employed by a school as part of

a training program are not independent contractors, but employees of the school. **The Contractor agrees to deduct state and federal income tax from wages paid to the student.** The Contractor is responsible for costs incurred for workman's compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the Contractor further agree that **IRS regulations provide that services performed by a student, who is employed by the school in which the student is enrolled, are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(b). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the school. Section 31.3121(b)(10)-2(c). **The DRS and the Contractor agree that students who are employed by a school as part of a training program are not subject to FICA or FUTA.** The employee/student must be enrolled and regularly attending classes at the school at which the employee is employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than the school, as part of an internship program. *The student must be employed by the school in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the OESC. 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided with a W-2, Wage and Tax Statement, and not a 1099-Misc Form for Independent Contractors.**

3. For the school to be reimbursed for the student's wage, the student must have a trial work plan and/or an Individualized Plan of Employment (IPE) with the Oklahoma Department of Rehabilitation Services, and be participating in School Work Study or Work Site Learning. **Additionally, the school must have received in writing preauthorization for students to begin working before payments will be issued.**

4. The maximum number of hours of training per student reimbursable by the DRS cannot exceed 15 hours per week during the school year. The number of hours worked may exceed 15 for summer work only, when pre-approved by the DRS counselor; however, the DRS will reimburse 100% of the wages for up to 20 hours per week for wages paid by the school. Students may begin working up to 20 hours per week beginning with the first day of summer break; however, upon the first day back to school, the students must go back to working only up to 15 hours per week.

5. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease work upon their last day of school/graduation. They may not continue to work through School Work Study or Work Site Learning beyond their last day of high school.

III. Compensation

A. Contract Amount

The DRS shall reimburse the Contractor an amount equal to the current federal minimum wage for the wage paid by the school to students under the Transition Work Study Program. Currently the federal minimum wage is \$7.25 per hour. The DRS will reimburse the Contractor the total gross amount paid by the school to the students. For students working through the school in the summer, the DRS will reimburse 100% of the total gross amount paid by the school to the students. The DRS will also reimburse for FICA and FUTA paid by the school district for students working through the school during the summer months, as summer work is not exempt from FICA and FUTA, since students are not enrolled at least half-time in school. For example, if a student works 15 hours per week, at \$7.25 per hour, the gross amount would be \$108.75. That is the amount DRS will reimburse the Contractor. Payment will be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided and accepted by the DRS pursuant to the Contract. The DRS will cancel the Contract if procedures are not followed (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the contract). If a settlement agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CAN NOT backdate in order to pay for services for any youth with disabilities.

According to Oklahoma Senate Bill 2199, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the school district up to \$45.00 per client who:

- * Is going to participate in School Work Study or Work Site Learning;
- * Is at least 18 years of age; and
- * Who has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check (\$58.00) from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the \$45.00.

B. Payment

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client. DRS cannot reimburse wages for work study hours that are not preapproved in writing by the DRS counselor.

The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

All students who are placed in the Transition Work Study program must be active VR/VS clients and have a trial work plan and/or an IPE in place in order for the school/district to be reimbursed for wages paid through School Work Study or Work Site Learning, or for the student to participate in Employer Work Study.

C. Lapse Of Invoices/Claims

Proper invoices documenting the provision of services, and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services, and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services, and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

IV. Special Terms and Assurances

A. Insurance

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

B. Punitive Actions

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

C. Prior DRS Employment

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

D. Travel

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

E. Legal Employment Status Verification System

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at www.dhs.gov/E-Verify.

V. Standard Terms And Assurances

A. Equal Opportunity/Non-Discrimination

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

B. Lobbying Activities

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Debarment And Suspension

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs.

D. Drug-Free Workplace

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

E. Modification

The Contract may only be modified by mutual consent of the parties in writing.

F. Cancellation

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

G. Access To And Retention Of Records

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of this Contract. Authorized personnel of the U.S. Department of Education, or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts, and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment and all other pending matters are closed.

H. Subcontracting

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

I. Compliance With State And Federal Laws

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

J. Client Confidentiality

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records

of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

K. Unallowable Costs

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

L. Audit

1. Federal Funds

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. State Funds

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Audit Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles and the report shall include a supplementary Schedule of Awards listing all state and federal funds by funding source.

3. Auditor Approval and Audit Distribution

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Audit Standards. Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report, prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Department of Rehabilitation Services - Contracts Unit 3535 N.W. 58th Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, and corrective action plan to all audit findings, and the auditor's latest external quality control review report within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request to the address listed above for an extension citing the reason for delay. DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if DRS has not received the prior year audit.

M. Clean Air Act

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

N. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

O. Contract Jurisdiction

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

P. Severability

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

VI. Signatures

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of
Rehabilitation Services

Contractor

Signature:

Email: eldona.woodruff@guthrieeps.net

Signature Date

Signature Date

Kathy Lowry
Print Name

Print Name

Manager Contracts & Purchasing
Title

Title

Approved as to Form:

Contact Person Telephone

Assistant Attorney General
Counsel for the Oklahoma
Department of Rehabilitation Services

Contractor's Email Address

Appendix A

Key Points of the DRS Transition School-To-Work: Work Study Contract

1. The contractor must obtain written preauthorization from the DRS counselor before initiating services for students (i.e., not starting the student to work before DRS has approved in writing).
2. Students may work up to 15 hours per week during the school year. In the summertime, the DRS counselor may approve up to 20 hours per week.
3. Students may participate in SWS up to 24 total months, again as approved by the DRS Counselor.
4. The final 9 months of SWS must be outside the school district and in the community (unless approved by the DRS counselor).
5. DRS will reimburse the Contractor for the total gross amount paid by the school to the students during the school year up to the hourly federal minimum wage.
6. The Contractor should deduct Federal and State Income Tax, both during the school year and in the summer.
7. During the school year, students are not subject to FICA (social security) and FUTA (unemployment tax). The school should not withhold FICA and FUTA during the school year.
8. During the summer when students are not in school, School does withhold FICA and FUTA.
9. The DRS will reimburse 100% of total gross wages paid for summer hours worked, plus FICA and FUTA in the summer.
10. Documents required for reimbursement:
 - a) The monthly timesheet;
 - b) The progress report(s); and
 - c) Proof that payment has already been made to the working students (this could be a copy of the check, a pay stub, an invoice showing amounts paid, or something else from the business office).
 - d) These documents should be sent to the DRS counselor on a monthly basis. Waiting until the end of the semester or the end of the year to submit them is not acceptable.
10. School Work Study (SWS) Payment Process:
 - a) School sends Progress Report, Time Sheet, and Proof of Payment to DRS Counselor.
 - b) Counselor authorizes payment to school.
 - c) Counselor enters payment amount.
 - d) State Office sends a check to the school.
 - e) The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports to make payment to the Contractor.

STATE OF OKLAHOMA
DEPARTMENT OF REHABILITATION SERVICES
WORK PLAN

Guthrie Public Schools

VENDOR

Contract Number

Bonnie Allen

_____ has been appointed program monitor for the above stated contract and assumes responsibility for actual monitoring of all programmatic aspects of the contract including the periodic and ongoing review of reports or other valid indications of performance. The program monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. Act as liaison for the contract.
2. Monitoring to insure that services are pre-authorized.
3. Monitoring the services provided through this contract.
4. Insuring the field staff are receiving, reviewing, and approving claims, and when required, submitting to DRS State Office for payment.
5. Periodically reviewing interim reports, or other indications of past performance through contact with field staff and/or vendors.
6. Monitoring vendor compliance with the requirements and specifications of the contract.
7. Complete a Professional Services Evaluation.
8. Receive and review vendor complaints, and forward them to the Contracts Unit.

All information pertinent to this contract, ie, original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews, and staff comments regarding service provision, except for client evaluations and reports, will be maintained in the Central Repository located in the Contracts Section of the Department of Rehabilitation Services. All evaluations and reports related directly to a client will be filed in the client's case file. Documentation will be made available for review upon request by the Department of Central Services. Copies of claims will be maintained in the Finance Unit of the DRS, and confidential client information will be maintained in the client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services, in a timely manner leading to employment of eligible disabled individuals.

Signature:

Email: dtyson-jones@okdrs.gov



Quote

Guthrie Public Schools
Juana Benson
200 Crooks Drive
Guthrie, OK 73044

Invoice No.	Date
	6/1/18

Item	Quantity	Description	Unit Price	Total
1	35	Edgenuity Virtual Classroom Consortium Concurrent User Licenses Virtual Classroom and Web Administrator for all courses except dual credit. District will receive OK aligned courses where available. Contract Year 07/01/2018 through 06/30/2019. <i>This is a quote. Actual licenses will be billed after July 1, 2018.</i>	\$ 600.00	\$ 21,000.00

TOTAL	\$ 21,000.00
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MERIDIAN TECHNOLOGY CENTER

1312 South Sangre Road
Stillwater, OK 74074
Phone: (405) 377-3333 Fax: (405) 377-9604

May 31, 2018

FINANCIAL ADVISOR SERVICES AGREEMENT

THIS AGREEMENT is entered into, by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and INDEPENDENT SCHOOL DISTRICT NUMBER 1, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), Guthrie, Oklahoma (the “District” or the “School District”).

RECITALS

WHEREAS, the District desires to engage MFSOK as financial advisor to render on-going financial advice to the District on certain financial matters; and

WHEREAS, MFSOK has demonstrated the necessary professional capabilities, experience and resources to provide financial advisory services required by the District as outlined herein.

NOW, THEREFORE, the District and MFSOK, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

AGREEMENTS

I. Scope of Services.

MFSOK will render the following services as financial advisor to the District:

- A. Assist in the District’s annual budget by providing projections of current and future debt service requirements and tax levies required to adequately repay any outstanding indebtedness.

Work with the District to develop a long-term, comprehensive financing plan which will sufficiently fund major capital improvements identified by the District. Assist in developing information to be presented to local voters prior to the election related to the approval of the proposed bonds. Such assistance would include, but not be limited to, the preparation of brochures/pamphlets for distribution to the public; providing information to local media groups; presentations to local civic organizations and other assistance as directed by the District.

- B. Conduct special studies as directed by the District to assess innovative financing techniques required to fund proposed projects.
- C. Analyze the issuance of general obligation bonds to finance specific improvements and recommended a financing structure which will limit as much as possible the total indebtedness incurred by the District.
- D. Upon passage of the bond issue and for each series of bonds to be issued, the Financial Advisor will assist Bond Counsel, Disclosure Counsel and the District in the preparation of all necessary documents to sell the bonds in a timely manner. Any such services provided by MFSOK with regard to the preparation of any documents or advice in connection with such offerings does not constitute legal advice or legal services and does not substitute for the District's obligation to seek and consult with such legal advisors as they may deem appropriate and necessary to ensure that the District is in compliance with all applicable laws and regulations. In this regard, MFSOK's services are strictly limited to updating pre-existing offering documents, compilation of content that may be required and/ or as provided by the District's financial management prepared with the assistance of the District's staff and legal counsel. Such services would include:
 - (i) Assist District Officials and legal advisors in the preparation of all of the election documents in accordance with forms prescribed by the Oklahoma Attorney General necessary to call and hold an election required to obtain voter approval of any financing vehicle;
 - (ii) In association with District Officials, Bond Counsel and Disclosure Counsel, MFSOK will assemble the Preliminary and Final Official Statement for the District's offerings. Such documents will be submitted in a timely manner to the District staff and Board who are solely responsible for the accuracy of the content set forth in any Official Statement for their preliminary and final review and approval prior to final printing and distribution;
 - (iii) Assist the District, Bond Counsel and Disclosure Counsel in the preparation of a Notice of Sale and Instructions to Bidders in advance of competitive sale of the bonds, providing information on the bidding procedures and the manner in which the bonds would be awarded to the successful bidder. Such document would be distributed to potential purchasers in a timely manner to ensure adequate review and consideration prior to the actual sale and date;
 - (iv) Assist the District's staff in obtaining appropriate ratings and/or credit enhancement for the bonds, if deemed economically beneficial;
 - (v) Advise the District along with any legal counsel that might be consulted as to the amount and timing of any obligations to take advantage of any rebate exceptions available to municipal issuers and the ability to issue "bank qualified" obligations, if any;
 - (vi) Review certain documents related to the issuance of the Bonds to ensure conformity with the financing plan. Submit all necessary documents to District

officials in a timely manner for review and comment prior to consideration by the Board of Education;

(vii) Oversee with the District's financial management the actual sale of bonds and advise the District on the adequacy of the rates received;

(viii) Prepare a written report after the sale containing a summary of the transaction, comparative sale data, an evaluation of market conditions and other pertinent data to enable the District to quantitatively assess the results of the sale;

(ix) Assist District officials and legal advisors in the preparation of the Transcript of Proceedings for the District's legal counsel review for submission to the Oklahoma Attorney General for review and approval;

(x) Coordinate the bond closing with the purchaser of the bonds, District officials and Bond Counsel to ensure timely receipt of the bond proceeds;

E. Attend meetings of the District as needed to keep abreast of the economic and administrative climate of the District.

MFSOK's services are limited to those specifically set forth herein. MFSOK's services do not, for example, include services related to rebate compliance or continuing disclosure filings or otherwise related to the Bonds, Bonds proceeds or the Project after issuance of the Bonds.

II. Compensation and Reimbursements

- A. Compensation for Financial Advisor Services. For services as financial advisor to the District. MFSOK shall be paid at the time of issuance, a fee based on ½ of 1% of the par amount of each series of bonds issued; provided that, the minimum fee for each series of bonds shall be \$17,500.00.
- B. Expenses. MFSOK shall also be paid a fixed amount of \$2,000.00 per each issue of bonds to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third party costs such as rating or credit enhancement fees, Attorney General Bond Examination fees, registrar-paying agent fees, bond counsel fees, official statement printing and the cost of holding an election or other costs related thereto, are additional costs that shall be paid directly by the District.
- C. Payment and Contingency. Fees and expenses shall be payable by District at the time of issuance of the Bonds. Payment for all fees and expenses hereunder shall be made at closing from proceeds of the Bonds or from other available funds of the District and shall be contingent upon issuance of the Bonds, except for publication costs associated with the election.

III. Term, Termination and Successors

- A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2019, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.
- B. Termination of Agreement and Services. This Agreement and all financial advisor services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for the District, shall, at the option of District, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.
- C. Successors and Assigns. MFSOK may not assign its obligations under this Agreement without the written consent of District except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds (if not the District). District shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and District in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

IV. Municipal Advisor Registration and Acknowledgement

Pursuant to Municipal Securities Rulemaking Board Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

Municipal Finance Services, Inc. is currently registered as a Municipal Advisor with the U.S. Securities and Exchange Commission (“SEC”) and the Municipal Securities Rulemaking Board (“MSRB”).

Within the Municipal Securities Rulemaking Board (“MSRB”) website at www.msrb.org, the District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

District further acknowledges receipt of MFSOK’s Form ADV Part 2A Brochure and 2B Brochure Supplements as required by the SEC and Oklahoma Department of Securities prior to entering into this Agreement.

V. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District. During the diligence process, MFSOK has determined that no material conflict of interest has been identified.

Since the compensation arrangement included in Section II includes a component that is based on the completion of a transaction, this may be viewed as a conflict of interest regarding our ability to provide unbiased advice to enter into such transaction. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice to the District. The fee paid to MFSOK increases the cost of borrowing to the District. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the District a supplement written disclosure with sufficient details of the change, if any, which will allow the District to evaluate the situation.

VI. Legal Events and Disciplinary History

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9; C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The District may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

VII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). As such, MFSOK has a Fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the District with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the District’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
 - a. any advice provided to or on behalf of the District;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
 - c. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the District and act in the District’s best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to District about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District’s best interests. As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District.

VIII. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, MFSOK will inform the District of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the District.

IX. Record Retention

Pursuant to the Securities and Exchange Commission (SEC) record retention regulations, Municipal Finance Services, Inc. is required to maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the District for five (5) years after the maturity of any obligation.

X. Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, Vice President
P.O. Box 747
Edmond, OK 73083-0747

SCHOOL DISTRICT:

Independent School District Number 1
Logan County, Oklahoma
Attn: Superintendent
802 E. Vilas
Guthrie, OK 73044

[The Remainder of This Page Intentionally Left Blank]

Acceptance

If there are any questions regarding the above, please do not hesitate to contact Municipal Finance Services, Inc. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

The District and MFSOK have executed this Agreement by the duly authorized representatives as of the date provided hereof and such Agreement was approved at a meeting on June 11, 2018 duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Rick A. Smith, President

INDEPENDENT SCHOOL DISTRICT NUMBER 1
LOGAN COUNTY, OKLAHOMA (GUTHRIE BOARD
OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Professional Service Agreement with Teresa Ewing to provide Physical
Therapy Services

DATE: June 1, 2018

Attached is an agreement with Teresa Ewing to provide Physical Therapy services for Guthrie Public Schools during the 2018-2019 school year. Ms. Ewing has provided this service to Guthrie Public Schools for the past ten years. Ms. Ewing will provide this service at a rate of \$64.00 per hour for services and travel time. Mileage will be reimbursed at the Oklahoma State Travel Reimbursement Act rate. This is an increase of \$2.00 per hour. The cost of this service will be approximately \$65,000.

Additional Quotes

ProCare Therapy, Inc. - \$70-\$75 per hour
Supplemental Health – \$65 per hour

PROFESSIONAL SERVICES AGREEMENT

Period of Performance: July 1, 2018 to June 30, 2019

This Service Agreement is entered into on this 1st day of July 2018 by and between Teresa Ewing, Physical Therapist and Guthrie Public Schools (“Guthrie”).

