

**AGENDA WITH COMMENTARY**

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

**MONDAY  
SEPTEMBER 08, 2014  
7:00 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Presentation of Certified and Support Employee of the Month**
- 6. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 7. Superintendent's Reports**
- 8. Presentation on ACT High School to College Success Report for 2013-2014 by Mr. Doug Ogle, Executive Director of Personnel and Secondary Education**
- 9. Consent Agenda:.....Pages 6-46  
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 August 11, 2014 and special meeting held on August 15, 2014**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Activity Fund Transfers as per attached list**
  - E. Fuel bid as recommended by bid committee**

**F. Encumbrances for General Fund #'s 313-499 and Building Fund #'s 68-82 and listed change orders and Activity Fund Reports**

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

**1. Agreement with Smart Start Logan County for 2014-2015**

Commentary:

This annual agreement grants Guthrie Schools use of “educational items” provided by Smart Start Logan County in the Pre-K classroom at Willow Creek Nursing Home for as long as we maintain a classroom within the nursing facility. A complete explanation is in your packet. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**10. Business Agenda:**

**A. Recommendation, consideration and action upon Gifted and Talented Committee for 2014-2015.....Page 47**

Commentary:

The list of recommendations is in your packet. This is required to be brought before the Board each year. **Eldona Woodruff will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**B. Recommendation, consideration and action upon contract with The Stacy Group for architectural services for 2014-2015.....Pages 48-60**

Commentary:

This is our annual renewal of the contract with our architectural firm. The Stacy Group was chosen in 2013 as the District’s architect. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon proposed new District Policies: Pages 61-65**

- **E-13A *Review of Instructional Material***
- **E-14 *Districtwide Parental Involvement (Parent Bill of Rights)***
- **F-45A *Gun Free Schools Student Suspension***

Commentary:

These proposed new District Policies were presented as a first reading at the August 11, 2014 Board meeting.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon proposed revisions to District Policies:**

- **B-14** *Board of Education Officers Clerk (Regulation)*.....Page 66

Commentary:

Due to the passage of SB 1745 in the 2014 legislative session, this policy was reviewed. New recordkeeping related to Board filings with the Ethics Commission is mandated. During the review, various technical revisions were, also, noted.

- **D-37A** *Support Employee Rules For Conduct*.....Pages 67-74

Commentary:

This policy was amended based on the changes in the gun laws for licensed carriers (HB 2614, effective November 1, 2014), changes in the tobacco laws (SB 1602), and HB 2505 regarding unemployment. Further modifications were noted to better define the Rules of Conduct for support staff.

- **E7** *School Volunteers*.....Page 75

Commentary:

This revision is recommended to better outline our current practices with respect to volunteers.

- **F-5A** *Transfer Policy*.....Pages 76-91

Commentary:

HB 2626 (effective November 1, 2014) alters some of the dates in the open transfer law. Those changes are noted on page 4 of the policy. Upon review, a redundant form is suggested for removal.

- **F-31** *Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors*.....Pages 92-99

Commentary:

HB 2541 (effective November 1, 2014) requires referral of any student who is found to be guilty of bullying by the school district to the Office of Juvenile Affairs. The language added affirms compliance with the law by the policy.

- **F41** *Student Behavior and Discipline*.....Pages 100-110

Commentary:

Passage of HB 2496 (effective November 1, 2014) necessitated a review of this policy. The review indicated other technical revisions were needed.

- **G-3** *Production of Public Records Policy*.....Pages 111-112

Commentary:

Due to the passage of SB 1745 in the 2014 legislative session, this policy was

reviewed. New recordkeeping related to Board filings with the Ethics Commission is mandated.

**RECOMMENDED ACTION:**

The Superintendent recommends approval on all proposed revisions.

**E. Recommendation, consideration and action upon Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students October 9 and 14, 2014.....Pages 113-114**

Commentary:

This Health Fair has been held for a number of years at the Jr. High. Classes are led by individuals from the Logan County Health Department, Guthrie Police Department, OSU Extension Office and FCA. A letter from Teresa Barbour, Guthrie Jr. High Counselor, which will be sent home to the parents, is included in your packet outlining the different subjects to be covered. Also, included is the permission slip which shows the parent must opt in for the student to be able to participate. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8<sup>th</sup> grade students for 2014-2015.....Pages 115-116**

Commentary:

This is a renewal agreement with Meridian Technology Center for The GMS Gateway to Technology program for 8<sup>th</sup> grade students at Guthrie Jr. High. It is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon 2014-2015 Estimate of Needs as prepared by Putnam & Company, PLLC and 2013-2014 Financial Statement and the authority to publish the same.....Pages 117-164**

Commentary:

We are required to adopt the Estimate of Needs each year at this time. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**11. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments as**

listed for 2014-2015, Administrator’s Handbook and Salary Schedule for 2014-2015, Superintendent’s contract and discussion of purchase or appraisal of real property, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 3 and 7

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

- 12. Vote on action as set out on the Personnel Reports.....Page 165
- 13. Action upon recommendation of extra-duty assignments as listed for 2014-2015...166-169
- 14. Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule – not including the Superintendent – for 2014-2015.....Pages 170-180
- 15. Consideration and vote to deliver to Dr. Mike Simpson the Board’s evaluation of the Superintendent dated September 08, 2014
- 16. Consideration and action upon amendment to Superintendent’s contract
- 17. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 18. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 19. Adjourn

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

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
AUGUST 11, 2014**

**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 AUGUST 11, 2014**

**Board Members Present:**

**Jennifer Bennett-Johnson, Gail Davis, Tom Holtz,  
Terry Pennington, Janna Pierson, Sharon Watts  
and Travis Sallee**

**District Level School Officials Present:**

**Dr. Mike Simpson, Superintendent  
Dennis Schulz, Ass't Superintendent  
Doug Ogle, Executive Director of  
Personnel/Secondary Ed  
Carmen Walters, Executive Director of  
Federal Programs/Elementary Ed  
Eldona Woodruff, Director of Special Education  
Jerry Gammill, Director of Facilities  
Dee Benson, Director of Technology  
Steve Cordell, Director of Transportation  
Jean Watts, Deputy Minutes Clerk**

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee 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.**
- 5A. President Sallee asked the Superintendent if there were any citizens registered to speak to the Board.**

**Superintendent Simpson stated there were no citizens registered to speak to the Board.**

- 5B. President Sallee called for any comments to the Board by Board members.**

**There were no comments by Board members.**

**6. President Sallee called for the Superintendent's Reports.**

**Superintendent Simpson reported on the following:**

**Beginning of school is near. Outlined different pre-school events which were scheduled for this week and the first of next week. Stated the first day of school would be Wednesday, August 20<sup>th</sup> with the same start and end times as the last school year. Our new transportation group, TransPar, is studying our current start and end times to try and determine what would be the best scenario as we go forward. If there is a possibility that we can relieve traffic congestion and get students to their sites quicker, we could have a discussion of a change in start and end times at some point in the school year, preferably at a natural break in school such as one of the holidays.**

**Met this past week with Acting Police Chief Steve Mize and Officer Anthony Gibbs of the Guthrie Police Department who stated our School Resource Officers (SRO's) would be available on the first day of school.**

**Transportation concerns that are left over from the previous school year are continually being addressed with our new transportation management group, TransPar. Introduced our new Transportation Director, Mr. Steve Cordell. Hope to have a full staff of bus drivers when the school year begins.**

**Had a newsletter to pass out to the Board from a subscription he has to Board and Administrator. Will have a monthly copy for the Board Members.**

**The OSSBA/CCOSA Conference will be held August 22-24 in Oklahoma City. Stated Members Pierson and Davis as well as Central Office administrative staff had registered to attend.**

**Stated OSSBA had encouraged Superintendents to annually read aloud, at a Board Meeting, points earned and points needed on requirement of Continuing Education Points. Reported all members had earned their statutory points. Stated President Sallee would need 3 points prior to December 01, 2015, Member Pennington would need 9 points prior to December 01, 2016 and Member Bennett-Johnson would need 12 points prior to December 01, 2017 to complete and fulfill their Continuing Education Points. All other members have fulfilled their Continuing Education obligation through the State Department of Education.**

**7. President Sallee stated he had been asked to remove Item 7A from the Consent Agenda for discussion.**

**A motion was made by Pierson and seconded by Holtz to approve the Consent Agenda as presented excluding Item 7A.**

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

**A motion was made by Davis and seconded by Watts to approve Consent Agenda Item 7A, Minutes of special meeting held on July 02, 2014 and regular meeting held on July 14, 2014.**

**Member Watts withdrew her second on the motion because she was not in attendance at the meeting on July 14, 2014.**

**Member Holtz seconded the motion.**

**The motion carried with 5 ayes and 2 abstentions – Members Pierson and Watts abstaining.**

- 8A. President Sallee called for recommendation, consideration and action to calculate the 2014-2015 school year by instructional hours.**

**A motion was made by Pennington and seconded by Bennett-Johnson to approve calculating the 2014-2015 school year by instructional hours.**

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

- 8B. President Sallee called for recommendation, consideration and action upon Teen Risk Avoidance and Character Education (TRACE) for 9<sup>th</sup> grade students.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve Teen Risk Avoidance and Character Education (TACE) for 9<sup>th</sup> grade students.**

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

- 8C. President Sallee called for recommendation, consideration and action upon contract with Oklahoma Parents as Teachers (OPAT) Program for 2014-2015.**

**A motion was made by Watts and seconded by Holtz to approve contract with Oklahoma Parents as Teachers (OPAT) Program for 2014-2015.**

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

- 8D. President Sallee called for recommendation, consideration and action upon contract with Melissa Allsbrook for Speech Language Services for 2014-2015.**

**A motion was made by Pierson and seconded by Watts to approve contract with Melissa Allsbrook for Speech Language Services for 2014-2015.**

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

- 8E. President Sallee called for recommendation, consideration and action upon contract with Christine Hayes for Speech Language Services for 2014-2015.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve contract with Christine Hayes for Speech Language Services for 2014-2015.**

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

- 8F. President Sallee called for recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers for 2014-2015.**



A motion was made by Watts and seconded by Davis to approve agreement with the City of Guthrie for School Resource Officers for 2014-2015.

The motion carried with 7 ayes and 0 nays.

- 8G. President Sallee called for recommendation, consideration and action upon financial advisor services agreement with Municipal Finance Services, Inc. for 2014-2015.

A motion was made by Holtz and seconded by Davis to approve financial advisor services agreement with Municipal Finance Services, Inc. for 2014-2015.

The motion carried with 7 ayes and 0 nays.

- 8H. President Sallee called for recommendation, consideration and action upon proposed revisions to District Policies.

Superintendent Simpson stated the agenda item could be voted on as a whole or each policy voted on separately.

Member Bennett-Johnson stated she had some comments so she would like the policies voted on individually.

President Sallee stated they would begin with D-34A and move through each policy separately:

- **D-34A *Evaluation and Other Academic Measures***  
There was no discussion.

A motion was made by Bennett-Johnson and seconded by Holtz to approve proposed revision to D-34A *Evaluation and Other Academic Measures*.

The motion carried with 7 ayes and 0 nays.

- **E-22 *Student Promotion and Retention and Student Pass/Failure of a Course***  
Discussion followed.

A motion was made by Davis and seconded by Bennett-Johnson to approve proposed revision to E-22 *Student Promotion and Retention and Student Pass/Failure of a Course*.

The motion carried with 7 ayes and 0 nays.

- **E-22A *Proficiency Based Promotion***  
Discussion followed.

A motion was made by Holtz and seconded by Davis to approve proposed revision to E-22 *Student Promotion and Retention and Student Pass/Failure of a Course*.

The motion carried with 7 ayes and 0 nays.

- **E-38A *Reading Sufficiency Act Testing and Procedures***  
Discussion followed.

A motion was made by Holtz and seconded by Watts to approve proposed revision to E-38 *Reading Sufficiency Act Testing and Procedures*.

The motion carried with 7 ayes and 0 nays.

- **F-18 *Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised***  
There was no discussion.

A motion was made by Pierson and seconded by Watts to approve proposed revision to F-18 *Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised*.

The motion carried with 7 ayes and 0 nays.

- **F-32 *Tobacco Use on School Property***  
There was no discussion.

A motion was made by Watts and seconded by Bennett-Johnson to approve proposed revision to F-32 *Tobacco Use on School Property*.

The motion carried with 7 ayes and 0 nays.

- **F-45 *Student Possession of Dangerous Weapons***  
Discussion followed.

A motion was made by Pennington and seconded by Pierson to approve proposed revision to F-45 *Student Possession of Dangerous Weapons*.

The motion carried with 7 ayes and 0 nays.

- **G-9 *Use of School Property (Regulations)***  
There was no discussion.

A motion was made by Pennington and seconded by Watts to approve proposed revision to G-9 *Use of School Property (Regulations)*

The motion carried with 7 ayes and 0 nays.

**8I. President Sallee called for presentation of proposed new District Policies:**

- **E-13A *Review of Instructional Material***
- **E-14 *Districtwide Parental Involvement (Parent Bill of Rights)***
- **F-45A *Gun Free Schools Student Suspension***

Superintendent Simpson stated this was not an action item. It was for presentation only and would be placed on the September agenda for consideration. Any questions or comments

from Board members or community members should be forwarded to the Superintendent's office for potential changes.

President Sallee requested Superintendent Simpson ask our attorney if proposed new District Policy E-14 *Districtwide Parental Involvement (Parent Bill of Rights)* could be written with an Opt In basis and not Opt Out as presented. Superintendent Simpson stated he would consult with the attorney.

Member Pennington requested Superintendent Simpson get clarification from our attorney about the statement in proposed new District Policy F-45A *Gun Free Schools Student Suspension* which states any student who is determined to have possessed a weapon within two thousand (2,000) feet of public school property shall be suspended out of school for a period of not less than one calendar year. Is the two thousand (2,000) feet state statute? Superintendent Simpson stated he would consult with the attorney on this, also.

President Sallee, also, questioned District Policy F-45A if there was an appeals process for a student who received an automatic suspension for 1 year on a weapons violation. Dr. Simpson said it was the same appeals process as a Long Term suspension.

9. 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, teacher negotiations for 2014-2015, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, and discussion of purchase or appraisal of real property, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT., Section 307 (B) 1, 2, 3 and 7.

9A. A motion was made by Holtz and seconded by Watts to go into executive session.

The motion carried with 7 ayes and 0 nays. Executive session began at 7:53 p.m.

9B. President Sallee acknowledged the Board's return to open session at 10:22 p.m.

9C. President Sallee stated that in executive session only those items listed in Agenda Item 9 were discussed and no votes were taken.

10. President Sallee called for a vote on action as set out on the Personnel Reports.

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

The motion carried with 7 ayes and 0 nays.

11. President Sallee called for recommendation, consideration and action upon Support Personnel Handbook for 2014-2015.

A motion was made by Holtz and seconded by Watts to approve Support Personnel Handbook for 2014-2015.

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

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

**Superintendent Simpson stated there were no new resignations.**

- 13. 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 there was no new business.**

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

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

**The meeting adjourned at 10:25 p.m.**

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**Kay Gammill, Minutes Clerk**

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**Travis Sallee, Board President**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
AUGUST 15, 2014**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 7:30 A.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON AUGUST 15, 2014**

**Board Members Present:** Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Janna Pierson, Sharon Watts and Travis Sallee

**Board Member Absent:** Terry Pennington

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Doug Ogle, Executive Director of Personnel/Secondary Ed  
Carmen Walters, Executive Director of Federal Programs/Elementary Ed  
Dee Benson, Director of Technology  
Jean Watts, Deputy Clerk of the Board

1. The meeting was called to order by President Sallee.
2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Janna Pierson, Sharon Watts and Travis Sallee were present for roll call.

Member Terry Pennington was not present for roll call.

3. A quorum was established.
4. President Sallee asked everyone to stand and join him in the Pledge of Allegiance.
5. President Sallee called for recommendation, consideration and action upon:
  - School Bus Driver's and Monitor's Handbook for 2014-2015
  - School Bus Rider's Handbook for 2014-2015

A motion was made by Bennett-Johnson and seconded by Pierson to approve:

- School Bus Driver's and Monitor's Handbook for 2014-2015
- School Bus Rider's Handbook for 2014-2015

The motion carried with 6 ayes and 0 nays.

**6. 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, teacher negotiations for 2014-2015 and discussion of purchase or appraisal of real property, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, 3 and 7.**

**6A. A motion was made by Holtz and seconded by Watts to go into executive session.**

**Discussion followed.**

**Holtz and Watts withdrew their motions to go into executive session. The meeting continued.**

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

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

**The motion carried with 6 ayes and 0 nays.**

**8. President Sallee called for recommendation, consideration and action upon Negotiated Agreement between the Guthrie Association of Classroom Teachers and the Guthrie Board of Education for 2014-2015.**

**A motion was made by Pierson and seconded by Holtz to approve Negotiated Agreement between the Guthrie Association of Classroom Teachers and the Guthrie Board of Education for 2014-2015.**

**The motion carried with 6 ayes and 0 nays.**

**9. President Sallee called for consideration and possible action on a resolution authorizing the calling and holding of a special election on November 4, 2014, for the purpose of submitting to the registered, qualified voters of the Guthrie School District the question of the issuance of bonds for constructing, equipping, repairing and remodeling school buildings and acquiring school classroom technology equipment.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve action on a resolution authorizing the calling and holding of a special election on November 4, 2014, for the purpose of submitting to the registered, qualified voters of the Guthrie School District the question of the issuance of bonds for constructing, equipping, repairing and remodeling school buildings and acquiring school classroom technology equipment.**

**The motion carried with 6 ayes and 0 nays.**

**10. A motion was made by Holtz and seconded by Watts to adjourn the meeting.**

**The motion carried with 6 ayes and 0 nays.**

**The meeting adjourned at 7:38 a.m.**

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**Kay Gammill, Minutes Clerk**

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**Travis Sallee, Board President**

RESOLUTION AUTHORIZING ELECTION

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN SPECIAL SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 15TH DAY OF AUGUST, 2014, AT 7:30 A.M.

PRESENT: Travis Sallee, President and Member; Gail Davis, 2<sup>nd</sup> Vice President and Member; E. Sharon Watts, Clerk and Member; Jennifer Bennett-Johnson, Deputy Clerk and Member; Janna Pierson, Member; Tom Holtz, Member

ABSENT: Terry Pennington, 1<sup>st</sup> Vice President and Member

Notice of this special meeting was given in writing to the County Clerk of Logan County, Oklahoma, at 8:52 o'clock a.m. on the 4th day of August, 2014, forty-eight (48) hours or more prior to this meeting and public notice of this meeting, setting forth the date, time, place and agenda was posted at the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at 5:00 o'clock p.m. on the 13th day of August, 2014, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

The President introduced a Resolution by reading the Title, upon motion by Watts and seconded by Bennett-Johnson, said Resolution was adopted by the following vote:

AYE: SALLEE, DAVIS, WATTS, BENNETT-JOHNSON, PIERSON, HOLTZ

NAY: NONE

and said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS THEREOF THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID SCHOOL DISTRICT IN THE SUM OF TWO MILLION FOUR HUNDRED THOUSAND DOLLARS (\$2,400,000) TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, EQUIPPING, REPAIRING AND REMODELING SCHOOL BUILDINGS, ACQUIRING SCHOOL CLASSROOM TECHNOLOGY EQUIPMENT AND LEVYING AND COLLECTING AN ANNUAL TAX IN SUCH DISTRICT FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL OF SAID BONDS.



WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, to construct, equip, repair and remodel school buildings, acquire school classroom technology equipment; and

WHEREAS, there are no funds in the treasury for such purposes, and power is granted said Board by Section 26, Article X of the Constitution and Title 70, Article XV of the Oklahoma Statutes 2011, and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purposes provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA:

SECTION 1. That a special election is hereby called in said School District to be held on the 4th day of November, 2014, for the purpose of submitting to the registered, qualified electors of such School District the following proposition:

PROPOSITION

Shall Independent School District Number 1 of Logan County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Two Million Four Hundred Thousand Dollars (\$2,400,000) to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school classroom technology equipment, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten (10%) percentum per annum, payable semiannually and to become due serially within two (2) years from their date?

SECTION 2. That such call for said election shall be by proclamation and notice signed by the President or Vice-President and attested by the Clerk or Deputy Clerk setting forth the proposition to be voted upon, the number and location of the polling places, the hours or opening and closing of the polls, the names of the officers who shall conduct said election and the substance of Section 4 hereof; that the ballots shall set forth the proposition to be voted upon substantially as set out in Section 1 hereof and that the returns of said election shall be canvassed and certified to by the Logan County Election Board.

SECTION 3. That the number and location of the polling places and precinct officers for said election shall be as prescribed by the County Election Board.

SECTION 4. That the specific projects for which at least one hundred percent (100%) of the proceeds of the aforesaid \$2,400,000 Building bonds shall be expended and the dollar amounts for each project shall be as follows:

Repairs, renovations and improvements to Central Elementary, Fogarty Elementary, Guthrie Upper Elementary School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement, tuck point exterior repair and athletic track repair \$2,100,000

Acquisition of classroom technology equipment, including but not limited to, additional computers, software licenses and service agreements at sites district wide 300,000

Total \$2,400,000

(100% of \$2,400,000)

SECTION 5. That a copy of this Resolution shall be personally delivered to the office of the County Election Board of Logan County, State of Oklahoma, at least seventy-five (75) days prior to the date of said election.

ADOPTED and APPROVED this 15th day of August, 2014.



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

ATTEST:



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

(SEAL)

#### Information for the County Election Board

1. The proposition requires a three-fifths (60%) majority for approval.
2. Registered voters residing within the School District are authorized to vote.
3. Absentee voting permitted.





STATE OF OKLAHOMA     )  
  ) SS  
COUNTY OF LOGAN     )

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1, Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the calling and holding of an election for the purpose therein set out adopted by said Board and transcript of proceedings of said Board at a special meeting thereof duly held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appear of record in my office.

WITNESS my hand and seal this 15th day of August, 2014.



(SEAL)

*E. Sharon Watts*

Clerk, Board of Education



PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of Section 26, Article X of the Constitution and Title 70, Article XV, Oklahoma Statutes 2011, and other laws supplementary and amendatory thereto and a Resolution of the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, also known as Guthrie School District, adopted on the 15th day of August, 2014, an election is hereby called to be held in said School District on the 4th day of November, 2014, for the purpose of submitting to the registered, qualified electors thereof the following proposition:

PROPOSITION

Shall Independent School District Number 1 of Logan County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Two Million Four Hundred Thousand Dollars (\$2,400,000) to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school classroom technology equipment, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten (10%) percentum per annum, payable semiannually and to become due serially within two (2) years from their date?

The voting machines or voting devices used at said election shall set out the proposition as above set forth and shall also contain the words:

- Yes -- For the above Proposition
- No -- Against the above Proposition

The polls shall be opened at seven o'clock a.m. and remain open continuously until and be closed at seven o'clock p.m.

The number and location of the polling places and the names of the persons who shall conduct said election shall be designated by the Logan County Election Board. Such officers shall also act as counters.

The specific projects for which at least one hundred percent (100%) of the proceeds of the aforesaid \$2,400,000 building bonds shall be expended and the dollar amounts for each project shall be as follows:

Repairs, renovations and improvements to Central Elementary, Fogarty Elementary, Guthrie Upper Elementary School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement, tuck point exterior repair and athletic track repair \$2,100,000

Acquisition of classroom technology equipment, including but not limited to, additional computers, software licenses and service agreements at sites district wide 300,000

Total \$2,400,000

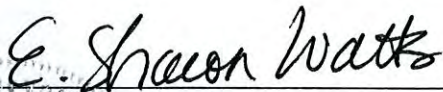
(100% of \$2,400,000)

WITNESS our hands as President and Clerk of the above Board of Education and the seal of said School District this 15th day of August, 2014.



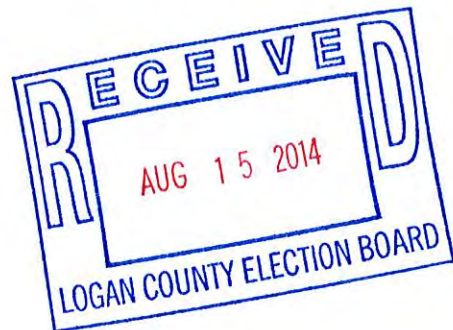
\_\_\_\_\_  
President, Board of Education

ATTEST:



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

(SEAL)





CERTIFICATE OF SERVICE

STATE OF OKLAHOMA     )  
  ) SS  
COUNTY OF LOGAN     )

I, the undersigned, the duly qualified and acting Secretary of the County Election Board of the above County hereby certify that a copy of the above and foregoing Resolution by the Board of Education of Independent School District Number 1 of the above County was personally served upon the office of the County Election Board of said County on the 15<sup>th</sup> day of August, 2014.

WITNESS my hand and seal of the County Election Board of said County this 15<sup>th</sup> day of August, 2014.



Erin Dorio  
Logan County Election Board

By: \_\_\_\_\_

Title: Secretary



**WARRANTS PAID**

**GENERAL FUND:**

2013-2014       \$   309,863.91  
2014-2015       \$   819,290.20

**GIFTS & ENDOWMENTS FUND:**

2014-2015       \$    00.00

**BUILDING FUND:**

2013-2014       \$     2,185.81  
2014-2015       \$   63,793.84

**INS. LOSS RECOVERY FUND:**

2014-2015       \$    00.00

**CHILD NUTRITION FUND:**

2013-2014       \$   42,558.22  
2014-2015       \$     9,538.77

**SCHOOL AGE CARE:**

2013-2014       \$ 1,143.58  
2014-2015       \$ 2,114.55

**SCHOLARSHIPS:**

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Smithson - BancFirst

C.D.           \$   744.53

Keri Fisher – F&M Bank

Balance       \$ 4,956.78

Paula Bearden – F&M Bank

Balance       \$ 6,262.44

Randy Biggs - F&M Bank

Balance       \$ 1,036.92

Original 89ers – F&M Bank

C.D.           \$ 7,085.08

Total Monies in BancFirst       \$       744.53

Total Monies in F&M Bank       \$ 5,957,614.50

Pledged \$ 250,000.00 FDIC

Pledged \$ 6,464,000.00

\$ 250,000.00 FDIC



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
Sept. 08, 2014**

- a. Tennis, #855                      McDonalds Pancake Dinner
- b. Faver Activity, #937              Embroidery Sales

AUG 19 2014



### GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: HS Date of Request: 8/19/14

Account Name & Number: Tennis 855

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:  
McDonald's Pancake Dinner

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):  
pay for substitute teachers, tennis balls, equipment, uniforms  
rental of Oklahoma City Tennis Center for tournaments, medals

Current Unobligated Account Balance (Cash Balance less Open PO's): \$6493.79

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: \_\_\_\_\_

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>1,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>0.00</u>	
		c. Estimated PROFIT:	<u>\$1,000.00</u>	

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.

Mary Hudson 8-19-14 Mary Hudson  
 Sponsor's Signature Date Sponsor's Name Printed

Chris Edwards 8-19-14 Chris Edwards DS  
 Principal's Signature Date Activity Fund Custodian's Signature

Ray Bailey \_\_\_\_\_  
 Athletic Director's Signature (if applicable) Board Approval Date



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Faver Date of Request: 8-20-2014

Account Name & Number: Faver Activity Fund #937

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Embroidery sales will be offered to district employees and the general public. It will be used to support a course designed by the teacher for students to learn about the costs and expenditures of running a business.

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

The main purpose of the fundraiser is to perpetuate funds to buy supplies and software to further develop a course. Any extra funds will be used for field trips.

Current Unobligated Account Balance (Cash Balance less Open PO's): 0 4/00

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: 10/8/14 - 6/8/15

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	775.00	
		c. Estimated PROFIT:	\$225.00	

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.

<u>Sponsor's Signature</u> 	<u>Date</u> <u>8/21/14</u>	<u>Sponsor's Name Printed</u> <u>DS</u>
<u>Principal's Signature</u>	<u>Date</u>	<u>Activity Fund Custodian's Signature</u> 
<u>Athletic Director's Signature (if applicable)</u>		<u>Board Approval Date</u>

**END OF YEAR  
TRANSFERS FOR BOARD APPROVAL  
Sept. 08, 2014**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
Admin. Misc., #940	School Age Care, #941	Close account **	\$578.77

\*\* See request



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

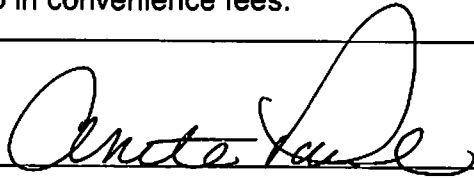
Amount 578.77 Date Requested 7/8/14

Transfer to: Admin. Misc. Activity, #940  
Account Name & Number

Transfer from: School Age Care Activity, #941  
Account Name & Number

**State Reason for Transfer Below**

Transfer remaining unused balance to recoup part of the PaySchool fee's.  
PaySchools collected \$56,726.25 in 270 payments. We paid 3.5% in fees for a total of \$1,985.42, and only collected \$675 in convenience fees.