Whereas, Guthrie desires Teresa Ewing, PT to provide certain services, and:

Whereas, Teresa Ewing, PT is uniquely situated to assist Guthrie in the provision of some of those services, as described below,

Now, therefore, in consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. Teresa Ewing, PT will provide the following services for the referenced price to Guthrie:
 - a. Physical Therapy evaluations as needed
 - b. Physical Therapy interventions as needed
 - c. Training as needed:
 - i. Training on PT intervention techniques to paraprofessionals, teachers, or administration.
 - d. Consultation as needed
 - i. Consult with teachers about PT techniques to implement in the classroom setting.
 - e. Attend eligibility and IEP meetings upon request of teachers or the Director of Special Education.
 - f. Teresa Ewing, PT will provide reports as followed by the Oklahoma State Department of Education guidelines.
 - i. Progress reports as needed
 - j. Evaluations
2. Guthrie will pay Teresa Ewing, PT \$64.00/hour for services performed at Guthrie and preparation time plus mileage round trip and \$64/hour for travel time to and from the home of Teresa Ewing reimbursed at the current Oklahoma State Travel Reimbursement Act rate.
3. Teresa Ewing, PT will invoice Guthrie monthly for the services, and Guthrie will pay Teresa Ewing, PT no later than thirty (30)

days following the receipt of the invoice. Checks will be made payable to Teresa Ewing and sent to:

Teresa Ewing
2721 NW 206th
Edmond, Ok 73012

4. The term of this Agreement shall be from July 1, 2018 to June 30, 2019.
5. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

Agreed and Accepted:

Teresa Ewing, PT

Guthrie Public Schools

Authorized Signature

Printed Name: _____

2721 NW 206th
Edmond, OK 73012

Authorized Signature

Printed Name: _____

802 E. Vilas
Guthrie, OK 73044

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Marylyn Steffensen for Psychometric
Services

DATE: May 24, 2018

Attached is an agreement with Marylyn Steffensen to provide Special Education evaluations for the 2018-2019 school year. Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Marylyn Steffensen will supplement services provided by our school psychometrist and psychologists. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrist and psychologist can complete in a 45 day period, the additional assessments will be completed by Ms. Steffensen.

Ms. Steffensen has agreed to provide services for Guthrie Public Schools during the 2018-2019 school year for \$425.00 per test battery (including a written psycho-educational report) and \$50.00 per hour for eligibility meetings and consultations. Ms. Steffensen will not charge mileage. These services will be approximately \$10,000.00.

Additional Quotes

Linda Johnson - \$450 per test battery plus \$50 per hour for eligibility meetings and consultation

Mediscan Staffing Services - \$75 -\$95 per hour

Soliant - \$71.50 - \$86.50 per hour

ProCare Therapy \$70 - \$80 per hour plus mileage and travel time depending on the experience of the service provider and the needs of the district

Marylyn Steffensen
Certified School Psychometrist

830 West Lakeview Drive
Guthrie, OK 73044
405-642-8380 (cell)
msteffensen1@cox.net

Contract for Professional Services

This contract is entered into by and between Marylyn Steffensen and Guthrie Public Schools for psychometric services July 1st, 2018 and ending June 30th, 2019.

Services include psychoeducational testing per referral, written psychoeducational reports in a timely manner to comply with state and federal mandates, attendance on eligibility teams as Qualified Examiner, and consultation, as requested.

Compensation charged will be \$425 per test battery, with additional consultations at \$50 per hour.

Evaluations will be conducted with the use of district materials: test kits, protocols, and/or record forms.

Marylyn Steffensen _____

Director of Special Services _____

Superintendent _____

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Agreement with Tina Ramey to provide Speech Therapy Services during ESY

DATE: June 1, 2018

Attached is an agreement with Tina Ramey to provide Speech Therapy services during June and July 2018 for Extended School Year Services (ESY). Ms. Ramey has agreed to provide this service for \$65 per hour. The approximate cost of this service will be \$7,500.

Additional Quotes

ProCare Therapy, Inc. - \$65-\$70 per hour

Supplemental Health Care - \$65

Agreement for Speech Pathology Consulting Services

Consultant Name: Tina Ramey

Consultant Address: PO Box 119, Macomb, OK 74852

Consultant Phone: 405-598-8889

Consultant License: Oklahoma Licensed Speech-Language Pathologist

School Term: ESY Summer 2018

This agreement is entered into between Guthrie Public Schools ("District") and Tina Ramey Speech-Language Pathologist ("Consultant"), for good and valuable consideration. It is agreed that Consultant being duly licensed agrees to provide speech services and assessment data results to District according to the following terms and conditions:

General Terms and Conditions

1. Descriptions of services to be provided: Consultant will provide services to District on an as needed basis for the school term identified above.

2. Consultant is an independent contractor and is not an agent or employee of the District. Consultant is not entitled to any benefits provided by District to its employees.

3. During the term of this agreement, Consultant agrees to maintain professional liability/malpractice insurance. Consultant acknowledges that she has full control over her own actions, and District shall not be responsible for any losses or liabilities sustained as a result of her independent malfeasance or negligence.

4. District shall take all necessary steps to assure provision of and complete access by Consultant to all District records, necessary for the performance of services described in Agreement. District designates that Consultant has a need to access and review all education records of students who are to be served and or evaluated by Consultant.

5. Consultant shall maintain the confidentiality of all information obtained during the course of a student's evaluation/treatment in accordance with the Family Educational Right to Privacy Act (FERPA). Consultant agrees to retain confidential all information relating to policies, procedures, and records of District which are provided by District: however Consultant reserves the right to act as a consultant to any other school or related institution during the term of this Agreement or subsequent thereto.

6. Description of services to included by not be limited to: Direct evaluations/screenings, direct intervention as defined by the IEP, any and all required documentation and/or report writing, instruction/consultation to school staff and/or parents, and any other duties required to complete the job of Speech-Language Pathologist.

7. Consultant's hourly rate will be \$65 per hour to include drive time to District.

8. Consultant shall provide District with invoicing data for fee collection purposes as deemed necessary by the District. Any payment shall be due within fifteen (15) days following the receipt of the bill by District. Monthly invoicing documentation to District as specified by District will be provided by Consultant to District's Director of Special Services for the purpose of calculating compensation for each month.

The Undersigned, intending to be legally bound, do hereby affix their signatures:

Approved this _____ day of _____ 2017.

Speech-Language Pathologist

Superintendent

June 4, 2018

Oklahoma Department of Education
Becky Gray
Child Nutrition Programs
2500 North Lincoln Boulevard, Room 310
Oklahoma City, OK 73105-4599

RE: Oklahoma Department of Education 2018-2019 FSMC Renewal

To Whom It May Concern:

On behalf of the Guthrie School District, I am pleased to notify you of our intent to renew our food service management contract with Sodexo LLC for July 1, 2018 through June 30, 2019.

I have included the following documents for the 2018-2019 renewal process:

- Letter of Intent to Renew
- Contract Renewal Agreement
- Required Federal Certifications
 - Suspension Debarment Certification Form
 - Anti-Collusion Affidavit
 - Lobbying Certification Form

Should you have any questions, please do not hesitate to call.

Sincerely,

Michelle Chapple
Chief Financial Officer

Encl.

**FOODSERVICE MANAGEMENT COMPANY REQUEST FOR PROPOSAL AND CONTRACT BETWEEN
GUTHRIE PUBLIC SCHOOLS (SFA) AND SODEXO, INC., on behalf of itself and
its affiliates (FSMC)**

FIRST AMENDMENT

This Amendment is made in consideration of the mutual covenants and agreements contained herein by and between Guthrie Public School District, the School Food Authority (“SFA”), and Sodexo, Inc. on behalf of itself and its affiliate, the Food Service Management Company (“FSMC”), to amend the Foodservice Management Company Request for Proposal and Contract that was executed by SFA and FSMC and effective July 1, 2017 (the “Contract”).

WHEREAS, Sodexo Operations, LLC, is a wholly owned subsidiary of Sodexo, Inc.

WHEREAS, the Contract shall continue to be operated under Sodexo Operations, LLC.

The Contract is amended as follows:

1. “Effective Date” shall mean July 1, 2018
2. All other terms and condition of this Contract executed by SFA and FSMC remains the same.
3. This amendment is valid for the 2018-2019 school year. The contract and this Amendment shall terminate on June 30, 2019, and may be renewed for a remaining three (3) additional terms of one (1) year upon mutual agreement of SFA and FSMC.
4. The amount of the Fixed Price Per Meal and Meal Equivalent is deleted and replaced with \$2.14.

The Amendment is executed by the Parties in their capacities as stated below. All parties represent and warrant that the persons signing this Amendment are authorized to bind the respective parties.

**Guthrie Public School
District**

By: Michelle Chapple
Chief Financial Officer

Date:

Sodexo Operations, LLC

By: Charles Thomas
Vice President

Date

CPI-All Urban Consumers (Current Series) Original Data Value

Series Id: CUSR0000SEFV
Seasonally Adjusted
Series Title: Food away from home in U.S. city average, all
Area: U.S. city average
Item: Food away from home
Base Period: 1982-84=100
Years: 2016 to 2018

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	259.958	260.319	260.883	261.517	262.074	262.529	263.051	263.649	264.102	264.459	264.699	265.104
2017	266.079	266.626	267.055	267.652	268.128	268.225	268.649	269.522	270.353	270.658	271.152	271.811
2018	272.772											
												2.530%

CPI for SY 17-18 **2.53%**

Guthrie	
Current Fixed Price	\$2.08
CPI Increase	2.53%
<i>Increase Per Meal</i>	<i>\$0.05</i>
Proposed Fixed Price	\$2.14

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR OF 2018-19**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2018-19:

General Fund	
Current Expense	<u>\$ 21,000,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 1,000,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,250,000</u>
School Age Care Fund	
Current Expense	<u>\$ 50,000</u>
Gifts & Endowments Fund	
Current Expense	<u>\$ 5,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 40,000</u>

Approved this _____ day of _____, 2018.

BOARD OF EDUCATION OF GUTHRIE,
#I-1, LOGAN COUNTY, OKLAHOMA

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE _____ COUNTY EXCISE BOARD

THIS _____ DAY OF _____, 2018.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF COUNTY
EXCISE BOARD

MEMBER

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Agreement") is made this 11th day of June, 2018, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (the "Lessor") and **NORTHchurch, Inc.** (the "Lessee").

RECITALS:

Lessor is the owner of the Guthrie Upper Elementary School gymnasium and facilities located at 1615 N. Walnut, Guthrie, Oklahoma (the "Facilities"). Lessee desires to lease a portion of the Facilities for church meetings.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. LEASE OF PREMISES. In consideration of the rentals and upon the terms and conditions hereinafter stated, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the following areas of the School on each Sunday for the duration and at the rates set forth below:

July 1, 2018 - June 30, 2019 - 7:30 to noon (4.5 hours)

Gymnasium	\$152.50
Choir Room	\$ 67.50
Custodian	<u>\$ 67.50</u>
Total	\$287.50

(the "Leased Premises").

2. TERM. The term ("Term") of this Agreement is for a period from July 1, 2018, to June 30, 2019, unless this Agreement is terminated at an earlier date, as stated herein.

3. RENTAL. For the use and possession of the Leased Premises during the Term, Lessee agrees to pay Lessor the rental charges set forth above, one month in advance, commencing July 1, 2018. Lessee will be deemed to have used the Leased Premises on each Sunday unless Lessee gives Lessor at least two (2) weeks' advance notice of Lessee's intended non-use on any reserved Sunday. If the notice is properly given, Lessee's rental for the applicable month will be reduced by a pro-rated amount. Otherwise, Lessee will be charged for the rental as if the Leased Premises were used. The monthly rental payment is due on the first (1st) day of each month for all scheduled uses during that month and will be delinquent if the full monthly rental is not received by Lessor on or before the tenth (10th) day of each month. In the event any rental payment is not made by the tenth (10th) day of the month, Lessor shall have the right to terminate this Agreement and Lessee's right to use and occupy the Leased Premises without any further notice or demand, statutory or otherwise, all of which are waived by Lessee. All rentals shall be paid in advance without deduction or offset. Lessor shall be entitled to a "late charge" of five percent (5%) of the amount of any rental installment which is not paid on or

before the delinquent date as a condition to reinstatement of this Agreement, which reinstatement shall be at Lessor's sole option. If Lessor elects to terminate this Agreement, the unpaid rental shall bear interest as herein provided and the "late charge" shall not be applicable. In the event any rental is paid by a check which is returned for any reason, Lessor shall have the right, by written notice to Lessee, to require that future rental installments be paid by cashier's check.

4. USE. The Leased Premises will be used by Lessee for religious meetings and services and for no other purpose. Lessee agrees that its use of the Leased Premises will be full and strict compliance with the requirements of applicable state, municipal and federal laws, rules and regulations. In the event Lessor determines that Lessee is not complying with the provisions of this Agreement concerning the nature and character of its use, Lessor shall give Lessee written notice. If Lessee fails to correct deficiencies in the operation within ten (10) days after receipt of Lessor's notice, Lessor shall have the right to terminate this Agreement. If Lessee violates any applicable provision of any state, municipal or federal law, rule or regulation governing its use of the Leased Premises, Lessor shall have the right to terminate this Agreement immediately and without notice to Lessee.

5. CODE COMPLIANCE. Lessee shall not use the Leased Premises in any manner which would constitute a change in use or occupancy, as that term is defined in the current edition of the International Building Code (the "Code"). In the event Lessee is required to have a license or a Certificate of Occupancy from any state or local regulatory agency as a condition to Lessee's use and occupancy of the Leased Premises, the cancellation, suspension, revocation or surrender of the license or the failure to obtain a Certificate of Occupancy shall constitute a basis for immediate termination of this Agreement by the Lessor.

6. HOURS. The Leased Premises will be used during the hours set forth in Section 1, above. Hours of use may be amended by mutual agreement of the parties.

7. UTILITIES AND CUSTODIAL SERVICES. The Lessor agrees to provide the following services to the Leased Premises: water, heat, air conditioning (but only if the Leased Premises are air conditioned); sewer and electric. Custodial services will be provided by Lessor at the rates set forth in Section 1, above.

8. ADDITIONAL SERVICES. Lessee agrees to reimburse Lessor for the cost of any services provided by Lessor in addition to those described above. Lessor will invoice Lessee for the cost of any additional services, which shall be paid by Lessee as additional rent due and payable with the next regularly scheduled payment of rental in accordance with the provisions of paragraph 3 above.

9. IMPROVEMENTS TO LEASED PREMISES. Lessor shall have no obligation to make any improvements or to remodel, repair, alter, decorate, paint or perform any other work of any nature to make the Leased Premises ready for Lessee's use. Lessee has inspected the Leased Premises and accepts the same in its present condition.

10. ACCESS TO OTHER AREAS OF SCHOOL BUILDING AND GROUNDS. Lessee shall have no right of access to, or use of, other areas of the building or the grounds, except halls and restrooms.

11. INDEMNITY. Lessee agrees to indemnify and hold Lessor harmless of and from all claims, demands, actions and proceedings asserted against Lessor arising out of Lessee's use of the Leased Premises, except to the extent that such claims, demands, actions and proceedings are the result of the negligence or wrongful act of the Lessor or its agents or employees. This indemnity shall include defense costs and attorney's fees except to the extent Lessor and its employees are responsible for any loss.

12. NOTICES. Any notices required or contemplated under this Agreement shall be addressed to the parties as follows:

If to Lessor:

Ms. Michelle Chapple, Chief Financial Officer
Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

If to Lessee:

Mr. Clint Smith, Executive Director of Ministry
NORTHchurch, Inc.
PO Box 3307
Edmond, OK 73083-3307

All notices shall be sent by certified mail, return receipt requested. Notices mailed in accordance with the foregoing shall be deemed to have been delivered five (5) days after deposit in the U.S. Mail at Guthrie, Oklahoma.

13. ALTERATION OF LEASED PREMISES. Lessee shall have no right to make any alterations to the Leased Premises unless prior written approval for the alterations is obtained from Lessor. All approved alterations shall be made at the expense of Lessee.

14. RISK OF LOSS. Lessor shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Lessee's property in the Leased Premises. Lessee assumes the entire risk of the foregoing. Lessee understands that Lessor does not, and will not, maintain any casualty or other insurance on Lessee's property. Lessee waives any right of subrogation on behalf of its insurance carrier against Lessor for any loss of, damage to, destruction or disappearance of Lessee's property in the Leased Premises.

15. DESTRUCTION OF SCHOOL BUILDING. In the event the School building is damaged or destroyed by fire or other casualty to the extent that the continued operation of the

Leased Premises is not practical, either party shall have the right to terminate this Agreement and the rental shall be paid to the date of termination.

16. LESSEE'S DEFAULT. The following shall constitute events of default on the part of Lessee:

- a. failure to pay the monthly rental by the tenth (10th) of the month;
- b. operating the Leased Premises in a manner contrary to any law, ordinance or regulation; or
- c. violation or non-performance of any other obligation of Lessee under this Agreement which is not corrected by Lessee within a reasonable time after Lessee's receipt of written notice from Lessor, except that written notice shall not be required for repeated violations or non-performance of the same nature.

Upon the occurrence of an uncorrected event of default, Lessor shall have the right to terminate this Agreement and Lessee's rights hereunder, including the right to occupy the Leased Premises, without notice or demand, statutory or otherwise, all of which are waived by Lessee.

If Lessor elects to terminate this Agreement because of an uncorrected event of default, Lessee shall be liable to Lessor for:

- d. all past due and unpaid rentals, plus interest from the due date(s) at the rate of 18% per annum; plus
- e. an amount equal to the present worth of the reasonable rental value of the Leased Premises from the date of Lessee's last rental payment to the normal expiration of the Agreement term, with no duty to mitigate damages; and
- f. Lessor's costs and expenses, including attorney fees, in recovering possession of the Leased Premises and reducing the amounts under subsections d. and e. to judgment.

17. WARRANTIES AND REPRESENTATIONS. Lessor makes and has made no warranties or representations concerning the Leased Premises, including, without limiting the generality of the foregoing, its suitability or fitness for any use and the condition or state of repair of the facilities serving the Leased Premises, including structural elements, plumbing, heating, ventilation, electrical, mechanical and systems controls. Lessee has inspected the Leased Premises and accepts the Leased Premises in "as is" condition.

18. LIABILITY INSURANCE. During the term of this Agreement, Lessee shall maintain and pay for public liability and property damage insurance specifically related to the Leased Premises and issued by companies authorized to do business in the State of Oklahoma, naming Lessor as a co-insured, and providing coverage in amounts not less than the amounts required to insure District's liability under the Oklahoma Governmental Tort Claims Act,

including any amendments thereto subsequent to the date of this Agreement. Copies of the certificates of insurance shall be furnished to Lessor prior to the commencement of the Agreement term and replacement certificates shall be furnished from time to time during the Agreement term to evidence that liability insurance is in force at all times. All insurance certificates issued under this section shall provide for at least ten (10) days' prior written notice to Lessor before cancellation of the coverage for any reason, including non-payment of the premium.

19. ASSIGNMENT AND SUBLEASE. Lessee shall not assign this Agreement or any interest herein or sublease all or any part of the Leased Premises without the prior written consent of Lessor.

20. WAIVER. The failure of either party to seek redress against the other for violation of, or to insist upon strict performance of the terms and provisions of this Agreement, will not constitute a waiver of the right to seek redress for any subsequent violation of the terms and provisions, or of any right to insist on strict performance.

21. GOVERNING LAW. This instrument is entered into in Oklahoma and the law of Oklahoma shall govern the construction of this instrument.