Sponsor's Signature: 

President / Vice-Pres. Signature: \_\_\_\_\_

Treasurer/Secretary's Signature: \_\_\_\_\_

Principal's Signature: 

Transfer # \_\_\_\_\_

Board Approved \_\_\_\_\_

**Transportation Department  
Fuel Bids  
2014-2015**

DATE: <u>08/18/14</u>	TIME BIDS BEGAN: <u>8:30</u>	AMOUNT NEEDED: DIESEL: <u>-0-</u>
PO#:	TIME BIDS CLOSED: <u>8:55</u>	UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<del>KIT, BRIAN, CODY or BARDIN</del> <u>SCOTT</u>	1-866-455-3835	3.2176	}
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	3.2860	
RED ROCK	<u>JOANIE or TRICHA</u>	677-3373	No B:9	
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	3.1729	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Truman Arnold Co.</u>	
UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>3.1729</u>	TOTAL AMT: <u>3,172.90</u>
DIESEL FUEL: <u>- 0 -</u>	PRICE PER GALLON: <u>- 0 -</u>	TOTAL AMT: <u>- 0 -</u>
		TOTAL PURCHASE: <u>3,172.90</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Steve Crull</u> <u>Ursi Biggs</u>	COMMENTS:
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**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**GEN FUND-FOR OP 2014-2015**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	313	08/05/2014	HODGE PRODUCTS, INC.	HS- MASTER LOCKS (ALL SPROTS)	1,079.00
2015	11	314	08/05/2014	MARDEL, INC.	\$150/T.ADAMS/GUES	150.00
2015	11	315	08/05/2014	MELISSA ALLSBROOK	SPEECH SERVICES FOR 2014-15	48,600.00
2015	11	316	08/07/2014	OFFICE DEPOT, INC.	\$150/M.MYERS/HS	150.00
2015	11	317	08/07/2014	ATHLON II ENTERPRISES, INC.	JH- UNIFORMS (GIRLS BB)	2,700.00
2015	11	318	08/07/2014	LAKESHORE LEARNING MATERIALS	\$150.00/K. DATIN/FOGARTY	78.26
2015	11	319	08/07/2014	WAL MART COMMUNITY	\$150.00/K. DATIN/FOGARTY	71.84
2015	11	320	08/07/2014	WAL MART COMMUNITY	\$150.00/J. PRIVETTE/FOGARTY	100.00
2015	11	321	08/07/2014	MARDEL, INC.	\$150.00/J. PRIVETTE/FOGARTY	50.00
2015	11	322	08/07/2014	LAKESHORE LEARNING MATERIALS	\$150.00/S. LAUSEN/COTTERAL	149.91
2015	11	323	08/07/2014	OKLAHOMA FFA ASSOCIATION	AET SYSTEM AND FEES/V0-AG/HS	2,219.00
2015	11	324	08/07/2014	OFFICE DEPOT, INC.	\$150.00/R.MESHEW/HS	150.00
2015	11	325	08/07/2014	STAPLES ADVANTAGE	\$150.00/C. BOYD/GUES	42.20
2015	11	326	08/07/2014	MARDEL, INC.	\$150.00/C.BOYD/GUES	30.24
2015	11	327	08/07/2014	LAKESHORE LEARNING MATERIALS	\$150.00/C, BOYD/GUES	60.37
2015	11	328	08/07/2014	EDMOND PUBLIC SCHOOLS	COMPUTER CPU'S FOR DISTRICT	2,250.00
2015	11	329	08/07/2014	ID SPECIALISTS	DISTRICT ID BADGE SUPPLIES	2,000.00
2015	11	330	08/11/2014	MARDEL, INC.	\$150.00/C. WUNDERLE/CENTRAL	150.00
2015	11	331	08/11/2014	WAL MART COMMUNITY	\$150.00/M.COOK/GUES	122.68
2015	11	332	08/11/2014	BOYCE EQUIP. & PARTS CO., INC.	BLANKET FOR BRAKES AND SEALS	167.58
2015	11	333	08/11/2014	OK DEPT OF CAREER & TECH EDUCA	CURRICULUM AND SOFTWARE/FACS/	1,929.00
2015	11	334	08/11/2014	WAL MART COMMUNITY	\$150/T.HAYNES/HS	150.00
2015	11	335	08/11/2014	WAL MART COMMUNITY	BLANKET FOR FOODS/SEWING LABS	1,500.00
2015	11	336	08/11/2014	HAC, INC.	BLANKET FOR FOOD LAB/PAPER ECT	1,500.00
2015	11	337	08/11/2014	WAL MART COMMUNITY	150.00/S. COCHRANE/JH	150.00
2015	11	338	08/11/2014	WAL MART COMMUNITY	\$150.00/T. WILKERON/JH	109.21
2015	11	339	08/11/2014	MARDEL, INC.	\$150.00/T. WILKERSON/JH	50.00
2015	11	340	08/11/2014	JOHN A RHINEHART	EMPLOYEE OF THE MONTH PLAQUES	600.00
2015	11	341	08/11/2014	WAL MART COMMUNITY	\$150/J.RICE/HS	150.00
2015	11	342	08/11/2014	B & C BUSINESS PRODUCTS, INC	\$150.00/D.HAYES/GUES	150.00
2015	11	343	08/11/2014	WAL MART COMMUNITY	\$150.00/L.ROLLING/GUES	150.00
2015	11	344	08/11/2014	CONTRACT PAPER GROUP, INC.	DISTRICT COPY PAPER	14,964.00
2015	11	345	08/11/2014	WAL MART COMMUNITY	\$150.00/M. TURNNEY/FOGARTY	150.00
2015	11	346	08/11/2014	WAL MART COMMUNITY	\$150.00/B. STONE/GUES	150.00
2015	11	347	08/11/2014	MARDEL, INC.	\$150.00/T. KING/COTTERAL	135.09
2015	11	348	08/11/2014	WAL MART COMMUNITY	\$150.00/K. ICE/JH	150.00
2015	11	349	08/11/2014	MARDEL, INC.	\$150.00/A.MCCOY/GUES	75.00
2015	11	350	08/11/2014	WAL MART COMMUNITY	\$150.00/A.MCCOY/GUES	75.00
2015	11	351	08/11/2014	STAPLES ADVANTAGE	\$150.00/A.BARRIE/GUES	50.00
2015	11	352	08/11/2014	WAL MART COMMUNITY	\$150.00/A. BARRIE/GUES	100.00
2015	11	353	08/11/2014	WAL MART COMMUNITY	\$150.00/G. JARNAGIN/GUES	150.00
2015	11	354	08/11/2014	MARDEL, INC.	\$150.00/D.LONGNECKER/GUES	50.00
2015	11	355	08/11/2014	WAL MART COMMUNITY	\$150.00/D. LONGNECKER/GUES	100.00
2015	11	356	08/13/2014	WAL MART COMMUNITY	\$150.00/M. BRESHEARS/FOGARTY	150.00
2015	11	357	08/13/2014	LAKESHORE LEARNING MATERIALS	\$150.00/D. WARD/CENTRAL	150.00
2015	11	358	08/13/2014	SCHOOL SPECIALTY, INC.	\$150.00/C. LYONS/CENTRAL	150.00
2015	11	359	08/13/2014	STAPLES ADVANTAGE	\$150.00/S. HOSKINS/GUES	30.00
2015	11	360	08/13/2014	WAL MART COMMUNITY	\$150.OO/S. HOSKINS/GUES	70.00

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**GEN FUND-FOR OP 2014-2015**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	361	08/13/2014	MARDEL, INC.	\$150.00/S. HOSKINS/GUES	50.00
2015	11	362	08/13/2014	WAL MART COMMUNITY	\$150.00/K. HINKLE/GUES	150.00
2015	11	363	08/13/2014	MIDWEST PRINTING & PUBLISHING C	BUS. CARDS/LETTERHEAD/CENTRAL	60.00
2015	11	364	08/13/2014	MARSHA L HOLDERMAN	MILEAGE REIMB. FOR 2014-15	350.00
2015	11	365	08/13/2014	APPLE, INC.	SPARE IPADS/TECHNOLOGY	4,106.00
2015	11	366	08/13/2014	WAL MART COMMUNITY	BLANKET FOR SP ED CLASSROOM SL	1,000.00
2015	11	367	08/13/2014	JOHN A RHINEHART	UNIFORM VESTS/CROSS COUNTRY/H	303.00
2015	11	368	08/13/2014	CARROT TOP INDUSTRIES, INC.	AMERICA-OKLAHOMA FLAGS/HS	174.00
2015	11	369	08/13/2014	PROSPERITY BANK	REGISTRATION/WC CONFERENCE	250.00
2015	11	370	08/13/2014	CITY OF GUTHRIE	SRO OFFICERS FOR 2014-15	64,000.00
2015	11	371	08/14/2014	WESTERN GLASS & ATV, INC.	WINDSHIELD/	225.00
2015	11	372	08/14/2014	WAL MART COMMUNITY	\$150.00/G.SALAS/HS	150.00
2015	11	373	08/14/2014	WAL MART COMMUNITY	\$150/S.BERRYMAN/HS	150.00
2015	11	374	08/14/2014	WAL MART COMMUNITY	\$150/K.BLAKEMORE/HS	150.00
2015	11	375	08/14/2014	WAL MART COMMUNITY	\$150/T.BRONK/HS	150.00
2015	11	376	08/14/2014	WAL MART COMMUNITY	\$150/S.SIMEK/HS	150.00
2015	11	377	08/14/2014	LAKESHORE LEARNING MATERIALS	INSTRUCTIONAL SUPPLIES/COTTERA	784.51
2015	11	378	08/14/2014	WAL MART COMMUNITY	\$150/B. BRANDON/COTTERAL	150.00
2015	11	379	08/14/2014	WAL MART COMMUNITY	\$150.00/S. DOWNS/COTTERAL	75.00
2015	11	380	08/14/2014	MARDEL, INC.	\$150.00/S. DOWNS/COTTERAL	75.00
2015	11	381	08/14/2014	B & C BUSINESS PRODUCTS, INC	\$150.00/P. BOHLMAN/GUES	110.00
2015	11	382	08/14/2014	MARDEL, INC.	\$150.00/P. BOHLMAN/GUES	40.00
2015	11	383	08/14/2014	WAL MART COMMUNITY	\$150.00/C BRASSARD/GUES	150.00
2015	11	384	08/14/2014	MARDEL, INC.	\$150.00/K. ABBOTT/COTTERAL	150.00
2015	11	385	08/14/2014	WAL MART COMMUNITY	\$150/A.SNOW/HS	150.00
2015	11	386	08/14/2014	STAPLES ADVANTAGE	\$150/A.CLOUD/HS	50.00
2015	11	387	08/14/2014	WAL MART COMMUNITY	\$150/A.CLOUD/HS	100.00
2015	11	388	08/14/2014	WAL MART COMMUNITY	\$150/C.WAGNER/HS	150.00
2015	11	389	08/14/2014	SCHOLASTIC CLASSROOM MAGAZINI	\$150.00/K.HUDSON/FOGARTY	150.00
2015	11	390	08/14/2014	MARDEL, INC.	\$150.00/T. JORDAN/CENTRAL	150.00
2015	11	391	08/14/2014	REBECCA GWEN BROWN	MILEAGE REIMBURSEMENT	500.00
2015	11	392	08/18/2014	WAL MART COMMUNITY	OFFICE SUPPLIES/FAVER	250.00
2015	11	393	08/18/2014	WAL MART COMMUNITY	\$150.00/B.PRESCOTT/COTTERAL	107.83
2015	11	394	08/18/2014	MARDEL, INC.	\$150.00/B. PRESCOTT/COTTERAL	39.50
2015	11	395	08/18/2014	LAKESHORE LEARNING MATERIALS	\$150.00/L. BEEBY/COTTERAL	150.00
2015	11	396	08/18/2014	QUILL CORPORATION	OFFICE FURNITURE/SPECIAL ED	995.92
2015	11	397	08/18/2014	WAL MART COMMUNITY	\$150/E. TURNER/GUES	150.00
2015	11	398	08/18/2014	B & C BUSINESS PRODUCTS, INC	\$150.00/K. HIGGINS/GUES	150.00
2015	11	399	08/18/2014	MERRIFIELD OFFICE & SCHOOL SUPP	\$150.00/M. HELMBERGER/CENTRAL	150.00
2015	11	400	08/18/2014	EVA CORDERO	MILEAGE REIMB. FOR 2014-15	200.00
2015	11	401	08/18/2014	QUILL CORPORATION	\$150.00/A. FREDERICK/CENTRAL	57.11
2015	11	402	08/18/2014	WAL MART COMMUNITY	\$150.00/A. FREDERICK/CENTRAL	92.89
2015	11	403	08/18/2014	SCHOOL SPECIALTY	\$150.00/T.LAUSEN/HS	150.00
2015	11	404	08/18/2014	CEV	ONLINE CURRICULUM/VO-AG/HS	2,400.00
2015	11	405	08/18/2014	WAL MART COMMUNITY	\$150.00/R.REYNOLDS/HS	150.00
2015	11	406	08/18/2014	WAL MART COMMUNITY	\$150.00/A.MOFFITT-JONES/HS	100.00
2015	11	407	08/18/2014	STAPLES ADVANTAGE	\$150.00/A.MOFFITT-JONES/HS	50.00
2015	11	408	08/18/2014	TEACHING POINT	TEXTBOOKS/BAND/HS	758.00



**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**GEN FUND-FOR OP 2014-2015**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	409	08/18/2014	WAL MART COMMUNITY	\$150.00/R.STRONG/HS	150.00
2015	11	410	08/18/2014	WAL MART COMMUNITY	\$150.00/S.MICK/HS	150.00
2015	11	411	08/18/2014	OFFICE DEPOT, INC.	\$150.00/R.BURCHAM/HS	150.00
2015	11	412	08/18/2014	OFFICE DEPOT, INC.	\$150.00/J.MILLER/HS	150.00
2015	11	413	08/18/2014	PROSPERITY BANK	\$150.00/J.HODGE/HS	150.00
2015	11	414	08/18/2014	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2014-15	500.00
2015	11	415	08/18/2014	WAL MART COMMUNITY	\$150.00/L. THORP/FAVER	150.00
2015	11	416	08/18/2014	WAL MART COMMUNITY	\$150.00/M. HEARD/FAVER	150.00
2015	11	417	08/18/2014	STAPLES ADVANTAGE	\$150.00/R. MARTIN/FAVER	150.00
2015	11	418	08/18/2014	TRUMAN ARNOLD COMPANY	UNLEADED FUEL PER BID/TRANSPOR	3,172.90
2015	11	419	08/18/2014	OFFICE DEPOT, INC.	\$150.00/T.FLANIGAN/HS	150.00
2015	11	420	08/18/2014	JACOB MILLER	PERCUSSION TECH FOR 2014-15/BA	1,500.00
2015	11	421	08/18/2014	WAL MART COMMUNITY	\$150.00/E.BERTELS/HS	150.00
2015	11	422	08/18/2014	WAL MART COMMUNITY	\$150.00/L.BAKER/HS	150.00
2015	11	423	08/20/2014	WAL MART COMMUNITY	\$150.00/S. REDING/JH	80.00
2015	11	424	08/20/2014	MARDEL, INC.	\$150.00/S. REDING/JH	70.00
2015	11	425	08/20/2014	WAL MART COMMUNITY	\$150.00/S. STEVENSON/JH	150.00
2015	11	426	08/20/2014	WAL MART COMMUNITY	\$150.00/L. JONES/JH	150.00
2015	11	427	08/20/2014	WAL MART COMMUNITY	\$150.00/R. GILLETT/JH	150.00
2015	11	428	08/20/2014	WAL MART COMMUNITY	\$150.00/L. PORTER/JH	150.00
2015	11	429	08/20/2014	WAL MART COMMUNITY	\$150.00/S. WILLIAMS/GUES	150.00
2015	11	430	08/20/2014	OFFICE DEPOT, INC.	\$150.00/P. CREAMER/JH	150.00
2015	11	431	08/20/2014	OFFICE DEPOT, INC.	\$150.00/A. ROSS/JH	150.00
2015	11	432	08/20/2014	MARDEL, INC.	\$150.00/A. RIFE/JH	100.00
2015	11	433	08/20/2014	AMANDA M RIFE	\$150.00/A. RIFE/JH	50.00
2015	11	434	08/20/2014	WAL MART COMMUNITY	\$150.00/V. BARKER/JH	150.00
2015	11	435	08/20/2014	WAL MART COMMUNITY	\$150.00/T. DAYTON/JH	150.00
2015	11	436	08/20/2014	WAL MART COMMUNITY	\$150.00/J. BRIGGS/JH	150.00
2015	11	437	08/20/2014	WAL MART COMMUNITY	\$150.00/L.ALLEN/HS	150.00
2015	11	438	08/20/2014	WAL MART COMMUNITY	\$150.00/J.WASHINGTON/GUES	100.00
2015	11	439	08/20/2014	MARDEL, INC.	\$150.00/J. WASHINGTON/GUES	50.00
2015	11	440	08/20/2014	WAL MART COMMUNITY	\$150.00/K.BEEBY/HS	150.00
2015	11	441	08/20/2014	CDI COMPUTER DEALERS INC.	DISTRICT HARDWARE UPGRADES	5,404.00
2015	11	442	08/20/2014	WAL MART COMMUNITY	\$150.00/T. BARKER/JH	150.00
2015	11	443	08/20/2014	DJC HOLDINGS, LLC	ONLINE USE FOR SPECIAL ED	150.00
2015	11	444	08/20/2014	CHRISTINE E HAYES	CONTRACT FOR SPEECH SERVICES F	29,000.00
2015	11	445	08/20/2014	WAL MART COMMUNITY	\$150.00/J.ONEILL/HS	150.00
2015	11	446	08/20/2014	WAL MART COMMUNITY	\$150.00/J. CHAPPELL/JH	150.00
2015	11	447	08/20/2014	GHS TENNIS	FOOTBALL GAMES TRASH PICKUP	2,100.00
2015	11	448	08/20/2014	OFFICE DEPOT, INC.	\$150.00/B.PERRING/HS	150.00
2015	11	449	08/22/2014	STAPLES ADVANTAGE	\$150.00/C. GARRETT/GUES	75.00
2015	11	450	08/22/2014	MARDEL, INC.	\$150.00/C. GARRETT/GUES	75.00
2015	11	451	08/22/2014	MARDEL, INC.	\$150.00/N. BRADLEY/GUES	50.00
2015	11	452	08/22/2014	WAL MART COMMUNITY	\$150.00/N. BRADLEY/GUES	100.00
2015	11	453	08/22/2014	WAL MART COMMUNITY	\$150.00/J. THOMSON/GUES	100.00
2015	11	454	08/22/2014	MARDEL, INC.	\$150.00/J. THOMSON/GUES	50.00
2015	11	455	08/22/2014	WAL MART COMMUNITY	\$150.00/A.MOORE/HS	150.00
2015	11	456	08/22/2014	WAL MART COMMUNITY	\$150.00/T. WRIGHT/FOGARTY	100.00

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**GEN FUND-FOR OP 2014-2015**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	457	08/22/2014	MARDEL, INC.	\$150.00/T.WRIGHT/FOGARTY	50.00
2015	11	458	08/22/2014	TECHNOLOGY STUDENT ASSOCIATIC	CAP REGISTRATION/SIEBER/TSA/JH	500.00
2015	11	459	08/22/2014	WAL MART COMMUNITY	\$150.00/J. SIEBER/JH	150.00
2015	11	460	08/22/2014	DEMCO, INC	\$150.00/B. CREED/JH	150.00
2015	11	461	08/22/2014	CARTRIDGE WORLD	\$150.00/C .PORTER/HS	53.89
2015	11	462	08/22/2014	WAL MART COMMUNITY	\$150.00/A. BRYANT/FOGARTY	150.00
2015	11	463	08/22/2014	WAL MART COMMUNITY	\$150.00/C.PORTER/HS	96.11
2015	11	464	08/22/2014	DELL MARKETING L.P.	COMPUTERS/SPECIAL ED/	2,221.79
2015	11	465	08/22/2014	VEX ROBOTICS, INC	SUPPLIES/J. SIEBER/ATAE/JH	270.00
2015	11	466	08/22/2014	WAL MART COMMUNITY	\$150.00/P. WILSON/GUES	90.00
2015	11	467	08/22/2014	MARDEL, INC.	\$150.00/P. WILSON/GUES	60.00
2015	11	468	08/22/2014	WAL MART COMMUNITY	\$150.00/S. YOST/GUES	150.00
2015	11	469	08/22/2014	MARDEL, INC.	\$150.00/J. KOCH/GUES	150.00
2015	11	470	08/22/2014	MARDEL, INC.	\$150.00/C.LANGLEY/HS	150.00
2015	11	471	08/22/2014	JUNIOR LIBRARY GUILD	BOOKS/LIBRARY/HS	2,286.00
2015	11	472	08/22/2014	ROBOTRONICS	BATTERIES/TRANSPORTATION	153.00
2015	11	473	08/22/2014	THOMPSON SCHOOL BOOK	TEXTBOOKS/ALGEBRA I/JH	957.25
2015	11	474	08/22/2014	WAL MART COMMUNITY	\$150.00/A. THOMPSON/CENTRAL	150.00
2015	11	475	08/25/2014	SCHOOL SPECIALTY, INC.	CLASSROOM DESKS/SPECIAL ED	215.88
2015	11	476	08/25/2014	ADVANCED MEDICAL EQUIPMENT LLI	WHEELCHAIR/SPECIAL ED/JH	225.00
2015	11	477	08/25/2014	MARDEL, INC.	\$150.00/S. FREEMAN/CENTRAL	150.00
2015	11	478	08/28/2014	BETROLD ENTERPRISES, INC.	MUSIC FOR CHOIRS/VOCAL/HS	1,000.00
2015	11	479	08/28/2014	STAPLES ADVANTAGE	\$150.00/P.JOHNSON/HS	150.00
2015	11	480	08/28/2014	OK DEPT OF CAREER & TECH EDUCA	SUPPLIES/DRAKE/VO-AG/HS	300.00
2015	11	481	08/28/2014	MARDEL, INC.	\$150.00/J.MURRAY/HS	150.00
2015	11	482	08/28/2014	WAL MART COMMUNITY	\$150.00/R. CANNING/JH	150.00
2015	11	483	08/28/2014	WAL MART COMMUNITY	\$150.00/P. HOWARD/JH	150.00
2015	11	484	08/28/2014	OFFICE DEPOT, INC.	RSA FILE FOLDERS/WALTERS	65.95
2015	11	485	08/28/2014	MARDEL, INC.	\$150.00/J. WASHINGTON/JH	150.00
2015	11	486	08/28/2014	KATIE AMANDA HIGGINS	HOMEBOUND MILEAGE REIMB./2014-	500.00
2015	11	487	08/28/2014	IVS, INC	BUS CAMERAS/TRANSPORTATION	3,697.80
2015	11	488	08/28/2014	WAL MART COMMUNITY	\$150.00/J.CRONIN/HS	150.00
2015	11	489	08/28/2014	SCHOOL SPECIALTY, INC.	\$150.00/M. MCWHIRTER/CENTRAL	148.75
2015	11	490	08/28/2014	SCHOOL SPECIALTY, INC.	\$150.00/D. SHAFER/CENTRAL	148.60
2015	11	491	08/28/2014	MARDEL, INC.	\$150.00/J. ROSS/GUES	150.00
2015	11	492	08/28/2014	SCHOOL SPECIALTY, INC.	\$150.00/V. HARRY/CENTRAL	143.66
2015	11	493	08/28/2014	OSU OKLAHOMA ABLE TECH	WORKBOOKS/SPECIAL ED	35.00
2015	11	494	08/29/2014	APPLE, INC.	LAPTOP AND IPAD	2,896.99
2015	11	495	08/29/2014	KATRINA RICHARDSON	BLANKET FOR CONTRACT FOR COLO	400.00
2015	11	496	08/29/2014	SCHOLASTIC CLASSROOM MAGAZINI	SUBSCRIPTIONS/MESHEW/HS	224.75
2015	11	497	08/29/2014	COOPERATIVE COUNCIL FOR OKLAH	CCOSA REGISTRATION	0.00
2015	11	498	08/29/2014	COOPERATIVE COUNCIL FOR OKLAH	REGISTRATION/DAYTON/BALL/TODD	1,200.00
2015	11	499	08/29/2014	WAL MART COMMUNITY	SUPPLIES/VO-AG/HS	100.00

**Report Total : 230,929.46**

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**Building 2014-2015**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	21	68	08/11/2014	A & A MECHANICAL, INC.	HVAC UNIT REPLACEMENT/BFC	10,600.00
2015	21	69	08/11/2014	QUICK SERVICE STEEL	IRON FOR NEW AC UNIT STAND/BFC	1,500.00
2015	21	70	08/11/2014	JL HEIN SERVICE, INIC	PROJECTORS/AG/HS	3,608.00
2015	21	71	08/13/2014	TKE CORPORATION	JR HIGH ELEVATOR REPAIRS	3,431.63
2015	21	72	08/18/2014	HYDRONIC SYSTEMS, INC.	A/C MOTOR/GUES	1,100.00
2015	21	73	08/18/2014	CALVIN MAYS OILFIELD SERVICE	SET A/C UNIT AT BLDG FOR CHAMP	800.00
2015	21	74	08/18/2014	DAKTRONICS INC.	FB SCOREBOARD/BOXLEY/HS	2,000.00
2015	21	75	08/18/2014	JIM MCGEE'S BACKHOE SERVICE	HAUL SAND, DIRT, ROCK FOR DIST	2,000.00
2015	21	76	08/18/2014	SCHOOL SPECIALTY, INC.	MARKER BOARDS FOR FFA	1,342.80
2015	21	77	08/18/2014	OKLAHOMA HOME CENTERS, INC.	COUNTER TOPS FOR FFA	988.59
2015	21	78	08/20/2014	BRANCH'S HEATING & AIR	REPAIRS TO WALK IN FREEZER/ GU	4,990.00
2015	21	79	08/25/2014	BRANCH'S HEATING & AIR	DISTRICT HVAC REPAIRS	15,000.00
2015	21	80	08/25/2014	EARTHSMART CONTROLS	REPAIRS/HVAC CONTROLS/GUES	10,000.00
2015	21	81	08/28/2014	AAF-MCQUAY, INC.	CHILLER REPAIRS/GUES	3,894.00
2015	21	82	08/28/2014	LUBER BROTHERS, INC.	BOB-CAT MOWER/ATHLETICS	4,740.52
<b>Report Total :</b>						<b>65,995.54</b>

<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>	
83	07/01/2014	<b>INTERNATIONAL SOCIETY FOR</b>	DUES/FEES FOR 2014-15	
		DUES/FEES FOR 2014-15	026-2573-810-000-0000-000-050	-195.00
			026-2573-810-000-0000-000-050	199.00
			Total Purchase Order	4.00
103	07/01/2014	<b>RADIOS UNLIMITED, INC.</b>	WALKIE TALKIES/JH	
		SHIPPING	076-2660-530-000-0000-000-610	12.00
			Total Purchase Order	12.00
104	07/01/2014	<b>TDS TELCOM</b>	HOMEWORK HOTLINE FOR 2014-15	
		HOMEWORK HOTLINE FOR 2014-2015	076-1000-530-100-0000-000-610	-117.00
			076-1000-530-100-0000-000-610	21.30
			076-1000-530-100-0000-000-610	213.00
			Total Purchase Order	117.30
122	07/01/2014	<b>MELISSA M SELLS</b>	CONTRACT FOR DEAF ED INT. FOR	
		DEAF ED INTER FOR SUMMER SCHOOL JULY 2014	044-1000-320-239-0000-000-050	-650.00
			044-1000-320-239-0000-000-050	580.50
			Total Purchase Order	-69.50
179	07/01/2014	<b>LEARNING SCIENCES INTERNATIONAL</b>	MARZANO PRO/TLE PRIN TRN	
		TLE PRINCIPAL TRAINING	006-2573-860-000-0000-000-050	-2,097.00
			006-2573-860-000-0000-000-050	3,888.00
			Total Purchase Order	1,791.00
192	07/02/2014	<b>PROSPERITY BANK</b>	REGISTRATION/FEES/AG/HS	
		CONFERENCE REGISTRATION AND FEES FOR 2014-2015	412-2213-860-311-8000-000-705	-49.00
			Total Purchase Order	-49.00
201	07/09/2014	<b>RIVERSIDE PUBLISHING COMPANY</b>	TESTING MATERIAL/SPECIAL ED	
		BATTELLE DEVELOPMENTAL INVENTORY-II COMPLETE	621-2140-614-239-0000-000-050	-159.50
		RECORD FORMS (15)	621-2140-614-239-0000-000-050	167.50
		ITEM # Y21924593		
			Total Purchase Order	8.00
202	07/09/2014	<b>PRO-ED</b>	TESTING BOOKLETS/SPECIAL ED	
		OH BEHAVE! SENSORY PROCESSING AND BEHAVIORAL	621-2140-614-239-0000-000-050	-56.00
		STRATEGIES (12539)	621-2140-614-239-0000-000-050	61.60
		ISBN: 9781416403029		
			Total Purchase Order	5.60
203	07/09/2014	<b>APPLE, INC.</b>	LAPTOPS FOR INDIAN STUDENTS	
		MACBOOK LEARNING LAB W/10 - 11" MACBOOK AIR	561-1000-653-000-0000-000-125	-10,799.00
		COMPUTERS, MACBOOK AIR (10), AIRPORT EXTREME AND	561-1000-653-000-0000-000-125	10,896.00
		BRETFORD MOBILITY CART 20 FOR MACBOOK	561-1000-653-000-0000-000-610	-10,799.00
			561-1000-653-000-0000-000-610	10,896.00
			Total Purchase Order	194.00
204	07/09/2014	<b>PEARSON ASSESSMENTS</b>	TESTING MATERIALS/SPECIAL ED	
		TEST KIT 58035 BOT-2 FINE MOTOR KIT	621-2135-614-239-0000-000-050	-693.00
			621-2135-614-239-0000-000-050	515.00
		SHIPPING	621-2135-614-239-0000-000-050	-38.10
			621-2135-614-239-0000-000-050	25.75
			Total Purchase Order	-190.35
212	07/14/2014	<b>LAKESHORE LEARNING MATERIALS</b>	\$150.00/T. STANSBURY/COTTERAL	
		BULLETIN BOARD SETS	034-1000-619-100-1024-000-120	-50.00
			034-1000-619-100-1024-000-120	49.97
			Total Purchase Order	-0.03
220	07/14/2014	<b>DELL MARKETING L.P.</b>	TONER/MILES/ADMINISTRATION	
		1.5 PAGE BACK TONER CARTRIDGE FOR DELL 1230c COLOR	041-2511-613-000-0000-000-050	-63.99
		LASER PRINTER	041-2511-613-000-0000-000-050	60.79

<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>	
220	07/14/2014	<b>DELL MARKETING L.P.</b>	TONER/MILES/ADMINISTRATION	
		DELL 3-PACK: 3 X 1,000 PAGE STANDARD YIELD	041-2511-613-000-0000-000-050	-170.97
		CYAN/MAGENTA/YELLOW TONER CARTRIDGES FOR DELL	041-2511-613-000-0000-000-050	162.42
		1230c COLOR LASER PRINTER		
Total Purchase Order				-11.75
221	07/14/2014	<b>RED ROCK DISTRIBUTING CO.</b>	UNLEADED FUEL PER BID/TRANSPOR	
		988 GALLONS UNLEADE FUEL @3.189	019-2740-625-000-0000-000-050	-3,189.00
			019-2740-625-000-0000-000-050	3,150.75
Total Purchase Order				-38.25
222	07/14/2014	<b>MARDEL, INC.</b>	\$150.00/K. KNAPP/FOGARTY	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-110	-150.00
			034-1000-619-100-1050-000-110	148.56
Total Purchase Order				-1.44
229	07/14/2014	<b>JASON REECE</b>	EQUIPMENT REPAIRS/ADMIN.	
		EQUIPMENT REPAIRS	041-2640-618-000-0000-000-050	-145.17
			041-2640-618-000-0000-000-050	145.48
Total Purchase Order				0.31
232	07/16/2014	<b>MARDEL, INC.</b>	\$150.00/A.INGLE/FOGARTY	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-110	-150.00
			034-1000-619-100-1050-000-110	145.45
Total Purchase Order				-4.55
233	07/16/2014	<b>WAL MART COMMUNITY</b>	\$150.00/C. HALL/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1060-000-705	-150.00
			034-1000-619-239-1060-000-705	149.71
Total Purchase Order				-0.29
234	07/16/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. MUNGAI/COTTERAL	
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1024-000-120	-150.00
			034-1000-619-239-1024-000-120	146.56
Total Purchase Order				-3.44
235	07/16/2014	<b>G.E. MONEY BANK</b>	\$150.00/T. BARBOUR/JH	
		SUPPLIES AS PER ATTACHED	034-2120-619-000-0000-000-610	-3.89
Total Purchase Order				-3.89
238	07/16/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L. GOOD/GUES	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	146.10
Total Purchase Order				-3.90
239	07/16/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. HAGY/GUES	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	149.73
Total Purchase Order				-0.27
240	07/16/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/M.FIELDS/HS	
		INK FOR PRINTER, PAPER, TAPE, PENS, PENCILS, OFFICE	034-1000-619-100-4400-000-705	-150.00
		SUPPLIES, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-4400-000-705	147.29
Total Purchase Order				-2.71
241	07/16/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/K.BARRETT/HS	
		INK FOR PRINTER, PAPER, TAPE, PENS, PENCILS, OFFICE	034-1000-619-100-5400-000-705	-100.00
		SUPPLIES, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-5400-000-705	96.35
Total Purchase Order				-3.65
242	07/16/2014	<b>MARDEL, INC.</b>	\$150.00/K. BARRETT/HS	
		CLASSROOM SUPPLIES, MARKERS, BULLETIN BOARD	034-1000-619-100-5400-000-705	-50.00

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification		
242	07/16/2014	<b>MARDEL, INC.</b>	\$150.00/K. BARRETT/HS		
		ITEMS, POSTERS, AND OTHER CLASSROOM SUPPLIES	034-1000-619-100-5400-000-705	47.13	
				Total Purchase Order	-2.87
246	07/22/2014	<b>EDMOND MUSIC, INC.</b>	BLANKET FOR SUPPLIES FOR 2014-		
		BLANKET FOR BAND EQUIPMENT, INSTRUMENT REPAIR,	118-1000-681-100-3000-000-705	-2,500.00	
		SHEET MUSIC, INSTRUMENT AND ELECTRONIC EQUIPMENT	118-1000-681-100-3000-000-705	1,800.00	
		PURCHASE			
				Total Purchase Order	-700.00
249	07/22/2014	<b>PALEN MUSIC CENTER, INC.</b>	BLANKET FOR REPAIRS/BAND/HS		
		BLANKET FOR INSTRUMENT REPAIR AND CLEANING	118-2640-430-100-3000-000-705	-2,400.00	
				118-2640-430-100-3000-000-705	2,353.00
				Total Purchase Order	-47.00
253	07/22/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/T. STANSBURY/COTTERAL		
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1024-000-120	-100.00	
				034-1000-619-100-1024-000-120	99.94
				Total Purchase Order	-0.06
255	07/23/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/BAND TEACHERS/JH/HS		
		PAPER, PENS, PENCILS, ROOM DE-HUMIDIFIER, ROOM	034-1000-619-100-3000-000-610	-150.00	
		SCENTS, ELECTRONICS, BINDERS, AND OTHER	034-1000-619-100-3000-000-610	91.20	
		CLASSROOM SUPPLIES			
				Total Purchase Order	-58.80
260	07/23/2014	<b>WAL MART COMMUNITY</b>	\$150.00/M.FREDRICKSON/ARNOLD/		
		PENS, MARKERS, PENCILS, TAPE, POSTERS, CARDSTOCK	034-1000-619-100-2720-000-705	-300.00	
		PAPER, PLANNERS, GLUE, PHOTO ALBUM, AND OTHER	034-1000-619-100-2720-000-705	299.44	
		MISC. OFFICE SUPPLIES			
				Total Purchase Order	-0.56
265	07/23/2014	<b>REALLY GOOD STUFF, INC.</b>	\$150.00/L. BENHAM/GUES		
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1050-000-125	-82.86	
				034-1000-619-239-1050-000-125	82.81
				Total Purchase Order	-0.05
266	07/23/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L. BENHAM/GUES		
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1050-000-125	-67.14	
				034-1000-619-239-1050-000-125	67.07
				Total Purchase Order	-0.07
267	07/23/2014	<b>MARDEL, INC.</b>	\$150.00/S. LEGRANDE/JH		
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1330-000-610	-50.00	
				034-1000-619-100-1330-000-610	49.95
				Total Purchase Order	-0.05
268	07/23/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/S. LEGRANDE/JH		
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1330-000-610	-100.00	
				034-1000-619-100-1330-000-610	99.97
				Total Purchase Order	-0.03
273	07/23/2014	<b>WAL MART COMMUNITY</b>	\$150.00/R. SMITH/FOGARTY		
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-110	-100.00	
				034-1000-619-100-1050-000-110	98.97
				Total Purchase Order	-1.03
274	07/23/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/R. SMITH/FOGARTY		
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1050-000-110	-50.00	
				034-1000-619-100-1050-000-110	49.99
				Total Purchase Order	-0.01

<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>	
279	07/24/2014	<b>JEANETTE BLEVINS</b>	CONFERENCE EXPENSE REIMB./FACS	
		MEAL PER DIEM, AND REGISTRATION, PARKING, AND MILEAGE REIMB. FOR CAREER TECH CONFERENCE IN TULSA, OK, AUGUST 3-5, 2014	412-2573-580-314-8400-000-610 412-2573-580-314-8400-000-610	-276.00 245.32
Total Purchase Order				-30.68
282	07/24/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J.MICK/CENTRAL	
		SUPPLIES AS PER ATTACHED	034-2220-619-000-0000-000-130 034-2220-619-000-0000-000-130	-62.56 62.38
Total Purchase Order				-0.18
283	07/24/2014	<b>HAYDEN-MCNEIL</b>	LAB WORKBOOKS/SCIENCE/HS	
		LIFE SCIENCE NOTEBOOK #978-1-930882-35-5	333-1000-645-252-5035-000-705 333-1000-645-252-5035-000-705	-298.75 312.06
Total Purchase Order				13.31
284	07/28/2014	<b>WAL MART COMMUNITY</b>	\$150.00/M. WEBB/JH	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-2300-000-610 034-1000-619-100-2300-000-610	-150.00 117.43
Total Purchase Order				-32.57
294	07/28/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/E. WOODARD/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-5400-000-705 034-1000-619-100-5400-000-705	-150.00 148.40
Total Purchase Order				-1.60
297	07/30/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/P. KINZIED/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1060-000-705 034-1000-619-239-1060-000-705	-150.00 135.13
Total Purchase Order				-14.87
298	07/30/2014	<b>STAPLES ADVANTAGE</b>	\$150/A.CHADD/HIGH SCHOOL	
		PENS, FILES, PAPER, COLORED PAPER, POST IT NOTES, AND OTHER MISC OFFICE SUPPLIES	034-2120-619-000-0000-000-705 034-2120-619-000-0000-000-705	-150.00 149.12
Total Purchase Order				-0.88
299	07/30/2014	<b>STAPLES ADVANTAGE</b>	\$150/M.WADE/HIGH SCHOOL	
		PENS, FILES, PAPER, COLORED PAPER, POST IT NOTES, AND OTHER MISC. OFFICE SUPPLIES	034-2120-619-000-0000-000-705 034-2120-619-000-0000-000-705	-150.00 137.19
Total Purchase Order				-12.81
300	07/30/2014	<b>OFFICE DEPOT, INC.</b>	\$150/C.DRAKE/HIGH SCHOOL	
		QUARTER MELAMINE DRY-ERASE BOARD, 48"X72", ALUMINUM FRAME AND SUPPLIES	034-1000-619-100-8000-000-705 034-1000-619-100-8000-000-705	-149.99 140.47
Total Purchase Order				-9.52
302	07/30/2014	<b>WAL MART COMMUNITY</b>	\$150.00/T. SIMMONS/JH	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-1110-000-610 034-1000-619-100-1110-000-610	-150.00 149.98
Total Purchase Order				-0.02
308	08/04/2014	<b>DELL MARKETING L.P.</b>	PRINTER INK/BLACKBURN/BAND/HS	
		PRINTER INK FOR DELL 1135N PRINTER (BLACK)	118-1000-653-100-3000-000-705 118-1000-653-100-3000-000-705	-269.97 256.47
Total Purchase Order				-13.50
<b>Total Fund</b>				<b>835.34</b>



<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
4	07/01/2014	<b>S. T. BOLDING III</b>	DISTRICT ELECTRICAL REPAIRS	
		DISTRICT ELECTRICAL REPAIRS	013-2640-430-000-0000-000-050	-690.00
			013-2640-430-000-0000-000-050	925.00
			013-2640-430-000-0000-000-050	765.00
		DISTRICT ELECTRICAL SUPPLIES	013-2640-618-000-0000-000-050	-2,635.92
			013-2640-618-000-0000-000-050	475.02
			013-2640-618-000-0000-000-050	1,160.90
			Total Purchase Order	0.00
7	07/01/2014	<b>TIME SPENT LLC</b>	DISTRICT CARPET CLEANING	
		DISTRICT CARPET CLEANING	013-2620-618-000-0000-000-050	-10,000.00
			013-2620-618-000-0000-000-050	10,340.50
			Total Purchase Order	340.50
58	07/23/2014	<b>HOMETOWN RENTAL &amp; FEED, INC.</b>	WEED EATER/SUPPLIES/ATHLETICS	
		ECHO SRM 230 WEED EATER	119-2630-618-800-0000-000-050	-289.99
			119-2630-618-800-0000-000-050	299.99
			Total Purchase Order	10.00
60	07/30/2014	<b>HOME DEPOT/GECF</b>	CEILING TILE FOR DISTRICT	
		CEILING TILE FOR DISTRICT	013-2620-618-000-0000-000-050	-652.80
			013-2620-618-000-0000-000-050	620.16
			Total Purchase Order	-32.64
63	08/04/2014	<b>HOME DEPOT/GECF</b>	CEILING TILE FOR FFA/HS	
		CEILING TILE FOR FFA	138-2620-618-311-8000-000-705	-1,403.52
			138-2620-618-311-8000-000-705	1,333.00
			Total Purchase Order	-70.52
			<b>Total Fund</b>	<b>247.34</b>



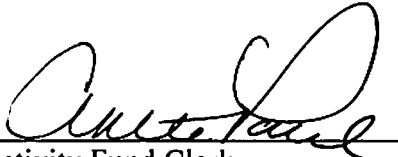
**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
07/31/2014

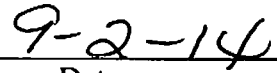
<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (08/01/14)	\$365,137.28	Balance as of (07/31/14)	\$410,021.04
Add Receipts	\$ 67,036.00	Add Deposits in Transit	\$ 2,502.80
Less Checks Written	\$ 41,607.31	less O/S Checks	\$ 22,002.87
Adjustments	\$	*Adjustments/ Bank correction	\$ 45.00 \$
Bank Balance per	\$390,565.97	Bank Balance per	\$390,565.97

**Adjustment/Correction explanations:**

\$45 NSF check appears on bank statement but have not received back from bank to date.

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

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

  
 \_\_\_\_\_  
 Date

GUTHRIE PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 08/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 CENTRAL FACULTY	\$277.60	\$0.00	\$0.00	\$0.00	\$277.60	\$0.00	\$277.60
Project 802 CENTRAL ACTIVITY	\$6,820.75	\$0.00	\$0.00	\$86.21	\$6,734.54	\$810.99	\$5,923.55
Project 803 CENTRAL PTO	\$5,929.01	\$208.15	\$0.00	\$179.47	\$5,957.69	\$0.00	\$5,957.69
Project 804 COTTERAL PTO	\$3,262.80	\$0.00	\$0.00	\$0.00	\$3,262.80	\$1,237.64	\$2,025.16
Project 805 COTTERAL ACTIVITY	\$12,212.12	\$0.00	\$0.00	\$817.46	\$11,394.66	\$1,178.68	\$10,215.98
Project 806 COTTERAL FACULTY	\$630.51	\$0.00	\$0.00	\$407.00	\$223.51	\$0.00	\$223.51
Project 808 FOGARTY PARENTS ORG.	\$4,295.90	\$0.00	\$0.00	\$498.16	\$3,797.74	\$105.00	\$3,692.74
Project 809 FOGARTY ACTIVITY	\$21,049.44	\$0.00	\$0.00	\$5,127.33	\$15,922.11	\$2,773.54	\$13,148.57
Project 810 FOGARTY FACULTY	\$685.53	\$0.00	\$0.00	\$391.00	\$294.53	\$0.00	\$294.53
Project 812 GUES ACTIVITY	\$21,158.20	\$614.95	\$0.00	\$1,679.38	\$20,093.77	\$21,233.62	(\$1,139.85)
Project 813 GUES FACULTY	\$1,091.64	\$96.75	\$0.00	\$126.00	\$1,062.39	\$350.00	\$712.39
Project 815 GUES PARENTS ORG.	\$9,132.95	\$23.96	\$0.00	\$0.00	\$9,156.91	\$4,440.00	\$4,716.91
Project 816 GHS SPECIAL KIDS	\$51.65	\$0.00	\$0.00	\$0.00	\$51.65	\$0.00	\$51.65
Project 817 ART JUNIOR HIGH	\$280.76	\$20.00	\$0.00	\$0.00	\$300.76	\$300.00	\$0.76
Project 818 JH BUILDERS CLUB	\$427.26	\$0.00	\$0.00	\$0.00	\$427.26	\$0.00	\$427.26
Project 819 ATHLETICS JUNIOR HIGH	\$6,537.57	\$351.00	\$0.00	\$232.00	\$6,656.57	\$11,091.00	(\$4,434.43)
Project 820 GOLF JUNIOR HIGH	\$1,687.95	\$0.00	\$0.00	\$0.00	\$1,687.95	\$0.00	\$1,687.95
Project 821 FHA JUNIOR HIGH	\$347.46	\$0.00	\$0.00	\$0.00	\$347.46	\$250.00	\$97.46
Project 822 HONOR SOCIETY JR HIGH	\$1,560.29	\$0.00	\$0.00	\$0.00	\$1,560.29	\$0.00	\$1,560.29
Project 823 JR HIGH ACCOUNT	\$1,552.46	\$1,053.00	\$0.00	\$0.00	\$2,605.46	\$175.00	\$2,430.46
Project 824 JR HIGH FACULTY	\$1,845.78	\$0.00	\$0.00	\$300.70	\$1,545.08	\$1,454.92	\$90.16
Project 825 LIBRARY JR HIGH	\$3,316.34	\$0.00	\$0.00	\$0.00	\$3,316.34	\$0.00	\$3,316.34
Project 826 NJHS STATE PRESIDENT A	\$8,093.78	\$0.00	\$0.00	\$0.00	\$8,093.78	\$0.00	\$8,093.78
Project 827 CHEERLEADERS JR HIGH	\$1,827.64	\$2,385.00	\$0.00	\$0.00	\$4,212.64	\$0.00	\$4,212.64
Project 830 STUCO JH	\$4,486.71	\$1,090.00	\$0.00	\$0.00	\$5,576.71	\$2,500.00	\$3,076.71
Project 831 T.S.A. JR HIGH	\$3,692.68	\$0.00	\$0.00	\$0.00	\$3,692.68	\$0.00	\$3,692.68
Project 832 YEARBOOK JR HIGH	\$3,186.81	\$0.00	\$0.00	\$0.00	\$3,186.81	\$0.00	\$3,186.81
Project 834 JR HIGH ACADEMIC TEAM	\$559.80	\$0.00	\$0.00	\$0.00	\$559.80	\$250.00	\$309.80
Project 850 ACADEMIC TEAM HS	\$211.70	\$0.00	\$0.00	\$0.00	\$211.70	\$0.00	\$211.70
Project 851 ART CLUB HS	\$5,862.87	\$1,050.00	\$0.00	\$0.00	\$6,912.87	\$600.00	\$6,312.87
Project 852 ATHLETICS HS	\$35,617.99	\$12,793.73	\$0.00	\$12,682.65	\$35,729.07	\$93,364.14	(\$57,635.07)
Project 853 HS CHEER	\$3,406.38	\$802.50	(\$52.80)	\$0.00	\$4,156.08	\$2,958.00	\$1,198.08
Project 855 TENNIS BOOSTER HS	\$6,493.79	\$0.00	\$0.00	\$0.00	\$6,493.79	\$500.00	\$5,993.79
Project 856 GHS LIBRARY	\$798.22	\$0.00	\$0.00	\$0.00	\$798.22	\$0.00	\$798.22
Project 857 YOUTH & GOVERNMENT HS	\$1,207.35	\$30.00	\$0.00	\$0.00	\$1,237.35	\$0.00	\$1,237.35
Project 858 GHS Link Crew	\$515.29	\$175.00	\$0.00	\$0.00	\$690.29	\$375.00	\$315.29
Project 859 BAND (OPERATING) HS	\$10,362.09	\$7,537.00	\$0.00	\$574.50	\$17,324.59	\$9,518.05	\$7,806.54
Project 860 CLASS OF 2016 HS	\$1,757.84	\$3,230.00	\$0.00	\$1,341.70	\$3,646.14	\$0.00	\$3,646.14
Project 861 CLASS OF 2017 HS	\$1,519.31	\$2,265.00	\$0.00	\$0.00	\$3,784.31	\$1,125.00	\$2,659.31
Project 862 CLASS OF 2018 HS	\$0.00	\$2,715.00	\$0.00	\$0.00	\$2,715.00	\$1,000.00	\$1,715.00
Project 865 CLASS OF 2012 HS	\$1,928.87	\$0.00	\$0.00	\$0.00	\$1,928.87	\$0.00	\$1,928.87
Project 866 CLASS OF 2013 HS	\$1,169.15	\$0.00	\$0.00	\$0.00	\$1,169.15	\$0.00	\$1,169.15
Project 867 CLASS OF 2014 HS	\$1,709.26	\$0.00	\$0.00	\$0.00	\$1,709.26	\$0.00	\$1,709.26
Project 868 CLASS OF 2015	\$5,616.60	\$6,065.00	\$0.00	\$952.50	\$10,729.10	\$147.50	\$10,581.60
Project 869 ENGLISH CLUB	\$1,413.36	\$0.00	\$0.00	\$0.00	\$1,413.36	\$0.00	\$1,413.36
Project 870 COURTESY COMMITTEE HS	\$275.47	\$158.00	\$0.00	\$0.00	\$433.47	\$0.00	\$433.47
Project 873 SPEECH HS	\$348.15	\$0.00	\$0.00	\$0.00	\$348.15	\$0.00	\$348.15
Project 874 FACULTY LOUNGE HS	\$878.18	\$0.00	\$0.00	\$40.26	\$837.92	\$75.00	\$762.92
Project 876 FFA 4H BOOSTER CLUB HS	\$22,526.92	\$2,177.12	\$0.00	\$1,000.00	\$23,704.04	\$500.00	\$23,204.04
Project 877 FFA HS	\$13,161.26	\$950.00	\$0.00	\$515.49	\$13,595.77	\$6,220.40	\$7,375.37
Project 878 FCCLA (FHA) HS	\$2,524.94	\$220.00	\$0.00	\$505.51	\$2,239.43	\$0.00	\$2,239.43
Project 879 FOREIGN LANGUAGE SPAN	\$664.49	\$25.00	\$0.00	\$0.00	\$689.49	\$0.00	\$689.49
Project 882 GUTHRIE RUNNING CLUB H	\$2,098.30	\$960.00	\$0.00	\$0.00	\$3,058.30	\$1,268.00	\$1,790.30
Project 883 HERITAGE CLUB HS	\$308.98	\$60.00	\$0.00	\$0.00	\$368.98	\$0.00	\$368.98
Project 884 HIGH SCHOOL ACCOUNT	\$19,979.62	\$3,348.00	\$0.00	\$1,003.59	\$22,324.03	\$8,100.36	\$14,223.67
Project 886 HONOR SOCIETY HS	\$2,022.50	\$0.00	\$0.00	\$0.00	\$2,022.50	\$0.00	\$2,022.50
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$430.52	\$20.00	\$0.00	\$0.00	\$450.52	\$0.00	\$450.52
Project 893 MU ALPHA THETA HS	\$620.21	\$17.00	\$0.00	\$0.00	\$637.21	\$0.00	\$637.21
Project 894 JCLC SUMMER CAMP	\$12,165.58	\$0.00	\$0.00	\$0.00	\$12,165.58	\$0.00	\$12,165.58
Project 895 JROTC HS	\$4,705.03	\$176.10	\$0.00	\$0.00	\$4,881.13	\$775.00	\$4,106.13
Project 896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 SOCCER BOOSTER CLUB H	\$1,282.54	\$0.00	\$0.00	\$0.00	\$1,282.54	\$0.00	\$1,282.54

**GUTHRIE PUBLIC SCHOOLS**  
**Custodians Analysis**  
**SCHOOL ACTIVITY FNDS**

Report Options: As Of Date: 08/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 898 SCIENCE CLUB HS	\$3,613.39	\$1,500.00	\$0.00	\$0.00	\$5,113.39	\$738.05	\$4,375.34
Project 899 STUDENT COUNCIL HS	\$14,531.35	\$1,718.00	\$0.00	\$7,600.00	\$8,649.35	\$3,000.00	\$5,649.35
Project 900 CAMPUS BEAUTIFICATION I	\$7,621.91	\$5,080.00	\$0.00	\$91.51	\$12,610.40	\$5,870.90	\$6,739.50
Project 902 VOCAL HS	\$1,245.58	\$437.00	\$0.00	\$528.80	\$1,153.78	\$241.20	\$912.58
Project 904 YEARBOOK HS	\$6,806.46	\$0.00	\$0.00	\$0.00	\$6,806.46	\$900.00	\$5,906.46
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 DRAMA HS	\$824.31	\$225.00	\$0.00	\$0.00	\$1,049.31	\$50.00	\$999.31
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$38.87	\$0.00	\$0.00	\$0.00	\$38.87	\$0.00	\$38.87
Project 925 GENERAL FUND REFUND	\$1,902.93	\$2,770.94	\$52.80	\$90.00	\$4,636.67	\$0.00	\$4,636.67
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 SPECIAL OLYMPICS	\$22,375.24	\$0.00	\$0.00	\$0.00	\$22,375.24	\$0.00	\$22,375.24
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$1,400.00	\$100.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Project 933 FAVER C&C	\$386.63	\$0.00	\$0.00	\$0.00	\$386.63	\$0.00	\$386.63
Project 934 TRANSPORTATION C&C	\$3,531.98	\$405.22	\$0.00	\$531.66	\$3,405.54	\$446.21	\$2,959.33
Project 935 VENDING MACHINE ADMIN	\$272.00	\$61.40	\$0.00	\$64.77	\$268.63	\$210.23	\$58.40
Project 936 GUES HONOR CHOIR	\$348.97	\$0.00	\$0.00	\$0.00	\$348.97	\$0.00	\$348.97
Project 937 FAVER ACTIVITY	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	\$0.00	\$41.00
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$3,717.88	\$133.48	\$0.00	\$31.96	\$3,819.40	\$293.04	\$3,526.36
Project 941 SCHOOL AGE CARE	\$578.77	\$0.00	\$0.00	\$0.00	\$578.77	\$0.00	\$578.77
Project 942 C.N. CLEARING ACCT	\$0.00	\$3,987.70	\$0.00	\$3,857.70	\$130.00	\$16,098.30	(\$15,968.30)
Project 943 S.A.C. CLEARING ACCT	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$365,137.28</b>	<b>\$67,036.00</b>	<b>\$0.00</b>	<b>\$41,607.31</b>	<b>\$390,565.97</b>	<b>\$202,524.77</b>	<b>\$188,041.20</b>



Guthrie Public Schools

**Memo**

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

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

**Date:** August 21, 2014

**Re:** Smart Start Agreement for 2014-2015

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This agreement will grant Guthrie Schools use of “education items” provided by Smart Start Logan County in the Pre-K Classroom at Willow Creek Nursing Home for as long as we maintain a classroom with the nursing facility.

The purpose of Smart Start’s Local Project Funding is to fund up to 18 community projects to develop strategies for improving school readiness by expanding opportunities for young children (0-6 years) and their families at the community level. Funding is provided through the Oklahoma Department of Human Services (OKDHS) and the Oklahoma Partnership for School Readiness (OPSR)/Smart Start Oklahoma. Selected communities will provide community-based activities that support the core requirements of the Oklahoma Partnership for School Readiness Act (Title 10 O.S. 640) and the strategies set forth by the OPSR board.

I recommend that we accept this agreement with Smart Start.

**UTILIZATION AGREEMENT  
BETWEEN  
SMART START LOGAN COUNTY  
AND  
GUTHRIE PUBLIC SCHOOLS, GUTHRIE OKLAHOMA**

This agreement made and entered into the **21<sup>st</sup>** day of **August 2014**, by and between the SMART START LOGAN COUNTY (hereinafter called "SSLC"), and GUTHRIE PUBLIC SCHOOLS, GUTHRIE, OKLAHOMA (hereinafter called "GPS") WITNESSETH:

WHEREAS, the Guthrie Public Schools maintains a Pre-K Classroom at a residential care facility for senior citizens;

WHEREAS, Smart Start Logan County will provide "educational Items" to GPS for use of teaching the intergenerational Pre-K Classroom;

IT IS THEREFORE MUTUALLY AGREED AS FOLLOWS:

1. SSLC hereby grants the GPS use of the "educational items," provided in the following list & located in the Pre-K Classroom at Willow Creek Nursing Home for use as long as there is said classroom within the nursing facility, unless otherwise notified.
2. GPS agrees to use the educational items, provided in the following Attachment A, for use of teaching the children in the Pre-K intergenerational Classroom.
3. If said items are in need of being returned to SSLC, a letter of that request will be provided to GPS, with sixty (60) days notice given to allow replacement time.
4. SSLC cannot be held responsible for any accidents/or other incidents that occur during the use of these educational items.
5. The term of this agreement shall begin July 1, 2014 through June 30, 2015, or until sixty (60) days notice is given, or unless both parties agree upon changes.
6. Either party hereto may at any time during the term of this agreement upon sixty (60) days written notice to the other party terminate this agreement.

Approved on behalf of the Smart Start Logan County, by direction and advise of the Community Coordinator.

8/21/14

\_\_\_\_\_  
Date

By

  
\_\_\_\_\_  
Shayla Simpson – SSLC Community Coordinator

Approved on behalf of the Superintendent of GUTHRIE PUBLIC SCHOOLS OF GUTHRIE, OKLAHOMA

\_\_\_\_\_  
Date

By

\_\_\_\_\_  
Superintendent – Guthrie Public Schools

ATTACHMENT A - List of above mentioned "educational items"

15 – PLAYER RHYTHM SET  
TRIANGLE SET  
HANDLE CASTANETS  
PLASTIC MARACAS – PAIR  
CLUSTER BELLS  
JINGLE CLOG  
ACTIVITY BEANBAGS  
BEANBAG FUN CD  
CD-CASSETTE PLAYER RECORDER  
LISTENING CENTER HEADPHONES (QTY 4)  
8 – STATION JUNCTION BOX W/ VOLUME  
HARDWOOD UNIT BLOCKS – STARTER SET  
BLACK FAMILY – 8 PIECES  
WHITE FAMILY – 8 PIECES  
BLOCK PLAY TRAFFIC SIGNS  
HARDWOOD COMMUNITY VEHICLE SET  
LAKESHORE COMMUNITY GARAGES  
TABLETOP HARDWOOD BLOCKS – CLS ST  
CONSTRUCTION BLOCK VEHICLES  
FEED THE DOG GAME  
FEED THE BUNNY GAME  
INDESTR GIANT BEADS PATTERNS  
BRISTLE BUILDERS – CLASS SET  
MAGNETIC SENSORY SHAPE BUILDERS  
BST – BY BUILD BRICKS  
ANIMALS UP CLOSE PUZZLE SET  
SEASON WEATHER PUZZLE SET  
AIRPLANE PUZZLE SET  
DINOSAUR PUZZLE  
THREE BEARS PUZZLE  
3 LITTLE PIGS PUZZLE  
BOAT PUZZLE  
HORSES PUZZLE  
CANDY LAND  
MEMORY GAME  
ALPHABET BINGO  
COLORS AND SHAPES BINGO  
REAL- WORKING CASH REGISTER  
GROCERY STORE WRITING BOX  
BEST BUY KITCHEN PLAT SET  
BEST BUY PLAY FOOD ASST  
LAKESHORE HARDWOOD DOLL CRIB  
DOLL BEDDING SET  
BREAD BASKET  
VEGETABLE BASKET  
LAKESHORE MAGNETIC FISHING SET  
DINO-DIG EXCAVATION KIT  
BRILLIANT DOT ART PAINTER  
DOT ART PAINTERS  
ADJ VINYL PAINT APRON – YELLOW  
ADJ VINYL PAINT APRON – RED  
LAKESHORE NO-SPILL PAINT CUPS – 10  
NATURAL BRISTLE BRUSHES – 10  
CREATE A CREATURE DOUGH BLDRS  
GNT WASHBL COLOR INK PADS  
CIRCLE TIME LEARNING CENTER  
LETTER RECOGNITION LANG  
MYSTERY BOX  
TOUCH AND MATCH GUESSING GAME  
LISTEN AND LEARN PHONEMIC ACT – CD  
ALPHABET TEACHING TUBS  
LETTER OF THE DAY POCKET CHART  
ALLIGATOR UPPERCS SEQNC PUZZLE  
TIGER LOWERCASE SEQUENCE PUZZLE  
LAKESHORE ALPHABET READERS  
KID COUNTER  
WILD ANIMAL COUNTERS  
FARM ANIMAL COUNTERS  
DINOSAUR COUNTERS  
UNIFIX CUBES 200PCS  
PATTERN BLOCKS  
PATTERNING MATCH-UPS  
COUNTING MATCH-UPS  
NUMBERS SEQ PUZZLE – CMP SET  
DIONSAUR NUMBER PUZZLE  
FARM ANIMAL NUMBER PUZZLE  
SEA LIFE NUMBER PUZZLE  
BUGS NUMBER PUZZLE  
COMMUNITY PLAY CARPET  
SINK THE BOAT WATER PLAY KIT  
MAGNA – CARS AND TRUCKS  
MAGNETIC ALPA FISHING SET  
WIGGLY EYES  
JUMBO CRAFT STICKS – BAG OF 75

**MEMORANDUM:**

**TO:** Members of the Board of Education and Dr. Mike Simpson, Superintendent  
**FROM:** Eldona Woodruff, Director of Special Education  
**SUBJECT:** Gifted and Talented Committee for 2014-2015  
**DATE:** September 2, 2014

I recommend the following persons to serve on the Gifted and Talented Committee for the current school year. Names followed by (2) represents second year on the committee. Names followed by (1) represents first year on the committee.