22. SEVERABILITY. If any provision of this instrument or its application to any party, person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this instrument, or the application of the provision to the party, person or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this instrument shall be valid and be enforced to the fullest extent permitted by law.

23. MISCELLANEOUS. This instrument represents the entire understanding between the parties hereto concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This Agreement shall be binding upon the parties and their respective successors and assigns, except that Lessee shall not assign this Agreement or sublease the Leased Premises. Time is the essence of the obligations of the parties herein. Lessee shall not advertise or represent that Lessee is sponsored by Lessor. In the event any action is brought by either party to enforce this Agreement, or for breach of the terms of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee, to be fixed by the court, and its other costs.

IN WITNESS WHEREOF, Lessor and Lessee have signed this Agreement as of the date first above written.

Lessor:

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA**

By: _____

President, Board of Education

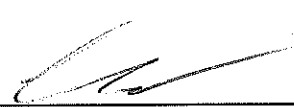
Lessee:

NORTHchurch, Inc.

By: _____

Name: _____

Title: _____



Clint Smyser

Executive Director



May 31, 2018

Board of Directors

Terry Davidson,
Chairman
Superintendent:
Comanche Schools

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

Rick Thomas,
Member
Superintendent:
Skiatook Schools

RE: Membership Proposal Effective 7/1/2018

Dear Dr. Mike Simpson:

Dr. John Cox,
Treasurer
Superintendent:
Peggs Schools

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

Dusty Ricks,
Secretary
Superintendent:
Mid America
Technology Center

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 374 school districts are members of OSIG. Our membership is strong and committed.

Brad Overton,
Member
Superintendent:
Cordell Schools

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is constantly growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Bill Seitter,
Member
Superintendent:
Walonga Schools

Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

Sherry Durkee
Member
Superintendent:
Sand Springs Schools

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Library at www.osig.org

Executive Director

David Martin

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Sincerely,

OSIG Program Administration

Cc: Martin Insurance

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061



Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

This is not an invoice.

Breakdown of Insurance Cost

Insurance Cost Breakdown	
Property:	\$135,410
Boiler & Machinery:	\$1,339
Auto Physical Dmg:	\$5,405
General Liability:	\$19,632
Auto Liability:	\$26,177
Educators Legal:	\$19,631
Excess Liability:	\$0
Total Annual:	\$207,594

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Total Values	\$67,727,017	\$71,302,340	\$71,508,733	\$73,048,486	\$73,660,206	\$73,917,237
Premium	\$210,751	\$220,357	\$204,779	\$194,997	\$192,444	\$200,806

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
66	\$1,224,044	\$192,257	15.71%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

- Installment #1 1/3 of total due 7/1/18
- Installment #2 1/3 of total due 8/1/18
- Installment #3 1/3 of total due 9/1/18

P. O. Box 3068
 Tulsa, OK 74101-3068
 Phone 918-764-1686 • Toll Free 866-444-0061



Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Blanket Coverage - subject to school statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
 - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$50,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
 - *Note Flood Zones A and V are excluded - Except for Automobiles
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles

Optional increased deductible quotations are available upon request.

- \$2,500 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$50,000 Flood, Earthquake and Pollution

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Third Party Liability
 - \$2,000,000 Annual Aggregate Limit for Information Security and Privacy Liability
 - \$500,000 Annual Policy Aggregate Privacy Notification costs
 - \$2,000,000 Annual Aggregate Penalties for Regulatory Defense and Penalties
 - \$100,000 PCI Fines and Penalties
 - \$2,000,000 Annual Aggregate Website Media Content
- First Party
 - \$2,000,000 Policy Aggregate Sublimit Cyber Extortion Loss
 - \$2,000,000 Policy Aggregate Sublimit Data Protection Loss and Business Interruption Loss
 - First Party Business Interruption Sublimits
 - \$50,000 Hourly Sublimit and Forensic Expense Sublimit
 - \$150,000 Dependent Business Interruption Sublimit
- \$10,000 Deductible

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

Property Schedule

Report Printed: 05/31/2018 05:41 pm

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Greenhouse (No Contents)	\$3,084	\$0
1021 E. Perkins	Faver Gym	\$387,468	\$38,260
1021 E. Perkins	Faver Portable Class (2)	\$105,520	\$13,876
1021 E. Perkins	Faver School - Office	\$1,600,145	\$158,004
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,535	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$161,446	\$0
115 E. Harrison	Jelsma Stadium PA System	\$37,671	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$26,908	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,255,806	\$37,197
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$2,765	\$521
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,165	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,429	\$1,042
200 Crooks Dr.	Building for Champions and Weight Room	\$835,478	\$82,498
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$309,975	\$79,708
200 Crooks Dr.	High School & Gym	\$16,461,055	\$2,125,555
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$26,380	\$5,210
200 Crooks Dr.	High School Classroom SE	\$348,721	\$34,434
200 Crooks Dr.	High School Fence	\$21,526	\$0
200 Crooks Dr.	High School Greenhouse	\$90,409	\$8,927
200 Crooks Dr.	High School JROTC	\$1,453,005	\$245,515
200 Crooks Dr.	High School Potting Shed	\$33,150	\$3,273
200 Crooks Dr.	High School Storage Building	\$4,521	\$447
200 Crooks Dr.	High School Vo-Ag	\$686,142	\$106,278
200 Crooks Dr.	HS Pole Vault Pit	\$16,145	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$9,148	\$0
200 Crooks Dr.	HS Track & Fence	\$215,260	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$21,526	\$2,126
200 Crooks Dr.	HS Track Storage Containers (2)	\$9,472	\$935
200 Crooks Dr.	Letters on HS & GUES	\$2,691	\$0
200 Crooks Dr.	New Maintenance Building	\$408,000	\$53,139
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,382	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$53,815	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$16,145	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$26,908	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,535	\$0
200 Crooks Dr.	Softball Concession & Fence	\$26,908	\$2,657
200 Crooks Dr.	Softball Dressing Room Portable	\$73,835	\$8,503
200 Crooks Dr.	Softball Dugouts	\$5,382	\$0
200 Crooks Dr.	Softball Lights	\$48,434	\$0
200 Crooks Dr.	Softball Nets	\$1,832	\$0
200 Crooks Dr.	Softball Scoreboard	\$4,843	\$0
200 Crooks Dr.	Softball Storage Building	\$3,767	\$372
200 Crooks Dr.	Tennis Court Playing Surface	\$26,908	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$53,815	\$0
200 Crooks Dr.	Tennis Storage Building	\$6,027	\$595
200 Crooks Dr.	Vo-Ag Storage	\$45,204	\$7,971
200 E. Springer	25 Sec. Clock (2)	\$2,799	\$0
200 E. Springer	Athletic Building/Dressing Room	\$262,655	\$25,936
200 E. Springer	Baseball Dugouts	\$12,915	\$0
200 E. Springer	Baseball Grandstands/Press	\$188,352	\$18,599
200 E. Springer	Baseball Portable Building	\$4,521	\$447
200 E. Springer	Squires Field Lights/Poles	\$134,538	\$0
200 E. Springer	Squires Field Scoreboard	\$15,366	\$0
2001 W. Noble	Cotteral East Classroom	\$367,664	\$38,573
2001 W. Noble	Cotteral Portables (#3&4)	\$107,629	\$10,627

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral Portico - Kitchen	\$6,996	\$0
2001 W. Noble	Cotteral Portico - Playground	\$1,830	\$0
2001 W. Noble	Cotteral School Building	\$3,716,882	\$367,018
2001 W. Noble	Cotteral South Classroom	\$144,626	\$16,080
2001 W. Noble	Cotteral South Classroom	\$144,626	\$16,080
2001 W. Noble	Cotteral Southwest Classroom	\$144,626	\$16,080
2001 W. Noble	Cotteral Southwest Playground	\$21,526	\$0
2001 W. Noble	Cotteral Storage Building	\$3,014	\$298
2001 W. Noble	Fence	\$3,445	\$0
317 E. Grant	Indoor Baseball	\$223,762	\$22,095
321 E. Noble	Central Elem.-Playground Equip.	\$21,526	\$0
321 E. Noble	Central Elementary	\$2,823,688	\$278,822
321 E. Noble	Fence	\$19,266	\$0
455 W. Beemer Rd.	Vo-Ag Farm Fence	\$15,633	\$0
455 W. Beemer Rd.	Vo-Ag Sheep/Goat Barn	\$125,060	\$12,245
455 W. Beemer Rd.	Vo-Ag Swine Barn	\$125,060	\$12,245
455 W. Beemer Rd.	Vo-Ag Well House (No Contents)	\$5,211	\$0
520 Crooks Dr.	Bus Barn	\$234,999	\$31,883
520 Crooks Dr.	Bus Barn Annex Portable	\$38,826	\$2,864
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$37,871	\$0
520 Crooks Dr.	Transportation Storage Building	\$62,156	\$6,137
702 Crooks Dr.	GUES Portable Classrooms (1)	\$53,815	\$5,314
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$21,526	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$11,290,595	\$1,771,295
702 Crooks Dr.	Portico Canopy GUES	\$16,145	\$0
702 Crooks Dr.	Walk In Freezer	\$21,104	\$5,210
705 E. Oklahoma	Junior High - Gym	\$1,484,195	\$146,555
705 E. Oklahoma	Junior High Main Building	\$6,886,661	\$743,944
705 E. Oklahoma	Portable Building	\$102,463	\$10,117
722 E. Harrison	DRO-Junior High Annex	\$8,174	\$11,837
802 E. Oklahoma	Maintenance Building	\$224,781	\$63,766
802 E. Vilas	Administration	\$1,336,377	\$159,417
802 E. Vilas	Fence	\$10,224	\$0
852' East of Dougla	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	Fence	\$19,632	\$0
902 N. Wentz	Fogarty Annex	\$347,107	\$34,275
902 N. Wentz	Fogarty Building	\$4,668,020	\$480,163
902 N. Wentz	Fogarty Playground	\$21,526	\$0
902 N. Wentz	Fogarty Portable Classroom	\$80,722	\$7,971
902 N. Wentz	Fogarty Portable Classroom	\$80,722	\$7,971
902 N. Wentz	Fogarty Portico	\$2,367	\$0
929 E. Perkins	Faver Athletic Annex	\$323,701	\$35,990
		<u>\$62,971,011</u>	<u>\$7,376,897</u>

Floater Limit	<u>\$250,000</u>	Auto Values:	<u>\$2,713,763</u>
EDP Limit	<u>\$1,500,000</u>	Total Values:	<u>\$75,311,671</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 05/31/2018 05:41 pm

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101	\$25,000
2	2014	Freightliner	Bus	71	4DRBRABPX2B947094	\$74,000
3	2002	International	Bus	71	4DRBRABP12B947095	\$25,000
4	2002	International	Bus	71	4DRBRABP52B947116	\$25,000
5	2002	International	Bus	71	4DRBRABP62B947108	\$25,000
6	2002	International	Bus	71	4DRBRABP12B947100	\$25,000
7	2002	International	Bus	71	4DRBRABP12B947114	\$25,000
8	2002	International	Bus	71	4DRBRABP72B947117	\$25,000
9	2002	International	Bus	71	4DRBRABP02B947119	\$25,000
10	2002	International	Bus	71	4DRBRABP72B947120	\$25,000
11	2002	International	Bus	71	4DRBRABP52B947102	\$25,000
12	2002	International	Bus	71	4DRBRABP32B947115	\$25,000
13	2002	International	Bus	71	4DRBRABP92B947099	\$25,000
14	2002	International	Bus	71	4DRBRABP82B947109	\$25,000
15	2002	International (A	Bus	71	4DRBRABP92B947121	\$25,000
16	2002	International (A	Bus	71	4DRBRABP02B947122	\$25,000
17	2002	International	Bus	48	4DRBRABM52B947123	\$25,000
18	2002	International	Bus	48	4DRBRABM72B947124	\$25,000
19	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259	\$25,000
20	2002	International w/	Bus	48	4DRBRABP12B947125	\$25,000
21	1999	Chevrolet	Pickup	3	1GCCS1446XK206349	\$3,600
22	2005	Ford	F350 Pickup	6	1FDWF36545EA59541	\$27,500
23	1999	Chevrolet	Pickup	3	1GCCS1442XK205117	\$3,600
24	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579	\$40,500
25	1996	Ford	Van	8	1FMEE11H5THB10979	\$5,000
26	2005	Ford	E150 Van	8	1FMRE11L25HA23243	\$41,200
27	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842	\$17,355
28	1997	Ford	Escort	5	1FALP13P7VW407606	\$12,000
29	1995	Ford	F-700	3	1FDNF70J7SVA9643	\$15,000
30	1973	Bullmobile	Trailer		13819	\$4,000
31	1980	Shopmade	Trailer		1001GFFA	\$4,000
32	1988	Van	Trailer		1WC200E1XJ2011732	\$2,000
33	1991	Barrett	Trailer		1B9P20205M1014201	\$15,688
34	1990	WW	Trailer		11WHS1628RW19	\$3,000
35	1998	Flatbed	Trailer		4P5SH1621W101	\$1,000
36	2004	Chevrolet	Malibu	5	1G1ND52F04M570533	\$10,616
37	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480	\$40,000
38	2006	Dodge	Caravan	7	1D4GP24R46B723011	\$18,382
39	2006	Dodge	Caravan	7	1D4GP24R66B723012	\$18,382
40	2002	Dodge	Pickup	3	1D7HA16N12J218895	\$6,775
41	2008	Ford	F350	3	1FTWW32Y18EA78508	\$36,510
42	1985	16'	Trailer			\$800
43	1990	Lawn Utility	Trailer			\$800
44	2006	Bleacher	Trailer			\$30,000
45	2006	Bleacher	Trailer			\$30,000
46	1967	AMG	Cargo Truck	3	NK00RC-7225547	\$0
47	2005	Ford	F350 Pickup	3	1FDWF36585EA31502	\$10,000
48	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820	\$55,000
49	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320	\$40,000
50	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321	\$40,000
51	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322	\$40,000
52	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323	\$40,000
53	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324	\$40,000
54	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325	\$40,000
55	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326	\$40,000
56	2008	Freightliner	Bus	20	4UZABRDT08CZ54311	\$50,000

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
57	2012	Thomas	Bus	53	4UZABPDT2CCBM8891	\$55,000
58	2008	Haulmark	Box Trailer		16HGB20238A029320	\$5,076
59	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643	\$22,000
60	2013	Ford	Expedition		1FMJK1F58DEF33757	\$23,725
61	2013	Ford	Expedition		1FMJK1F5XDEF33758	\$23,725
62	2012	Dodge	Ram		3C7WDSAT6CG213234	\$25,000
63	2013	Cimarron	Livestock Trailer		5PASG2422DC008280	\$29,980
64	2013	Ford	Expedition XL		1FMJK1F5XDEF60149	\$29,814
65	2013	Ford	Cargo Van		1FTNE1EW8DDB18029	\$16,000
66	2014	Thomas	Bus	71	4UZABRDU4ECFF9888	\$74,500
67	2014	Thomas	Bus	71	4UZABRDUOECFF9886	\$74,500
68	2013	Thomas	Bus	71	4UZABRDU5DCBT1251	\$69,500
69	2013	Thomas	Bus	71	4UZABRDU7DCBT1249	\$50,000
70	2013	Thomas	Bus	71	4UZABRDUXDCBT1245	\$69,500
71	2013	Thomas	Bus	71	4UZABRDU5DCBT1248	\$69,500
72	2012	Thomas	Bus	71	4UZABRDU9CCBA2099	\$48,000
73	2014	Thomas	Bus	71	4UZABRDU3ECFF9901	\$74,500
74	2014	Thomas	Bus	71	4UZABRDU1ECFF9895	\$74,500
75	2014	Thomas	Bus	71	4UZABRDU4ECFF9891	\$74,500
76	2014	Thomas	Bus	71	4UZABRDU7ECFF898	\$74,500
77	2012	Thomas	Bus	71	UZABRDU8CCBA2269	\$48,000
78	2014	Freightliner	Bus	71	4UZABRDU2ECFF9789	\$74,000
79	2014	Thomas	Bus	71	4UZABRDU8ECFF9778	\$69,500
80	2014	Thomas	Bus	71	4UZABRDU8ECFF9800	\$69,500
81	2014	Thomas	Bus	71	4UZABRDU0ECFF9791	\$69,500
82		Washer	Trailer		GPS	\$1,500
83		Elite	Sheep Trailer		TBD	\$8,500
84	2012	Ford	F350 Crewcab		1FT8W3CT1CEC95643	\$22,000
85	2018	Lonestar	Stock Gooseneck Trailer		LS1SG24800270E	\$35,735

Total Value of All Autos for Guthrie Public Schools: \$2,713,763

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 15 years, OSIG's membership has grown to 374 and the program insures more than \$9.5 Billion in school property across Oklahoma.

Structure

OSIG is a **non-profit, member-owned**, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. **By sticking together as a group**, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$7.5 million to our members over the years as dividends. Surplus at year ended 6/30/17 was more than \$11.1 million and our assets were more than \$20 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/17</i>	
Cash	\$ 20,276,093
Other Assets	\$ 700,526
Total Assets	\$ 20,976,619
Notes Payable	\$ -
Other Liabilities	\$ 9,791,500
Total Liabilities	\$ 9,791,500
Total Net Assets/Surplus	\$ 11,185,119

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.

Important Plan Information

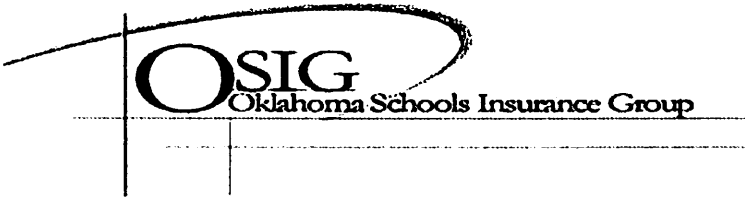
It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.



Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/18
Installment #2	1/3 of total	due 8/1/18
Installment #3	1/3 of total	due 9/1/18

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

Risk Management focused website www.osig.org

Examples of Online training:

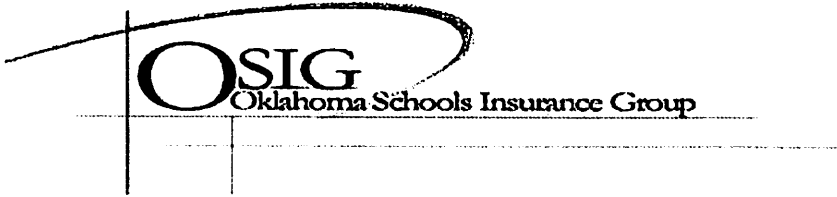
Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061



Contacts For Questions

Coverage Questions

Your Local Agent or:

Jennifer McKenzie
Arthur J. Gallagher Risk Management Services Inc. - Tulsa
1300 South Main
Tulsa, OK 74119
Phone: 918-764-7137
Toll-Free: 866-444-0061
Fax: 866-420-0695
Email: jennifer_mckenzie@ajg.com

Eastern Oklahoma Schools (East of I-35)

Guy Griggs
Keystone Insurance
11 East Broadway
Sand Springs, OK 74063
Phone: 918-245-2558
Fax: 918-245-8553
Email: guy.griggs@insurica.com

General Program Questions

David Martin
Executive Director
P O Box 3068
Tulsa, OK 74101
Phone: 918-688-1056
Fax: 866-420-0695

OSIG Board Members

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Rick Thomas - Vice Chairman	Skiatook Schools	(918) 396-1792
Dr. John Cox - Treasurer	Peggs Schools	(918) 598-3412
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Bill Seitter - Member	Watonga Schools	(580) 623-7364
Brad Overton - Member	Cordell Schools	(580) 832-3220
Sherry Durkee - Member	Sand Springs Schools	(918) 246-1406

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061



Oklahoma School Assurance Group

Guthrie School District
Attn: Dr. Mike Simpson
802 East Vilas Avenue
Guthrie, OK 73044

May 29, 2018

Re: 2018-2019 OSAG Workers' Compensation Insurance Quote

Dear Dr. Simpson,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2018-2019 OSAG renewal quote is as follows:

2018-2019 OSAG Premium **BEFORE** Discounts: \$84,391.00

Membership Dividend Award/Credits for 2018/19:

Total 2018-2019 OSAG Workers' Compensation Renewal Premium
Minus Awards/Credits: \$84,391.00

**Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000*

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The following example reflects the **potential** dividend awards for Guthrie School District **if** membership remains active:

2019-2020 Possible Membership Dividend \$38,589.00
2020-2021 Possible Membership Dividend \$40,772.00
2021-2022 Possible Membership Dividend \$32,337.00

Total Possible Future Membership Dividend: \$111,698.00

About the OSAG Proposal:

*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

*All members that renew with OSAG have a *Membership Dividend* associated with active membership. **In order to receive the Membership Dividend, a member must be active with paid premium for the 2018-2019 policy year.**

****A \$250,000 Safety Grant will be divided and awarded to school districts that renew for 2018-19 policy term. Additional award amounts will be determined after renewal.***

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Ph: 800-699-5905 Fx: 405-842-0051 www.okschoolassurancegroup.org

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.



Tom Beckman

Subscribed and sworn to before me this 25th day of
May _____, 2018.

LINDSEY FILLMORE
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES MAR 21, 2022
COMMISSION # 18002927



Notary Public

My commission expires: March 21, 2022

My commission number: 18002927

NOTE:

Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.

Michelle Chapple

From: Mike Cheap
Sent: Monday, June 4, 2018 3:08 PM
To: 'Michelle Chapple'
Cc: pcheap@cheapbrothers.com
Subject: RE: OSAG Quote - Guthrie School District

Michelle,

Due to the extremely competitive pricing OSAG is providing for this risk (\$35,000 discount), coupled with dividend program they offer, we feel they are the best solution for Guthrie's Workers Compensation coverage. We did obtain pricing from Zenith last year, yet they are substantially higher than OSAG. Based on their quote last year, and lack of competitiveness with OSAG's dividend program, we did not feel it would be of any benefit to obtain a quote from them this year.

Also, the following companies declined to quote this year:

1. EMC Companies
2. Travelers
3. National American
4. Liberty Mutual

If you have any questions, please let me know.

Thanks...

Mike Cheap

Cheap Brothers Insurance Agency

Throckmorton Insurance Agency
Martin Insurance Agency
An ARM Partners Agency
405 282-3770
405 375-6516 Fax



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From: Michelle Chapple [mailto:michelle.chapple@guthrieips.net]
Sent: Monday, June 04, 2018 2:22 PM



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Director of Federal Programs/Elementary Education

Date: May 30, 2018

Re: Aurora Learning Community Association (ALCA) Agreement

Attached is a copy of the 2018-2019 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OSTP test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets such as NWEA (MAP) and interim assessments.

The cost for the 2018-2019 ALCA web based program is \$4,760.00 which is not a cost increase from the 2017-2018 agreement. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Aurora Learning Community Association.



Estimate

ALCA
1001 East Elm Street
Fairview, OK 73737

BILLED TO
Guthrie Public Schools 802 E Vilas Ave Guthrie, OK 73044-5228

DETAILS
May 4, 2018 Guthrie Renewal 18-19

TOTAL DUE
\$4,760.00

Attn: Carmen Walters

Arch for Oklahoma 18-19

Item	Quantity	Price	Subtotal
Arch for Oklahoma 18-19 ALCA's Arch Instructional Management System Includes: 2017-18 OSTP mandated testing results: Grades 3 - 8, CCRA Grade 11 (ACT or SAT & Science), plus Fall 2018 PreACT and 2018 WIDA ACCESS for ELLs. Arch Tools including the Daily Lesson Planner, Curriculum Mapping/Pacing, GoogleDrive Integration and more.	1910	\$2.00	\$3,820.00
Data - NWEA District 17-18 Setup / Importing of NWEA Data 16-17	1	\$250.00	\$250.00
Data - NWEA Students 17-18 Students taking NWEA 16-17	1380	\$0.50	\$690.00
Total:			\$4,760.00

Aurora Learning Community Association

ALCA Arch Licensing Agreement

This Arch License Agreement (“Agreement”) is by and between the Aurora Learning Community Association, 1001 East Elm, Fairview, Oklahoma 73737 (“ALCA”) and Customer (as defined in subsection 1.3 of this Agreement).

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall mean the following:

1.1 **Arch Platform** is a combination of many individual and integrated software components working together to provide an on-line platform through Arch which provides a means for allowing users to establish and maintain on-line learning communities over the internet. The Software provides a complete system of service components, which include but are not limited to, the following components: Comprehend, Assessment System, Course Planning and Delivery, Content Creation and Management, Collaboration Service, Project Management Service and Standards Management Service.

1.2 **Comprehend** is software allowing Qualified Subscribers (as defined in subsection 1.7 of this Agreement) to manage, manipulate, filter, analyze and report data.

1.3 **Customer** means an individual, school, school district, career tech, college, university or other educational entity using the Software as designated on page 4 of this Agreement or anyone affiliated with the preceding (i.e. teachers, students, staff, evaluators, etc.), and each individual’s employer for those individuals using the Software within the scope of his or her employment, if any.

1.4 **FERPA** means Family Educational Rights and Privacy Act codified at 20 U.S.C. §1231g et seq. and related regulations as amended.

1.5 **GammaStream** means GammaStream Technologies, Inc., an Oklahoma corporation.

1.6 **License** means a restricted, limited, non-exclusive, nontransferrable right to use the Software granted hereunder, but only pursuant to the terms and conditions of this Agreement, without any ownership in or to the Software.

1.7 **Qualified Subscriber** is an individual, school, school district, career tech, college, university or other non-profit entity organized exclusively for educational purposes and exempt from Federal taxation under the Internal Revenue Code of the United States who will be using the Software for his, her or its own personal, household, recreational, educational or non-commercial use. If Customer is an employer, Customer must be a non-profit entity which is organized exclusively for religious, educational or charitable purposes; operating exclusively for religious, educational or charitable purposes; and exempt from Federal taxation under the Internal Revenue Code of the United States of America; or a for-profit entity satisfactorily providing educational content as determined by ALCA in its sole discretion.

1.8 **Software** means Arch and all computer software used in Arch Platform, including but not limited to Comprehend, and all computer software programs provided with this Agreement

together with all accompanying documentation, utilities, any and all other interface software, and all upgrades provided by ALCA. Some third party materials included in the Software may be subject to other terms and conditions, which are typically found in a “Read Me” file located near such materials.

1.9 **Third Party(ies)** means any and all persons, partnerships, corporations, limited liability companies, limited liability partnerships, companies or any other associations or organizations except for ALCA and Customer.

2. **LICENSE GRANT.**

2.1 **Use Certification.** Customer hereby agrees and acknowledges an express condition to ALCA granting Customer a License to use the Software if that Customer is currently and will always continue to be a Qualified Subscriber during the term of the License. Customer hereby represents, warrants and certifies to ALCA that Customer is a Qualified Subscriber. If Customer is not a Qualified Subscriber, then Customer has no rights to use the Software under this Agreement, and further represents, warrants and certifies not to use the Software and to discontinue any existing use of the Software.

2.2. **Grant.** In consideration of payment of all fees due under this Agreement, Customer complying with this Agreement and Customer performing hereunder, ALCA grants Customer a restricted, limited, non-exclusive, non-transferrable right to use the Software, but only according to the terms and conditions of this Agreement. The specific use rights granted to Customer regarding the Software are as follows depending on the type of License Customer has acquired:

2.2.1 **Individual License.** The Individual License is a License issued to Customer as an individual person allowing Customer to use the Software for Customer’s own personal, household, recreational, educational, and non-commercial use only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies Customer will not use the Software and will discontinue any existing use of the Software.

2.2.2 **Non-Profit Entity License.** The Non-Profit Entity License is a License issued to Customer as a non-profit entity such as a public or private school district, church, charity, etc. allowing Customer to use the Software for religious, educational, or charitable purposes only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer or anyone affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies that Customer

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will not use the Software and will discontinue any existing use of the Software. Customer shall ensure all individuals affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) comply with the terms and conditions of this Agreement.

2.2.3 Shared Non-Profit Entity License. The Shared Non-Profit Entity License is the same as a Non-Profit Entity License but it is shared among a number, to be determined by ALCA in its sole discretion, of small non-profit entities, such as public or private school districts, churches, charities, etc. It allows each of the non-profit entities to use the Software for religious, educational, or charitable purposes only, just as if each of the non-profit entities purchased its own Non-Profit Entity License. The Software shall be maintained on the Arch Platform. Each Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party other than the non-profit entities sharing the License. All of the small non-profit entities in a group sharing a Shared Non-Profit Entity License must have subscribed for the License within six months of the first invoice date of those small non-profit entities included in the group. If the group fails to attain the number of small non-profit entities required for the Shared Non-Profit Entity License, as determined by ALCA in its sole discretion, then the subscribing non-profit entities of the group may convert their Shared Non-Profit Entity License to a Non-Profit Entity License paying any additional fees required by ALCA, or may terminate their Shared Non-Profit Entity License without receiving any refund of amounts already paid for the License. If any Customer fails at any time to use the Software accordingly, each Customer's rights to use the Software under this Agreement are immediately terminated and each Customer further represents, warrants, and certifies that each Customer will not use the Software and will discontinue any existing use of the Software.

2.3 Use Limitations. Subject to the terms and provisions of this Agreement, including but not limited to section 3 of this Agreement, this Agreement and the License granted hereunder, only gives Customer the right to use the Software as directed by ALCA.

2.4 Term. The term of the License shall begin on the invoice date for all amounts due under this Agreement and terminate one year after the invoice date unless sooner terminated according to section 13 of this Agreement.

2.5 Revocable. The License granted hereunder is revocable at any time, with or without cause, in the sole discretion of ALCA by ALCA sending written notice of the revocation to Customer.

2.6 Non-Exclusive. Customer's License to use the Software shall be non-exclusive. ALCA, in ALCA's sole discretion, may license or provide the Software to any and all Third Parties, or use the Software for the benefit of Third Parties.

2.7 Non-Transferrable. Customer's License to use the Software shall be non-transferrable without the prior, written consent of ALCA which ALCA may withhold in its sole discretion. Any attempted sublicense, assignment or transfer by Customer in violation of this Agreement shall be void.

3. USE RESTRICTIONS. Without the prior written consent of ALCA, Customer may not, at any time, either directly or indirectly, and Customer may not assist or enable any Third Party, either directly or indirectly, to:

3.1 Reverse engineer, decompile, disassemble, or alter in any way the Software;

3.2 Sublicense, sell, lease, rent, dispose of, assign, or otherwise transfer the License or Software to any Third Party;

3.3 Distribute in whole or in part, modify, or create derivatives of the Software or applications created with the Software; or

3.4 Share the Software or the use of the Software with any Third Party or provide access to any Third Party in any way, including but not limited to non-ALCA certified trainers, although ALCA certified trainers may have access to the software in ALCA approved training sessions for Customer.

4. TITLE TO SOFTWARE; COPYRIGHT. Customer hereby acknowledges and agrees the Software is proprietary to GammaStream and remains the property of GammaStream protected by trade secret and/or copyright law. The License only gives Customer the right to use the Software according to the terms and provisions of this Agreement. This Agreement does not confer any ownership in the Software to Customer. GammaStream owns all title and intellectual property rights in and to the Software, the accompanying printed materials, and any copies of the Software. Customer hereby further acknowledges and agrees to be bound as a third party beneficiary by all of the terms and conditions of the Software License Agreement between GammaStream and ALCA dated June 25, 2003 and future amendments thereto, of which ALCA shall provide a copy within 30 days after Customer's written request for a copy.

5. PAYMENT. Upon execution of this Agreement and on the same day of each year thereafter, Customer shall pay ALCA an annual total sum in accordance with its standard fee schedule in effect at the time ALCA invoices Customer for all amounts due which are reflected on the Addendum attached hereto and made a part hereof. Any support services provided by ALCA or GammaStream shall be billed to Customer according to the standard fee schedule in effect at the time services are provided.

6. TAXES. In addition to all other amounts payable under this Agreement, Customer shall promptly pay to ALCA any and all sales and other taxes, federal, state or otherwise, which are levied or imposed because of the License or the transactions contemplated by this Agreement.

7. SUPPORT SERVICES. GammaStream shall provide technical consulting and support services as requested by Customer at GammaStream's standard fee schedule in effect at the time services are provided.

8. CONTENT. The Software is designed to allow Customer and Third Parties having a License to use the Software, to publish and share educational information, materials and content with each

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other so there may be a free exchange of educational information and resources among those having a License to use the Software. As a result, Customer hereby understands and agrees as follows:

8.1 ALCA shall have the sole discretion in determining which information, materials and other content gets published and shared using the Software, and Customer hereby grants ALCA the right to determine if the information, materials and other content provided by Customer gets published or shared using the Software and to censor the information, materials and other content Customer provides. ALCA may in its sole discretion, either with or without cause and at any time, restrict Customer from publishing or sharing information, materials or other content through the Software, or require Customer to discontinue publishing or sharing information, materials or other content through the Software.

8.2 ALCA has no obligation to review, censor or police any information, material or other content, at any time, either before it is published or shared through the Software, whether by Customer or other Third Parties, or after it is published or shared through the Software, whether by Customer or other Third Parties, although ALCA, in ALCA's sole discretion, may choose to do so.

8.3 If ALCA reviews, censors or polices any information, material or content either before or after it has been published or shared using the Software, ALCA is not obligated to further review, censor or police any other information, material or content either published or shared through the Software, or proposed to be published or shared through the Software.

8.4 ALCA, GammaStream, and the Third Party providing the information, materials or content published or shared through the Software do not certify the contents or accuracy, or make any representations or warranties regarding the information, materials, or content provided through the Software. Customer hereby releases ALCA, GammaStream, and the Third Party providing the information, material or content, from any and all liability associated with Customer relying upon, disseminating, or in any way using the information, materials, or content provided through the Software.

8.5 Any and all information, materials, or content provided by Customer by using the Software shall be for educational or informational purposes only, as determined by ALCA in ALCA's sole discretion. Customer further consents and agrees that any and all Third Parties having a License to use the Software may use all information, materials, or content provided by Customer through the Software, for educational or informational purposes only, without any further restriction.

8.6 ALCA reserves the right to terminate Customer's License at any time, with or without cause, in ALCA's sole discretion and for no reason or for any reason, including but not limited to Customer's use of the Software not complying with the terms and provisions of this Agreement, including but not limited to, the terms and provisions of this section 8.

9. DATA MANAGEMENT.

9.1 **Data Source and Results.** ALCA will only import data

provided by Customer into the Software in order for the Software to provide Customer with information, reports and analysis of Customer's data. ALCA will not create, load or generate any data to be used by the Software, except ALCA will upload data into the Software for customer as long as Customer provides its data to ALCA in the format required by ALCA. ALCA shall not have any obligation to review or verify the accuracy of Customer's data. ALCA does not hereby certify the contents or accuracy of the data imported into the Software. Furthermore, ALCA does not hereby certify the contents or accuracy of the information, reports and analysis computed by the Software, or make any representations or warranties regarding the information, reports or analysis provided by the Software. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from erroneous or inaccurate information, reports or analysis computed by the Software for Customer or Third Parties.

9.2 **FERPA Compliance.** Customer hereby represents, warrants and covenants to ALCA and GammaStream that Customer will ensure Customer and any of Customer's agents and representatives, ALCA and any of its agents and representatives, GammaStream and any of its agents and representatives, and any Third Parties and any of their agents and representatives to whom Customer discloses data have complied and will remain in compliance with any and all state and federal regulations governing the transactions contemplated by this Agreement, including but not limited to FERPA and the public disclosures required thereunder. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from violation of state or federal rules or regulations hereunder.

9.3 **Confidentiality.** During the term of this Agreement, ALCA will have access to proprietary and confidential information, documents and instruments containing student data. All information ALCA has access to during the term of this Agreement, including but not limited to individual student data, is proprietary and confidential information belonging to Customer. All documents and instruments and any copies thereof ALCA has access to during the term of this Agreement is property belonging to Customer, and ALCA will hold them in express trust for Customer and on Customer's behalf. Without Customer's prior written consent or direction or authorization, during the term of this Agreement and any time thereafter, ALCA will not disclose any of Customer's information, documents or instruments to any Third Party; will not use any of Customer's information, documents or instruments for the use or benefit of any Third Party; and will not use any of Customer's information, documents or instruments for ALCA's own use or benefit. In addition to other releases contained herein and not in limitation thereof, if Customer authorizes or directs disclosure of confidential information, documents or instruments to a Third Party, Customer hereby releases ALCA and GammaStream from any and all liability resulting from said disclosure.

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10. **NO WARRANTIES.** THE SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, AND NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED ARE MADE WITH RESPECT TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT, OR ANY OTHER WARRANTIES THAT MAY ARISE. ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE AND DO NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE. BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES. ALTHOUGH ALCA AND GAMMASTREAM, TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, DO NOT BELIEVE THEY HAVE INFRINGED ON ANY THIRD PARTIES' PROPERTY RIGHTS, COPYRIGHTS OR PATENTS, BOTH ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS AS TO THEIR RIGHTS IN THE SOFTWARE AND EXPRESSLY DISCLAIM ANY AND ALL LIABILITY ASSOCIATED WITH ANY POSSIBLE PROPERTY RIGHT, COPYRIGHT OR PATENT INFRINGEMENT CLAIMED BY THIRD PARTIES. FURTHERMORE, BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR THE CONTENT CONTAINED IN THE SOFTWARE.

11. RELEASE AND HOLD HARMLESS.

11.1 Customer hereby releases and holds ALCA and its successors and assigns harmless from any and all liability resulting from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings, or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer's use of the Software.

11.2 Customer hereby agrees and acknowledges that ALCA, GammaStream, any of their employees or agents, or any Third Party affiliated with them have not provided Customer with any legal advice regarding this Agreement, the Software or the contents therein.

12. **INDEMNIFICATION.** Customer shall indemnify ALCA and its successors and assigns, from any liability from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer's use of the Software, including, but not limited to attorney fees, accountant fees, or court costs expended by ALCA in defending any such actions. Customer shall reimburse ALCA on demand for any payment made by ALCA at any time after the date of this Agreement, based upon the judgment of any court of competent jurisdiction or pursuant to a bona fide compromise or settlement of

claims, demands or actions, in respect of any damages to which the foregoing indemnity relates.

13. TERMINATION AND REMEDIES.

13.1 **Termination.** ALCA has the absolute and unconditional right to terminate this Agreement and the License granted hereunder at any time in ALCA's sole discretion either with or without cause, upon sending written notice of the termination to Customer. Unless specifically waived in writing by ALCA, this Agreement and the License granted hereunder shall automatically and immediately terminate upon the occurrence of any of the following:

13.1.1 Customer failing to comply with or to perform when due any term, obligation, covenant, or condition contained in this Agreement;

13.1.2 Any covenant, representation or warranty contained herein being materially false;

13.1.3 Any suit, action or other proceeding being filed before any court or governmental agency against Customer;

13.1.4 Customer's dissolution, either voluntarily or involuntarily;

13.1.5 The appointment of a receiver for any part of Customer's property; or

13.1.6 Any proceeding being commenced by or against Customer under any bankruptcy or insolvency laws.

13.2 **Remedies.** In the event Customer breaches this Agreement in any way, or in the event ALCA has a good faith belief Customer is about to breach this Agreement, ALCA shall have the right to pursue any and all remedies existing at law or in equity and to collect any and all expenses of collection and enforcement of ALCA's rights and Customer's obligations hereunder, including reasonable attorney's fees and costs. ALCA's remedies under this Agreement shall not be exclusive but shall be cumulative and in addition to all other remedies provided by law and equity. No delay or omission in the exercise of any remedy of ALCA shall impair or affect its right to exercise the same. Customer's breach of this Agreement could result in irreparable injury to ALCA. Accordingly, ALCA shall have the right to secure equitable relief against any actual or threatened breach of any provision of this Agreement without proving actual damages.

13.3 **Effect of Termination or Expiration.** In the event of any partial or complete termination or expiration of this Agreement, Customer's representations, warranties and covenants shall survive termination or expiration. Customer shall remain bound by the representations, warranties and covenants contained in this Agreement and shall not be relieved of any obligation.

14. GENERAL.

14.1 **Notices.** All notices required or permitted herein must be in writing and shall be deemed to have been duly given on the date of service if served personally or by telecopier, telex, e-mail or other

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similar communication to the party or parties to whom notice is to be given or on the third business day after mailing if mailed to the party or parties to whom notice is to be given by registered or certified mail, return receipt requested, postage prepaid, to Customer at Customer's last known numbers and address; or to ALCA at the numbers and address set forth below:

Mr. Gary Sacket, President
Aurora Learning Community Association
1001 East Elm Fairview, Oklahoma 73737
Phone: (580) 227-1007
Fax: (580) 227-1019
Mail: sacketg@alcaweb.org

or to such other numbers or addresses as either party hereto may designate to the other from time to time for this purpose. Any communication which is mailed shall be confirmed immediately by telecopier, but failure to so confirm shall not affect the effectiveness of such notice from and after the date on which such notice is actually received.

14.2 Integrated Agreement. This instrument contains and constitutes the entire agreement between the parties herein and supersedes all prior agreements and understandings between the parties hereto relating to the subject matter hereof. There are no agreements, understandings, restrictions, warranties, or representations among the parties relating to the subject matter hereof other than those set forth herein. All other instruments or documents delivered pursuant to this Agreement are hereby incorporated herein and made a part of this Agreement.

14.3 Construction. This Agreement shall be construed, enforced, and governed in accordance with the laws of the State of Oklahoma. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, or neuter gender thereof or to the plurals of each, as the identity of the person or persons or the context may require. The descriptive headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision contained herein. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, there shall be no presumption or

burden of proof which arises favoring or disfavoring any party by virtue of the authorship or any of the provisions of this Agreement.

14.4 Jurisdiction and Venue. The District Court of Major County, State of Oklahoma shall have the exclusive jurisdiction and venue over all disputes, controversies or litigation regarding this Agreement and the enforcement thereof.

14.5 Invalidity. If any provision contained in this Agreement shall for any reason be held to be invalid, illegal, void or unenforceable in any respect, such provision shall be deemed modified so as to constitute a provision conforming as nearly as possible to such invalid, illegal, void or unenforceable provision while still remaining valid and enforceable, and the remaining terms or provisions contained herein shall not be affected thereby.

14.6 Binding Effect. This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. This Agreement shall be in full force and effect upon Customer downloading the Software, Customer clicking the applicable button to complete the installation process, or Customer reviewing any of the accompanying documentation.

14.7 Litigation Expense. In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the other party to such action such party's reasonable attorneys' fees, court costs and other expenses incidental to such litigation.

14.8 Amendment and Waiver. This Agreement may be amended at any time, but only by an instrument in writing executed by both parties hereto. A party hereto may waive any requirement to be performed by the other party, provided that such waiver shall be in writing, and executed by the party waiving the requirement.

14.9 Assignment. Customer shall not transfer or assign its rights and obligations under this Agreement without the prior written consent of ALCA although may freely transfer or assign its rights and obligations under this Agreement at any time.

14.10 Time of Essence. Time shall be of the essence with respect to the performance by the parties hereto of their respective obligations hereunder.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES AND AGREES TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.

AURORA LEARNING COMMUNITY ASSOCIATION

By: Gary Sacket

Name: Gary Sacket

Title: President, ALCA

Date: May 22, 2018

CUSTOMER

By: _____

Name: _____

Title: _____

Date: _____

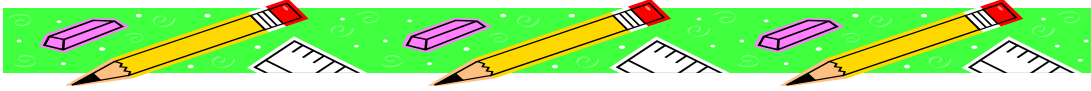


Staking a Claim in Our Students' Future

GUTHRIE ELEMENTARY SCHOOLS

STUDENT HANDBOOK

~~2017-2018~~ 2018-2019



Dear Parents and Students,

We want to take this opportunity to welcome you to our school.—We look forward to working with each of you so that together we can provide the very best educational experience possible for your child.

Our success as educators depends greatly upon your support and cooperation.—We ask that you read through and discuss the handbook policies and procedures with your child so that he/she will understand the expectations that have been established for them.

We encourage you to be actively involved in every aspect of your child's education. Each school year is full of potential for many successes which can only be realized with the united effort of school and home.

THANK YOU FOR SHARING YOUR CHILD WITH US!

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A: ABSENCES, ATTENDANCE, & TARDIES

It is of utmost importance that students attend school every day. Irregular attendance is the most

frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

TARDIES

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six (6) tardies will equal one (1) absence.

EARLY CHECKOUT

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian through the office. Six (6) early checkouts will equal one (1) absence. **Students will not be called to the office until a parent or guardian arrives.**

~~B: BICYCLES~~

~~There are bicycle racks available for children to park and secure their bicycles. Each child should provide his/her own chain and lock for security reasons. Guthrie Public Schools cannot be responsible for lost, stolen, or damaged bicycles. Bicycle racks are available for grades 2-6 only.~~

C: B: BREAKFAST AND LUNCH

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price ~~provided parents have made a written request and completed the necessary forms~~ **based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at guthrieps.net.** (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

CHARGING CANNOT BE ALLOWED. Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days. **Students must clear negative balances weekly.**

USDA regulations state "Schools shall make substitutions in foods listed in this section

for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. All prescriptions or medical statements must be renewed each year, as needs do change from year to year as students grow and mature.

RECOMMENDED HEALTHY SNACK OPTIONS:

Nuts/peanuts	Dried fruits	Canned fruits	Trail mix
Whole-grain cereal bars	Pretzels	Baked chips or crackers	Animal crackers
Graham crackers	Baked cereal mix	Baked fish-shaped crackers	Granola bars
Whole-grain chips	String cheese	Fresh fruits	Raw vegetables
Popcorn	Low-fat yogurt	Low-fat baked goods	Low-fat crackers
Pudding	Beef jerky	Bagels	Multigrain bars
Fruit snacks	Bottled water	100 percent fruit juice	Tea (unsweetened or diet)
Skim milk	1 percent milk	Sports drinks	Electrolyte replacement drink
Fruit-based (no less than 50 percent fruit juice and no added sweeteners)			

D:C: CIVIL RIGHTS COMPLIANCE & ASSURANCE

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone Number (Voice/TDD): (405) 282-8900
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correro de voz/TDD): (405) 282-8900
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

DUE PROCESS

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600
Independence Avenue, SW / Washington, D.C. 20202-4605

~~E: CLASSROOM REQUEST AND PLACEMENT CHANGE~~

~~CLASSROOM REQUEST~~

~~Each year during the second semester Guthrie Public Schools allows parents of students currently enrolled in PK—5 the opportunity to request a teacher for the next school year. Parents are to submit their request utilizing the 2017-2018 Teacher Request Form which may be obtained from the office of your child's school for the upcoming school year. This form requires parents/guardians to choose a minimum of four (4) teachers you prefer to have as your child's teacher. A list of teachers to choose from is located on the Teacher Request Form. Should you request a teacher who has transferred to another grade or is no longer an employee of the district, that teacher's replacement will be considered for your child. Your request will not be recognized if you number your preferences or choose less than four (4) choices.~~

D. CLASSROOM PLACEMENT CHANGE

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

~~F:~~E: CURRICULUM****

~~Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>~~

~~G:~~F: DANGEROUS WEAPONS****

~~The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.~~

~~The following instruments may be considered weapons:~~

- ~~1. Knives and/or facsimiles~~
- ~~2. Firearms and/or facsimiles (including cap guns, etc.)~~
- ~~3. Explosives and/or facsimiles~~
- ~~4. Metal Objects (chains, brass knuckles, etc.)~~
- ~~5. Clubs~~
- ~~6. Sharp or pointed instruments~~
- ~~7. Stun guns~~
- ~~8. Chemical sprays~~
- ~~9. Firearm shells, bullets or pellets~~

~~Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.~~

H:G: DIABETES PLAN

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is ~~a certified diabetes educator~~ **trained in diabetes management in schools**. ~~She~~ **The district nurse** works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student. **(Available on the district website.)**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

I:H: DISCIPLINE AND BEHAVIOR

- Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).
- Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:
 - Conference with teacher and student
 - Conference with teacher, student and principal

- Conference with teacher, student, principal and parent
- Conference with all the above and possible disciplinary actions

STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- After school detention
- Suspension from school

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

- **Out of School Suspensions**

- 1st Offense - 1 day
- 2nd Offense - 3 days
- 3rd Offense - 5 days
- 4th Offense - 10 days

Discipline procedures fighting/bullying/harassment

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1st offense – 3 days out of school suspension**
- 2nd offense – 5 days out of school suspension**
- 3rd offense – 10 days out of school suspension**

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

Any additional offenses - The principal will decide the length of suspension after the fourth offense. This might include suspension for the remainder of the semester and the following semester.

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

Severe Clause

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- **Profanity against a staff member may be treated as a verbal assault**
- Damage or theft of personal or school property
- Any additional behaviors outlined in Section F-41 Student Behavior And Discipline in the GPS Policy Manual Located on the District Website.
- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors in the GPS Policy Manual Located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

~~ALTERNATIVE CLASSROOM~~

~~Students who exhibit continually disruptive behavior may be placed in an alternative classroom setting at the discretion of the building principal without parent permission. Disruptive behavior infringes upon the rights of other students and will not be tolerated.~~

THREATS

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-

term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

~~LASER PENS AND LIGHTS~~ **PROHIBITED ITEMS**

~~Laser pens or lights are not allowed.~~ If discovered, **they the following items** will be confiscated **and only returned to a parent.**

- **Laser Pens and Lights**
- **Fad Items**
- **Electronics**
- **Toys**

J:I: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines. ~~that are not modest.~~
11. Pants below the waistline (sagging and bagging).
12. Shorts, dresses, and skirts shorter than fingertip length.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

FADS

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

K:J: ENROLLMENT

EMERGENCY INFORMATION - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

ENROLLMENT CARDS - Please come to the school to make any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. The medical information on the enrollment card must be filled out.

IMMUNIZATIONS - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

VERIFICATION OF RESIDENCE – All new and currently enrolled students must provide 2 current proofs of residency *each year*. Any change of address or telephone number should be reported to the School Office.

GUARDIANSHIP - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

L:K: FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign

their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. **No refunds will be made for field trips**

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

M:L: FREEDOM WEEK CURRICULUM

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

N:M: GRADING GUIDELINES FOR Pre-K – 6th

~~All homeroom teachers' names are to be written on the permanent folders alongside the school year.~~

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-6th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each

semester.

Grading Scale

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 – Below

In grades **K**-6th, grades in physical education, music, art and handwriting will be reported accordingly:

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Parents of students in grades Pre-K- 6th may access their child's grades by use of the Online Gradebook. Go to www.guthrieeps.net under the parent section and complete the request for Online Gradebook Access form.

~~O~~:N: MONEY & VALUABLES

Students are cautioned against bringing large sums of money to school. ~~Radios, tape players, electronic devices and games, etc., belong at home. Toys of any kind also belong at home.~~ School personnel will not be held responsible for ~~toys, electronic equipment, or~~ **for** money lost or stolen when brought to school without teacher's request.

~~P~~:O: NO SCHOOL / DELAYED START

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

~~Q~~:P: PARENT INVOLVEMENT

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

Q: PARENTS' RIGHT-TO-KNOW

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

R: PLAYGROUND

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

S: PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at ~~the~~ **or above the 90% 90th percentile or higher** on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with the ~~Oklahoma Proficiency Tests by Riverside or with district approved teacher made criterion-referenced tests.~~ Test of Achievement by **Woodcock Johnson**

IV. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

T: READING SUFFICIENCY ACT

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

3rd Grade Students:

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and Limited Knowledge level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for "probationary promotion", a student may be evaluated by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" and the principal and superintendent approve the

recommendation of the SRPT.

U: RELEASE OF RECORDS

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

V: RETENTION POLICY

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. **Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.**

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24-114.1*

W: SCHOOL HEALTH & MEDICATIONS

~~HEAD LICE/ COMMUNICABLE DISEASE~~ - Oklahoma Statute §70-1210.194 (2014) states that:

- A.** Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B.** Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

SICKNESS

FEVER: Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever free for 24 hours without the use fever reducing medicine.

VOMITING/DIARRHEA: Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24 hour period without the use of medicine.

COMMUNICABLE DISEASE: Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school

until they are no longer contagious. See District website for “Should I keep my child home from school?” for more information.

HEAD LICE

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <https://www.cdc.gov/parasites/lice/head/index.html>.

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

ACCIDENTS

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

~~**ILLNESS AND MEDICATION**~~ **MEDICATIONS GIVEN AT SCHOOL** We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, **please a parent/guardian (not the student) is to** bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

~~**PRESCRIPTION AND NONPRESCRIPTION MEDICATION**~~

~~Prescription and nonprescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website under Enrollment. The prescription and nonprescription medication will be administered according to physician instructions. The prescription medication must be in the original container with student name, physician name, and name of pharmacy along with pharmacy address and phone number, name and strength of medication, expiration date, dosage and directions for administration. The nonprescription medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, directions for administration, and other directions as appropriate. It is the responsibility of the parent/guardian to maintain the supply. It is the responsibility of the parent/guardian to pick up any medication at the end of the~~

school year. Any medication left at school after June 1st will be discarded utilizing the proper procedure.

Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication*. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, tylenol, nasal spray, lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. **Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

X: SCHOOL SAFETY DRILLS

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two ~~lockdown~~ **lockout** drills referred to as "shelter in place" per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
2. Two ~~intruder lockdown~~ **intruder lockdown** drills per school year. ~~Intruder lockdown~~ **intruder lockdown** drills are conducted for the purpose of a threat INSIDE the building. Each ~~intruder lockdown~~ **intruder lockdown** drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

Y: SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses,

the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

Z: SPECIAL ACTIVITIES

Each elementary site has ~~four~~ **three** scheduled classroom activities during the year: Fall, Winter, **and** Valentine's Day, ~~and Spring~~. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

AA: STANDARDS OF CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rest with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If

problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

DRUGS AND ALCOHOL

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes / has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items enroute to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

1st Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.

2nd Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.

The judgment of the Administrator will take precedence on each infraction.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) days.

2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.

3rd Offense: Suspension from school for ten (10) days.

DISCIPLINARY SANCTIONS: Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

The judgment of the Administrator will take precedence on each infraction.

BB: STUDENT DROP OFF and PICK UP

Drop Off: There will be teacher Supervision starting at 7:30 a.m.

Pick Up: Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before ~~3:30~~ **2:30** p.m. to make arrangement for your child's pick up.

CC: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

DD: STUDENT REPORTS

~~A student's progress is reported at the end of each fifth week period, and Report cards and/or~~ are distributed at the end of each nine weeks. **In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress.** Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log. **Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions.**

~~District-wide~~ **Elementary p**Parent/**t**Teacher **e**Conferences are held at the end of the first ~~and during the third~~ nine weeks **and after the end of the second nine weeks in the second semester** period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

EE: STUDENT WORK

HOMEWORK

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

MAKE UP WORK & WORK SUBMITTED LATE

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

FF: TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

GG: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

HH: VANDALISM

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

II: VISITORS

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school

and issued a visitor badge if they will be remaining in the building.