William Wheeler (2)	Parent/Community Member	GUES
Kim Barrett (2)	Social Studies Teacher	High School
Kelly Hirzel (2)	Parent	GUES
Scot Graham (2)	Administrator	Cotteral
Cheryl Pratt (2)	GT Teacher	GUES
Maureen McWhirter (1)	Parent	High School
Shari Yost (1)	6 <sup>th</sup> Grade Teacher	GUES
Phyllis Creamer(1)	Teacher	Junior High
Kristi Blakemore (1)	Counselor	HS/JH
Eldona Woodruff	GT Coordinator	Administration

THANK YOU.

# AIA<sup>®</sup> Document B102<sup>™</sup> – 2007

## **Standard Form of Agreement Between Owner and Architect without a Predefined Scope of Architect's Services**

**AGREEMENT** made as of the Eighth day of September in the year Two Thousand Fourteen

*(In words, indicate day, month and year.)*

**BETWEEN** the Owner:

*(Name, legal status, address and other information)*

Guthrie Public Schools  
802 East Vilas Avenue  
Guthrie, Oklahoma 73044  
Telephone Number: 405-282-8900  
Fax Number: 405-282-5904

and the Architect:

*(Name, legal status, address and other information)*

The Stacy Group, Inc.  
222 E 10<sup>th</sup> Street Plaza  
Edmond, Oklahoma 73034  
Telephone Number: 405-330-8292  
Fax Number: 405-330-8293

for the following Project:

*(Name, location and detailed description)*

Guthrie Public Schools  
2014/2015 Bond Programs

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



TABLE OF ARTICLES

- 1 ARCHITECT'S RESPONSIBILITIES
- 2 OWNER'S RESPONSIBILITIES
- 3 COPYRIGHTS AND LICENSES
- 4 CLAIMS AND DISPUTES
- 5 TERMINATION OR SUSPENSION
- 6 COMPENSATION
- 7 MISCELLANEOUS PROVISIONS
- 8 SPECIAL TERMS AND CONDITIONS
- 9 SCOPE OF THE AGREEMENT

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

§ 1.1 The Architect shall provide the following professional services:

*(Describe the scope of the Architect's services or identify an exhibit or scope of services document setting forth the Architect's services and incorporated into this document in Section 9.2)*

§ 1.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 1.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 1.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 1.5 The Architect shall maintain the following insurance for the duration of this Agreement. If any of the requirements set forth below exceed the types and limits the Architect normally maintains, the Owner shall reimburse the Architect for any additional cost:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

- .1 General Liability  
| 2,000,000
- .2 Automobile Liability  
| 1,000,000
- .3 Workers' Compensation  
| 500,000

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#### .4 Professional Liability

2,000,000

### ARTICLE 2 OWNER'S RESPONSIBILITIES

§ 2.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 2.2 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 2.3 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of consulting services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 2.4 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 2.5 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

### ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 3.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 3.3 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for the Project, provided that the Owner substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Sections 5.3 and 5.4, the license granted in this Section 3.3 shall terminate.

§ 3.3.1 In the event the Owner uses the Instruments of Service without retaining the author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of

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action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 3.3.1.

§ 3.4 Except for the licenses granted in this Article 3, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

#### ARTICLE 4 CLAIMS AND DISPUTES

##### § 4.1 GENERAL

§ 4.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 4.1.1.

§ 4.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2007, General Conditions of the Contract for Construction, if applicable. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 4.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 5.7.

##### § 4.2 MEDIATION

§ 4.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 4.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 4.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 4.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 4.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box. If the Owner and Architect do not select a method of binding dispute resolution below, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.)*

Arbitration pursuant to Section 4.3 of this Agreement

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[ X ] Litigation in a court of competent jurisdiction

[ ] Other (*Specify*)

#### § 4.3 ARBITRATION

§ 4.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 4.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 4.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 4.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

#### § 4.3.4 CONSOLIDATION OR JOINDER

§ 4.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 4.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 4.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 4.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

#### ARTICLE 5 TERMINATION OR SUSPENSION

§ 5.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 5.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

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User Notes:

(879581526)



§ 5.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 5.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 5.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 5.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 5.7.

§ 5.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

§ 5.8 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 3 and Section 6.3.

#### ARTICLE 6 COMPENSATION

§ 6.1 The Owner shall compensate the Architect for services described in Section 1.1 as set forth below, or in the attached exhibit or scope document incorporated into this Agreement in Section 9.2.

*(Insert amount of, or basis for, compensation or indicate the exhibit or scope document in which compensation is provided for.)*

| See Supplemental Schedule No. 1

#### § 6.2 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 6.2.1 Reimbursable Expenses are in addition to compensation for the Architect's professional services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8 Architect's Consultant's expense of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 6.2.2 For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus an administrative fee of Ten percent ( 10 %) of the expenses incurred.

#### § 6.3 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 5.5, or the Architect terminates this Agreement under Section 5.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of the Project as follows:



§ 6.4 PAYMENTS TO THE ARCHITECT

§ 6.4.1 An initial payment of zero (\$ 0 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 6.4.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
*(Insert rate of monthly or annual interest agreed upon.)*

%

§ 6.4.3 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 6.4.4 Records of Reimbursable Expenses and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 7 MISCELLANEOUS PROVISIONS

§ 7.1 This Agreement shall be governed by the law of the place where the Project is located, except that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 4.3.

§ 7.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2007, General Conditions of the Contract for Construction.

§ 7.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 7.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 7.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 7.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 7.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

§ 7.8 If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to

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any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services or construction solely and exclusively for the Project, or (3) its consultants and contractors whose contracts include similar restrictions on the use of confidential information.

**ARTICLE 8 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

| N/A

**ARTICLE 9 SCOPE OF THE AGREEMENT**

§ 9.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 9.2 This Agreement is comprised of the following documents listed below:

.1 AIA Document B102-2007, Standard Form Agreement Between Owner and Architect

.3 Other documents:  
*(List other documents, including the Architect's scope of services document, hereby incorporated into the Agreement.)*

Supplemental Schedule No. 1  
Stacy Group Hourly Rate Schedule

This Agreement entered into as of the day and year first written above.

**OWNER**

**ARCHITECT**

\_\_\_\_\_  
*(Signature)*

Mike Simpson, Superintendent

\_\_\_\_\_  
*(Printed name and title)*

\_\_\_\_\_  
*(Signature)*

Michael Stacy, AIA, President

\_\_\_\_\_  
*(Printed name and title)*

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**ADDENDUM TO AIA DOCUMENT B102-2007  
STANDARD FORM OF AGREEMENT BETWEEN  
OWNER AND ARCHITECT (CMc)**

This Addendum, entered into this 8<sup>th</sup> day of September, 2014, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a GUTHRIE PUBLIC SCHOOLS**, hereinafter referred to as "Owner", and **THE STACY GROUP, INC.**, hereinafter referred to as "Architect", is executed simultaneously with and constitutes a part of the Standard Form of Agreement between Owner and Architect, AIA Document B102-2007 covering various projects to be determined (the "Agreement"). The provisions of this Addendum supercede and void all inconsistent provisions in the Agreement and in any prior agreement between the parties for services to be performed hereunder. The defined term "Contractor" shall, in all cases, be deemed to mean the "Construction Manager".

The following section numbers correspond to the numbered sections in the Agreement. If new material is added, the paragraph numbers for those provisions are numbered to be consistent with the format of the Agreement. If a paragraph number appearing in the Agreement does not appear in the Addendum, then no change to that paragraph has been made and the standard provision applies.

**1.1 Substituted.** *This Agreement constitutes a master agreement setting forth the terms and conditions under which the Architect will provide on-call professional services including, but not limited to, master planning, scope development, architectural and engineering design, materials testing, surveying, landscape architecture, site inspections and construction project management. The scope of any services to be performed under the terms of this Agreement and the compensation to be paid the Architect for such services shall be set forth in a Supplemental Schedule to be executed and delivered by the parties prior to the commencement of any work or other activity in connection with a particular project. Each project shall be the subject of a separate Supplemental Schedule. This Agreement and each Supplement Schedule executed by the Owner and the Architect shall constitute the entire integrated agreement between the Owner and the Architect and shall supercede all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified or amended only by written instrument signed by both Owner and Architect.*

**1.2 Modified.** Add the following: *"The Architect represents that the Architect is professionally qualified and experienced in the design and provision of architectural services for the construction and renovation of public school buildings and facilities in the State of Oklahoma. The Architect is familiar with the Project site and with the laws, codes and regulations applicable to the provision of Architect's services and to the completion and occupancy of the buildings and facilities comprising the Project. The Architect shall respond, in the design of the Project and in the provision of other services called for in this Agreement, to applicable building codes and other requirements imposed by governmental authorities having jurisdiction over the Project."*

**2.1 Modified.** Delete the second sentence.



**2.2 Modified.** Modify the first sentence as follows: “. . . with respect to the Project consistent with the provisions of this Agreement. The Owner’s Designated Representative is not authorized to amend this Agreement nor may the Owner’s Designated Representative consent to material changes in the Project or bind the Owner to the resolution of claims, disputes or other matters affecting the Owner’s rights and obligations under this Agreement.”

**4.1 Deleted.**

**4.2 Deleted.**

**4.3 Deleted.**

**5.6 Modified.** Delete the phrase “and all Termination Expenses defined in Section 5.7”.

**5.7 Deleted.**

**5.8 Modified.** Add the following: “*The Architect shall cooperate fully with any successor architect employed by the Owner and shall furnish originals or copies of the Instruments of Service and all other drawings, specifications, and documents relative to the Project, including data in electronic format as may be reasonably requested. Reasonable compensation and reimbursement for expenses incurred for the assembly and delivery of such information shall be paid as Additional Services.*”

**6.2.1.9 Deleted.**

**6.2.1.10 Modified.** Add the following: “Site office expenses when approved in writing by the Owner.”

**6.3 Modified.** The licensing fee shall equal one percent (1%) of the total compensation earned by the Architect through the date of termination.

**6.4.2 Modified.** “*The rate of interest on unpaid amounts shall be equal to the interest on judgments of the district courts of the State of Oklahoma as established from time to time but never exceed 10% per annum.*”

**6.4.3 Deleted.**

**7.1 Substituted.** This Agreement shall be governed by the laws of the State of Oklahoma.

**7.8 Deleted.**

**7.9 New.** *In any action or arbitration proceeding, including appeals thereof, brought for breach or to otherwise enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney’s fee in addition to such other relief as may be awarded.*

**8.1 New.** *All notices, requests, demands and other communications required herein to be in writing shall be deemed to have been duly delivered after being delivered or mailed by first class to the other party at the address specified on Page 1.*

**8.2 New.** *The failure of one party to insist upon or enforce, in any instance, strict performance by the other party of any of the terms of this Agreement, shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or right on any future occasion.*

**8.3 New.** *The Architect may be requested by the Owner to provide Additional Services or the services of Outside Consultants, as necessary, which are in addition to the Basic Services of this Agreement. If the Architect is requested to provide such Additional Services, the Owner shall compensate the Architect for these services on an Hourly Rate basis as provided in Exhibit B - Hourly Rate Schedule, and such compensation will be over and above any maximums set forth in this Agreement. Additional Services will be performed only when authorized or confirmed by the Owner in writing.*

**8.4 New.** *The Architect will not knowingly allow any employee of the Architect or of any subcontractor to work on school premises during normal school hours if the employee is convicted in this state, the United States or another state of: (1) any sex offense subject to the Sex Offenders Registration Act of this state, similar law of another state, or the federal sex offender registration provisions; or (2) any felony offense, unless (a) the person is a volunteer or (b) the person is performing community service hours under court order or (c) the person is performing services under a supervised work release program or (d) ten (10) years have elapsed since the date of the criminal conviction or (e) the employee has received a Presidential or Gubernatorial pardon for the criminal offense.*

**8.5 New.** *The Architect will furnish a signed statement declaring that no employee working on school premises during normal school hours under the authority of the Architect is in violation of the provisions of this Article.*

**8.6 New.** *The Architect agrees to request similar compliance statements from the Contractor and all subcontractors employed by the Contractor on the Project. No request for payment will be approved by the Architect unless accompanied by the required compliance statements.*

**9.2.2 Add.** *Addendum to Agreement of even date.*

**9.2.4 Add.** *Exhibit A – Initial Information.*



**Supplemental Schedule No. 1**

**To Master Agreement between Guthrie Public Schools  
("Owner") and The Stacy Group, Inc. ("Architect")  
dated September 8, 2014 (the "Master Agreement").**

This Supplemental Schedule is executed and delivered pursuant to the terms and conditions contained in the Master Agreement between Owner and Architect. This Supplemental Schedule reaffirms and incorporates each of the terms and conditions of the Master Agreement and sets forth the understanding of the Owner and Architect with respect to the specific services to be performed on the project described herein. Terms described in the Master Agreement shall have their defined meanings when used in this Supplemental Schedule.

**Description of Project:**

**Guthrie Public Schools 2014/2015 Bond Programs**  
**Areas to be included but not limited to; To Be Determined**

**Project Parameters:**

**The preliminary budget for this project including architectural fees is \$To be Determined. The projected time parameter for completion of construction and occupancy is by To be Determined. The proposed procurement method for this project is conventional competitive bid.**

**Project Team:**

**As provided in the Master Agreement for the design, bidding and contract administration for the construction project.**

**Architects Services:**

**As provided in the Master Agreement for the design, bidding and contract administration for the construction project.**

**Compensation:**

**The Architect shall be paid a fee for services To Be Determined.**

**Special Terms:**

**DATED** this September 8, 2014

By: \_\_\_\_\_  
Mike Simpson, Superintendent  
"Owner"

By:  \_\_\_\_\_  
Michael Stacy, President  
"Architect"

## the.stacy.group

### 2014/15 hourly rates

<u>classification</u>	<u>hourly rate</u>
president / owner	\$ 200.00
studio director	\$ 165.00
interior director	\$ 135.00
project architect	\$ 100.00
project engineer	\$ 95.00
project coordinator	\$ 85.00
interior designer	\$ 85.00
cad technician	\$ 75.00
administrative assistant	\$ 60.00

consultant rates available upon request.

Architect Fee for New Projects	6%
Architect Fee for Renovations	6 ½%

***REVIEW OF INSTRUCTIONAL MATERIAL***

In order to promote transparency in the education process, the district’s instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the building principal. The request must specify the class/subject, teacher, student’s name, and the types of items being requested for review. Within ten (10) days the principal will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the principal declines to allow a parent to review the materials, the principal will provide the parent with an explanation of why the material is not available. All reviews will be conducted during school hours by scheduling an appointment with the building principal. Instructional materials may not be removed from the individual school sites.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the board of education in accordance with the district’s policy regarding parent rights.

OKLA. STAT. tit. 70 § 11-106.1



***FAMILY INVOLVEMENT***  
***DISTRICT WIDE PARENTAL INVOLVEMENT***  
***(Parent Bill of Rights)***

~~The Guthrie Board of Education believes that the education of children should be a joint effort between the school and the parent. While the school system accepts the primary responsibility of classroom education, we believe that the training and education of children should begin and continue in the home.~~

~~Therefore, it is the policy of this board of education to encourage parental involvement n the education of their children.~~

The board supports parents’ efforts to be involved in the district’s education programs. This policy outlines the district’s efforts to educate parents and support parent involvement in response to the 2014 Parents’ Bill of Rights.

Parents have the right be involved in their minor child’s education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child’s compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district’s right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- District sponsored webpages with class information available to parents
- School newsletters
- Remind 101 Text Messaging
- Site Parent Nights / Activities / Programs
- Homework Hotline

The district will inform parents about their children’s course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district’s webpage

2. Parents may review learning materials affecting their minor children’s course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district offers sex education in grades 5, 7 and 8. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 10 days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
  - A. The district provides sex education to students in grades 5, 7 and 8. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
  - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
  - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
  - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
  - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
  - F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website ([www.ok.gov/sde/](http://www.ok.gov/sde/)).
  - G. The district provides AIDS education for students in grade 7. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
  - H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 25 § 2001

***GUN-FREE SCHOOLS STUDENT SUSPENSION***

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- The term "chief administrative officer" means the superintendent or the board of education.
- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

Reference: OKLA. STAT. tit. 70 § 24-101.3

**BOARD OF EDUCATION OFFICERS CLERK (REGULATION)**

The Guthrie Board of Education has established the following duties for the clerk of the board of education:

1. ~~It shall be the duty of the clerk of the board of education to~~ attend all regular and special meetings of the board, ~~and to countersign all warrants for school moneys monies~~ drawn upon the treasurer by the board; and perform such other duties as required by law or as the board may require ~~direct~~.
2. The clerk shall perform the duties specifically imposed upon him/her by the superintendent of schools school code, cooperate with the superintendent of schools, the board treasure and the minutes/encumbrance clerk in the management of the business affairs of the school.
3. ~~When required by law, the clerk shall~~ attest, in writing, the execution of all deeds, contracts, reports and other instruments that are to be executed by the board of education.
4. ~~The clerk shall~~ furnish, whenever requested, any and all reports concerning the school affairs, on such forms and in such manner as the State Board of Education or the Superintendent of Public Instruction may require.
5. Destroy all claims, warrants, contracts, purchase orders and any other financial records or documents, including those relating to school activity funds, on file or stored in the offices of the board of education of the district for a period of longer than five (5) years.
6. Maintain all required school board election related filings for a period of four (4) years, including coordinating efforts with the district's technology department for including the filings on the district's website.

**SUPPORT EMPLOYEE RULES FOR CONDUCT**

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

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. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. **Unapproved or Excessive unexcused** absenteeism.
6. Chronic absenteeism for any reason.
7. **Unapproved or excessive tardiness.**
- ~~7~~ 8. Chronic tardiness.
- ~~8~~ 9. Wasting time or loitering during working hours.
- ~~9~~ 10. Leaving work area during work hours, without permission, for any reason.
- ~~10~~ 11. Possession of weapons on school premises or in school district vehicles or while on duty. **Support personnel with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a handgun in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.**
- ~~11~~ 12. Removing school district property or records from school district premises without proper authority.
- ~~12~~ 13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- ~~13~~ 14. Theft or misappropriation of property of employees, students or of the school district.
- ~~14~~ 15. Sabotage.
- ~~15~~ 16. Distracting the attention of others.
- ~~16~~ 17. Refusal to follow instructions of supervisor.
- ~~17~~ 18. Refusal or failure to do work assignment.
- ~~18~~ 19. Unauthorized operation of machines, tools, or equipment.
- ~~19~~ 20. Threatening, intimidating, coercing or interfering with employees or supervisors.

- ~~20.~~ **21.** Threatening, intimidating, coercing or exploiting students.
- ~~21.~~ **22.** The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- ~~22.~~ **23.** Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- ~~23.~~ **24.** Creating or contributing to unsanitary conditions.
- 25.** *Actions or omissions that jeopardize the health, safety, life or property of self or others.*
- ~~24.~~ **26.** Practical jokes injurious to other employees, students or school district property.
- ~~25.~~ **27.** Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- ~~26.~~ **28.** Disregard of known safety rules or common safety practices.
- ~~27.~~ **29.** Unsafe operation of motor driven vehicles or equipment.
- ~~28.~~ **30.** Operating machines or equipment without using the safety devices provided.
- ~~29.~~ **31.** Gambling, lottery, or any other game of chance on school district property.
- ~~30.~~ **32.** Unauthorized distribution of literature, written or printed matter of any description on school district property.
- ~~31.~~ **33.** 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.
- ~~32.~~ **34.** Poor workmanship.
- ~~33.~~ **35.** Immoral conduct or indecency including abusive and/or foul language.
- ~~34.~~ **36.** Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- ~~35.~~ **37.** Walking off job.
- ~~36.~~ **38.** Clocking in or out on another employee's time card or time sheet.
- ~~37.~~ **39.** *Smoking or using tobacco products in an unauthorized area including the use of e-cigarettes, personal vaporizers and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.*
- ~~38.~~ **40.** Refusal of job transfer, if the transfer does not result in a demotion.
- ~~39.~~ **41.** Abuse of "breaks" (rest periods) or meal period policies.



- ~~40.~~ **42.** Insubordination of any kind.
- ~~41.~~ **43.** Dishonesty of any kind, including withholding pertinent information from a supervisor.
- ~~42.~~ **44.** *Wrongdoing of any kind.*
- ~~43.~~ **45.** *Violation of a law or regulation.*
- ~~44.~~ **46.** Sexual harassment of an employee, a student or a third party such as a patron or vendor.
- ~~45.~~ **47.** *Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.*
- ~~46.~~ **48.** Misuse or abuse of any school district leave policy or guidelines.
- ~~47.~~ **49.** *Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.*
- ~~48.~~ **50.** *Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.*
- ~~49.~~ **51.** When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- ~~50.~~ **52.** 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 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 (with or without reasonable accommodation) 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 condition resulting in the extended absence.

**GUTHRIE PUBLIC SCHOOLS**

**NOTICE TO SUPPORT EMPLOYEE OF  
SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION**

\_\_\_\_\_, 20\_\_\_\_

TO: \_\_\_\_\_  
name  
\_\_\_\_\_  
address  
\_\_\_\_\_  
address

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, an initial hearing was held concerning your employment status.  
This will notify you of: **[mark the applicable item]**

\_\_\_ **A. Suspension Without Pay as a Disciplinary Measure.**

You have been suspended from your employment without pay and other benefits as a disciplinary measure from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_.

\_\_\_ **B. Demotion Action.**

You have been demoted from \_\_\_\_\_ to \_\_\_\_\_, with appropriate reduction in pay and other benefits, effective \_\_\_\_\_, 20\_\_\_\_.

\_\_\_ **C. Termination Action.**

You have been terminated, effective as of \_\_\_\_\_, 20\_\_\_\_.

The above action has been taken for the following cause or causes:

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

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. **FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING.** ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than ten (10) days nor later than thirty (30) days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The Board of Education at the hearing may affirm, modify or reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

---

Superintendent of Schools

Enclosure:      Hearing Request Form

\_\_\_\_\_, 20\_\_\_\_\_

**By Certified U.S. Mail, Return Receipt Requested,  
Restricted Delivery.**

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

**RE: Notice to Support Employee of Proposed Nonreemployment**

Dear Mr./Ms. \_\_\_\_\_:

This is to advise you that the Board of Education intends to consider and act on whether you should not be reemployed with the School District for the 20\_\_\_\_-20\_\_\_\_ fiscal year. The cause for your possible nonreemployment is as follows:

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

You are entitled by law to a hearing before the Board of Education on this proposed action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE PROPOSED ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled Board of Education meeting or at a special meeting called by the Board, at the Board's discretion. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than ten (10) days nor later than thirty (30) days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. At the conclusion of the hearing, the Board of Education will vote to reemploy or nonreemploy you for the ensuing fiscal year. The decision of the Board of Education is final and nonappealable.

Yours very truly,

---

Superintendent of Schools

Enclosure: Hearing Request Form

**HEARING REQUEST FORM**

TO: Clerk of the Board of Education  
GUTHRIE PUBLIC SCHOOLS  
Guthrie, OK

I hereby request a hearing before the Board of Education on the:

\_\_\_\_\_ suspension without pay as a disciplinary measure

\_\_\_\_\_ demotion

\_\_\_\_\_ termination action

\_\_\_\_\_ proposed nonreemployment

concerning my employment. I acknowledge receipt of the Notice dated \_\_\_\_\_, 20\_\_\_\_, concerning such action. I understand that the hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled meeting of the Board, or at a special meeting of the Board, at the Board's discretion, unless I check the item below requesting a special meeting of the Board of Education.

\_\_\_\_\_ I request a special meeting of the Board of Education, to be held no earlier than ten (10) days nor later than thirty (30) days after receipt of this hearing request.

\_\_\_\_\_  
**Signature of Support Employee**

\_\_\_\_\_  
**Date**

**SCHOOL VOLUNTEERS**

~~The Guthrie Board of Education recognizes that volunteers can make valuable contributions to students and the district educational program. A volunteer program subject to appropriate rules, safeguards, and regulations is approved by the board.~~

~~The superintendent will establish rules and regulations which support this policy.~~

The board encourages community members to volunteer at the district's schools to augment its programs. The board has adopted this policy to clarify requirements, expectations and responsibilities related to volunteering for the school district.

The district does not discriminate against volunteers on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. All individuals who volunteer for the district should be committed to the district's non-discrimination requirements and its goal of providing quality education and related programs to the children of the community.

The district has a myriad of needs which can be filled by volunteers, and any individual interested in being a school volunteer should contact a building principal to begin the volunteer approval process. Prior to volunteering, all volunteers are required to:

- submit an information form
- authorize a criminal records check
- pay the records check fee (fee may be waived in cases of demonstrated financial hardship)
- review relevant school policies
- sign the volunteer compliance agreement

No individual will be permitted to volunteer until all of the required paperwork has been submitted and the criminal records check has been reviewed and approved by the building principal. In the event the criminal records check reveals adverse information regarding the potential volunteer, the administration will review the facts and circumstances to determine whether an exception can be granted and in what capacity, if any, the individual may be permitted to volunteer. All potential volunteers will be given the opportunity to explain any adverse information which is discovered during the criminal records check prior to an application being denied.

In addition to the foregoing, there are also special considerations for volunteers who are driving on school field trips or who are volunteering in connection with athletic events. Individuals who transport students in personal vehicles are required to provide additional documentation and declarations related to their driving history and insurance. Individuals who volunteer in connection with athletic events are required to participate in sport-specific education programs.



**TRANSFER POLICY**

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

**Criteria For Approval Or Denial Of Regular Transfers:**

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

A transfer application will **NOT** be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
  - A. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;
  - B. Exceeding class size limitations set by state law or District policy in such courses; or,
  - C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will **NOT** be approved if the student:

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

- A. Has violated school regulations;

- B. Has committed an act commonly regarded as being immoral;
- C. Has been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law;
- D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;
- E. Has been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;
- F. Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;
- G. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- H. Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, low-point beer as defined by relevant Oklahoma law, a wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- I. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance.

A transfer will **NOT** be approved if the applicant:

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

**Delegation Of Approval Authority To Superintendent Or Superintendent's Designee:**

The Board of Education delegates to the Superintendent or the Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

**First Priority For Transfer Openings Will Be Reserved For Children Of District Employees:**

Subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:**

Second, subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before February 1, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**Time Of Receipt Of Applications Determines Order Of Review:**

Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before **APRIL 1<sup>ST</sup>**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**Nondiscrimination:**

The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

**Students With Disabilities:**

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 of the student; and,
2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the

transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

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

#### **Time Deadlines For Regular Transfers:**

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than ~~April 1<sup>st</sup>~~ **May 31<sup>st</sup>** of the school year preceding the school year in which the transfer is requested. On or before ~~April 1<sup>st</sup>~~ **May 31<sup>st</sup>** of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than ~~June 1<sup>st</sup>~~ **July 15<sup>th</sup>** of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by ~~July~~ **August 1<sup>st</sup>** of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. **Failure of the parents to notify this School District, in writing, as required may result in loss of the student's right to enroll in this District for the ensuing school year.** By September 1<sup>st</sup> this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

#### **Athletic and Other Competition:**

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

#### **Emergency Transfers:**

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;
2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;
3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;
4. The total failure of the resident district to provide transportation to and from school; or,

5. The concurrence of both the resident school district and this receiving District.
6. The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or
8. The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.

Applications for approval of a transfer will not be considered unless the parent has signed **Attachment B**, which will cancel the transfer if the conditions stated in the **Attachment** occur. This District shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident school district.

**Approval Of A Transfer Requires Agreement For Cancellation Of Transfer:**

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

**Students Seeking A Transfer From A Non-Accredited School Or A Home School Only Will Be Granted Provisional Approval Pending Review Of Test Results And Application Of Policy Criteria To The Placement Deemed Appropriate:**

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

**Acceptance Of Assignment Required; Subsequent Change Needs Administrative Approval:**

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

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

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

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

\_\_\_\_\_

Date of student's birth:

\_\_\_\_\_

Current address of student:

\_\_\_\_\_

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

\_\_\_\_\_

Educational history of the student:

A. School district in which student currently resides:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ School: \_\_\_\_\_  
\_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
\_\_\_\_\_ Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
\_\_\_\_\_ Grade Completed Upon Leaving District: \_\_\_\_\_

School: \_\_\_\_\_  
\_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
\_\_\_\_\_ Grade Completed Upon Leaving District: \_\_\_\_\_

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

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

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

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

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

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

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

~~\_\_\_\_\_  
\_\_\_\_\_~~

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

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

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

~~\_\_\_\_\_  
\_\_\_\_\_~~

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

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

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

~~\_\_\_\_\_  
\_\_\_\_\_~~

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

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

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

~~\_\_\_\_\_  
\_\_\_\_\_~~

5. ~~Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?~~

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

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

~~\_\_\_\_\_  
\_\_\_\_\_~~



6. \_\_\_\_\_ Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

9. \_\_\_\_\_ Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law?  
\_\_\_\_\_

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

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

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

10. If the student has been identified as a child with a disability, this District will need to review all such records to make a reasonable determination of whether the District has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP), and, if preliminary approval of a transfer is made, to conduct the statutorily required joint IEP conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP?