JJ: WEBSITE

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is www.guthrieeps.net. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

KK: WELLNESS POLICY

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

LL: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

DISCLAIMER

All of the preceding discipline steps **within this handbook** are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.

~~**Please refer to the site-specific handbook for more information about your child's school**~~

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.



Follett School Solutions, Inc.
 1340 Ridgeview Drive
 McHenry, Illinois 60050
 Phone: 888.511.5114
 Fax: 800.852.5458
www.folletlearning.com

Proposal

Guthrie Public Schools
 Quote # 1019289-2
 Customer # 3523588
 May 23, 2018

These prices are valid until June 22, 2018, after which they are subject to change by Follett.

Summary of Software and Services: Year 1 Costs		Pricing
	Price	\$8,211.00
	Estimated Shipping and Handling	\$15.90
	Final Price	\$8,226.90

Follett Hosted Service

- Destiny Library Manager™ for three (3) location(s)
 - Alliance Plus
 - Destiny Discover
 - Collections
 - One Search
 - TitlePeek
 - Online documentation and Help
 - Note: Library Manager is designed specifically as a Library management tool
- Server maintenance and support

Data Services

- Three (3) Library Manager - Split Collection(s)

Peripherals

* Note that the Extended Maintenance Agreements must be purchased at the time of original hardware purchase

- Three (3) Follett 6300 Cordless Scanner

Annual Licensing and Maintenance Costs Starting Year 2*

Follett Hosted Service

- Destiny Library Manager for three (3) location(s)
 - Alliance Plus
 - Destiny Discover
 - Collections
 - One Search
 - TitlePeek
 - Online documentation and Help
 - Note: Library Manager is designed specifically as a Library management tool
- District Technical Support includes:
 - Toll-free telephone technical support for designated Customer contacts
 - 24/7 customer Web Portal, with searchable online knowledge base
 - Unlimited email support
 - Training toolkits (lesson plans, quick reference guides, and videos)
 - Product updates

Total Annual Licensing and Maintenance Costs:** **\$3,127.50**

*You must have paid or pay for all prior years' Annual Licensing and Maintenance Costs and renew maintenance for all sites and Management Systems at the same time in order to continue to receive access to the Follett Hosted Service. Otherwise Follett reserves the right to turn off the Services.

** Note: This new pricing will be reflected in your next annual renewal fee.

Follett evaluation of Customer's current data and infrastructure is required in advance of final pricing and agreement. If such evaluation has not been completed, additional products and services may be required that were not previously proposed. The Customer agrees that they are solely responsible for the cost of all products and services requested or required.

The Customer acknowledges and agrees that they may be required to complete and submit a discovery document to Follett. This provides bar code scanner and other related information on a site by site basis prior to data migration. The Customer agrees they will not migrate any data from any existing system into Destiny without authorization in advance by Follett. Follett is not responsible for any costs, services or products that may be required related to unauthorized migration of data by a Customer.

Note: The Follett Destiny Solution is a Schools Interoperability Framework (SIF) certified product based on the US SIF Specification. The Destiny SIF agent and SIF implementation services are sold by Kimono (web.kimonocloud.com).



RENEWAL QUOTE

Page	1
Quote#	7335774
Issue Date	05/04/2018
Expiration Date	07/31/2018
Customer#	3523588
Customer	GUTHRIE PUB SCHS

GUTHRIE PUB SCHS
802 E VILAS AVE
GUTHRIE OK 73044

Quote Summary	Payable in USD
Quote Total	\$4,170.00

Applicable taxes are NOT included

NOTICE OF PAYMENT DUE

Mail Payment (Check)
Follett School Solutions, Inc.
91826 Collection Center Drive
Chicago, IL 60693 USA

Mail Purchase Order
Follett School Solutions, Inc.
1340 Ridgeview Drive
McHenry, IL 60050 USA
Email: FSSorders@follett.com
Fax: 800-852-5458

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
CTRL SCH - 3500728				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2018	11/30/2019	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2018	11/30/2019	\$150.00
Site Total				\$1,042.50
GUTHRIE HIGH SCH - 3500731				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2018	11/30/2019	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2018	11/30/2019	\$150.00
Site Total				\$1,042.50
GUTHRIE JR HIGH SCH - 3523575				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2018	11/30/2019	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2018	11/30/2019	\$150.00
Site Total				\$1,042.50
GUTHRIE UPR ELEM SCH - 3523717				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2018	11/30/2019	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2018	11/30/2019	\$150.00
Site Total				\$1,042.50

End of Quote

If you have any questions about this quote, please contact our Customer Service Department at 888-511-5114 (US/CAN) or +1 708-884-5000 (Outside US/CAN)

BID TABULATION

District Mowing

COMPANY	HIGH SCHOOL	JR HIGH& Old Mnt Shop	GUES	FOG	CENTRAL	COTT	FAVER	OPTN/CNIT	TRANS	ADMIN	BASEBALL COMPLEX	CHARTER OAK
Ben's Spraying	\$600.00	\$225.00	\$450.00	\$200.00	\$100.00	\$150.00	\$300.00	\$200.00	\$200.00	\$100.00	\$100.00	N/A
Guthrie Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Hudson Lawn Care	\$385.00	\$110.00	\$410.00	\$135.00	\$80.00	\$110.00	\$185.00	\$115.00	\$115.00	\$85.00	\$70.00	N/A
Swift Creek Lawn Care	\$379.00	\$110.00	\$400.00	\$135.00	\$80.00	\$100.00	\$175.00	\$100.00	\$120.00	\$80.00	\$64.00	N/A
SourceOne	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Hayes Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Aspen Services	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Nature's Truth	WD	WD	WD	WD	WD	WD	WD	WD	WD	WD	WD	N/A
Gusco	NO BID	NO BID	NO BID	NO BID	\$75.00	NO BID	\$150.00	NO BID	NO BID	\$75.00	\$50.00	N/A

BID TABULATION

District Pre-Emergent & Post-Emergent Weed Control Services

COMPANY	HIGH SCHOOL	JR HIGH & Old Maint Shop	GUES	FOG	CENTRAL	COTT	FAVER	OPTN/CNIT	TRANS	ADMIN	BASEBALL	CHARTER OAK
Ben's Spraying	\$1,000.00	\$350.00	\$800.00	\$300.00	\$150.00	\$250.00	\$400.00	\$350.00	\$350.00	\$200.00	\$200.00	N/A
John Hudson	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Swift Creek Lawn Care	\$899.00	\$329.00	WD	\$273.00	\$129.00	\$229.00	\$379.00	\$300.00	\$340.00	\$179.00	\$169.00	N/A
SourceOne	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Aspen Services	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	N/A
Nature's Truth	\$510.00	\$55.00	\$875.00	\$95.00	\$125.00	\$125.00	\$260.00	\$195.00	\$175.00	\$70.00	\$90.00	N/A

Guthrie Public Schools
Technology Department

Memo

To: Board of Education
From: Dee Benson, Director of Technology
Date: June 1, 2018
Re: June Agenda Items

We opened bids for Smart Panels on May 29th for Charter Oak. We received 6 bids that ranged from \$50,880 to \$124,086.96. We are recommending the bid from Piraino for Smart brand panels because we have standardized on that brand across the district and have invested time and professional development in training our teachers and staff.

We opened bids for classroom audio enhancement on May 30th at Charter Oak. We received 7 bids ranging from \$24,216 to \$46,891.60. We are recommending the bid from Piraino for Audio Enhancements product that was designed exclusively for schools.

We opened bids on May 29th for the Network Cabling at Charter Oak. We received 6 bids ranging from \$80,500 to \$92,450. We are recommending the bid from Trans Tel Central as the best bid.

We opened bids on May 30th for District Copiers. We received 6 bids with a wide range of pricing for many different options. A committee scored the proposals and checked references on the bidders. We are recommending the bid from Imageworks because the lowest bid used Toshiba copiers and references reported having issues with the machines. These are the copiers that we had before Imageworks and they were not reliable.

If you have any questions please feel free to contact me anytime.

Office – 282-5959
Cell – 202-7409
Email – dee.benson@guthrie.net

GUTHRIE PUBLIC SCHOOLS
 COPIER PROPOSAL TABULATION
 2018 COPIER LEASE

AVERAGE SCORE SUMMARY-ALL VENDORS

Evaluation Criteria

Award selection will be based upon the following evaluation criteria.
 Guthrie Schools will negotiate the final contract with the preferred vendor or vendors based upon the responses received to this RFP.
 Vendor agrees that any pricing in the final negotiation of the contract will in no case be higher than pricing stated in the RFP.

	<u>B&C</u>	<u>Onesource</u>	<u>IMAGE WORKS</u>	<u>OCS</u>	<u>RK Black</u>	<u>SUMMIT</u>
Price	3.2	10.8	16.2	18	9.2	8.8
Compatibility with scanning, e-mail and storage processes	9.6	9.6	10	8.8	9.4	9.4
Training and Experience of Service and Training Personnel	9.2	8.2	10	7.4	9	8.2
Monthly preventative maintenance program	9.2	8.4	10	8.4	9.2	8.2
Features and benefits of the equipment	9.6	9.6	10	7.8	9.6	8.2
References/Past experience	8.2	6.6	10	3.2	8.6	7.8
Service review standards/ Service Performance Guarantee	18.6	19	20	11.4	19.6	18.8
Invoicing methods	<u>10</u>	10	10	10	9.6	9.6
	<u>77.6</u>	<u>82.2</u>	<u>96.2</u>	<u>75</u>	<u>84.2</u>	<u>79</u>

**GUTHRIE PUBLIC SCHOOLS
ANALYSIS OF MONTHLY COPIER COSTS
2018 PROPOSALS**

<u>Description</u>	<u>B&C (Sharp)</u>	<u>OneSource (Xerox)</u>	<u>Image Works (Kyocera)</u>	<u>OCS (Toshiba)</u>	<u>RK Black (Sharp)</u>	<u>Summit (Toshiba)</u>
60 Month						
Monthly lease amount						
62 PPM X 18 machines	\$ 2,631.42	\$ 2,718.72	\$ -	\$ -	\$ 2,056.50	\$ 2,479.32
45 PPM X 13 machines	\$ 789.10	\$ 1,415.44	\$ -	\$ -	\$ 872.95	\$ 1,029.21
Monthly amount for fax capability (12 machines)	\$ 55.80	\$ 47.52	\$ -	\$ 96.00	\$ 58.20	\$ 123.84
Monthly service and supplies						
62 PPM X 18 machines	\$ 4,320.00	\$ 2,232.00	\$ 4,320.00	\$ 2,808.00	\$ 3,960.00	\$ 3,888.00
45 PPM X 13 machines	\$ 1,560.00	\$ 806.00	\$ 1,560.00	\$ 1,014.00	\$ 1,430.00	\$ 1,404.00
Total monthly cost	<u>\$ 9,356.32</u>	<u>\$ 7,219.68</u>	<u>\$ 5,880.00</u>	<u>\$ 3,918.00</u>	<u>\$ 8,377.65</u>	<u>\$ 8,924.37</u>
Total 60 month cost	<u>\$ 561,379.20</u>	<u>\$ 433,180.80</u>	<u>\$ 352,800.00</u>	<u>\$ 235,080.00</u>	<u>\$ 502,659.00</u>	<u>\$ 535,462.20</u>

48 Month						
Monthly lease amount						
62 PPM X 18 machines	\$ 3,201.12	\$ 3,231.90	\$ -	\$ -	\$ 2,481.30	\$ 3,021.84
45 PPM X 13 machines	\$ 959.92	\$ 1,707.81	\$ -	\$ -	\$ 1,053.65	\$ 1,254.37
Monthly amount for fax capability (12 machines)	\$ 67.92	\$ 58.80	\$ -	\$ 108.00	\$ 70.20	\$ 150.96
Monthly service and supplies						
62 PPM X 18 machines	\$ 2,880.00	\$ 1,488.00	\$ 2,880.00	\$ 1,872.00	\$ 2,640.00	\$ 2,592.00
45 PPM X 13 machines	\$ 1,560.00	\$ 806.00	\$ 1,560.00	\$ 1,014.00	\$ 1,430.00	\$ 1,404.00
Total monthly cost	<u>\$ 8,668.96</u>	<u>\$ 7,292.51</u>	<u>\$ 4,440.00</u>	<u>\$ 2,994.00</u>	<u>\$ 7,675.15</u>	<u>\$ 8,423.17</u>
Total 48 month cost	<u>\$ 416,110.08</u>	<u>\$ 350,040.48</u>	<u>\$ 213,120.00</u>	<u>\$ 143,712.00</u>	<u>\$ 368,407.20</u>	<u>\$ 404,312.16</u>

Color Copier 60 Month						
Monthly lease amount						
45 PPM X 3 machines	\$ 298.59	\$ 494.31	\$ -	\$ -	\$ 317.10	\$ 324.30
Monthly amount for fax capability (3 machines)	\$ 13.95	\$ 11.88	\$ -	\$ 24.00	\$ 14.55	\$ 30.96
Monthly service and supplies						
45 PPM X 3 machines 20K B&W	\$ 360.00	\$ 300.00	\$ 480.00	\$ 234.00	\$ 330.00	\$ 324.00
45 PPM X 3 machines 10K Color	\$ 1,470.00	\$ 1,050.00	\$ 1,500.00	\$ 1,170.00	\$ 1,278.00	\$ 927.00
Total monthly cost	<u>\$ 2,142.54</u>	<u>\$ 1,856.19</u>	<u>\$ 1,980.00</u>	<u>\$ 1,428.00</u>	<u>\$ 1,939.65</u>	<u>\$ 1,606.26</u>
Total 48 month cost	<u>\$ 128,552.40</u>	<u>\$ 111,371.40</u>	<u>\$ 118,800.00</u>	<u>\$ 85,680.00</u>	<u>\$ 116,379.00</u>	<u>\$ 96,375.60</u>

Color Copier 48 Month						
Monthly lease amount						
45 PPM X 3 machines	\$ 363.24	\$ 565.98	\$ -	\$ -	\$ 382.50	\$ 395.25
Monthly amount for fax capability (3 machines)	\$ 16.98	\$ 14.70	\$ -	\$ 27.00	\$ 17.55	\$ 37.74
Monthly service and supplies						
45 PPM X 3 machines 20K B&W	\$ 360.00	\$ 300.00	\$ 480.00	\$ 234.00	\$ 330.00	\$ 324.00
45 PPM X 3 machines 10K Color	\$ 1,470.00	\$ 1,050.00	\$ 1,500.00	\$ 1,170.00	\$ 1,278.00	\$ 927.00
Total monthly cost	<u>\$ 2,210.22</u>	<u>\$ 1,930.68</u>	<u>\$ 1,980.00</u>	<u>\$ 1,431.00</u>	<u>\$ 2,008.05</u>	<u>\$ 1,683.99</u>
Total 48 month cost	<u>\$ 106,090.56</u>	<u>\$ 92,672.64</u>	<u>\$ 95,040.00</u>	<u>\$ 68,688.00</u>	<u>\$ 96,386.40</u>	<u>\$ 80,831.52</u>

OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT

THIS OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT No.7444 (hereafter referred to as "Agreement") dated as of June 13, 2016, by and between Government Capital Corporation, a Texas corporation (herein referred to as "Lessor"), and Independent School District No. I-001 of Logan County, Oklahoma (dba Guthrie Public School District), a political subdivision or agency of the State of Oklahoma (hereinafter referred to as "Lessee").

WITNESSETH: In consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Term and Payments.** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the property described in Exhibit A hereto (hereinafter, with all replacement parts, substitutions, proceeds, increases, additions, accessions, repairs and accessories incorporated therein or affixed thereto, referred to as the "Property") for the amounts to be paid in the sums (the "Lease Payments") and on the dates (the "Lease Payment Dates") set forth in Exhibit B hereto. Except as specifically provided herein, the obligation of the Lessee to make the Lease Payments called for in Exhibit B hereto shall be absolute and unconditional in all events and shall not be subject to any set-off, defense, counterclaim or recoupment for any reason. This Agreement will become effective upon the execution hereof by Lessee and Lessor and upon approval of the Agreement by the Board of Education of the Lessee. The term of this Agreement will extend for the Lessee's 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 fiscal years only if mutually ratified by Lessee and Lessor for each of those fiscal years. In accordance with 62 O. S. Section 430.1 and 70 O. S. Section 5-117, continuation of this Agreement past the current 2016-17 fiscal year is dependent upon mutual ratification by Lessee and Lessor. All rights afforded under title 70 section 5-117B of Oklahoma law are incorporated in this agreement by reference. The Lessee agrees the Board of Education of Lessee will take action to ratify or not ratify this Agreement for the next ensuing fiscal year at its regular July meeting and to notify Lessor as to whether the Agreement is ratified or not ratified for the next ensuing fiscal year. The Lessor hereby ratifies the continuation of the Agreement through the fiscal year ending June 30, 2023. The Lessor and Lessee agree that under no circumstances will the Agreement be extended beyond the fiscal year ending June 30, 2023. Lessee will evidence its acceptance of the Property by executing and delivering to Lessor a Certificate of Acceptance (hereinafter so called) in the form provided by Lessor.

2. **Non-Appropriation and Right of Termination.** The obligations of Lessee to make Lease Payments (called for in Exhibit B) and to make any other payments to Lessor (or to any other person) pursuant to this Agreement are subject to appropriation by the Lessee of funds that are lawfully available to be applied for such purpose. If Lessee fails to make such an appropriation prior to a fiscal period of Lessee, for the Lease Payments scheduled in such fiscal period, Lessor may terminate this Agreement. Lessee may terminate this Agreement by providing written notice of such termination to Lessor following its regular July Board of Education meeting. Upon any such termination of this Agreement, all of Lessee's rights, title and interest in and its obligation under this Agreement and to the Property shall terminate effective on the last day of the last fiscal period of Lessee for which such an appropriation was made. If Lessee ratifies and renews this Agreement for a subsequent fiscal year, Lessee agrees to encumber the required funds to make the Lease Payments due hereunder at the first meeting of Lessee's Board of Education in July of the then current fiscal year by approving an appropriate purchase order for this Agreement.

3. **Taxes.** Lessee shall keep the Property free and clear of all levies, liens and encumbrances except those created under this Agreement. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Property, excluding, however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Agreement, Lessee shall promptly reimburse Lessor therefor.

4. **Lessee's Covenants and Representations.** Lessee covenants and represents as follows:

(a) Lessee represents, and will provide an opinion of its counsel to the effect that, it has full power and authority to enter into this Agreement which has been duly authorized, executed, and delivered by Lessee and is a valid and binding obligation of Lessee enforceable in accordance with its terms, and all requirements for execution, delivery and performance of this Agreement have been, or will be, complied with in a timely manner;

(b) All Payments hereunder have been, and will be, duly authorized and paid when due out of funds then on hand and legally available for such purposes; Lessee will, to the extent permitted by State law and other terms and conditions of this Agreement, include in its budget for each successive fiscal period during the term of this Agreement a sufficient amount to permit Lessee to discharge all of its obligations hereunder, and Lessee has budgeted and available for the current fiscal period sufficient funds to comply with its obligations hereunder;

(c) There are no pending or threatened lawsuits or administrative or other proceedings contesting the authority for, authorization of performance of, or expenditure of funds pursuant to, this Agreement;

(d) Information supplied and statements made by Lessee in any financial statement or current budget prior to or contemporaneously with the Agreement are true and correct;

(e) Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish in the foreseeable future; specifically Lessee will not give priority or parity in the appropriation of funds for the acquisition or use of any additional property for purposes or functions similar to those of the Property.

(f) There are no circumstances presently affecting the Lessee that could reasonably be expected to alter its foreseeable need for the Property or adversely affect its ability or willingness to budget funds for the payment of sums due hereunder; and

(g) Lessee's right to terminate this Agreement as specified in Sections 1 and 2 hereof was not an independently bargained for consideration, but was included solely for the purpose of complying with the requirements of the laws of the State in which Lessee is located.



h) No lease, rental agreement, lease-purchase agreement, payment agreement or contract for purchase to which Lessee has been a party at any time during the past ten (10) years has been terminated by Lessee as a result of insufficient funds being appropriated in any Fiscal Year. No event has occurred which would constitute an event of default under any debt, revenue bond or obligation which Lessee has issued during the past ten (10) years.

(i) Lessee will pay the Lease Payment Due by check, wire transfer, or ACH only

5. **Use and Licenses.** Lessee shall pay and discharge all operating expenses and shall cause the Property to be operated by competent persons only. Lessee shall use the Property only for its proper purposes and will not install, use, operate or maintain the Property improperly, carelessly, or in violation of any applicable law, ordinance, rule or regulation of any governmental authority, or in a manner contrary to the nature of the Property or the use contemplated by its manufacturer. Lessee shall keep the property at the location stated on the Certificate of Acceptance executed by Lessee upon delivery of the Property until Lessor, in writing, permits its removal, and the Property shall be used solely in the conduct of the Lessee's operations. Lessee shall obtain, at its expense, all registrations, permits and licenses, if any, required by law for the installation and operation of the Property. Any license plates used on the Property shall be issued in the name of the Lessee. If a certificate of title is issuable with respect to the Property, it shall be delivered to the Lessor showing the interest of the Lessor.

6. **Maintenance.** Lessor shall not be obligated to make any repairs or replacements. At its own expense, Lessee shall service, repair and maintain the Property in as good condition, repair, appearance and working order as when delivered to Lessee hereunder, ordinary wear and tear from proper use alone excepted, and shall replace any and all parts thereof which may from time to time become worn out, lost, stolen, destroyed, or damaged beyond repair or rendered unfit for intended use, for any reason whatsoever, all of which replacements shall be free and clear of all liens, encumbrances and claims of others and shall become part of the Property and subject to this Agreement. Lessor may, at its option, discharge such costs, expenses and insurance premiums necessary for the repair, maintenance and preservation of the Property, and all sums so expended shall be due from Lessee in addition to rental payments hereunder.

7. **Alterations.**

(a) Lessee may, at its own expense, install or place in or on, or attach or affix to, the Property such equipment or accessories as may be necessary or convenient to use the Property for its intended purposes provided that such equipment or accessories do not impair the value or utility of the Property. All such equipment and accessories shall be removed by Lessee upon termination of this Agreement, provided that any resulting damage shall be repaired at Lessee's expense. Any such equipment or accessories not removed shall become the property of Lessor.

(b) Without the written consent of Lessor, Lessee shall not make any other alterations, modifications or improvements to the Property except as required or permitted hereunder. Any other alterations, modifications or improvements to the Property shall immediately become part of the Property, subject to the provisions hereof. Without the prior written consent of Lessor, Lessee shall not affix or attach any of the Property to any real property. The Property shall remain personal property regardless of whether it becomes affixed or attached to real property or permanently rests upon any real property or any improvement thereon.

8. **Liens.** Lessee shall not directly or indirectly create, incur, assume or suffer to exist any mortgage, security interest, pledge, lien, charge, encumbrance or claim on or with respect to the Property, title thereto or any interest therein, except the respective rights of Lessor and Lessee hereunder.

9. **Damage to or Destruction of Property.** Lessee shall bear the entire risk of loss, damage, theft or destruction of the Property from any and every cause whatsoever, and no loss, damage, destruction or other event shall release Lessee from the obligation to pay the full amount of the rental payments or from any other obligation under this Agreement. In the event of damage to any item of the Property, Lessee will immediately place the same in good repair, with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Property is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessee, will either (a) replace the same with like property in good repair or (b) on the next Lease Payment Date, pay Lessor (i) all amounts then owed by Lessee to Lessor under this Agreement, including the Lease Payment due on such date, and (ii) an amount equal to the applicable Option to Purchase Value set forth in Exhibit B.

10. **Insurance.** Lessee shall either be self-insured with regard to the Property or shall purchase and maintain insurance with regard to the Property. Lessee shall indicate on each Certificate of Acceptance executed in relation to this Agreement its election to be self-insured or company insured with regard to the Property listed on that Certificate of Acceptance. Whether Lessee is self-insured or company insured, Lessee shall, for the term of this Agreement, at its own expense, provide comprehensive liability insurance with respect to the Property, insuring against such risks, and such amounts as are customary for lessees of property of a character similar to the Property. In addition, Lessee shall, for the term of this Agreement, at its own expense, provide casualty insurance with respect to the Property, insuring against customary risks, coverage at all times not less than the amount of the unpaid principal portion of the Lease Payments required to be made pursuant to Section 1 as of the last preceding Payment Date specified in Exhibit B on which a Lease Payment was made. If insurance policies are provided with respect to the Property, all insurance policies shall be with insurers authorized to do business in the State where the Property is located and shall name both Lessor and Lessee as insureds as their respective interest may appear. Insurance proceeds from casualty losses shall be payable solely to the Lessor, subject to the provisions of Section 9. Lessee shall, upon request, deliver to Lessor evidence of the required coverages together with premium receipts, and each insurer shall agree to give Lessor written notice of non-payment of any premium due and ten (10) days notice prior to cancellation or alteration of any such policy. Lessee shall also carry and require any other person or entity working on, in or about the Property to carry workmen's compensation insurance covering employees on, in or about the Property.

11. No Warranty. ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT THE MANUFACTURERS OR THE PARTY WHO SUPPLIED THE PROPERTY TO LESSOR (THE "VENDOR") HAVE MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE. Lessee may communicate with Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor. Lessee acknowledges that Lessee has selected the Vendor and that Lessee has directed Lessor to acquire the Property from Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a "Finance Lease" within the meaning of the Uniform Commercial Code and that Lessee is entitled to the Vendor's warranties and promises described above, if any. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO ANY SPECIFICATION OR PURCHASE ORDER, OR AS TO THE PROPERTY'S DESIGN, DELIVERY, INSTALLATION OR OPERATION. All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks.

12. Purchase Option/Payment. Upon payment of the purchase price, plus interest as provided on Exhibit B, the Property shall belong to the Lessee and the Lessor shall execute and deliver a Quit Claim Bill of Sale to the Lessee conveying the Property "as is", but free and clear of any lien, encumbrance, or security interest created or permitted and not discharged by Lessor. The Lessee shall have an option to purchase the Property in whole but not in part, upon sixty (60) days written notice to Lessor by payment of the then applicable purchase price, plus interest, according to the attached Exhibit B. However, should Lessee have no purchase option or right to prepay the Lease according to the Option to Purchase column of the attached Exhibit B, any attempt to do so shall constitute an Event of Default. The purchase price shall convert to a nominal interest rate that shall not exceed 3.136%

13. Default and Lessor's Remedies.

(a) The occurrence of one or more of the following events shall constitute an Event of Default, whether occurring voluntarily or involuntarily, by operation of law or pursuant to any order of any court or governmental agency:

(1) Lessee fails to make any payment hereunder when due or within ten (10) days thereafter;
(2) Lessee fails to comply with any other covenant, condition or agreement of Lessee hereunder for a period of the ten (10) days after notice thereof;
(3) Any representation or warranty made by Lessee hereunder shall be untrue in any material respect as of the date made;

(4) Lessee makes, permits or suffers any unauthorized assignment, transfer or other disposition of this Agreement or any interest herein, or any part of the Property or any interest therein; or

(5) Lessee becomes insolvent; or admits in writing its inability to pay its debts as they mature; or applies for, consents to or acquiesces in the appointment of a trustee, receiver or custodian for the Lessee or a substantial part of its property; or, in the absence of such application, consent or acquiescence, a trustee, receiver or custodian is appointed for Lessee or a substantial part of its property and is not discharged within sixty (60) days; or any bankruptcy, reorganization, debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding is instituted by or against Lessee and, if instituted against Lessee, is consented to or acquiesced in by Lessee or is not dismissed within sixty (60) days.

(b) Upon the occurrence of any Event of Default specified herein, Lessor may, at its sole discretion, exercise any or all of the following remedies:

(1) Enforce this Agreement by appropriate action to collect amounts due or to become due hereunder, by acceleration or otherwise, or to cause Lessee to perform its other obligations hereunder in which event Lessee shall be liable for all costs and expenses incurred by Lessor;

(2) Take possession of the Property, without demand or notice and without court order or any process of law, and remove and relet the same for Lessee's account, in which event Lessee waives any and all damages resulting therefrom and shall be liable for all costs and expenses incurred by Lessor in connection therewith and the difference, if any, between the amounts to be paid pursuant to Section 1 hereof and the amounts received and to be received by Lessor in connection with any such reletting;

(3) Terminate this Agreement and repossess the Property, in which event Lessee shall be liable for any amounts payable hereunder through the date of such termination and all costs and expenses incurred by Lessor in connection therewith;

(4) Sell the Property or any portion thereof for Lessor's account at public or private sale, for cash or credit, without demand on notice to Lessee of Lessor's intention to do so, or relet the Property for a term and a rental which may be equal to, greater than or less than the rental and term provided herein. If the proceeds from any such sale or rental payments received under a new agreement made for the periods prior to the expiration of this Agreement are less than the sum of (i) the costs of such repossession, sale, relocation, storage, reconditioning, reletting and reinstallation (including but not limited to reasonable attorneys' fees), (ii) the unpaid principal balance derived from Exhibit B as of the last preceding Lease Payment Date specified in Exhibit B, and (iii) any past due amounts hereunder (plus interest on such unpaid principal balance at the rate specified in Section 19 hereof, prorated to the date of such sale), all of which shall be paid to Lessor, Lessor shall retain all such proceeds and Lessee shall remain liable for any deficiency; or

(5) Pursue and exercise any other remedy available at law or in equity, in which event Lessee shall be liable for any and all costs and expenses incurred by Lessor in connection therewith. "Costs and expenses," as that term is used in this Section, shall mean, to the extent allowed by law: (i) reasonable attorneys' fees if this Agreement is referred for collection to an attorney not a salaried employee of Lessor or the holder of this Agreement; (ii) court costs and disbursements including such costs in the event of any action necessary to secure possession of the Property; and (iii) actual and reasonable out-of-pocket expenses incurred in connection with any repossession or foreclosure, including costs of storing, reconditioning and reselling the Property, subject to the standards of good faith and commercial reasonableness set by the applicable Uniform Commercial Code.

(e) Under no circumstances shall Lessee be liable under this subsection (b) for any amount in excess of the sum appropriated pursuant to Section 1 hereof for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

14. Termination. Unless Lessee has properly exercised its option to purchase pursuant to Section 12 hereof, Lessee shall, upon any earlier termination hereof pursuant to the terms of this Agreement, surrender the Property to Lessor unencumbered and in at least as good condition and repair as when delivered to Lessee, ordinary wear and tear resulting from proper use alone excepted.

15. Assignment. Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Agreement or the Property or any interest in this Agreement or the Property; or (ii) sublet or lend the Property or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Agreement, the Property and any other documents executed with respect to this Agreement and/or grant or assign a security interest in this Agreement and the Property, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Agreement. Subject to the foregoing, this Agreement inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. No assignment or reassignment of any of Lessor's rights, title or interest in this Agreement or the Property shall be effective with regard to Lessee unless and until Lessee shall have received a copy of the document by which the assignment or reassignment is made, disclosing the name and address of such assignee. No further action will be required by Lessor or by Lessee to evidence the assignment. During the term of this Agreement, Lessee shall keep a complete and accurate record of all such assignments in form necessary to comply with the United States Internal Revenue Code of 1986, Section 149 (a), and the regulations, proposed or existing, from time to time promulgated thereunder.

16. Personal Property. The Property is and shall at all times be and remain personal property.

17. Title. Lessor or its assignee will retain title to the Property during the lease term. Title to the Property will pass to Lessee upon (and only upon) Lessee's exercise of the purchase option provided in Section 12 hereof and the complete payment and performance by Lessee of all of Lessee's obligations under this Agreement, and in such case Lessor agrees to execute such instruments and do such things as Lessee reasonably requests in order to effectuate the passage of title to Lessee.

18. Lessor's Right to Perform for Lessee. If Lessee fails to make any payment or perform or comply with any of its covenants or obligations hereunder, Lessor may, but shall not be required to, make such payment or perform or comply with such covenants and obligations on behalf of Lessee, and the amount of any such payment and the expenses (including but not limited to reasonable attorneys' fees) incurred by Lessor in performing or complying with such covenants and obligations, as the case may be, together with interest thereon at the highest lawful rate, shall be payable by Lessee upon demand.

19. Interest on Default. If Lessee fails to pay any Lease Payment specified in Section 1 hereof within ten (10) days after the due date thereof, Lessee shall pay to Lessor interest on such delinquent payment from the due date until paid at the highest lawful rate.

20. Notices. Any notices to be given or to be served upon any party hereto in connection with this Agreement must be in writing and may be given by certified or registered mail, and shall be deemed to have been given and received forty-eight (48) hours after a registered or certified letter containing such notice, postage prepaid, is deposited in the United States mail, and if given otherwise shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notice shall be given to the parties at their respective addresses designated on the signature page of this Agreement or at such other address as either party may hereafter designate.

21. Tax Exemption. Lessee acknowledges and agrees that the Lease Payments have been calculated by Lessor assuming that the interest portion of each Lease Payment is exempt from Federal Income Taxation. Lessee represents, warrants and covenants that it will do or refrain from doing all things necessary or appropriate to insure that the interest portion of the Lease Payments is exempt from Federal Income Taxation, including, but not limited to, executing and filing all information statements required by Section 149 (e) of the Internal Revenue Code of 1986, as amended, and timely paying, to the extent of available funds, amounts required to be rebated to the United States pursuant to Section 148(f) of the Internal Revenue Code of 1986, as amended.

22. Continuing Disclosure. Specifically and without limitation, Lessee agrees to provide audited financial statements, prepared by a certified public accountant not later than six (6) months after and as of the end of each fiscal year. Periodic financial statements shall include a combined balance sheet as of the end of each such period, and a combined statement of revenues, expenditures and changes in fund balances, from the beginning of the then fiscal year to the end of such period. These reports must be certified as correct by one of Lessee's authorized agents. If Lessee has subsidiaries, the financial statements required will be provided on a consolidated and consolidation basis.

23. Miscellaneous.

(a) Lessee shall, whenever requested, advise Lessor of the exact location and condition of the Property and shall give the Lessor immediate notice of any attachment or other judicial process affecting the Property. Lessor may, for the purpose of inspection, at any reasonable time during regular business hours enter upon any job, building or place where the Property and the books and records of the Lessee with respect thereto are located.

(b) Lessee agrees to equitably adjust the payments payable under this Agreement if there is a determination for any reason that the interest payable pursuant to this Agreement (as incorporated within the schedule of payments) is not excludable from income in accordance with the Internal Revenue Code of 1986, as amended, such as to make Lessor and its assigns whole.

(c) Time is of the essence. No covenant or obligations hereunder to be performed by Lessee may be waived except by the written consent of Lessor, and a waiver of any such covenant or obligation or a forbearance to invoke any remedy on any occasion shall not constitute or be treated as a waiver of such covenant or obligation as to any other occasion and shall not preclude Lessor from invoking such remedy at any later time prior to Lessee's cure of the condition giving rise to such remedy. Lessor's rights hereunder are cumulative and not alternative.

(d) This Agreement shall be construed in accordance with, and governed by, the laws of the State in which the Property is located.

(e) This Agreement constitutes the entire agreement between the parties and shall not be modified, waived, discharged, terminated, amended, altered or changed in any respect except by a written document signed by both Lessor and Lessee.

(f) Any term or provision of this Agreement found to be prohibited by law or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of this Agreement.

(g) The Lessor hereunder shall have the right at any time or times, by notice to Lessee, to designate or appoint any person or entity to act as agent or trustee for Lessor for any purposes hereunder.

(h) All transportation charges shall be borne by Lessor. Lessee will immediately notify Lessor of any change occurring in or to the Property, of a change in Lessee's address, or in any fact or circumstance warranted or represented by Lessee to Lessor, or if any Event of Default occurs.

(i) Use of the neutral gender herein is for purposes of convenience only and shall be deemed to mean and include the masculine or feminine gender whenever and wherever appropriate.


(j) The captions set forth herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof

(k) Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns, where permitted by this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 21st day of July in 2016.

THIS OBLIGATION IS A PRESENT OBLIGATION OF THE LESSEE TO MAKE PAYMENTS AS DESCRIBED ON EXHIBIT B WITHOUT REGARD INCLUDING, BUT NOT LIMITED TO, FEDERAL, STATE AND OTHER GRANTS, GIFTS, ETC.