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

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP; and the names of the school districts which implemented the student's IEP:

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

11. Do you agree to complete the Consent For Release Of Confidential Information, State Department of Education Form 11, allowing this District to review all educational records of the student from all previous schools attended by the student?

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

**ATTACHMENT A ~~REVISED~~**  
**Application Form**

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

1. Full name of student as it appears on the student's birth certificate:  
\_\_\_\_\_
  
2. Date of student's birth: \_\_\_\_\_
  
3. Current address of student: \_\_\_\_\_  
\_\_\_\_\_
  
4. Full names of parent(s), guardian(s), or custodian(s) of the student:  
\_\_\_\_\_
  
5. Educational history of the student:
  - A. School district in which student currently resides: \_\_\_\_\_
  
  - B. School in which the student is currently enrolled, if different from above.  
\_\_\_\_\_
  
  - C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_
  
6. Current or last completed grade of student: \_\_\_\_\_
  
7. Grade in which the student desires to enroll: \_\_\_\_\_
  
8. Courses in which the student desires to enroll in each semester in the coming school year:  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Has the student a disciplinary record for violating school regulations?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?

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

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

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

14. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?

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

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

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

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

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

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

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

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

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

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

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

17. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance?

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

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

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

18. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

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



If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student's plan:

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19. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

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

**ATTACHMENT B**  
**Transfer Student Consent to Cancellation of Transfer**

The undersigned, who is **not** a resident of this District, recognizes:

1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this District has **no** statutory right to attend this District;
3. That the District is not required to accept this transfer application; and,
4. That the District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this District, the administration of the District has the consent of the undersigned to cancel the transfer during the approved enrollment school year if:

1. The student fails to comply with student behavior rules set by the District, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed District property; or,
3. The student does not have a valid excuse for failure to attend school.

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have **no** right to appeal that determination to the District’s Board of Education, and that after cancellation, the administration will send the educational records of the student to the student’s resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to District authority to cancel the transfer, if granted, for the reasons stated above.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent Applying for a Transfer

\_\_\_\_\_  
Printed Name of Parent Applying for a Transfer

\_\_\_\_\_  
Signature of Student 18 Years of Age of Older

\_\_\_\_\_  
Printed Name of Student 18 Years of Age or Older

**POLICY PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING  
AND PROCEDURES FOR COMBATING THESE BEHAVIORS**

**Statement of Legislative Mandate and Purpose**

This policy is a result of the legislative mandate and public policy embodied in the *School Safety and Bullying Prevention Act*, 70 Okla. Stat. § 24-100.2 et seq. (“Act”). The district intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the district’s policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying.

**Definition of Terms**

A. Statutory definition of terms:

“Bully” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

Note: Bullying by electronic communication is prohibited whether or not such communication originated at school, or with school equipment, if the communication is specifically directed at students or school personnel and concerns bullying at school.

“At school” means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

B. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as bullying, staff will consider the point of view of the intended target, including any characteristics unique to the intended target. Staff may also consider the discipline history and physical characteristics of the alleged bully.

C. Types of Bullying

“Physical Bullying” includes harm or threatened harm to another’s body or property, including but not limited to, threats, tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting

fighting, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

“Emotional Bullying” includes the intentional infliction of harm to another’s self-esteem, including but not limited to insulting or profane remarks or gestures, or harassing and frightening statements.

“Social Bullying” includes harm to another’s group acceptance, including but not limited to gossiping; spreading negative to cause a targeted person to be socially excluded, ridiculed, or otherwise lose status; acts designed to publicly embarrass a targeted person, damage the target’s current relationships, or deprive the target of self-confidence or the respect of peers.

“Sexual Bullying” includes harm of a sexual nature, including but not limited to making unwelcome sexual comments or gestures to or about the targeted person; creating or distributing vulgar, profane, or lewd words or images about the target; committing a sexual act at school, including touching private parts of the target’s body; engaging in off-campus dating violence that adversely affects the target’s education opportunities; making threatening sexual statements directed at or about the target; or gossiping about the target’s sexuality or sex life. Such conduct may also constitute sexual harassment which is prohibited by the district.

### **Understanding and Preventing Bullying**

#### **A. Student and Staff Education and Training**

A full copy of this policy will be posted on the district’s website and included in all district handbooks. Parents, guardians, community members, and volunteers will be notified of the availability of this policy through the district’s annual written notice of the district’s anti-bullying policy. Written notice of the policy will also be posted at various places in all district school sites.

Students and staff will be periodically reminded throughout the year of the availability of this policy, the district’s commitment to preventing bullying, and help available for those affected by bullying. Anti-bullying programs will be incorporated into the district’s other violence prevention efforts.

All staff will receive annual training regarding preventing, identifying, reporting, and managing bullying. The district’s bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for bullies, helping targets of bullies, and the district’s strategy for counseling and referral for those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Parents and guardians may participate in a parent education component.

#### **B. Safe School Committees**

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect the maintenance of safe schools.

With respect to student bullying, each Committee shall assist the Board in promoting a positive school climate. The Committee will study the district’s policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying. These

recommendations must be submitted to the principal and cover: (i) needed staff development, including how to recognize and avoid bullying; (ii) increasing student and community involvement in addressing bullying, (iii) improving individual student-staff communication, (iv) implementing problem solving teams which include counselors and/or school psychologists, and (v) utilizing behavioral health resources.

### **Student Reporting**

Students are encouraged to inform school personnel if they are the target of or a witness to bullying. To make a report, students should notify a teacher, counselor, or principal. The employ will give the student an official report form, and will help the student complete the form, if needed.

Students may make an anonymous report of bullying, and such report will be investigated as thoroughly as possible. However, it is often difficult to fully investigate claims which are made anonymously and disciplinary action cannot be taken against a bully solely on the basis of an anonymous report.

### **Staff Reporting**

Staff members will encourage students to report bullying. All employees are required to report acts of bullying to the school principal on an official report form. Any staff member who witnesses, hears about, or suspects bullying is required to submit a report.

### **Bullying Investigators**

Each school site will have a designated individual and an alternate to investigate bullying reports. These individuals will be identified in the site's student and staff handbooks, on the district's website, and in the bullying prevention education provided annually to students and staff. The district's anti-bullying program is coordinated at the district level by its bullying coordinator, Ms. Carmen Walters.

### **Investigating Bullying Reports**

For any alleged incidents of bullying reported to school officials, the designated school official will investigate the alleged incident(s) and determine (i) whether bullying occurred, (ii) the severity of the incident(s), and (iii) the potential for future violence.

In conducting an investigation, the designated official shall interview relevant students and staff and review any documentation of the alleged incident(s). School officials may also work with outside professionals, such as local law enforcement, as deemed appropriate by the investigating official. In the event the investigator believes a criminal act may have been committed or there is a likelihood of violence, the investigator will immediately call local law enforcement and the superintendent.

At the conclusion of the investigation, the designated employee will document the steps taken to review the matter, the conclusions reached and any additional action taken, if applicable. Further, the investigator will notify the district's bullying coordinator that an investigation has occurred and the results of the investigation. **In the event the investigation reveals that bullying occurred, the district's bullying coordinator will refer the student who committed the act of bullying to a delinquency prevention and diversion program through the Office of Juvenile Affairs.**

Upon completion of an investigation, the school may recommend that available community mental health care or substance abuse options be provided to a student, if appropriate. The school may provide a student



with information about the types of support services available to the student bully, target, and any other students affected by the prohibited behavior. These resources will be provided to any individual who requests such assistance or will be provided if a school official believes the resource might be of assistance to the student/family. The district is not responsible for paying for these services. No school employee is expected to evaluate the appropriateness or the quality of the resource provided, nor is any employee required to provide an exhaustive list of resources available. All school employees will act in good faith.

The school may request the disclosure of information concerning students who have received substance abuse or mental health care (pursuant to the previous paragraph) if that information indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, OKLA. STAT. tit. 12 § 1376, OKLA. STAT. tit. 59 §1376 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information when it is believed that the student may have posed a danger to him/herself and having such information will allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

### **Parental Notification**

The assigned investigator will notify the parents of a target within one (1) school day that a bullying report has been received. Within one (1) school day of the conclusion of the investigation, the investigator will provide the parents of a target with the results of the investigation and any community resources deemed appropriate to the situation.

If the report of bullying is substantiated, within one (1) school day of the conclusion of the investigation, the investigator will contact the parents of the bully to discuss disciplinary action and any community resources deemed appropriate to the situation.

The timelines in this parental notification section may be reasonably extended if individual circumstances warrant such an extension.

### **Parental Responsibilities**

All parents/guardians will be informed in writing of the District's program to stop bullying and will be given a copy of this policy upon request. An administrative response to a reported act of bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

- Report bullying when it occurs;
- Take advantage of opportunities to talk to their children about bullying;
- Inform the school immediately if they think their child is being bullied or is bullying other students;
- Watch for symptoms that their child may be a target of bullying and report those symptoms; and
- Cooperate fully with school personnel in identifying and resolving incidents.

**Student Transfers**

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

**Monitoring and Compliance**

In order to assist the State Department of Education with compliance efforts pursuant to the *School Safety and Bullying Prevention Act*, 70 OKLA. STAT. § 24-100.2 et seq., the district will identify a Bullying Coordinator who will serve as the district contact responsible for providing information to the State Board of Education. The Bullying Coordinator shall maintain updated contact information on file with the State Department of Education and the school district will notify the State Department of Education within fifteen (15) days of the appointment of a new Bullying Coordinator.

A copy of this policy will be submitted to the State Department of Education by December 10th of each school year as part of the school district's Annual Performance Report.

**Bullying Report Form**

**Instructions**

Complete the form below with as much information as possible. If you need assistance completing this form, contact the district's bullying coordinator, Ms. Carmen Walters. Return the completed form to Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, 802 E. Vilas, Guthrie, OK 73044.

Anonymous reports will be investigated to the best of the district's ability, but full information allows the district to conduct a more thorough inquiry. No individual will be retaliated against for filing a good faith bullying report.

**Individual Making the Report**

Name: \_\_\_\_\_ Report Date: \_\_\_\_\_  
School: \_\_\_\_\_ Grade / Job Title: \_\_\_\_\_  
Contact Numbers: \_\_\_\_\_

**Incident Information:**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Describe Incident: *Use additional pages as necessary, and attach any relevant documents*

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

Other Witnesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The information in this report is true and correct to the best of my knowledge. I understand that the district will not tolerate retaliation for filing a good-faith report of bullying. I also understand that if I knowingly file a false report of bullying, I may face disciplinary consequences.

Reporter's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Investigation Report**

Investigator: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Date report received: \_\_\_\_\_

Date investigation begun: \_\_\_\_\_

**Required Notifications**

Date target's parent notified of a report received: \_\_\_\_\_

Method: \_\_\_\_\_

Date target's parent notified of completed inquiry: \_\_\_\_\_

Method: \_\_\_\_\_

Date bully's parent notified of a substantiated report: \_\_\_\_\_

Method: \_\_\_\_\_

Date reported to district's bullying coordinator: \_\_\_\_\_

Method: \_\_\_\_\_

Date reported to law enforcement, if applicable: \_\_\_\_\_

Method: \_\_\_\_\_

**Investigation Process**

Individuals interviewed: (attach additional pages if needed)

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

Interview summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interview summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interview summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interview summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Interview summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documents reviewed: (attach additional pages if needed)

*Note: attach copies of all documents reviewed, including witness statements.*

Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____
Document:	_____	Date:	_____

Conclusions reached:

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

Actions taken:

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

\_\_\_\_\_  
Signature of Investigator

\_\_\_\_\_  
Date

***STUDENT BEHAVIOR AND DISCIPLINE*****Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Arson
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
4. Cheating
5. Conduct that threatens or jeopardizes the safety of others
6. Cutting class or sleeping, eating or refusing to work in class
7. Disruption of the educational process or operation of the school
8. Extortion
9. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
10. Failure to comply with state immunization records
11. False reports or false calls
12. Fighting
13. Forgery, fraud or embezzlement
14. Gambling
15. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
16. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
17. Immorality



18. Inappropriate attire, including violation of dress code
19. Inappropriate behavior or gestures
20. ~~Inappropriate public behavior~~
21. Indecent exposure
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
23. Obscene language
24. Physical or verbal abuse
25. Plagiarism
26. Possession or distribution of a caustic substance
27. ~~Possession or distribution of obscene materials~~ **Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)**
28. Possession, without prior authorization, of a wireless telecommunication device
29. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.). **Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.**
30. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
31. Possession of illegal and/or drug related paraphernalia;
32. Profanity
33. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
34. Theft
35. Threatening behavior, including **but not limited** to gestures, written or verbal expression, electronic communication or physical acts

36. Truancy
37. ~~Use or possession or selling tobacco in any form~~ Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
38. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
39. Using racial, religious, ethnic, sexual, gender or disability-related epithets
40. Vandalism
41. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
42. Vulgarity
43. Willful damage to school property
44. Willful disobedience of a directive of any school official
45. Gang related activity or action
46. Altering or attempting to alter another individual's food or beverage
47. Assault (whether physical or verbal) and/or battery
48. Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
49. Purchasing, selling and/or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions

Note: Upon approval, this code will be re-numbered in alpha order.

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

#### Sample Disciplinary Options

##### **Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

##### **Detention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

##### **Alternative In-School Placement**

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

##### **Out of School Student Suspension**

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

##### **A. Behavior or Conduct that May Result in Suspension:**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. violation of a school regulation;
2. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

#### Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

### **B. District's Obligation Applicable to All Out-of-School Suspensions**

#### **Alternative In-School Placements**

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

#### **Students with Disabilities**

**THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.**

### **C. Pre-Out-of-School Suspension Conferences**

1. When a student engages in behavior or conduct that may result in suspension, the principal shall conduct an informal conference with the student.
2. at the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

**D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference**

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

**E. Conferences with Parents**

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Out-of-School Suspension Committee, the Superintendent or the Superintendent's designee and/or the Board of Education as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

**F. Out-of-School Suspension Requirements**

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.

2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy (F-45A). Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

**G. Individualized Plans for Out-of-School Suspension**

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

**H. Records and Reports**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

**I. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.



**Method of Appeal to a Committee:**

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent or guardian. The out-of-school decision will become final and nonappealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

**Hearing the Appeal:**

1. The Superintendent of Schools, or his or her designee, shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools or his or her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be communicated in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and nonappealable.

**J. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)**

**Right of Appeal:**

A parent, legal guardian or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Suspension Review Committee, the Superintendent of Schools and the Board of Education

**Method of Appeal to the Suspension Review Committee:**

1. Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the suspension review committee. If a request for review is made, the building principal and the SRC will follow the procedures outlined below for out-of-school suspensions of ten (10) days or less, except the decision of the SRC is not final and may be appealed.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
3. If the student's parent/guardian is not satisfied by the decision of the SRC, he/she may request a further review by the Superintendent of Schools or his/her designee by written notice to the school principal within five (5) days after the parent/guardian is notified of the SRC's decision. Upon receipt of a request to appeal the SRC's decision the school principal will immediately deliver the request to the Superintendent of Schools or his/her designee.

**Method of Appeal to the Superintendent of Schools or His/Her Designee:**

1. An appeal can be presented by letter to the Superintendent of Schools.
2. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
3. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct of the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
4. Within twenty four (24) hours of the conclusion of the conference the Superintendent of Schools or his/her designee will notify the parent/guardian or student whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she will be requested to sign a waiver of review by the Board

**Method of Appeal to the Board of Education:**

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.

**Hearing the Appeal:**

1. The Board will hear the appeal as soon as possible. The Board's decision is final and nonappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

**Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:****1. The Board should:**

- a. Announce that the next agenda item is an out-of-school suspension review hearing for a student.
- b. Ask whether the parents/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/guardian, or student request a closed hearing, a motion to go into executive session per their request should be made and voted on.

**2. The Board President should advise the parents/student:**

- a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parents/student will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  - e. That the parents/student may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents subject to cross-examination.
  4. Parents/student may call any witnesses and present any documents subject to cross-examination.
  5. After each witness is presented School Board members may ask the witness any questions.
  6. Parents'/student's closing statement
  7. Administration's closing statement.
  8. Deliberate in private. (If the hearing has not been held in executive session, the Board may still deliberate in executive session pursuant to OKLA. STAT. tit. 25, Section 307 (B)(7) to discuss items which are confidential under state or federal law.)
  9. Return to open session and vote. [After adopting a motion making certain findings of fact the Board must make a motion to:
    - (1) affirm the out-of-school suspension;
    - (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension)Or
    - (3) revoke the out-of-school suspension]

**Attendance at School Pending Appeal Hearing**

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

***PRODUCTION OF PUBLIC RECORDS POLICY***

The Board of Education of the Guthrie School District adopts this following Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

**District's Philosophy**

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

**Confidential Records Not Available for Inspection**

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitutions. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for:
  - A. Statistical information not identified with a particular student if such information is maintained in a composite form, and
  - B. Directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the school district as directory information and (2) parents have been notified of and have not exercised their non-release rights.

7. Teacher lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the School District.
11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

**Records Reproduction**

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

**Records Custodian**

The Board of Education hereby designates the superintendent or if such person is not available during regular business hours, then the superintendent's designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

*Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, Kay Gammill.*

# *Guthrie Junior High School*

705 East Oklahoma  
Guthrie, Oklahoma 73044  
(405) 282-5936  
Fax: (405) 282-3598

**Robbie Rainwater**  
Principal

**Teresa Barbour**  
Counselor

**Ryan Dayton**  
Assistant Principal

**Kristi Blakemore**  
Counselor

October 1, 2014

Dear Parents,

I am excited to tell you about our annual Seventh Grade Health Fair. This is a fun filled **DAY** (all day event) where students get to listen and participate with dynamic speakers on health related issues. Active participation is expected so please wear appropriate clothing. (Example sweats, shorts, t-shirt, sports bra, tennis shoes; school dress code applies to clothing.) The Health Fair will be held here at the Junior High on Thursday, October 9, 2014 for Grizzlies and on Tuesday, October 14, 2014 for the Jaguars.

**Nutrition & Portion Size** presented by Cathy James, OSU Extension Office, is focused on reading food labels and understanding what is an appropriate portion size and exactly what nutrients are in the food you are choosing to eat.

**Bullying Prevention** presented by John Talley, FCA Regional Director. This class teaches students how to recognize bullying, prevent bullying and help someone else who is being bullied.

**Fitness** presented by Courtney McLemore, Logan County Health Department, is an active workshop of fun filled games showing the students just how much fun and how easy it is to be physically active.

**AIDS Awareness** presented by Lori Willis, Logan County Health Department/GPS School Nurse, presents factual information on how you become infected with HIV/AIDS and how to prevent becoming infected.

**Drugs, Why and Why Not** presented by Officer Anthony Gibbs, Guthrie Police Department This fun and informative class will discuss the substances that are considered "DRUGS" in the school environment, the effects on the body and how to deal with the pressures driving students to use drugs.

If you have any questions or concerns please feel free to call me at 282-5936.

Respectfully,

Teresa Barbour

GJHS Counselor



## Seventh Grade Health Fair Parent Permission Form

After reading the workshop description, I:

\_\_\_\_\_ give my student permission to actively participate in the above described workshops.

\_\_\_\_\_ do not want my student to actively participate but to be given an alternative assignment for the day.

Please Print Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Meridian Technology Center**

**and**

**Guthrie Public Schools**

- Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Guthrie Public Schools** the sum of \$50,000.00 to supplement funding for two Guthrie Middle School Gateway To Technology Programs (\$25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose.
- Agreement Period:** The term of this Agreement is from July 1, 2014 through June 30, 2015.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2014 and the second installment paid on or before February 1, 2015.
- Facilities:** Classes will be conducted in facilities provided by **Guthrie Public Schools** and located at Guthrie Middle School.
- Program Materials And Equipment:** Program instructional materials and supplies for the classes identified will be provided by **Guthrie Public Schools**. **Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment.
- Project Description:** **Guthrie Middle School** will provide the following program for the 2014-2015 School Year:
- The GMS Gateway To Technology program for 8<sup>th</sup> grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.**

**Meridian Technology Center** will be responsible for the following:

1. Provide instructional support in the form of career specialists, guest speakers, special activities, etc.
2. Provide Student Service, Recruitment and Marketing services as needed.
3. Provide in-kind support services such as technical, facilities, etc.
4. Provide loaned and/or surplus items for program use.
5. Provide funding award to supplement the program listed above.

**Guthrie Public Schools** will be responsible for the following:

1. Provide qualified and certified administrative and instructional staff members to deliver the program listed above.
2. Provide facilities for the above listed program.
3. Provide utilities, maintenance, and custodial support for the above listed program.
4. Assist **Meridian Technology Center** in the evaluation of the project's objectives, Guthrie Public Schools agrees to cooperate with MTC to develop a mutually agreeable evaluation plan. Guthrie Public Schools agree to provide MTC narrative and financial reports, as requested, on the use of the funds.

It is understood that the **GMS Gateway To Technology Program** receives its primary funding from the **Guthrie Public Schools**. This additional grant award from **Meridian Technology Center** will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. This agreement can be modified or cancelled by either or both parties if funding should change materially or become non-existent. It is agreed that this grant award will be based upon an annual agreement signed by the superintendent of both schools.

**Signatures:**

\_\_\_\_\_  
**Mike Simpson**  
Superintendent, Guthrie Public Schools

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Douglas R. Major**  
Superintendent, Meridian Technology Center

\_\_\_\_\_  
**Date**

**I-1 LOGAN COUNTY  
GUTHRIE PUBLIC SCHOOLS  
BUDGET COMPARISONS  
FYE 6-30-15**

	<b>CURRENT YEAR</b>	<b>PRIOR YEAR</b>	<b>DIFFERENCE</b>
<b>GENERAL FUND</b>			
carry-over	\$2,745,439.21	\$3,105,330.19	(\$359,890.98)
miscellaneous revenue estimates	16,083,854.63	15,848,351.38	235,503.25
ad valorem tax estimates	4,126,067.58	4,237,505.75	(111,438.17)
<b>total budget</b>	<u><u>\$22,955,361.42</u></u>	<u><u>\$23,191,187.32</u></u>	<u><u>(\$235,825.90)</u></u>
<b>BUILDING FUND</b>			
carry-over	\$675,014.92	\$711,244.68	(\$36,229.76)
miscellaneous revenue estimates	0.00	0.00	0.00
ad valorem tax estimates	589,438.23	605,357.96	(15,919.73)
<b>total budget</b>	<u><u>\$1,264,453.15</u></u>	<u><u>\$1,316,602.64</u></u>	<u><u>(\$52,149.49)</u></u>
<b>CHILD NUTRITION FUND</b>			
carry-over	\$151,090.83	\$202,684.92	(\$51,594.09)
miscellaneous revenue estimates	1,378,787.27	1,247,688.17	131,099.10
supplementals		184,405.05	(184,405.05)
<b>total budget</b>	<u><u>\$1,529,878.10</u></u>	<u><u>\$1,634,778.14</u></u>	<u><u>(\$104,900.04)</u></u>
<b>SCHOOL AGE CARE FUND</b>			
carry-over	\$78,860.60	\$55,002.18	\$23,858.42
miscellaneous revenue estimates	0.00	94,200.74	(94,200.74)
<b>total budget</b>	<u><u>\$78,860.60</u></u>	<u><u>\$149,202.92</u></u>	<u><u>(\$70,342.32)</u></u>
<b>SINKING FUND</b>			
carry-over	<u><u>\$81,053.74</u></u>	<u><u>\$64,724.22</u></u>	<u><u>\$16,329.52</u></u>

School District  
2014-2015 Estimate of Needs  
and  
Financial Statement of the Fiscal Year 2013-2014

Board of Education of Guthrie Public Schools  
District No. I-001  
County of Logan  
State of Oklahoma

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than September 30 for all School Districts. After approval by the Excise Board and the levies are made, both statements should be signed by the Board Members. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd, State Capitol, Room 100, Oklahoma City, OK 73105-4801. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

The 2014-2015 Estimate of Needs  
and  
Financial Statement of the Fiscal Year 2013-2014

Prepared by: Putnam & Company, PLLC

Submitted to the Logan County Excise Board

This \_\_\_\_\_ Day of \_\_\_\_\_, 2014

School Board Members

Chairman _____	Clerk _____
Treasurer _____	Member _____
Member _____	Member _____
Member _____	Member _____

State of Oklahoma, County of Logan

To the Excise Board of said County and State, Greetings:

Pursuant to the requirements of 68 O. S. Section 3002, we submit herewith, for your consideration the within statement of the financial condition of the Board of Education of Guthrie Public Schools, District No. I-001, County of Logan, State of Oklahoma for the fiscal year beginning July 1, 2014, and ending June 30, 2015, together with an itemized statement of the estimated Income and Probable Needs of said School District for the ensuing fiscal year. We have separately prepared, executed and submit Financial Statements for the Fiscal Year so terminated, and Estimate of Requirements for the ensuing Fiscal Year, for such Sinking Fund, if any, as pertains to this District for the Bond, Coupon, and Judgment indebtedness, if any, outstanding and unpaid as of June 30, 2015, and also for the Sinking Fund of any disorganized District whose area or the major portion thereof is now embraced within the boundaries of this District; and this Certificate is as applicable thereto as if fully embodied therein. The same have been prepared in conformity with Statute, in relation to which be it further noted that:

1. We, the undersigned, duly elected, qualified and acting officers of the Board of Education of the aforesaid School District located wholly or in major area in the County and State aforesaid, do hereby certify that, at regular session begun at the time provided by law, we carefully considered the reports submitted by the several officers and employees as required by 68 O. S. Section 3004, carefully considered the statements and estimate of needs heretofore prepared for the purpose of ascertaining any additional or emergency levy necessary for the ensuing fiscal year and revised, corrected or amended the same to disclose the true fiscal condition as of June 30, 2014, and to provide for the needs of the District for the ensuing fiscal year as now ascertained; and we do hereby certify that the within statement of the financial condition is true and correct, and that the within estimates for all purposes for the ensuing fiscal year are reasonably necessary for the proper conduct of the affairs of said School District, and that the statement of Estimated Income from sources other than ad valorem taxes is not in excess of the lawfully authorized ratio of the actual collections from such sources during the previous fiscal year.

2. We further certify that any cash fund balance reported in our Building Fund is required for immediate or cumulative program of construction unless there be attached within a verified copy of a resolution signed by a majority of the members of this Board to the effect the program of building has been completed or abandoned. If attached, then the Excise Board is directed to apply said Balance to reduce Levies in accordance with 62 O. S. Section 333.

3. We also certify that a levy of 15.000 Mills over and above the number of mills allocated by the County Excise Board will be reasonably necessary for the proper conduct of the affairs of said school district during the fiscal year 2014-2015.

4. We also certify that, after due and legal notice of an election thereon, an emergency levy of 5.000 Mills, over and above the number of mills provided by Law and allocated by the County Excise Board in addition thereto for school purposes, was authorized at an election held for that purpose on February 11, 2014 by a majority of those voting at said election;

the result of said election was:

For the Levy 0;	Against the Levy 0;	Majority 0
-----------------	---------------------	------------

5. We also certify that, after due and legal notice of an election thereon, a local support levy of 10.000 Mills, in addition to the levies hereinbefore provided, was authorized at an election held for that purpose on February 11, 2014 by a majority vote of the electors who had paid ad valorem tax of the immediately preceding year; the result of said election was:

For the Levy 0;	Against the Levy 0;	Majority 0
-----------------	---------------------	------------

6. We also certify that, after due and legal notice of an election thereon, pursuant to Article 10, Section 10, of the Constitution of Oklahoma, an additional levy of 5.000 Mills, was authorized by a majority of the qualified voters of said School District, for the purpose of erecting, remodeling or repairing school buildings, and for purchasing furniture at an election held for that purpose on February 11, 2014, the result whereof was:

For the Levy 0;                      Against the Levy 0;                      Majority 0

\_\_\_\_\_  
Clerk of Board of Education                      President of Board of Education                      Treasurer of Board of Education

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Notary Public                      My Commission Expires



Affidavit of Publication

State of Oklahoma, County of Logan

I, \_\_\_\_\_, the undersigned duly qualified and acting Clerk of the Board of Education of Guthrie Public Schools, School District No. I-001, County and State aforesaid, being first duly sworn according to law, hereby depose and say:

- 1. That I complied with 68 O. S. Section 3002, (both independent and dependent) by having the within Financial Statement and Estimate of Needs which was prepared at the time and in the manner provided by law, published as required by law, in a legally-qualified newspaper of general circulation in the district, there being no legally-qualified newspaper published in the school district, as evidenced by a copy of such published statement and estimate together with proof of publication thereof attached hereto marked Exhibit No. 1 and made a part hereof (strike inapplicable phrases).
- 2. That I complied with currently effective statutes, by having the Notice of Emergency Levy Election and the call for such Election on the date hereinbefore certified by the Governing Board, the Itemized Statements and the Itemized Estimate of the amount necessary for the ensuing fiscal year requiring such emergency levy for the current expense purposes as prepared by the Board of Education duly published or posted, as the case may be, in full compliance with law for this class of school district, and as provided by law duly made public in the manner and at the time provided by law, for this class of district and in all respects according to law, in relation to said election on such emergency levy as hereinbefore certified by said Governing Board.
- 3. That I complied with the statute by having published or posted (if required for this class of district) the notice of local support levy election, and the call for such election on the date hereinbefore certified by the Board of Education. That the Estimate of Needs as prepared by the Board of Education required such local support levy in addition to other tax levies, to fully meet the current expense purposes of the school district for the ensuing year.
- 4. That in conformity to resolution by said Board of Education, I caused Notice of Building Fund Levy Election under the provisions of Article 10, Section 10, Oklahoma Constitution, and the Call of such Election on the date hereinbefore certified by the Governing Board, together with Itemized Statements and an Estimate of the amount necessary for the ensuing fiscal year requiring such levy for the purpose of erecting, remodeling or repairing school buildings, and for purchasing school furniture, in said District, published or posted to contain such Notice and Call, fixing the number of voting places and particularly describing each and every such place or places, and fixing the day on which such election should be had after the expiration of such notice, duly published or posted as is required by law for this class of district.