Lessor: Government Capital Corporation

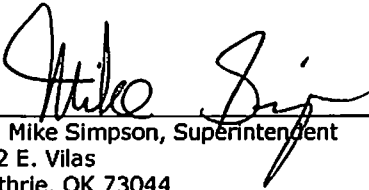


Keith Miller
Director of
Operations

Authorized Signature
345 Miron Dr.
Southlake, TX 76092

Witness Signature A. Elmor
Print Name Angelica Elmor
Print Title Rec. Coordinator

Lessee: Independent School District No. 1-001 of Logan County, Oklahoma (dba Guthrie Public School District)



Dr. Mike Simpson, Superintendent
802 E. Vilas
Guthrie, OK 73044

Witness Signature Jana Frey
Print Name Jana Frey
Print Title Administrative Assistant to Superintendent



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Campbell, Megan	Central	Elementary Counselor	08/28/18		6	Connie Gallupe
Chambers, Leah	Cotteral	3rd grade	08/28/18		6	Trier Davenport
Christianson, Barb	Central	1st grade	08/28/18		6	Mechelle Helmberger
Dehnhardt, Desiree	Cotteral	1st grade	08/28/18		6	Amanda Crumpley
Gilbert, Christy	GUES	5th grade	08/28/18		6	Melanie Ball
Hayes, Christine	Charter Oak	Speech Path	08/28/18		6	Jeri Bard
Jensen, Jacob	High School	Biology	08/28/18		6	Eric Woodard
McCoy, Afton	GUES	5th Grade	08/28/18		6	Julie Dietz
Myers, Genie	Charter Oak	Library Media Specialist	08/28/18		6	New Position
Rennick, Savahann	High School	Ag. Instructor	07/01/18		6	Ashley Bradbeary
Wade, Garalee	Junior High	Eng. Language Arts	08/28/18		6	Mandy Rife

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Edge, Jessica	Central	Pre-K para	08/28/18	3	7.5	New Position
Hume, Anna	Fogarty	Site Secretary	08/14/18	4	7.5	Casey Anderson
Norton, Meghan	Administration	Ad. Asst. to Fed. Prog/Elem	07/01/18	9	8	Sheryl Miles
Purviance, Sheran	Cotteral	Pre-K Aide	08/28/18	3	7.5	Jessica Winn
Weeks, Brian	Maintenance	Full time maintenance	06/04/18	8	8	RD Wilds

FMLA Request

Support: 2

Certified: 1

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Barrett, Kimberly	HS US Hist.	Faver Hist., Eng., Spec.	Suzanne Wilson	8/28/2018	
Benson, Juana	Edgenuity Coord/Web M	Director of Alternative Ed	Gina Villalva	8/14/2018	
Crumpley, Amanda	Central 1st	Fogarty Kindergarten	Laura Walsworth	8/28/2018	
Dement, Adam	GUES	Jr. High Math	Kym Egan-Woods	8/28/2018	
Stevens, Justin	HS Computer Apps	HS Edgenuity/Web Mast	Juana Benson	8/28/2018	

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Reinhart, Susan	Cft. Mgr. HS	Cft. Mgr. Charter Oak	New Position	8/23/2018	
Wohldmann, Denise	Cust. Admin/HS/Fav.	GUES Head Cust	Chris Myrick	7/1/2018	

Separation of Employment

Classification Certified



Board of Education Personnel Reports

Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Canning, Ruth	Junior High	7th Science	Retiring	6/11/2018
Fahringer, Sarah	GUES	Library Media Specialist	Resigning	5/16/2018
Hixson, Kenda	High School	English	Resigning	6/11/2018
Lowe, Michael	Junior High	Geography/History JH	Resigning	6/11/2018
Rife, Amanda	Junior High	8th Grade Reading	Resigning	6/11/2018
Steier, Taylor	High School	Asst. Band Director	Resigning	6/11/2018
Stevenson, Sheri	Junior High	SP ED Mild/Mod 7th LD	Resigning	6/11/2018

Classification Support

Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Kinney, Lesli	Faver	Secretary	Resigning	5/17/2018
McClain, Yvetta	Transportation	Special Needs Driver	Resigning	6/11/2018
Rowley, Lanetta	GUES	Site Secretary	Resigning	6/25/2018

***Teachers Recommended for Rehire on a Temporary Contract
for the 1st Semester of the 2018-2019 School Year***

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Administration</i>			
	Fairchild	Morgan	Psychometrist
	West	Jessica	School Psychologist
<i>Central</i>			
	Crumpley	Amanda	1st Grade
	Pitts	Karla	1st Grade
	Rollins	Lyndsey	Sp Ed Mild/Mod
<i>Cotteral</i>			
	Mabrey	Meagan	Kindergarten
	Shipley	Jessie	Pre-K
<i>Fogarty</i>			
	Boyenga	Rachel	3rd Grade
	Davis	Elizabeth	Sp Ed Mild/Mod
	Helton	Chancie	PE Teacher
	Kliewer	Patricia	Special Ed Elementary
	Rudek	Rachel	2nd Grade
<i>GUES</i>			
	Carroll	Rachel	5th Grade
	Devereaux	April	School Nurse
	Ewy	Joy	6th Gr Lang Arts
	Lowe	Allison	4th Grade
	Taylor	Elizabeth	5th Grade
	Whitehead	Susan	6th Grade Social Studies
<i>High School</i>			
	Copeland	Rachel	English
	Keith	Carie	Biology/Environmental Science
	Morgan	Sean	Algebra
	Nelson	Lauren	English
	Reece	Lisa	Half Day PE
	Strahorn	James	Algebra I

Thursday, June 07, 2018

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Junior High</i>	Williams	Kaitlyn	AG Instructor
	Dablemont	Alexandre	7th/8th Gr Math
	Henry	Nicha	Library Media Specialist
	Wood	Samantha	Creative Writing

Thursday, June 07, 2018

Teachers Recommended for Rehire on a Probationary Contract for the 2018-2019 School Year

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Fogarty</i>			
	Chambers	Julie	2nd Grade
	Harris	Elizabeth	3rd Grade
	Morgan	Tashina	3rd Grade
	Onley	Sandra	2nd Grade
<i>GUES</i>			
	Adams Payne	Catherine	Sp Ed Mild/Mod
	Braid	Lorrie	4th Grade
	Branson	Audra	6th Grade
	Crockett	Corbin	PE
	Morgan	Samantha	6th Grade
<i>High School</i>			
	Jordan	Jeffrey	English II
<i>Junior High</i>			
	Harmon	Michael	Sp Ed Mild/Mod
	Ludlow	Janet	Sp Ed Mild/Mod
	Peterman	Scott	SMART Ed
	Vaughan	Scot	8th Gr Science

Thursday, June 07, 2018



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

20178-20189

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

PUBLICATIONS

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SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including nonaccidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - Minimum of 160 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - Minimum of 160 days

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - Minimum of 160 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - Minimum of 160 days

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasurer/ School Food Authority (SFA)	9
Personnel Clerk Secretary to Executive Director	9
Secretary to Director of Special Education	7
High School Financial Secretary	7
Central Office Receptionist	7
High School Registrar	7
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
Maintenance Clerk	-4-6
<i>Technology</i>	
Systems Analyst	10
Computer Support Tech I	8
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional Certified	3
<i>Maintenance</i>	
Lead Maintenance	11
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC / Electrical Technician - Journeyman	\$23 Hourly
Certified HVAC / Electrical Technician - Contractor	\$26 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Cotteral / Charter Oak / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Route Driver	13
Dispatch Supervisor	6
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.

**GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE - FULL TIME EMPLOYEES
FY 2018 - 2019**

	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
	1	2	3	4	5	6	7	8	9	10	11	12	13
Experience													
0	7.25	7.55	8.05	8.55	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	12.50
1	7.25	7.70	8.20	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	12.65
2	7.25	7.85	8.35	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.18
3	7.25	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.46
4	7.25	8.15	8.65	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.62
5	7.25	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.77
6	7.25	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.93
7	7.25	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.08
8	7.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.24
9	7.25	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.39
10	7.25	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55
11	7.25	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70
12	7.25	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.86
13	7.25	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.01
14	7.25	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.17
15	7.25	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.32
16	7.25	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.48
17	7.25	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.63
18	7.25	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.79
19	7.25	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.94
20	7.25	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.10
21	7.25	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.25
22	7.25	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.41
23	7.25	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.56
24	7.25	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.72
25	7.25	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.87
26	7.25	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.03
27	7.25	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.18
28	7.25	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.34
29	7.25	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.49
30	7.25	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	17.64
31	7.25	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	17.79

***In accordance with 70 O.S. § 6-101.40 - HB1026XX, effective July 1, 2018, all full-time support staff will receive a \$1,250 pay increase for the 2018-2019 school year. This additional amount will be reflected on your pay stub spread over a 12-month period.

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal
Maintenance Personnel	Director of Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SB-27

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all new school bus drivers, new school vehicle mechanics, and all other new employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Returning employees will be randomly selected as required by Oklahoma State Law. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

PERSONAL CHARACTERISTICS

PERFORMANCE ASSESSMENT

	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site

Guthrie Public Schools
Property Committee Meeting
June 4, 2018 4:30 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Dee Benson, Cody Thompson, Terry Pennington, Janna Pierson, Tina Smedley, and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for May
- 36 new Purchase Orders for May

Completed Projects:

- 254 Work-Orders completed at Maintenance
- 67 Work-Orders completed at Transportation
- HVAC repairs/upgrades throughout the District
- Plumbing repairs/upgrades throughout the District
- Electrical repairs/upgrades throughout the District
- Repaired/replaced doors/keys/locks throughout the district
- Setup for H.S. Graduation at Jelsma Stadium
- Delivered boxes to teachers moving to different sites this summer
- Held Summer Custodial Training on stripping/finishing floors, cleaning classrooms, and restroom cleaning
- Setup for Kindergarten Graduation at Cotteral ES
- Filled in 2 sink holes at Fogarty portable buildings
- Repaired ran gutter on north side of Fogarty gym
- Removed portion of fence damaged from auto incident at Cott
- Setup work schedules for bus drivers/monitors for the 10 make up days

Projects in Progress:

- Currently have 142 Maintenance Work-Orders in progress
- Currently have 34 Transportation Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Replacing air filters at all sites and cleaning coils
- Bus repairs to #5 and #23
- Continuing roof repairs where needed at all sites:
 - a. Fogarty Quad bldg. and coping stone on main roof
 - b. Central – Kitchen roof and east hallway sections
 - c. Jr. High – Gym & part of the lower main roof
 - d. Administration – Board room and Spec Needs area
- Moving teachers that are relocating to Central, Cotteral, and Fogarty in June. Teachers going to Charter Oak will move in August
- Repairs to outside exterior walls at Faver annex building
- Continue to repair/upgrade guttering at Fogarty
- Ordering Charter Oak furniture, kitchen, custodial, and PE equipment
- The HVAC Tune Up Program with Clearusults/OG&E is in progress
- Safe Routes To School sidewalk project at GUES is 90% complete
- Detail cleaning of bus and white fleet vehicles

Future Projects:

- Continue making repairs/upgrades to facilities and equipment recommended in the Performance Review Report
- Install new sidewalk for Band to parking lot
- Restroom fixtures and playground upgrades, and teacher moves to prepare for the transition to neighborhood schools
- Continue to make repairs or replace HVAC units at all sites
- Roof repairs throughout the district
- Kitchen and playground upgrades at Cotteral ES
- Install Phase II of wooden fence at Charter Oak ES
- Floor upgrades in classrooms at H.S., Drivers Rm., Fogarty, and main office at the Jr. High
- Master lock/key system-Central classroom doors and entry doors at the H.S., Jr. High, and Cotteral ES
- Chiller replacement/repairs – GUES (1 compressor)
- Build retaining wall and fill erosion area at the HS
- Parking lot repairs to Fogarty, GUES, and the HS

Bond Projects Discussion:

Charter Oak ES –

A. Gym

1. Concrete base floor - completed
2. Electrical, mechanical, and plumbing rough-ins in progress

B. Main building – Classroom section

1. Exterior brick walls and EFIS are in progress
2. Classrooms and hallways are being painted
3. Electrical, Mechanical, & plumbing rough-in are in progress
4. Ceiling grid is being installed in classrooms
5. Fire line loop piping and fire sprinkler rough-in – completed
6. Sheetrock has been installed – tape & mud is in progress
7. Windows have been installed

C. Retaining wall for north parking lot - completed

D. Pad for water tower - completed

E. Center Section

1. Block walls project in progress – 98% completed
2. Roof is all dried in
3. Framework and sheetrock is being installed
4. Windows are being installed
5. Electrical, mechanical, and plumbing rough-in are in progress
6. Fire line loop piping and fire sprinkler rough-in in progress

F. Lagoon

High School Chiller

- A. Pre-installation electrical work - completed
- B. Additional concrete pad - completed
- C. Removal of the heat exchanger and new piping in the boiler room has been completed
- D. Scope and specs for HVAC Phase II is underway

Jr. High Project

A. Pope Construction was awarded the project. The contract and order to proceed should be finalized the first week of June

Dr. Simpson discussed the progress at Charter Oak ES

Mr. Benson discussed the proposals for technology at Charter Oak ES

Mr. Ogle discussed the changes to the Support Personnel Handbook for 2018-2019 School Year

Ms. Walters discussed the Math Text Book Adoption for the new School Year

Guthrie Public Schools
Finance Committee Meeting
June 4, 2018
5:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Michelle Chapple, Angie Smedley, Dee Benson, Gina Davis, Travis Sallee, Sharon Watts and Michele Hamby

Ms. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the Comparative Financial Report and Fund Balance Projection.

Ms. Chapple spoke on the following:

- ❖ **Temporary Appropriations**
 - Will be filed at courthouse
 - Approximately 1.3 million more than last year
- ❖ **Renewal of Property/Liability/Fleet Auto Insurance (OSIG) 2018-19**
 - Premium up due to building coverage increase
- ❖ **Renewal of Workers' Comp Insurance (OSAG) 2018-19**
 - Down from last year due to \$35,000 discount to most school districts this year
- ❖ **Renewal of Lease Purchase Agreement – LED Retrofit (Ratify)**
 - Must be ratified yearly; no change in cost
- ❖ **Renewal of Municipal Finance Contract 2018-19**
 - Financial advisors for Bond; no change in contract
- ❖ **Renewal of Sodexo – Food Service Mgmt Company Services 2018-19**
 - Fixed rate may increase to \$2.14 per meal
 - Amount may be offset by increase in meal cost, if approved by SDE

Mr. Ogle spoke on the following:

- ❖ **Renewal of Edgenuity Virtual Classroom, Meridian Tech 2018-19**
 - Renewal of service for use at GHS and Faver
 - No change in cost; to be paid with ACE Remediation funds

- ❖ **Support Handbook 2018-19**
 - Changes to date, position title, Maintenance clerk pay grade, the addition of Charter Oak, and support staff \$1250 pay increase

Ms. Walters spoke on the following:

- ❖ **Renewal of Agreement with Aurora Learning Community Association 2018-19**
 - Renewal of agreement with no increase in cost.
- ❖ **Math Textbook Adoption 2018-19**
 - Purchase of new math textbooks for all grades, plus 6 year online site license
 - Approximately \$86,000 will be pulled from the General Fund; remaining balance to be paid from carryover funds and FY19 textbook appropriation increase

Ms. Smedley spoke on the following agreements:

- ❖ **Nikki Keck, Visual Impairment**
 - \$70/hour; overall cost of approximately \$3500
- ❖ **Beth McLean, Occupational Therapy Services**
 - Renewal for July services; approximately \$600 cost
- ❖ **Tina Ramey, Speech Therapy Services – ESY**
 - \$65/hour; overall cost of approximately \$7500
- ❖ **Lori Williams, Occupational Therapy Services**
 - New agreement for OT Assistant
 - \$40/hour; approximately \$3000 for June/July
- ❖ **Marylyn Steffensen, Psychometric Services**
 - Renewal of services on an as-needed basis
 - \$425 per test cost
- ❖ **OK Hearing Solutions, Audiological Services**
 - Audiometer services; up to \$1000 cost
- ❖ **Teresa Ewing, Physical Therapy Services**
 - Renewal of agreement
 - \$65/hour; approximately \$65,000 cost

Mr. Benson spoke on the following:

- ❖ **Renewal Agreement with SOCS, Website 2018-19**
 - No change in contract/cost
- ❖ **Approval of Agreement with Follett, Library books tracking**
 - Service needed to split lower elementary database of library books
 - Plus renewal of existing agreement for service
- ❖ **The following are the recommended after receiving bids:**
 - ImageWorks, Copiers
 - Piraino Consulting, Panels at Charter Oak
 - Piraino Consulting, Classroom Audio at Charter Oak
 - Trans Tel Central, Network Cabling at Charter Oak

Dr. Simpson spoke on the following:

- ❖ **Renewal of OSSBA Membership Dues 2018-19**
- ❖ **Renewal Agreement with YMCA for Facility Use 2018-19**
 - Cotteral and Fogarty will both be used again
- ❖ **Renewal Lease Agreement with NORTHchurch at GUES 2018-19**
 - Renewal of agreement at same rate
- ❖ **Renewal Agreement with Willow Creek, plus Golden Age, Pre-K Program 2018-19**
 - Renewal of agreement for Intergenerational Pre-K classroom at Willow Creek; cost of \$1/year
 - New agreement for Intergenerational Pre-K classroom at Golden Age Nursing Home; cost of \$1/year

Curriculum Committee Meeting Minutes

June 4, 2018

5:30 p.m.

Those in attendance: Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Travis Sallee, Gina Davis, Jennifer Bennett-Johnson, Dee Benson and Sheryl Miles

Discussion Items:

Ms. Walters

2018-2019 ALCA (Aurora Learning Community Association) Agreement

- This was at no additional cost to the district from the 2017-2018 Agreement.

2018-2019 Intergenerational Pre-K Agreements with Willow Creek Health Care, LLC and Golden Age Nursing Home of Guthrie, LLC

- This is the seventh year for Willow Creek and the first year for Golden Age to house full day Pre-K classrooms.

2018-2019 Elementary Student Handbook

- This year there will be one Elementary Student handbook for all sites. Each site will have informational handouts for parents that will give site specific information such as student drop off, pick up, etc.

Math Textbook Adoption for 2018-2019

- Discussion was held regarding the Math textbook adoption that includes a textbook and online access for students. Higher rigor was emphasized.

Mr. Ogle

Edgenuity Quote for 2018-2019

- Online credit recovery, virtual students, and alternative school curriculum for Faver.

Support Personnel Handbook 2018-2019 Rough Draft

Mr. Benson

Bids for Panels for Charter Oak

- Recommending going with Piraino for Smart brand because we have standardized it across the district and have invested time and professional development in training our teachers and staff.

Bids for Classroom Audio Enhancement for Charter Oak

- Recommending going with Piraino for Audio Enhancements products that was designed exclusively for schools.

Bids for Network Cabling for Charter Oak

- Recommending going with Trans Tel Central as the best bid.

Bids for District Copiers

- Recommending going with Imageworks because a committee scored the proposals and checked references on the bidders. The lowest bid used Toshiba copiers and

references reported having issues with the machines. These are the copiers that we had before Imageworks and they were not reliable.