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

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_ 2014.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Secretary and Clerk of Excise Board

Logan County, Oklahoma

**Putnam & Company, PLLC  
Certified Public Accountants  
169 E.32<sup>nd</sup> Street  
Edmond, Oklahoma 73013**

**Independent Accountant's Compilation Letter**

Board of Education  
Guthrie Public Schools

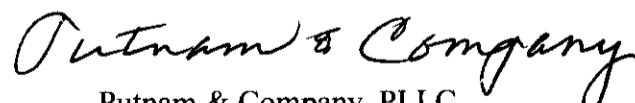
We have compiled financial statements, as of and for the fiscal year ended June 30, 2014, the FY 2014-2015 Estimate of Needs, and the related Publication Sheet included in the accompanying prescribed forms. We have not audited or reviewed the prescribed financial statements, estimate of needs, and publications sheet forms referred to above and, accordingly, do not express an opinion or provide any assurance about whether the financial statements, estimate of needs, and publication sheet forms are in accordance with the basis of accounting prescribed by the Office of the Oklahoma State Auditor and Inspector.

Management is responsible for the preparation and fair presentation of the financial statements, estimate of needs, and publications sheet in accordance with the applicable prescribed financial framework, and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements, estimate of needs, and publications sheet.

Our responsibility is to conduct the compilation in accordance with the Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements and supporting information without undertaking to obtain or provide assurance that there are no material modifications that should be made to the prescribed financial statements, estimate of needs, and publication sheet.

The financial statements, estimate of needs, and publications sheet included in the accompanying prescribed forms are presented in accordance with the requirements of the Office of the Oklahoma State Auditor and Inspector, as defined by the rules promulgated by the Oklahoma State Department of Education, which differ from generally accepted accounting principles.

This report is intended solely for the information and use of the Oklahoma State Department of Education, the School District, the County Excise Board, and for filing with the State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

  
Putnam & Company, PLLC  
Certified Public Accountants

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "A"

Page 6

Schedule 1, Current Balance Sheet - June 30, 2014		Amount
ASSETS:		
Cash Balance June 30, 2014		\$ 4,878,565.89
Investments		\$ 0.00
<b>TOTAL ASSETS</b>		<b>\$ 4,878,565.89</b>
LIABILITIES AND RESERVES:		
Warrants Outstanding		\$ 1,088,426.10
Reserve for Interest on Warrants		\$ 0.00
Reserves From Schedule 8		\$ 1,044,700.58
<b>TOTAL LIABILITIES AND RESERVES</b>		<b>\$ 2,133,126.68</b>
CASH FUND BALANCE JUNE 30, 2014		\$ 2,745,439.21
<b>TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE</b>		<b>\$ 4,878,565.89</b>

Schedule 2, Revenue and Requirements - 2013-2014		
	Detail	Total
REVENUE:		
Cash Balance June 30, 2013	\$ 3,105,330.19	
Cash Fund Balance Transferred From Prior Years	\$ 295,983.30	
Current Ad Valorem Tax Apportioned	\$ 4,485,191.19	
Miscellaneous Revenue Apportioned	\$ 17,257,882.75	
<b>TOTAL REVENUE</b>		<b>\$ 25,144,387.43</b>
REQUIREMENTS:		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	\$ 21,354,247.64	
Reserves From Schedule 8	\$ 1,044,700.58	
Interest Paid on Warrants	\$ 0.00	
Bank Fees and Cash Charges	\$ 0.00	
Reserve for Interest on Warrants	\$ 0.00	
<b>TOTAL REQUIREMENTS</b>		<b>\$ 22,398,948.22</b>
ADD: Cash Fund Balance as Per Balance Sheet 6-30-2014		\$ 2,745,439.21
<b>TOTAL REQUIREMENTS AND CASH FUND BALANCE</b>		<b>\$ 25,144,387.43</b>

Schedule 3, Cash Fund Balance Analysis - June 30, 2014		Amount
ADDITIONS:		
Miscellaneous Revenue Collected in Excess of Estimates-Net		\$ 1,409,531.37
Warrants Estopped, Cancelled or Converted		\$ 4,129.70
Fiscal Year 2013-14 Lapsed Appropriations		\$ 792,239.10
Fiscal Year 2012-13 Lapsed Appropriations		\$ 20,871.47
Ad Valorem Tax Collections in Excess of Estimates		\$ 247,685.44
Prior Year Ad Valorem Tax		\$ 270,982.13
<b>TOTAL ADDITIONS</b>		<b>\$ 2,745,439.21</b>
DEDUCTIONS:		
Supplemental Appropriations		\$ 0.00
Current Tax in Process of Collection		\$ 0.00
<b>TOTAL DEDUCTIONS</b>		<b>\$ 0.00</b>
Cash Fund Balance as per Balance Sheet 6-30-2014		\$ 2,745,439.21
Composition of Cash Fund Balance		
Cash		\$ 2,745,439.21
Cash Fund Balance as per Balance Sheet 6-30-2014		\$ 2,745,439.21

GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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Schedule 4, Miscellaneous Revenue		
SOURCE	2013-14 ACCOUNT	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
<b>1000 DISTRICT SOURCES OF REVENUE:</b>		
1200 Tuition & Fees	\$ 0.00	\$ 0.00
1300 Earnings on Investments and Bond Sales	\$ 0.00	\$ 29,942.47
1400 Rental, Disposals and Commissions	\$ 0.00	\$ 6,177.90
1500 Reimbursements	\$ 0.00	\$ 41,832.61
1600 Other Local Sources of Revenue	\$ 0.00	\$ 60,990.48
1700 Child Nutrition Programs	\$ 0.00	\$ 0.00
1800 Athletics	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 138,943.46
<b>2000 INTERMEDIATE SOURCES OF REVENUE:</b>		
2100 County 4 Mill Ad Valorem Tax	\$ 484,267.07	\$ 560,290.91
2200 County Apportionment (Mortgage Tax)	\$ 222,606.46	\$ 191,746.71
2300 Resale of Property Fund Distribution	\$ 0.00	\$ 0.00
2910 Other Intermediate Sources of Revenue	\$ 0.00	\$ 230.56
TOTAL	\$ 706,873.53	\$ 752,268.18
<b>3000 STATE SOURCES OF REVENUE:</b>		
3110 Gross Production Tax	\$ 357,825.43	\$ 614,401.97
3120 Motor Vehicle Collections	\$ 1,239,153.50	\$ 1,423,626.04
3130 Rural Electric Cooperative Tax	\$ 67,009.65	\$ 85,455.83
3140 State School Land Earnings	\$ 413,886.48	\$ 476,205.44
3150 Vehicle Tax Stamps	\$ 7,918.42	\$ 9,011.02
3160 Farm Implement Tax Stamps	\$ 3,109.04	\$ 2,502.69
3170 Trailers and Mobile Homes	\$ 0.00	\$ 0.00
3190 Other Dedicated Revenue	\$ 0.00	\$ 0.00
3100 Total Dedicated Revenue	\$ 2,088,902.52	\$ 2,611,202.99
3210 Foundation and Salary Incentive Aid	\$ 9,415,764.00	\$ 9,323,183.00
3220 Mid-Term Adjustment For Attendance	\$ 0.00	\$ 0.00
3230 Teacher Consultant Stipend	\$ 0.00	\$ 0.00
3240 Disaster Assistance	\$ 0.00	\$ 0.00
3250 Flexible Benefit Allowance	\$ 1,686,237.84	\$ 1,729,573.76
3200 Total State Aid - General Operations - Non-Categorical	\$ 11,102,001.84	\$ 11,052,756.76
3300 State Aid - Competitive Grants - Categorical	\$ 95,877.00	\$ 88,771.00
3400 State - Categorical	\$ 214,675.67	\$ 282,478.56
3500 Special Programs	\$ 35,000.00	\$ 32,402.00
3600 Other State Sources of Revenue	\$ 0.00	\$ 186,943.03
3700 Child Nutrition Program	\$ 0.00	\$ 0.00
3800 State Vocational Programs - Multi-Source	\$ 100,480.00	\$ 115,369.95
TOTAL	\$ 13,636,937.03	\$ 14,369,924.29
<b>4000 FEDERAL SOURCES OF REVENUE:</b>		
4100 Grants-In-Aid Direct From The Federal Government	\$ 126,425.91	\$ 137,782.28
4200 Disadvantaged Students	\$ 729,821.90	\$ 739,320.68
4300 Individuals With Disabilities	\$ 606,054.01	\$ 866,663.34
4400 No Child Left Behind	\$ 0.00	\$ 0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$ 0.00	\$ 0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$ 0.00	\$ 0.00
4700 Child Nutrition Programs	\$ 0.00	\$ 0.00
4800 Federal Vocational Education	\$ 42,239.00	\$ 43,288.36
TOTAL	\$ 1,504,540.82	\$ 1,787,054.66
<b>5000 NON-REVENUE RECEIPTS:</b>		
5100 Return of Assets	\$ 0.00	\$ 209,692.16
GRAND TOTAL	\$ 15,848,351.38	\$ 17,257,882.75

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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2013-14 ACCOUNT OVER (UNDER)	BASIS AND LIMIT OF ENSUING ESTIMATE	2014-15 ACCOUNT		
		CHARGEABLE INCOME	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 29,942.47	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 6,177.90	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 41,832.61	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 60,990.48	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 138,943.46		\$ 0.00	\$ 0.00	\$ 0.00
\$ 76,023.84	95.00%	\$ 0.00	\$ 532,276.36	\$ 532,276.36
\$ (30,859.75)	95.00%	\$ 0.00	\$ 182,159.37	\$ 182,159.37
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 230.56	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 45,394.65		\$ 0.00	\$ 714,435.73	\$ 714,435.73
\$ 256,576.54	95.00%	\$ 0.00	\$ 583,681.87	\$ 583,681.87
\$ 184,472.54	95.00%	\$ 0.00	\$ 1,352,444.74	\$ 1,352,444.74
\$ 18,446.18	95.00%	\$ 0.00	\$ 81,183.04	\$ 81,183.04
\$ 62,318.96	90.00%	\$ 0.00	\$ 428,584.90	\$ 428,584.90
\$ 1,092.60	95.00%	\$ 0.00	\$ 8,560.47	\$ 8,560.47
\$ (606.35)	95.00%	\$ 0.00	\$ 2,377.56	\$ 2,377.56
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 522,300.47		\$ 0.00	\$ 2,456,832.58	\$ 2,456,832.58
\$ (92,581.00)	98.53%	\$ 0.00	\$ 9,185,707.00	\$ 9,185,707.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 43,335.92	102.62%	\$ 0.00	\$ 1,774,880.47	\$ 1,774,880.47
\$ (49,245.08)		\$ 0.00	\$ 10,960,587.47	\$ 10,960,587.47
\$ (7,106.00)	97.20%	\$ 0.00	\$ 86,289.30	\$ 86,289.30
\$ 67,802.89	78.71%	\$ 0.00	\$ 222,346.30	\$ 222,346.30
\$ (2,598.00)	117.28%	\$ 0.00	\$ 38,000.00	\$ 38,000.00
\$ 186,943.03	21.63%	\$ 0.00	\$ 40,439.00	\$ 40,439.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 14,889.95	87.09%	\$ 0.00	\$ 100,480.00	\$ 100,480.00
\$ 732,987.26		\$ 0.00	\$ 13,904,974.65	\$ 13,904,974.65
\$ 11,356.37	91.77%	\$ 0.00	\$ 126,441.91	\$ 126,441.91
\$ 9,498.78	102.02%	\$ 0.00	\$ 754,269.73	\$ 754,269.73
\$ 260,609.33	62.94%	\$ 0.00	\$ 545,448.61	\$ 545,448.61
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 1,049.36	88.44%	\$ 0.00	\$ 38,284.00	\$ 38,284.00
\$ 282,513.84		\$ 0.00	\$ 1,464,444.25	\$ 1,464,444.25
\$ 209,692.16	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 1,409,531.37		\$ 0.00	\$ 16,083,854.63	\$ 16,083,854.63

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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Schedule 5, Expenditures General Fund Cash Accounts of Current and all Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Cash Balance Reported to Excise Board 6-30-2013	\$ 0.00
Cash Fund Balance Transferred Out	
Cash Fund Balance Transferred In	\$ 3,105,330.19
Adjusted Cash Balance	\$ 3,105,330.19
Ad Valorem Tax Apportioned To Year In Caption	\$ 4,485,191.19
Miscellaneous Revenue (Schedule 4)	\$ 17,257,882.75
Cash Fund Balance Forward From Preceding Year	\$ 295,983.30
Prior Expenditures Recovered	\$ 0.00
<b>TOTAL RECEIPTS</b>	<b>\$ 22,039,057.24</b>
<b>TOTAL RECEIPTS AND BALANCE</b>	<b>\$ 25,144,387.43</b>
Warrants Paid of Year in Caption	\$ 20,265,821.54
Interest Paid Thereon	\$ 0.00
Bank Fees and Cash Charges	\$ 0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 20,265,821.54</b>
<b>CASH BALANCE JUNE 30, 2014</b>	<b>\$ 4,878,565.89</b>
Reserve for Warrants Outstanding	\$ 1,088,426.10
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 1,044,700.58
<b>TOTAL LIABILITIES AND RESERVE</b>	<b>\$ 2,133,126.68</b>
DEFICIT:	\$ 0.00
<b>CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR</b>	<b>\$ 2,745,439.21</b>

Schedule 6, General Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Warrants Outstanding 6-30 of Year in Caption	
Warrants Registered During Year	\$ 21,354,247.64
<b>TOTAL</b>	<b>\$ 21,354,247.64</b>
Warrants Paid During Year	\$ 20,265,821.54
Warrants Converted to Bonds or Judgments	\$ 0.00
Warrants Cancelled	\$ 0.00
Warrants estopped by Statute	\$ 0.00
<b>TOTAL WARRANTS RETIRED</b>	<b>\$ 20,265,821.54</b>
<b>BALANCE WARRANTS OUTSTANDING JUNE 30, 2014</b>	<b>\$ 1,088,426.10</b>

Schedule 7, 2013 Ad Valorem Tax Account			
2013 Net Valuation Certified To County Excise Board	\$ 130,057,375.00	35.840 Mills	Amount
Total Proceeds of Levy as Certified			\$ 4,661,256.32
Additions:			\$ 0.00
Deductions:			\$ 0.00
Gross Balance Tax			\$ 4,661,256.32
Less Reserve for Delinquent Tax			\$ 423,750.57
Reserve for Protests Pending			\$ 0.00
Balance Available Tax			\$ 4,237,505.75
Deduct 2013 Tax Apportioned			\$ 4,485,191.19
Net Balance 2013 Tax in Process of Collection			\$ 0.00
Excess Collections			\$ 247,685.44





GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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EXHIBIT "A"

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Schedule 8, Report of Prior Year Expenditures				
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2013			APPROPRIATIONS ORIGINAL
	RESERVES 06-30-2013	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS	
1000 INSTRUCTION	\$ 49,562.19	\$ 38,690.41	\$ 10,871.78	\$ 12,474,816.20
2000 SUPPORT SERVICES:				
2100 Support Services - Students	\$ 2,071.44	\$ 2,023.94	\$ 47.50	\$ 1,332,818.01
2200 Support Services - Instructional Staff	\$ 3,641.28	\$ 3,612.29	\$ 28.99	\$ 1,294,793.96
2300 Support Services - General Administration	\$ 6,325.73	\$ 1,800.70	\$ 4,525.03	\$ 732,957.49
2400 Support Services - School Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,634,196.94
2500 Support Services - Business	\$ 7,491.05	\$ 6,541.35	\$ 949.70	\$ 1,097,610.99
2600 Operations And Maintenance of Plant Services	\$ 141,045.29	\$ 136,736.37	\$ 4,308.92	\$ 2,128,585.54
2700 Student Transportation Services	\$ 24,002.32	\$ 23,907.77	\$ 94.55	\$ 2,347,398.22
2800 Support Services - Central	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2900 Other Support Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 184,577.11	\$ 174,622.42	\$ 9,954.69	\$ 10,568,361.15
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	\$ 22.95	\$ 22.95	\$ 0.00	\$ 118,400.00
3200 Other Enterprise Service Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3300 Community Services Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00
TOTAL	\$ 22.95	\$ 22.95	\$ 0.00	\$ 119,900.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4100 Supv. of Facilities Acquisition and Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4200 Site Acquisition Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4300 Site Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,329.97
4400 Architecture and Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4500 Educational Specifications Development Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4600 Building Acquisition and Construction Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4700 Building Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4900 Other Facilities Acquisition and Const. Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,329.97
5000 OTHER OUTLAYS:				
5100 Debt Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5200 Reimbursement (Child Nutrition Fund)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5300 Clearing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5400 Indirect Cost Entitlement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5500 Private Nonprofit Schools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,780.00
5600 Correcting Entry	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 23,780.00
7000 OTHER USES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8000 REPAYMENTS	\$ 0.00	\$ (45.00)	\$ 45.00	\$ 0.00
TOTAL GENERAL FUND	\$ 234,162.25	\$ 213,290.78	\$ 20,871.47	\$ 23,191,187.32
Bank Fees and Cash Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Provision for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 234,162.25	\$ 213,290.78	\$ 20,871.47	\$ 23,191,187.32

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2014-2015	
PURPOSE:	
Current Expense	
Interest	
Pro rata share of County Assessor's Budget as determined by County Excise Board	
GRAND TOTAL - Home School	

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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GENERAL FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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FISCAL YEAR ENDING JUNE 30, 2014						FISCAL YEAR 2013-2014
APPROPRIATIONS			WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
SUPPLEMENTAL ADJUSTMENTS		NET AMOUNT				
ADDED	CANCELLED					
\$ 0.00	\$ 0.00	\$ 12,474,816.20	\$ 12,229,178.52	\$ 37,077.24	\$ 208,560.44	\$ 12,266,255.76
\$ 0.00	\$ 0.00	\$ 1,332,818.01	\$ 1,315,010.03	\$ 1,862.12	\$ 15,945.86	\$ 1,316,872.15
\$ 0.00	\$ 0.00	\$ 1,294,793.96	\$ 1,287,362.77	\$ 0.00	\$ 7,431.19	\$ 1,287,362.77
\$ 0.00	\$ 0.00	\$ 732,957.49	\$ 684,173.60	\$ 9,882.62	\$ 38,901.27	\$ 694,056.22
\$ 0.00	\$ 0.00	\$ 1,634,196.94	\$ 1,614,956.55	\$ 0.00	\$ 19,240.39	\$ 1,614,956.55
\$ 0.00	\$ 0.00	\$ 1,097,610.99	\$ 730,382.21	\$ 49,300.36	\$ 317,928.42	\$ 779,682.57
\$ 0.00	\$ 0.00	\$ 2,128,585.54	\$ 1,942,798.64	\$ 62,792.42	\$ 122,994.48	\$ 2,005,591.06
\$ 0.00	\$ 0.00	\$ 2,347,398.22	\$ 1,413,416.47	\$ 883,785.82	\$ 50,195.93	\$ 2,297,202.29
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 10,568,361.15	\$ 8,988,100.27	\$ 1,007,623.34	\$ 572,637.54	\$ 9,995,723.61
\$ 0.00	\$ 0.00	\$ 118,400.00	\$ 118,296.84	\$ 0.00	\$ 103.16	\$ 118,296.84
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 119,900.00	\$ 118,296.84	\$ 0.00	\$ 1,603.16	\$ 118,296.84
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 4,329.97	\$ 0.00	\$ 0.00	\$ 4,329.97	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 4,329.97	\$ 0.00	\$ 0.00	\$ 4,329.97	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 23,780.00	\$ 18,672.01	\$ 0.00	\$ 5,107.99	\$ 18,672.01
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 23,780.00	\$ 18,672.01	\$ 0.00	\$ 5,107.99	\$ 18,672.01
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 23,191,187.32	\$ 21,354,247.64	\$ 1,044,700.58	\$ 792,239.10	\$ 22,398,948.22
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 23,191,187.32	\$ 21,354,247.64	\$ 1,044,700.58	\$ 792,239.10	\$ 22,398,948.22

	Estimate of Needs by Governing Board	Approved by County Excise Board
	\$ 22,955,361.42	\$ 22,955,361.42
	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00
	\$ 22,955,361.42	\$ 22,955,361.42

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "B"

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Schedule 1, Current Balance Sheet - June 30, 2014	
	Amount
<b>ASSETS:</b>	
Cash Balance June 30, 2014	\$ 822,590.45
Investments	\$ 0.00
<b>TOTAL ASSETS</b>	<b>\$ 822,590.45</b>
<b>LIABILITIES AND RESERVES:</b>	
Warrants Outstanding	\$ 4,062.22
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 143,513.31
<b>TOTAL LIABILITIES AND RESERVES</b>	<b>\$ 147,575.53</b>
<b>CASH FUND BALANCE JUNE 30, 2014</b>	<b>\$ 675,014.92</b>
<b>TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE</b>	<b>\$ 822,590.45</b>

Schedule 2, Revenue and Requirements - 2013-2014		
	Detail	Total
<b>REVENUE:</b>		
Cash Balance June 30, 2013	\$ 711,244.68	
Cash Fund Balance Transferred From Prior Years	\$ 40,900.61	
Current Ad Valorem Tax Apportioned	\$ 640,741.61	
Miscellaneous Revenue Apportioned	\$ 4,542.30	
<b>TOTAL REVENUE</b>		<b>\$ 1,397,429.20</b>
<b>REQUIREMENTS:</b>		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	\$ 578,900.97	
Reserves From Schedule 8	\$ 143,513.31	
Interest Paid on Warrants	\$ 0.00	
Bank Fees and Cash Charges	\$ 0.00	
Reserve for Interest on Warrants	\$ 0.00	
<b>TOTAL REQUIREMENTS</b>		<b>\$ 722,414.28</b>
<b>ADD: Cash Fund Balance as Per Balance Sheet 6-30-2014</b>		<b>\$ 675,014.92</b>
<b>TOTAL REQUIREMENTS AND CASH FUND BALANCE</b>		<b>\$ 1,397,429.20</b>

Schedule 3, Cash Fund Balance Analysis - June 30, 2014	
	Amount
<b>ADDITIONS:</b>	
Miscellaneous Revenue Collected in Excess of Estimates-Net	\$ 4,542.30
Warrants Estopped, Cancelled or Converted	\$ 0.00
Fiscal Year 2013-14 Lapsed Appropriations	\$ 594,188.36
Fiscal Year 2012-13 Lapsed Appropriations	\$ 3,250.00
Ad Valorem Tax Collections in Excess of Estimates	\$ 35,383.65
Prior Year Ad Valorem Tax	\$ 37,650.61
<b>TOTAL ADDITIONS</b>	<b>\$ 675,014.92</b>
<b>DEDUCTIONS:</b>	
Supplemental Appropriations	\$ 0.00
Current Tax in Process of Collection	\$ 0.00
<b>TOTAL DEDUCTIONS</b>	<b>\$ 0.00</b>
<b>Cash Fund Balance as per Balance Sheet 6-30-2014</b>	<b>\$ 675,014.92</b>
<b>Composition of Cash Fund Balance</b>	
Cash	\$ 675,014.92
<b>Cash Fund Balance as per Balance Sheet 6-30-2014</b>	<b>\$ 675,014.92</b>

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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Schedule 4, Miscellaneous Revenue		
SOURCE	2013-14 ACCOUNT	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
<b>1000 DISTRICT SOURCES OF REVENUE:</b>		
1200 Tuition & Fees	\$ 0.00	\$ 0.00
1300 Earnings on Investments and Bond Sales	\$ 0.00	\$ 0.00
1400 Rental, Disposals and Commissions	\$ 0.00	\$ 0.00
1500 Reimbursements	\$ 0.00	\$ 261.83
1600 Other Local Sources of Revenue	\$ 0.00	\$ 390.00
1700 Child Nutrition Programs	\$ 0.00	\$ 0.00
1800 Athletics	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 651.83
<b>2000 INTERMEDIATE SOURCES OF REVENUE:</b>		
2100 County 4 Mill Ad Valorem Tax	\$ 0.00	\$ 0.00
2200 County Apportionment (Mortgage Tax)	\$ 0.00	\$ 0.00
2300 Resale of Property Fund Distribution	\$ 0.00	\$ 0.00
2900 Other Intermediate Sources of Revenue	\$ 0.00	\$ 32.94
TOTAL	\$ 0.00	\$ 32.94
<b>3000 STATE SOURCES OF REVENUE:</b>		
3110 Gross Production Tax	\$ 0.00	\$ 0.00
3120 Motor Vehicle Collections	\$ 0.00	\$ 0.00
3130 Rural Electric Cooperative Tax	\$ 0.00	\$ 0.00
3140 State School Land Earnings	\$ 0.00	\$ 0.00
3150 Vehicle Tax Stamps	\$ 0.00	\$ 0.00
3160 Farm Implement Tax Stamps	\$ 0.00	\$ 357.53
3170 Trailers and Mobile Homes	\$ 0.00	\$ 0.00
3190 Other Dedicated Revenue	\$ 0.00	\$ 3,500.00
3100 Total Dedicated Revenue	\$ 0.00	\$ 3,857.53
3210 Foundation and Salary Incentive Aid	\$ 0.00	\$ 0.00
3220 Mid-Term Adjustment For Attendance	\$ 0.00	\$ 0.00
3230 Teacher Consultant Stipend	\$ 0.00	\$ 0.00
3240 Disaster Assistance	\$ 0.00	\$ 0.00
3250 Flexible Benefit Allowance	\$ 0.00	\$ 0.00
3200 Total State Aid - General Operations - Non-Categorical	\$ 0.00	\$ 0.00
3300 State Aid - Competitive Grants - Categorical	\$ 0.00	\$ 0.00
3400 State - Categorical	\$ 0.00	\$ 0.00
3500 Special Programs	\$ 0.00	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00	\$ 0.00
3700 Child Nutrition Program	\$ 0.00	\$ 0.00
3800 State Vocational Programs - Multi-Source	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 3,857.53
<b>4000 FEDERAL SOURCES OF REVENUE:</b>		
4100 Grants-In-Aid Direct From The Federal Government	\$ 0.00	\$ 0.00
4200 Disadvantaged Students	\$ 0.00	\$ 0.00
4300 Individuals With Disabilities	\$ 0.00	\$ 0.00
4400 No Child Left Behind	\$ 0.00	\$ 0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$ 0.00	\$ 0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$ 0.00	\$ 0.00
4700 Child Nutrition Programs	\$ 0.00	\$ 0.00
4800 Federal Vocational Education	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
<b>5000 NON-REVENUE RECEIPTS:</b>		
5100 Return of Assets	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 0.00	\$ 4,542.30

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Schedule 5, Expenditures Building Fund Cash Accounts of Current and all Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Cash Balance Reported to Excise Board 6-30-2013	\$ 0.00
Cash Fund Balance Transferred Out	
Cash Fund Balance Transferred In	\$ 711,244.68
Adjusted Cash Balance	\$ 711,244.68
Ad Valorem Tax Apportioned To Year in Caption	\$ 640,741.61
Miscellaneous Revenue (Schedule 4)	\$ 4,542.30
Cash Fund Balance Forward From Preceding Year	\$ 40,900.61
Prior Expenditures Recovered	\$ 0.00
TOTAL RECEIPTS	\$ 686,184.52
TOTAL RECEIPTS AND BALANCE	\$ 1,397,429.20
Warrants Paid of Year in Caption	\$ 574,838.75
Interest Paid Thereon	\$ 0.00
Bank Fees and Cash Charges	\$ 0.00
TOTAL DISBURSEMENTS	\$ 574,838.75
CASH BALANCE JUNE 30, 2014	\$ 822,590.45
Reserve for Warrants Outstanding	\$ 4,062.22
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 143,513.31
TOTAL LIABILITIES AND RESERVE	\$ 147,575.53
DEFICIT: (Red Figure)	\$ 0.00
CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR	\$ 675,014.92

Schedule 6, Building Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Warrants Outstanding 6-30 of Year in Caption	
Warrants Registered During Year	\$ 578,900.97
TOTAL	\$ 578,900.97
Warrants Paid During Year	\$ 574,838.75
Warrants Converted to Bonds or Judgments	\$ 0.00
Warrants Cancelled	\$ 0.00
Warrants estopped by Statute	\$ 0.00
TOTAL WARRANTS RETIRED	\$ 574,838.75
BALANCE WARRANTS OUTSTANDING JUNE 30, 2014	\$ 4,062.22

Schedule 7, 2013 Ad Valorem Tax Account			
2013 Net Valuation Certified To County Excise Board	\$ 130,057,375.00	5.120 Mills	Amount
Total Proceeds of Levy as Certified			\$ 665,893.76
Additions:			\$ 0.00
Deductions:			\$ 0.00
Gross Balance Tax			\$ 665,893.76
Less Reserve for Delinquent Tax			\$ 60,535.80
Reserve for Protests Pending			\$ 0.00
Balance Available Tax			\$ 605,357.96
Deduct 2013 Tax Apportioned			\$ 640,741.61
Net Balance 2013 Tax in Process of Collection			\$ 0.00
Excess Collections			\$ 35,383.65





BUILDING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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Schedule 8, Report of Prior Year Expenditures				
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2013			APPROPRIATIONS ORIGINAL
	RESERVES 06-30-2013	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS	
1000 INSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2200 Support Services - Instructional Staff	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2300 Support Services - General Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2400 Support Services - School Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2500 Support Services - Business	\$ 0.00	\$ 0.00	\$ 0.00	\$ 589,051.94
2600 Operations And Maintenance of Plant Services	\$ 106,145.00	\$ 102,895.00	\$ 3,250.00	\$ 573,990.70
2700 Student Transportation Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2800 Support Services - Central	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2900 Other Support Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 106,145.00	\$ 102,895.00	\$ 3,250.00	\$ 1,163,042.64
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22,990.00
3200 Other Enterprise Service Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3300 Community Services Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 22,990.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERVICES:				
4100 Supv. of Facilities Acquisition and Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4200 Site Acquisition Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4300 Site Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 112,630.00
4400 Architecture and Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,940.00
4500 Educational Specifications Development Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4600 Building Acquisition and Construction Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4700 Building Improvement Services	\$ 109,783.53	\$ 109,783.53	\$ 0.00	\$ 0.00
4900 Other Facilities Acquisition and Const. Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 109,783.53	\$ 109,783.53	\$ 0.00	\$ 130,570.00
5000 OTHER OUTLAYS:				
5100 Debt Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5200 Reimbursement (Child Nutrition Fund)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5300 Clearing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5400 Indirect Cost Entitlement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5500 Private Nonprofit Schools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5600 Correcting Entry	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7000 OTHER USES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8000 REPAYMENTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL BUILDING FUND	\$ 215,928.53	\$ 212,678.53	\$ 3,250.00	\$ 1,316,602.64
Bank Fees and Cash Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Provision for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 215,928.53	\$ 212,678.53	\$ 3,250.00	\$ 1,316,602.64

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2014-2015	
PURPOSE:	
Current Expense	
Interest	
Pro rata share of County Assessor's Budget by County Excise Board	
GRAND TOTAL - Home School	

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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FISCAL YEAR ENDING JUNE 30, 2014						FISCAL YEAR 2013-2014
APPROPRIATIONS			WARRANTS ISSUED	RESERVES	LAPSED BALANCE KNOWN TO BE UNENCUMBERED	EXPENDITURES FOR CURRENT EXPENSE PURPOSES
SUPPLEMENTAL ADJUSTMENTS		NET AMOUNT				
ADDED	CANCELLED					
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 589,051.94	\$ 34.40	\$ 0.00	\$ 589,017.54	\$ 34.40
\$ 0.00	\$ 0.00	\$ 573,990.70	\$ 434,251.89	\$ 134,590.81	\$ 5,148.00	\$ 568,842.70
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 1,163,042.64	\$ 434,286.29	\$ 134,590.81	\$ 594,165.54	\$ 568,877.10
\$ 0.00	\$ 0.00	\$ 22,990.00	\$ 22,986.00	\$ 0.00	\$ 4.00	\$ 22,986.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 22,990.00	\$ 22,986.00	\$ 0.00	\$ 4.00	\$ 22,986.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 112,630.00	\$ 103,696.15	\$ 8,922.50	\$ 11.35	\$ 112,618.65
\$ 0.00	\$ 0.00	\$ 17,940.00	\$ 17,932.53	\$ 0.00	\$ 7.47	\$ 17,932.53
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 130,570.00	\$ 121,628.68	\$ 8,922.50	\$ 18.82	\$ 130,551.18
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 1,316,602.64	\$ 578,900.97	\$ 143,513.31	\$ 594,188.36	\$ 722,414.28
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 1,316,602.64	\$ 578,900.97	\$ 143,513.31	\$ 594,188.36	\$ 722,414.28

	Estimate of Needs by Governing Board	Approved by County Excise Board
	\$ 1,264,453.15	\$ 1,264,453.15
	\$ 0.00	\$ 0.00
	\$ 0.00	\$ 0.00
	\$ 1,264,453.15	\$ 1,264,453.15

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SCHOOL AGE CARE ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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EXHIBIT "C"

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Schedule 1, Current Balance Sheet - June 30, 2014	
	Amount
<b>ASSETS:</b>	
Cash Balance June 30, 2014	\$ 82,264.91
Investments	\$ 0.00
<b>TOTAL ASSETS</b>	<b>\$ 82,264.91</b>
<b>LIABILITIES AND RESERVES:</b>	
Warrants Outstanding	\$ 3,404.31
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVES</b>	<b>\$ 3,404.31</b>
<b>CASH FUND BALANCE JUNE 30, 2014</b>	<b>\$ 78,860.60</b>
<b>TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE</b>	<b>\$ 82,264.91</b>

Schedule 5, Expenditures Co-op Fund Cash Accounts of Current and all Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Cash Balance Reported to Excise Board 6-30-2013	\$ 0.00
Cash Fund Balance Transferred Out	
Cash Fund Balance Transferred In	\$ 55,002.18
Adjusted Cash Balance	\$ 55,002.18
Miscellaneous Revenue (Schedule 4)	\$ 120,162.02
Cash Fund Balance Forward From Preceding Year	\$ 0.00
Prior Expenditures Recovered	\$ 0.00
<b>TOTAL RECEIPTS</b>	<b>\$ 120,162.02</b>
<b>TOTAL RECEIPTS AND BALANCE</b>	<b>\$ 175,164.20</b>
Warrants Paid of Year in Caption	\$ 92,899.29
Interest Paid Thereon	\$ 0.00
Bank Fees and Cash Charges	\$ 0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 92,899.29</b>
<b>CASH BALANCE JUNE 30, 2014</b>	<b>\$ 82,264.91</b>
Reserve for Warrants Outstanding	\$ 3,404.31
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVE</b>	<b>\$ 3,404.31</b>
<b>DEFICIT: (Red Figure)</b>	<b>\$ 0.00</b>
<b>CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR</b>	<b>\$ 78,860.60</b>

Schedule 6, Co-op Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Warrants Outstanding 6-30 of Year in Caption	
Warrants Registered During Year	\$ 96,303.60
<b>TOTAL</b>	<b>\$ 96,303.60</b>
Warrants Paid During Year	\$ 92,899.29
Warrants Converted to Bonds or Judgments	\$ 0.00
Warrants Cancelled	\$ 0.00
Warrants estopped by Statute	\$ 0.00
<b>TOTAL WARRANTS RETIRED</b>	<b>\$ 92,899.29</b>
<b>BALANCE WARRANTS OUTSTANDING JUNE 30, 2014</b>	<b>\$ 3,404.31</b>

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Schedule 2, Revenue and Requirements - 2013-2014		
	Detail	Total
<b>REVENUE:</b>		
Cash Balance June 30, 2013	\$ 55,002.18	
Cash Fund Balance Transferred From Prior Years	\$ 0.00	
Miscellaneous Revenue Apportioned	\$ 120,162.02	
<b>TOTAL REVENUE</b>		<b>\$ 175,164.20</b>
<b>REQUIREMENTS:</b>		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	\$ 96,303.60	
Reserves From Schedule 8	\$ 0.00	
Interest Paid on Warrants	\$ 0.00	
Bank Fees and Cash Charges	\$ 0.00	
Reserve for Interest on Warrants	\$ 0.00	
<b>TOTAL REQUIREMENTS</b>		<b>\$ 96,303.60</b>
ADD: Cash Fund Balance as Per Balance Sheet 6-30-2014		\$ 78,860.60
<b>TOTAL REQUIREMENTS AND CASH FUND BALANCE</b>		<b>\$ 175,164.20</b>

Schedule 5, (Continued)						
2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	TOTAL
\$ 58,349.05	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 58,349.05
\$ 55,002.18	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,002.18
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,002.18
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 58,349.05
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,162.02
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120,162.02
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 178,511.07
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,246.16
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,246.16
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,264.91
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,404.31
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,404.31
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 78,860.60

Schedule 6, (Continued)						
2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	TOTAL
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,346.87
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,303.60
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 99,650.47
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,246.16
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 3,346.87	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,246.16
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,404.31

SCHOOL AGE CARE ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

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Schedule 4, Miscellaneous Revenue		
SOURCE	2013-14 ACCOUNT	
	AMOUNT ESTIMATED	ACTUALLY COLLECTED
<b>1000 DISTRICT SOURCES OF REVENUE:</b>		
1200 Tuition & Fees	\$ 80,904.78	\$ 90,038.94
1300 Earnings on Investments and Bond Sales	\$ 0.00	\$ 0.00
1400 Rental, Disposals and Commissions	\$ 0.00	\$ 0.00
1500 Reimbursements	\$ 0.00	\$ 0.00
1600 Other Local Sources of Revenue	\$ 0.00	\$ 0.00
1700 Child Nutrition Programs	\$ 0.00	\$ 0.00
1800 Athletics	\$ 0.00	\$ 0.00
TOTAL	\$ 80,904.78	\$ 90,038.94
<b>2000 INTERMEDIATE SOURCES OF REVENUE:</b>		
2100 County 4 Mill Ad Valorem Tax	\$ 0.00	\$ 0.00
2200 County Apportionment (Mortgage Tax)	\$ 0.00	\$ 0.00
2300 Resale of Property Fund Distribution	\$ 0.00	\$ 0.00
2900 Other Intermediate Sources of Revenue	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
<b>3000 STATE SOURCES OF REVENUE:</b>		
3110 Gross Production Tax	\$ 0.00	\$ 0.00
3120 Motor Vehicle Collections	\$ 0.00	\$ 0.00
3130 Rural Electric Cooperative Tax	\$ 0.00	\$ 0.00
3140 State School Land Earnings	\$ 0.00	\$ 0.00
3150 Vehicle Tax Stamps	\$ 0.00	\$ 0.00
3160 Farm Implement Tax Stamps	\$ 0.00	\$ 0.00
3170 Trailers and Mobile Homes	\$ 0.00	\$ 0.00
3190 Other Dedicated Revenue	\$ 0.00	\$ 0.00
3100 Total Dedicated Revenue	\$ 0.00	\$ 0.00
3210 Foundation and Salary Incentive Aid	\$ 0.00	\$ 0.00
3220 Mid-Term Adjustment For Attendance	\$ 0.00	\$ 0.00
3230 Teacher Consultant Stipend	\$ 0.00	\$ 0.00
3250 Flexible Benefit Allowance	\$ 13,295.96	\$ 13,134.17
3200 Total State Aid - General Operations - Non-Categorical	\$ 13,295.96	\$ 13,134.17
3300 State Aid - Competitive Grants - Categorical	\$ 0.00	\$ 0.00
3400 State - Categorical	\$ 0.00	\$ 0.00
3500 Special Programs	\$ 0.00	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00	\$ 16,988.91
3700 Child Nutrition Program	\$ 0.00	\$ 0.00
3800 State Vocational Programs - Multi-Source	\$ 0.00	\$ 0.00
TOTAL	\$ 13,295.96	\$ 30,123.08
<b>4000 FEDERAL SOURCES OF REVENUE:</b>		
4100 Grants-In-Aid Direct From The Federal Government	\$ 0.00	\$ 0.00
4200 Disadvantaged Students	\$ 0.00	\$ 0.00
4300 Individuals With Disabilities	\$ 0.00	\$ 0.00
4400 No Child Left Behind	\$ 0.00	\$ 0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$ 0.00	\$ 0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$ 0.00	\$ 0.00
4700 Child Nutrition Programs	\$ 0.00	\$ 0.00
4800 Federal Vocational Education	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
<b>5000 NON-REVENUE RECEIPTS:</b>		
5100 Return of Assets	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 94,200.74	\$ 120,162.02

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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SCHOOL AGE CARE ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

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Schedule 8, Report of Prior Year Expenditures				
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2013			APPROPRIATIONS ORIGINAL
	RESERVES 06-30-2013	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS	
1000 INSTRUCTION			\$ 0.00	\$ 0.00
2000 SUPPORT SERVICES:				
2100 Support Services - Students	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2200 Support Services - Instructional Staff	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2300 Support Services - General Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2400 Support Services - School Administration	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2500 Support Services - Business	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,812.92
2600 Operations And Maintenance of Plant Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2700 Student Transportation Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2800 Support Services - Central	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2900 Other Support Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,812.92
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3100 Child Nutrition Programs Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3200 Other Enterprise Service Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3300 Community Services Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,390.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 96,390.00
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:				
4100 Supv. of Facilities Acquisition and Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4200 Site Acquisition Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4300 Site Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4400 Architecture and Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4500 Educational Specifications Development Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4600 Building Acquisition and Construction Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4700 Building Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4900 Other Facilities Acquisition and Const. Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5200 Reimbursement(Child Nutrition Fund)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5300 Clearing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5400 Indirect Cost Entitlement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5500 Private Nonprofit Schools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5600 Correcting Entry	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7000 OTHER USES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8000 REPAYMENTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL CO-OP FUND	\$ 0.00	\$ 0.00	\$ 0.00	\$ 149,202.92
Bank Fees and Cash Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Provision for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 149,202.92

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2014-2015	
PURPOSE:	
Current Expense	
Interest	
Pro rata share of County Assessor's Budget by County Excise Board	
GRAND TOTAL - Home School	

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CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "D"

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Schedule I, Current Balance Sheet - June 30, 2014	
	Amount
<b>ASSETS:</b>	
Cash Balance June 30, 2014	\$ 228,997.78
Investments	\$ 0.00
<b>TOTAL ASSETS</b>	<b>\$ 228,997.78</b>
<b>LIABILITIES AND RESERVES:</b>	
Warrants Outstanding	\$ 62,905.48
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 15,001.47
<b>TOTAL LIABILITIES AND RESERVES</b>	<b>\$ 77,906.95</b>
<b>CASH FUND BALANCE JUNE 30, 2014</b>	<b>\$ 151,090.83</b>
<b>TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE</b>	<b>\$ 228,997.78</b>

Schedule 5, Expenditures Child Nutrition Fund Cash Accounts of Current and all Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Cash Balance Reported to Excise Board 6-30-2013	\$ 0.00
Cash Fund Balance Transferred Out	
Cash Fund Balance Transferred In	\$ 202,684.92
Adjusted Cash Balance	\$ 202,684.92
Miscellaneous Revenue (Schedule 4)	\$ 1,461,387.05
Cash Fund Balance Forward From Preceding Year	\$ 1,662.46
Prior Expenditures Recovered	\$ 0.00
<b>TOTAL RECEIPTS</b>	<b>\$ 1,463,049.51</b>
<b>TOTAL RECEIPTS AND BALANCE</b>	<b>\$ 1,665,734.43</b>
Warrants Paid of Year in Caption	\$ 1,436,736.65
Interest Paid Thereon	\$ 0.00
Bank Fees and Cash Charges	\$ 0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,436,736.65</b>
<b>CASH BALANCE JUNE 30, 2014</b>	<b>\$ 228,997.78</b>
Reserve for Warrants Outstanding	\$ 62,905.48
Reserve for Interest on Warrants	\$ 0.00
Reserves From Schedule 8	\$ 15,001.47
<b>TOTAL LIABILITIES AND RESERVE</b>	<b>\$ 77,906.95</b>
<b>DEFICIT: (Red Figure)</b>	<b>\$ 0.00</b>
<b>CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR</b>	<b>\$ 151,090.83</b>

Schedule 6, Child Nutrition Fund Warrant Account of Current and All Prior Years	
CURRENT AND ALL PRIOR YEARS	2013-14
Warrants Outstanding 6-30 of Year in Caption	
Warrants Registered During Year	\$ 1,499,642.13
<b>TOTAL</b>	<b>\$ 1,499,642.13</b>
Warrants Paid During Year	\$ 1,436,736.65
Warrants Converted to Bonds or Judgments	\$ 0.00
Warrants Cancelled	\$ 0.00
Warrants estopped by Statute	\$ 0.00
<b>TOTAL WARRANTS RETIRED</b>	<b>\$ 1,436,736.65</b>
<b>BALANCE WARRANTS OUTSTANDING JUNE 30, 2014</b>	<b>\$ 62,905.48</b>

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CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
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Schedule 2, Revenue and Requirements - 2013-2014		
	Detail	Total
<b>REVENUE:</b>		
Cash Balance June 30, 2013	\$ 202,684.92	
Cash Fund Balance Transferred From Prior Years	\$ 1,662.46	
Miscellaneous Revenue Apportioned	\$ 1,461,387.05	
<b>TOTAL REVENUE</b>		<b>\$ 1,665,734.43</b>
<b>REQUIREMENTS:</b>		
Claims Paid by Warrants Issued & Transfer Fees Apportioned	\$ 1,499,642.13	
Reserves From Schedule 8	\$ 15,001.47	
Interest Paid on Warrants	\$ 0.00	
Bank Fees and Cash Charges	\$ 0.00	
Reserve for Interest on Warrants	\$ 0.00	
<b>TOTAL REQUIREMENTS</b>		<b>\$ 1,514,643.60</b>
ADD: Cash Fund Balance as Per Balance Sheet 6-30-2014		\$ 151,090.83
<b>TOTAL REQUIREMENTS AND CASH FUND BALANCE</b>		<b>\$ 1,665,734.43</b>

Schedule 5, (Continued)						
2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	TOTAL
\$ 247,673.58	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 247,673.58
\$ 202,684.92	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 202,684.92
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 202,684.92
\$ 44,988.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 247,673.58
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,461,387.05
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,662.46
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,463,049.51
\$ 44,988.66	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,710,723.09
\$ 43,326.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,480,062.85
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 43,326.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,480,062.85
\$ 1,662.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 230,660.24
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,905.48
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,001.47
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 77,906.95
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 1,662.46	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 152,753.29

Schedule 6, (Continued)						
2012-13	2011-12	2010-11	2009-10	2008-09	2007-08	TOTAL
\$ 29,988.71	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,988.71
\$ 13,442.69	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,513,084.82
\$ 43,431.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,543,073.53
\$ 43,326.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,480,062.85
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 105.20	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 105.20
\$ 43,431.40	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,480,168.05
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,905.48

CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

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Schedule 4, Miscellaneous Revenue		
SOURCE	2013-14 ACCOUNT	
	AMOUNT	ACTUALLY
	ESTIMATED	COLLECTED
<b>1000 DISTRICT SOURCES OF REVENUE:</b>		
1200 Tuition & Fees	\$ 0.00	\$ 0.00
1300 Earnings on Investments and Bond Sales	\$ 0.00	\$ 0.00
1400 Rental, Disposals and Commissions	\$ 0.00	\$ 0.00
1500 Reimbursements	\$ 0.00	\$ 0.00
1600 Other Local Sources of Revenue	\$ 0.00	\$ 0.00
1710 Students' Lunches	\$ 186,476.73	\$ 196,598.11
1720 Students' Breakfasts	\$ 107,911.75	\$ 134,987.56
1730 Adult Lunches/Breakfasts	\$ 8,368.20	\$ 8,123.10
1740 Extra Food/A La Carte/Extra Milk	\$ 0.00	\$ 0.00
1750 Special Milk Program	\$ 0.00	\$ 0.00
1760 Contract Lunches, Breakfasts, Milk and Supplements	\$ 0.00	\$ 0.00
1790 Other District Revenue (Child Nutrition Programs)	\$ 0.00	\$ 5,687.75
1700 Total Child Nutrition Programs	\$ 302,756.68	\$ 345,396.52
1800 Athletics	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 302,756.68</b>	<b>\$ 345,396.52</b>
<b>2000 INTERMEDIATE SOURCES OF REVENUE:</b>		
2000 Intermediate Sources of Revenue	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>3000 STATE SOURCES OF REVENUE:</b>		
3100 Total Dedicated Revenue	\$ 0.00	\$ 0.00
3200 Total State Aid - General Operations - Non-Categorical	\$ 103,016.92	\$ 130,267.17
3300 State Aid - Competitive Grants - Categorical	\$ 0.00	\$ 0.00
3400 State - Categorical	\$ 0.00	\$ 0.00
3500 Special Programs	\$ 0.00	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00	\$ 0.00
3710 State Reimbursement	\$ 0.00	\$ 0.00
3720 State Matching	\$ 16,140.64	\$ 19,310.70
3700 Total Child Nutrition Program	\$ 16,140.64	\$ 19,310.70
3800 State Vocational Programs - Multi-Source	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 119,157.56</b>	<b>\$ 149,577.87</b>
<b>4000 FEDERAL SOURCES OF REVENUE:</b>		
4100 Grants-In-Aid Direct From The Federal Government	\$ 0.00	\$ 0.00
4200 Disadvantaged Students	\$ 0.00	\$ 0.00
4300 Individuals With Disabilities	\$ 0.00	\$ 0.00
4400 No Child Left Behind	\$ 0.00	\$ 0.00
4500 Grants-In-Aid Passed Through Other State/Intermediate Sources	\$ 0.00	\$ 0.00
4600 Other Federal Sources Passed Through State Dept Of Education	\$ 0.00	\$ 1,550.94
4710 Lunches	\$ 619,553.89	\$ 713,585.38
4720 Breakfasts	\$ 206,220.04	\$ 241,626.83
4730 Special Milk	\$ 0.00	\$ 0.00
4740 Summer Food Service Program	\$ 0.00	\$ 8,271.47
4750 Child and Adult Food Program	\$ 0.00	\$ 0.00
4700 Total Child Nutrition Programs	\$ 825,773.93	\$ 963,483.68
4800 Federal Vocational Education	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 825,773.93</b>	<b>\$ 965,034.62</b>
<b>5000 NON-REVENUE RECEIPTS:</b>		
5100 Return of Assets	\$ 0.00	\$ 1,378.04
<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 1,378.04</b>
<b>GRAND TOTAL</b>	<b>\$ 1,247,688.17</b>	<b>\$ 1,461,387.05</b>

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools 1-001, Logan

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2013-14 ACCOUNT OVER (UNDER)	BASIS AND LIMIT OF ENSUING ESTIMATE	2014-15 ACCOUNT		
		CHARGEABLE INCOME	ESTIMATED BY GOVERNING BOARD	APPROVED BY EXCISE BOARD
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 10,121.38	95.00%	\$ 0.00	\$ 186,768.20	\$ 186,768.20
\$ 27,075.81	95.00%	\$ 0.00	\$ 128,238.18	\$ 128,238.18
\$ (245.10)	95.00%	\$ 0.00	\$ 7,716.95	\$ 7,716.95
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 5,687.75	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 42,639.84	93.44%	\$ 0.00	\$ 322,723.33	\$ 322,723.33
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 42,639.84	93.44%	\$ 0.00	\$ 322,723.33	\$ 322,723.33
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 3,170.06	95.00%	\$ 0.00	\$ 18,345.17	\$ 18,345.17
\$ 3,170.06		\$ 0.00	\$ 18,345.17	\$ 18,345.17
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 30,420.31		\$ 0.00	\$ 148,612.34	\$ 148,612.34
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 1,550.94	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 94,031.49	95.00%	\$ 0.00	\$ 677,906.11	\$ 677,906.11
\$ 35,406.79	95.00%	\$ 0.00	\$ 229,545.49	\$ 229,545.49
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 8,271.47	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 137,709.75		\$ 0.00	\$ 907,451.60	\$ 907,451.60
\$ 0.00	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 139,260.69		\$ 0.00	\$ 907,451.60	\$ 907,451.60
\$ 1,378.04	0.00%	\$ 0.00	\$ 0.00	\$ 0.00
\$ 1,378.04		\$ 0.00	\$ 0.00	\$ 0.00
\$ 213,698.88		\$ 0.00	\$ 1,378,787.27	\$ 1,378,787.27

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Schedule 8, Report of Prior Year Expenditures				
APPROPRIATED ACCOUNTS	FISCAL YEAR ENDING JUNE 30, 2013			APPROPRIATIONS ORIGINAL
	RESERVES 06-30-2013	WARRANTS SINCE ISSUED	BALANCE LAPSED APPROPRIATIONS	
1000 INSTRUCTION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2000 SUPPORT SERVICES:				
2000 Support Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119,773.14
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119,773.14
3000 OPERATION OF NON-INSTRUCTION SERVICES:				
3110 Supervision of Child Nutrition Programs Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24,570.00
3120 Food Preparation & Dispensing Services	\$ 14,999.95	\$ 13,442.69	\$ 1,557.26	\$ 660,254.95
3130 Food and Supplies Delivery Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,320.00
3140 Other Direct/Related Child Nutrition Programs Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,015.00
3150 Food Procurement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 442,080.00
3160 Non-Reimbursable Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3180 Nutrition Education & Staff Development	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3190 Other Child Nutrition Programs Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 37,260.00
3100 Total Child Nutrition Programs Operations	\$ 14,999.95	\$ 13,442.69	\$ 1,557.26	\$ 1,210,499.95
3200 Other Enterprise Service Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3300 Community Services Operations	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 14,999.95	\$ 13,442.69	\$ 1,557.26	\$ 1,210,499.95
4000 FACILITIES ACQUISITION & CONSTRUCTION SERV:				
4100 Supv. of Facilities Acquisition and Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4200 Site Acquisition Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4300 Site Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4400 Architecture and Engineering Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4500 Educational Specifications Development Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4600 Building Acquisition and Construction Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4700 Building Improvement Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4900 Other Facilities Acquisition and Const. Services	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5000 OTHER OUTLAYS:				
5100 Debt Service	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5200 Reimbursement(Child Nutrition Fund)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119,410.00
5300 Clearing Account	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5400 Indirect Cost Entitlement	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5500 Private Nonprofit Schools	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
5600 Correcting Entry	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 119,410.00
7000 OTHER USES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8000 REPAYMENTS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 690.00
TOTAL CHILD NUTRITION FUND	\$ 14,999.95	\$ 13,442.69	\$ 1,557.26	\$ 1,450,373.09
Bank Fees and Cash Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Provision for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
GRAND TOTAL	\$ 14,999.95	\$ 13,442.69	\$ 1,557.26	\$ 1,450,373.09

ESTIMATE OF NEEDS FOR THE FISCAL YEAR 2014-2015	
PURPOSE:	
Current Expense	
Interest	
Pro rata share of County Assessor's Budget by County Excise Board	
GRAND TOTAL - Home School	

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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CHILD NUTRITION FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "D"

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Schedule 9, Child Nutrition Fund Investments						
INVESTED IN	Investments On Hand June 30, 2013	Since Purchased	Liquidations		Barred by Court Order	Investments On Hand June 30, 2014
			By Collection Of Cost	Amortized Premium		
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
TOTAL INVEST.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

Page 35

Schedule I, Detail of Bond and Coupon Indebtedness as of June 30, 2014 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
<b>HOW AND WHEN BONDS MATURE:</b>	
Uniform Maturities:	
Amount Of Each Uniform Maturity	\$ 0.00
Final Maturity Otherwise:	
Amount of Final Maturity	\$ 0.00
<b>AMOUNT OF ORIGINAL ISSUE</b>	<b>\$ 0.00</b>
Cancelled, In Judgement Or Delayed For Final Levy Year	\$ 0.00
<b>Basis of Accruals Contemplated on Net Collections or Better in Anticipation:</b>	
Bond Issues Accruing By Tax Levy	\$ 0.00
Normal Annual Accrual	\$ 0.00
Accrual Liability To Date	\$ 0.00
<b>Deductions From Total Accruals:</b>	
Bonds Paid Prior To 6-30-2013	\$ 0.00
Bonds Paid During 2013-2014	\$ 0.00
Matured Bonds Unpaid	\$ 0.00
Balance Of Accrual Liability	\$ 0.00
<b>TOTAL BONDS OUTSTANDING 6-30-2014:</b>	
Matured	\$ 0.00
Unmatured	\$ 0.00
<b>Requirement for Interest Earnings After Last Tax-Levy Year:</b>	
Terminal Interest To Accrue	\$ 0.00
Accrue Each Year	\$ 0.00
Total Accrual To Date	\$ 0.00
Current Interest Earned Through 2014-2015	\$ 0.00
Total Interest To Levy For 2014-2015	\$ 0.00
<b>INTEREST COUPON ACCOUNT:</b>	
<b>Interest Earned But Unpaid 6-30-2013:</b>	
Matured	\$ 0.00
Unmatured	\$ 0.00
Interest Earnings 2013-2014	\$ 0.00
Coupons Paid Through 2013-2014	\$ 0.00
<b>Interest Earned But Unpaid 6-30-2014:</b>	
Matured	\$ 0.00
Unmatured	\$ 0.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

Page 36

Schedule 2, Detail of Judgment Indebtedness as of June 30, 2014 - Not Affecting Homesteads (New)				
Judgments For Indebtedness Originally Incurred After January 8, 1937. (New)				
IN FAVOR OF				
BY WHOM OWNED				
PURPOSE OF JUDGMENT				
Case Number				
NAME OF COURT				
Date of Judgment				
Principal Amount of Judgment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Rate Assigned by Court	0.00%	0.00%	0.00%	0.00%
Tax Levies Made	0	0	0	0
Principal Amount Provided for to June 30, 2013	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Principal Amount Provided for in 2013-2014	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
PRINCIPAL AMOUNT NOT PROVIDED FOR	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
AMOUNT TO PROVIDE BY TAX LEVY FISCAL YEAR 2014-2015				
Principal 1/3	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
FOR ALL JUDGMENTS REPORTED LEVIED FOR BUT UNPAID JUDGMENT OBLIGATIONS OUTSTANDING JUNE 30, 2013				
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
JUDGMENT OBLIGATIONS SINCE LEVIED FOR:				
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
JUDGMENT OBLIGATIONS SINCE PAID:				
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
LEVIED BUT UNPAID JUDGMENT OBLIGATIONS OUTSTANDING JUNE 30, 2014				
Principal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Schedule 3, Prepaid Judgments as of June 30, 2014				
Prepaid Judgments On Indebtedness Originating After January 8, 1937				
NAME OF JUDGMENT				
CASE NUMBER				
NAME OF COURT				
Principal Amount of Judgment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Tax Levies Made	0	0	0	0
Unreimbursed Balance At June 30, 2013	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reimbursement By 2013-2014 Tax Levy	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Annual Accrual On Prepaid Judgments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Stricken By Court Order	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Asset Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

Page 38

Schedule 4, Sinking Fund Cash Statement		
	SINKING FUND	
	Detail	Extension
Revenue Receipts and Disbursements		
Cash on Hand June 30, 2013		\$ 64,724.22
Investments Since Liquidated	\$ 0.00	
COLLECTED AND APPORTIONED:		
Contributions From Other Districts	\$ 0.00	
2012 and Prior Ad Valorem Tax	\$ 16,329.52	
2013 Ad Valorem Tax	\$ 0.00	
Miscellaneous Receipts	\$ 0.00	
<b>TOTAL RECEIPTS</b>		<b>\$ 16,329.52</b>
<b>TOTAL RECEIPTS AND BALANCE</b>		<b>\$ 81,053.74</b>
DISBURSEMENTS:		
Coupons Paid	\$ 0.00	
Interest Paid on Past-Due Coupons	\$ 0.00	
Bonds Paid	\$ 0.00	
Interest Paid on Past-Due Bonds	\$ 0.00	
Commission Paid to Fiscal Agency	\$ 0.00	
Judgments Paid	\$ 0.00	
Interest Paid on Such Judgments	\$ 0.00	
Investments Purchased	\$ 0.00	
Judgments Paid Under 62 O.S. 1981, Sect 435	\$ 0.00	
<b>TOTAL DISBURSEMENTS</b>		<b>\$ 0.00</b>
<b>CASH BALANCE ON HAND JUNE 30, 2014</b>		<b>\$81,053.74</b>

Schedule 5, Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2014		\$ 81,053.74
Legal Investments Properly Maturing	\$ 0.00	
Judgments Paid to Recover by Tax Levy	\$ 0.00	
<b>TOTAL LIQUID ASSETS</b>		<b>\$ 81,053.74</b>
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	\$ 0.00	
b. Interest Accrued Thereon	\$ 0.00	
c. Past-Due Bonds	\$ 0.00	
d. Interest Thereon After Last Coupon	\$ 0.00	
e. Fiscal Agent Commission On Above	\$ 0.00	
f. Judgements and Interest Levied for But Unpaid	\$ 0.00	
<b>TOTAL Items a. Through f. (To Extension Column)</b>		<b>\$ 0.00</b>
<b>BALANCE OF ASSETS SUBJECT TO ACCRUALS</b>		<b>\$ 81,053.74</b>
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	\$ 0.00	
h. Accrual on Final Coupons	\$ 0.00	
i. Accrued on Unmatured Bonds	\$ 0.00	
<b>TOTAL Items g. Through i. (To Extension Column)</b>		<b>\$ 0.00</b>
<b>EXCESS OF ASSETS OVER ACCRUAL RESERVES</b>		<b>\$ 81,053.74</b>

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

Page 39

Schedule 6, Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings on Bonds	\$ 0.00	\$ 0.00
Accrual on Unmatured Bonds	\$ 0.00	\$ 0.00
Annual Accrual on "Prepaid" Judgments	\$ 0.00	\$ 0.00
Annual Accrual on Unpaid Judgments	\$ 0.00	\$ 0.00
Interest on Unpaid Judgments	\$ 0.00	\$ 0.00
<b>PARTICIPATING CONTRIBUTIONS (Annexations):</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
For Credit to School Dist. No.	\$ 0.00	\$ 0.00
Annual Accrual From Exhibit KK	\$ 0.00	\$ 0.00
<b>TOTAL SINKING FUND PROVISION</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

Schedule 7, 2013 Ad Valorem Tax Account - Sinking Funds			
Gross Value \$	0.00		
Net Value \$	130,057,375.00	0.000	Mills
			Amount
Total Proceeds of Levy as Certified			\$ 0.00
Additions:			\$ 0.00
Deductions:			\$ 0.00
Gross Balance Tax			\$ 0.00
Less Reserve For Delinquent Tax			\$ 0.00
Reserve for Protest Pending			\$ 0.00
Balance Available Tax			\$ 0.00
Deduct 2013 Tax Apportioned			\$ 0.00
Net Balance 2013 Tax in Process of Collection or Excess Collections			\$ 0.00

Schedule 8, Sinking Fund Contributions From Other Districts Due To Boundry Changes		
	SINKING FUND	
	Actually Received	Provided For in Budget of Contributing School District
<b>SCHOOL DISTRICT CONTRIBUTIONS</b>		
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
From School District No.	\$ 0.00	\$ 0.00
<b>TOTALS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

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Schedule 9, Sinking Fund Investments						
INVESTED IN	Investments On Hand June 30, 2013	Since Purchased	Liquidations		Barred by Court Order	Investments On Hand June 30, 2014
			By Collection Of Cost	Amortized Premium		
	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
<b>TOTAL INVEST</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "E"

Page 41

Schedule 10, Miscellaneous Revenue	
SOURCE	2013-14 ACCOUNT ACTUALLY COLLECTED
<b>1000 DISTRICT SOURCES OF REVENUE:</b>	
1200 Tuition & Fees	\$ 0.00
1310 Interest Earnings	\$ 0.00
1320 Dividends on Insurance Policies	\$ 0.00
1330 Premium on Bonds Sold	\$ 0.00
1340 Accrued Interest on Bond Sales	\$ 0.00
1350 Interest on Taxes	\$ 0.00
1360 Earnings From Oklahoma Commission on School Funds Management	\$ 0.00
1370 Proceeds From Sale of Original Bonds	\$ 0.00
1390 Other Earnings on Investments	\$ 0.00
1300 Earnings on Investments and Bond Sales	\$ 0.00
1410 Rental of School Facilities	\$ 0.00
1420 Rental of Property Other Than School Facilities	\$ 0.00
1430 Sales of Building and/or Real Estate	\$ 0.00
1440 Sales of Equipment, Services and Materials	\$ 0.00
1450 Bookstore Revenue	\$ 0.00
1460 Commissions	\$ 0.00
1470 Shop Revenue	\$ 0.00
1490 Other Rental, Disposals and Commissions	\$ 0.00
1400 Rental, Disposals and Commissions	\$ 0.00
1500 Reimbursements	\$ 0.00
1600 Other Local Sources of Revenue	\$ 0.00
1700 Child Nutrition Programs	\$ 0.00
1800 Athletics	\$ 0.00
TOTAL	\$ 0.00
<b>2000 INTERMEDIATE SOURCES OF REVENUE:</b>	
2100 County 4 Mill Ad Valorem Tax	\$ 0.00
2200 County Apportionment (Mortgage Tax)	\$ 0.00
2300 Resale of Property Fund Distribution	\$ 0.00
2900 Other Intermediate Sources of Revenue	\$ 0.00
TOTAL	\$ 0.00
<b>3000 STATE SOURCES OF REVENUE:</b>	
3100 Total Dedicated Revenue	\$ 0.00
3200 Total State Aid - General Operations - Non-Categorical	\$ 0.00
3300 State Aid - Competitive Grants - Categorical	\$ 0.00
3400 State - Categorical	\$ 0.00
3500 Special Programs	\$ 0.00
3600 Other State Sources of Revenue	\$ 0.00
3700 Child Nutrition Program	\$ 0.00
3800 State Vocational Programs - Multi-Source	\$ 0.00
TOTAL	\$ 0.00
<b>4000 FEDERAL SOURCES OF REVENUE:</b>	
4000 Federal Sources of Revenue	\$ 0.00
TOTAL	\$ 0.00
<b>5000 NON-REVENUE RECEIPTS:</b>	
5100 Return of Assets	\$ 0.00
<b>GRAND TOTAL</b>	<b>\$ 0.00</b>



EXPENDABLE TRUST FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "J"

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Expendable Trust Fund Accounts:	Gifts & Endowment Fund 2013-2014 Amount	Insurance Fund 2013-2014 Amount	Fund 2013-2014 Amount
Schedule 1, Current Balance Sheet - June 30, 2014			
<b>CURRENT YEAR</b>			
<b>ASSETS:</b>			
Cash Balance June 30, 2014	\$ 13,504.56	\$ 63,439.56	\$ 0.00
Investments	\$ 7,829.61	\$ 0.00	\$ 0.00
<b>TOTAL ASSETS</b>	<b>\$ 21,334.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>
<b>LIABILITIES AND RESERVES:</b>			
Warrants Outstanding	\$ 0.00	\$ 0.00	\$ 0.00
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 8	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>CASH FUND BALANCE JUNE 30, 2014</b>	<b>\$ 21,334.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>
<b>TOTAL LIABILITIES, RESERVES AND CASH FUND BALANCE</b>	<b>\$ 21,334.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>

Schedule 5, Expenditures Expendable Trust Fund Accounts of Current Year	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount
<b>CURRENT YEAR</b>			
Cash Balance Reported to Excise Board 6-30-2013	\$ 20,148.42	\$ 62,214.59	\$ 0.00
Cash Fund Balance Transferred Out			
Cash Fund Balance Transferred In	\$ 0.00	\$ 0.00	\$ 0.00
Adjusted Cash Balance	\$ 20,148.42	\$ 62,214.59	\$ 0.00
Miscellaneous Revenue (Schedule 4)	\$ 1,685.75	\$ 1,224.97	\$ 0.00
Cash Fund Balance Forward From Preceding Year	\$ 0.00	\$ 0.00	\$ 0.00
Prior Expenditures Recovered	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL RECEIPTS</b>	<b>\$ 1,685.75</b>	<b>\$ 1,224.97</b>	<b>\$ 0.00</b>
<b>TOTAL RECEIPTS AND BALANCE</b>	<b>\$ 21,834.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>
Warrants Paid of Year in Caption	\$ 500.00	\$ 0.00	\$ 0.00
Interest Paid Thereon	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL DISBURSEMENTS</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>CASH BALANCE JUNE 30, 2014</b>	<b>\$ 21,334.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>
Reserve for Warrants Outstanding	\$ 0.00	\$ 0.00	\$ 0.00
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 8	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL LIABILITIES AND RESERVE</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
DEFICIT: (Red Figure)	\$ 0.00	\$ 0.00	\$ 0.00
<b>CASH FUND BALANCE FORWARD TO SUCCEEDING YEAR</b>	<b>\$ 21,334.17</b>	<b>\$ 63,439.56</b>	<b>\$ 0.00</b>

Schedule 6, Enterprise Fund Warrant Account of Current Year	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount
<b>CURRENT AND ALL PRIOR YEARS</b>			
Warrants Outstanding 6-30 of Year in Caption	\$ 0.00	\$ 0.00	\$ 0.00
Warrants Registered During Year	\$ 500.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
Warrants Paid During Year	\$ 500.00	\$ 0.00	\$ 0.00
Warrants Converted to Bonds or Judgments	\$ 0.00	\$ 0.00	\$ 0.00
Warrants Cancelled	\$ 0.00	\$ 0.00	\$ 0.00
Warrants estopped by Statute	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL WARRANTS RETIRED</b>	<b>\$ 500.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>BALANCE WARRANTS OUTSTANDING JUNE 30, 2014</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

S.A.& I. Form 2661R06 Entity: Guthrie Public Schools I-001, Logan

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EXPENDABLE TRUST FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2013 TO JUNE 30, 2014  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "J"

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Fund 2013-2014 Amount	Fund 2013-2014 Amount	Fund 2013-2014 Amount	Fund 2013-2014 Amount	Fund 2013-2014 Amount	Fund 2013-2014 Amount	TOTAL
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 76,944.12
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,829.61
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,773.73
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,773.73
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,773.73

2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	TOTAL
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,363.01
						\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82,363.01
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,910.72
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,910.72
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 85,273.73
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,773.73
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84,773.73

2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	2013-2014 Amount	Total
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

S.A. & I. Form 2661R06 Entity: Guthrie Public Schools 1-001, Logan

25-Aug-2014

See Accountant's Compilation Report

## CERTIFICATE OF EXCISE BOARD

State of Oklahoma, County of Logan

We, do further certify that we have examined the statement of estimated needs for the current fiscal year ending June 30, 2014, as certified by the Board of Education of Guthrie Public Schools, District Number I-001 of said County and State, and its financial statement for the preceding year, and in so doing we have diligently performed the duties imposed upon this Excise Board by 68 O. S. 2001 Section 3007, by (1) ascertaining that the financial statements, as to the statistics therein contained, reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefor; (3) supplemented such estimate, after appropriate action, by an estimate of needs prepared by this Excise Board to make provision for mandatory functions based upon statistics authoritatively submitted; (4) computed the total means available to each fund in the manner provided, applying the Governing Board's estimate of revenue to be derived from surplus tax of the immediately preceding year and from sources other than ad valorem tax, or reduced such estimate to not less than the lawfully authorized ratio of the several sums realized from such sources during the preceding fiscal year or to such lesser sum as may reasonably be anticipated under altered law or circumstance and using for such determination the basic collections of the preceding year and the ratios on which distribution or apportionment must be made during the ensuing or current year.

To the several and specific purposes of the estimated needs as certified, we have and do hereby appropriate the surplus balances of cash on hand of the prior year, estimates of income from sources other than ad valorem taxation within the limitation fixed by law, and the proceeds of ad valorem tax levy within the number of mills authorized, either by apportionment by the Legislature, allocation by the excise board or by legal election, all of which appropriations are made in so far as the available surpluses, revenues, and levies will permit, except in that we have also provided that, after deducting items consisting of cash and the revenue from all sources other than the 2014 tax and the proceeds of the 2014 tax levy are in excess of the residue of such appropriations, by a sum included for delinquent tax, computed at 10.0% of such residue. And provided further, if said School District has been ascertained to be a well defined State Aid District, the local budget, as approved and appropriated for, has been applied wholly to its operating accounts.

We further certify that the amount required to be raised from tax, excluding Homesteads, for General Revenue Fund purposes as approved, requires a total ad valorem tax levy of 35.000 Mills. Said levy is within the statutory limit, and if in excess, is within the constitutional limit and has been authorized by a vote of the people of said district, as shown by certificate of the School Board to-wit:

To this District, with valuations shown below, the Excise Board allocated 5.000 Mills, plus 15.000 Mills authorized by the Constitution, plus an emergency levy of 5.000 Mills; plus local support levy of 10.000 Mills; for a total levy for the General Fund of 35.000 Mills.

We further certify that the amount required to be raised for building fund purposes as approved requires a tax levy of 5.000 Mills, and said levy has been certified as authorized by a vote of the people at an election held for that purpose. We further certify that Assessed Values used in computing Mill-vote levies have been applied as certified by the County Assessor.

We further certify that we have examined the within statements of account and estimated needs or requirements of the Governing Board of Guthrie Public Schools, School District No. I-001 of said County and State, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 2001 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit "Y" and any other legal deduction, including a reserve of 10% for delinquent taxes.

CERTIFICATE OF EXCISE BOARD  
ESTIMATE OF NEEDS FOR 2014-2015

EXHIBIT "Y"					
County Excise Board's Appropriation of Income and Revenue	General Fund	Building Fund	School Age Care Fund	Child Nutrition Fund	New Sinking Fund (Exc. Homesteads)
Appropriation Approved and Provision Made	\$ 22,955,361.42	\$ 1,264,453.15	\$ 78,860.60	\$ 1,529,878.10	\$ 0.00
Appropriation of Revenues:					
Excess of Assets Over Liabilities	\$ 2,745,439.21	\$ 675,014.92	\$ 78,860.60	\$ 151,090.83	\$ 81,053.74
Unclaimed Protest Tax Refunds	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Miscellaneous Estimated Revenues	\$ 16,083,854.63	\$ 0.00	\$ 0.00	\$ 1,378,787.27	None
Est. Value of Surplus Tax in Process	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	None
Sinking Fund Contributions	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Surplus Building Fund Cash	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Other Than 2014 Tax	\$ 18,829,293.84	\$ 675,014.92	\$ 78,860.60	\$ 1,529,878.10	\$ 81,053.74
Balance Required	\$ 4,126,067.58	\$ 589,438.23	\$ 0.00	\$ 0.00	\$ 0.00
Add Allowance for Delinquency	\$ 412,606.76	\$ 58,943.82	\$ 0.00	\$ 0.00	\$ 0.00
Total Required for 2014 Tax	\$ 4,538,674.34	\$ 648,382.05	\$ 0.00	\$ 0.00	\$ 0.00
Rate of Levy Required and Certified	-----	-----	-----	-----	0.00 Mills

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead Exemptions have been deducted in the said School District as finally equalized and certified by the Board of Equalization for the current year 2014-2015 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
This County Logan	\$ 101,878,234.00	\$ 10,975,520.00	\$ 13,783,365.00	\$ 126,637,119.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Joint County	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total Valuations, All Counties	\$ 101,878,234.00	\$ 10,975,520.00	\$ 13,783,365.00	\$ 126,637,119.00

and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, be raised by ad valorem taxation, we thereupon made the above levies therefor as provided by law as follows:

CERTIFICATE OF EXCISE BOARD  
ESTIMATE OF NEEDS FOR 2014-2015

Page 65

EXHIBIT "Y" Continued: Primary County And All Joint Counties						
Levies Required and Certified:		Valuation And Levies Excluding Homesteads			Total Required For 2014 Tax	
County	General Fund	Building Fund	Total Valuation	General	Building	
This County Logan	35.84 Mills	5.12 Mills	\$ 126,637,119.00	\$ 4,538,674.34	\$ 648,382.05	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
Joint Co.	0.00 Mills	0.00 Mills	\$ 0.00	\$ 0.00	\$ 0.00	
<b>Totals</b>			<b>\$ 126,637,119.00</b>	<b>\$ 4,538,674.34</b>	<b>\$ 648,382.05</b>	

Sinking Fund 0.00 Mills

and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said County, in order that the County Assessor may immediately extend said levies upon the Tax Rolls for the year 2014 without regard to any protest that may be filed against any levies, as required by 68 O. S. 2001, Section 2869.

Signed at \_\_\_\_\_, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 2014

_____	_____
Excise Board Member	Excise Board Chairman
_____	_____
Excise Board Member	Excise Board Secretary

Joint School District Levy Certification for Guthrie Public Schools I-001

Career Tech District Number \_\_\_\_\_ : General Fund \_\_\_\_\_  
Building Fund \_\_\_\_\_

State of Oklahoma )  
 ) ss  
County of Logan )

I, \_\_\_\_\_, Logan County Clerk, do hereby certify that the above levies are true and correct for the taxable year 2014.

Witness my hand and seal, on \_\_\_\_\_.

\_\_\_\_\_  
Logan County Clerk

Publication Sheet - Board of Education  
 Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2014, And  
 Estimate of Needs for Fiscal Year Ending June 30, 2015, of Guthrie Public Schools  
 School District No. 1-001, Logan County, Oklahoma

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2014	GENERAL FUND DETAIL	BUILDING FUND DETAIL	SCHOOL AGE FUND DETAIL	NUTRITION FUND DETAIL
<b>ASSETS:</b>				
Cash Balance June 30, 2014	\$ 4,878,565.89	\$ 822,590.45	\$ 82,264.91	\$ 228,997.78
Investments	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL ASSETS</b>	<b>\$ 4,878,565.89</b>	<b>\$ 822,590.45</b>	<b>\$ 82,264.91</b>	<b>\$ 228,997.78</b>
<b>LIABILITIES AND RESERVES:</b>				
Warrants Outstanding	\$ 1,088,426.10	\$ 4,062.22	\$ 3,404.31	\$ 62,905.48
Reserve for Interest on Warrants	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Reserves From Schedule 8	\$ 1,044,700.58	\$ 143,513.31	\$ 0.00	\$ 15,001.47
<b>TOTAL LIABILITIES AND RESERVES</b>	<b>\$ 2,133,126.68</b>	<b>\$ 147,575.53</b>	<b>\$ 3,404.31</b>	<b>\$ 77,906.95</b>
<b>CASH FUND BALANCE (Deficit) JUNE 30, 2014</b>	<b>\$ 2,745,439.21</b>	<b>\$ 675,014.92</b>	<b>\$ 78,860.60</b>	<b>\$ 151,090.83</b>

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2015

GENERAL FUND		SINKING FUND BALANCE SHEET	
Current Expense	\$ 22,955,361.42	1. Cash Balance on Hand June 30, 2014	\$ 81,053.74
Reserve for Int. on Warrants & Revaluation	\$ 0.00	2. Legal Investments Properly Maturing	\$ 0.00
<b>Total Required</b>	<b>\$ 22,955,361.42</b>	3. Judgments Paid To Recover By Tax Levy	\$ 0.00
<b>FINANCED:</b>		4. Total Liquid Assets	\$ 81,053.74
Cash Fund Balance	\$ 2,745,439.21	<b>Deduct Matured Indebtedness:</b>	
Estimated Miscellaneous Revenue	\$ 16,083,854.63	5. a. Past-Due Coupons	\$ 0.00
Total Deductions	\$ 18,829,293.84	6. b. Interest Accrued Thereon	\$ 0.00
Balance to Raise from Ad Valorem Tax	\$ 4,126,067.58	7. c. Past-Due Bonds	\$ 0.00
<b>ESTIMATED MISCELLANEOUS REVENUE:</b>		8. d. Interest Thereon after Last Coupon	\$ 0.00
1000 District Sources of Revenue	\$ 0.00	9. e. Fiscal Agency Commissions on Above	\$ 0.00
2100 County 4 Mill Ad Valorem Tax	\$ 532,276.36	10. f. Judgements and Int. Levied for/Unpaid	\$ 0.00
2200 County Apportionment (Mortgage Tax)	\$ 182,159.37	11. Total Items a. Through f	\$ 0.00
2300 Resale of Property Fund Distribution	\$ 0.00	12. Balance of Assets Subject to Accrual	\$ 81,053.74
2900 Other Intermediate Sources of Revenue	\$ 0.00	<b>Deduct Accrual Reserve if Assets Sufficient:</b>	
3110 Gross Production Tax	\$ 583,681.87	13. g. Earned Unmatured Interest	\$ 0.00
3120 Motor Vehicle Collections	\$ 1,352,444.74	14. h. Accrual on Final Coupons	\$ 0.00
3130 Rural Electric Cooperative Tax	\$ 81,183.04	15. i. Accrued on Unmatured Bonds	\$ 0.00
3140 State School Land Earnings	\$ 428,584.90	16. Total Items g Through i	\$ 0.00
3150 Vehicle Tax Stamps	\$ 8,560.47	17. Excess of Assets Over Accrual Reserves **(Page 2)	\$ 81,053.74
3160 Farm Implement Tax Stamps	\$ 2,377.56	<b>SINKING FUND REQUIREMENTS FOR 2014-2015</b>	
3170 Trailers and Mobile Homes	\$ 0.00	1. Interest Earnings on Bonds	\$ 0.00
3190 Other Dedicated Revenue	\$ 0.00	2. Accrual on Unmatured Bonds	\$ 0.00
3200 State Aid - General Operations	\$ 10,960,587.47	3. Annual Accrual on "Prepaid" Judgements	\$ 0.00
3300 State Aid - Competitive Grants	\$ 86,289.30	4. Annual Accrual on Unpaid Judgments	\$ 0.00
3400 State - Categorical	\$ 222,346.30	5. Interest on Unpaid Judgements	\$ 0.00
3500 Special Programs	\$ 38,000.00	6. Credit to School Dist. No. & No.	\$ 0.00
3600 Other State Sources of Revenue	\$ 40,439.00	7. Credit to School Dist. No. & No.	\$ 0.00
3700 Child Nutrition Program	\$ 0.00	8. Annual Accrual from Exhibit KK	\$ 0.00
3800 State Vocational Programs	\$ 100,480.00		
4100 Capital Outlay	\$ 126,441.91		
4200 Disadvantaged Students	\$ 754,269.73		
4300 Individuals With Disabilities	\$ 545,448.61		
4400 Minority	\$ 0.00		
4500 Operations	\$ 0.00	<b>Total Sinking Fund Requirements</b>	<b>\$ 0.00</b>
4600 Other Federal Sources of Revenue	\$ 0.00	<b>Deduct:</b>	
4700 Child Nutrition Programs	\$ 0.00	1. Excess of Assets over Liabilities (if not a deficit)	\$ 81,053.74
4800 Federal Vocational Education	\$ 38,284.00	2. Surplus Building Fund Cash	\$ 0.00
5000 Non-Revenue Receipts	\$ 0.00	3. Contributions From Other Districts	\$ 0.00
<b>Total Estimated Revenue</b>	<b>\$ 16,083,854.63</b>	<b>Balance To Raise</b>	<b>\$ 0.00</b>

S.A.&I. Form 2662R06 Entity: Guthrie Public Schools 1-001, Logan

25-Aug-2014

See Accountant's Compilation Report

Publication Sheet - Board of Education  
 Financial Statement of the Various Funds for the Fiscal Year Ending June 30, 2014, And  
 Estimate of Needs for Fiscal Year Ending June 30, 2015, of Guthrie Public Schools  
 School District No. 1-001, Logan County, Oklahoma

Page 2

** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total liquid Assets".	SINKING FUND
13d. j. Unmatured Coupons Due Before 4-1-2015	\$ 0.00
14d. k. Unmatured Bonds So Due	\$ 0.00
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ 0.00
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ 0.00
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	\$ 0.00
18d. Remaining Deficit is for Exhibit KK Line F.	\$ 0.00

BUILDING FUND		CO-OP FUND	
Current Expense	\$ 1,264,453.15	Current Expense	\$ 78,860.60
Reserve for Int. on Warrants & Revaluation	\$ 0.00	Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 1,264,453.15	Total Required	\$ 78,860.60
FINANCED:		FINANCED:	
Cash Fund Balance	\$ 675,014.92	Cash Fund Balance	\$ 78,860.60
Estimated Miscellaneous Revenue	\$ 0.00	Estimated Miscellaneous Revenue	\$ 0.00
Total Deductions	\$ 675,014.92	Total Deductions	\$ 78,860.60
Balance to Raise from Ad Valorem Tax	\$ 589,438.23	Balance	\$ 0.00

CHILD NUTRITION PROGRAMS FUND	
Current Expense	\$ 1,529,878.10
Reserve for Int. on Warrants & Revaluation	\$ 0.00
Total Required	\$ 1,529,878.10
FINANCED:	
Cash Fund Balance	\$ 151,090.83
Estimated Miscellaneous Revenue	\$ 1,378,787.27
Total Deductions	\$ 1,529,878.10
Balance	\$ 0.00

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF LOGAN, ss:

We, the undersigned duly elected, qualified and acting officers of the Board of Education of Guthrie Public Schools, School District No. 1-001, of Said County and State, do hereby certify that at a meeting of the Governing Body of the said District begun at the time provided by law for districts of this class and pursuant to the provisions of 68 O. S. 2001 Section 3003, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said District as reflected by the records of the District Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2014, and ending June 30, 2015, as shown are reasonably necessary for the proper conduct of the affairs of the said District, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding year.

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
 Notary Public

Required to be Published if a legally-qualified newspaper is printed in the district. If no legally-qualified newspaper is published in the district, then publish in a legally-qualified newspaper of general circulation in the district.  
 S.A. & I. Form 2661R06 Entity: Guthrie Public Schools 1-001, Logan

25-Aug-2014

See Accountant's Compilation Report



# Board of Education Personnel Reports

## *Employment Request*

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Avila, Briana	Transportation	Route Driver	08/25/14	13	6	New Position
Cox, Mary	Cotteral	Sp Ed Paraprofessional	08/18/14	3	7.5	Jackie Honeycutt
Cresswell, John	Transportation	Route Driver	08/19/14	13	6	New Position
Hicks, Amber	Transportation	Route Driver	08/19/14	13	6	New Position
Hunteman, John	Transportation	Route Driver	08/19/14	13	6	New Position
Johns, Lisa	Transportation	Route Driver	08/19/14	13	6	New Position
Powell, Alicia	Transportation	Route Driver	08/22/14	13	6	New Position
Sharp, Kelley	Transportation	Route Driver	08/19/14	13	6	New Position
Short, David	Transportation	Route Driver	08/19/14	13	6	New Position
Talley, Stephanie	Cotteral	Pre-K Aide	08/20/14	3	7.5	Jay Benson
Tautimer, Nohemy	Cotteral	Sp Ed Paraprofessional	08/18/14	3	7.5	Michele Bufford
Tuengel, Lori	Transportation	Route Driver	08/19/14	13	6	New Position
Wanzer, Dakota	Maintenance	Full Time Maintenance	08/22/14	8	8	Murl Vick
Wendt, Teresa	GUES	Cafeteria Worker 6.5 Hrs	08/18/14	2	6.5	Donna Goodwin
Wright, William	Transportation	Route Driver	08/25/14	13	6	New Position

## *Transfer of Position Report*

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Lewellyn, Cody	Custodian Fogarty	Cafeteria GUES 6.5 Hrs	Charlene Webb	8/25/2014	

## *Separation of Employment*

Classification				
Support				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Benham, Steven	Maintenance	Lead Maintenance	Resigning	8/25/2014



Extra duty assignments for September 2014 Board Meeting

**2014-2015 Cottler Academic Extra Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
COTT	Bus Loading Supervision 1st Sem.	\$500.00	Tonya Stansbury	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Rusty Crockett	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Laura Beeby	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Kathleen Jensen	unassigned

**2014- 2015 Central Academic Extra Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
CENT	Bus Loading Supervision 1st Sem.	\$500.00	Lynette Harry	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Terry Bennett	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Shelby Freeman	unassigned

**2014- 2015 Fogarty Academic Extra Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
FOG	Bus Loading Supervision 1st Sem.	\$500.00	Michele Bufford	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Tracy Wright	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Eliabeth Mann	unassigned
	Honor Choir - Fogarty	\$300.00	Deborah Vogt	unassigned

**2014 - 2015 GUES Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
GUES	Bus Loading Supervision 1st Sem.	\$500.00	Lisa Good	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Katie Higgins	unassigned
	Academic Team Coach	\$300.00	Shari Yost	unassigned
	Web Page Coordinator - GUES	\$300.00	Joan Hagy	unassigned

**2014 - 2015 JH Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
JH	Bus Loading Supervision 1st Sem.	\$500.00	Bryan Dearing	unassigned
	Bus Loading Supervision 1st Sem.	\$500.00	Brenda Noe	unassigned

**2014 - 2015 JH Athletic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
JH	Baseball Head Coach - 8th Grade	\$1,600.00	Terry Bennett	Tyler Young
	Basketball Head Coach - 8th Boys	\$1,700.00	Terry Bennett	Anthony Bowie
	Cross Country Head Coach 7/8/9 Girls	\$1,100.00	Amanda Rife	unassigned
	Football Asst. Coach 7th Grade	\$1,600.00	Jonathan Washington	Seth Morgan
	Football Asst. Coach 7th Grade	\$1,600.00	Terry Bennett	unassigned
	Football Head Coach 7th Grade	\$3,000.00	Seth Morgan	Casey Porter
	Football Head Coach 8th Grade	\$3,000.00	Casey Porter	Jeff Ball
	Golf Head Coach 7/8/9 Boys	\$1,200.00	Ron Gillett	Jeff Ball
	Golf Head Coach 7/8/9 Girls	\$1,200.00	Ron Gillett	Jeff Ball
	Softball Asst. Coach - JH	\$1,100.00	Ron Gillett	unassigned
	Track Head Coach 7/8 Boys	\$1,600.00	Jonathan Washington	Bryan Dearing

**2014 - 2015 HS Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
HS	Bus Loading Supervision 1st Sem.	\$500.00	unassigned	unassigned
	Foreign Language Club	\$300.00	Emily Bertels	unassigned
	Junior Class Sponsor	\$750.00	Lindsey Baker	unassigned
	Soph. Class Sponsor	\$200.00	Tamara Kuriger	Lindsey Baker
	Vocational	\$2,000.00	Amanda Moore	unassigned
	Vocational	\$2,400.00	Jordan Miller	unassigned

**2014 - 2015 HS Athletic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
HS	Basketball Asst. Coach Boys HS	\$2,700.00	Ryan Burcham	unassigned
	Basketball Asst. Coach Girls HS	\$2,700.00	unassigned	Ryan Burcham
	Basketball Head Coach 9th Boys	\$1,700.00	Anthony Bowie	James Wagner
	Basketball Head Coach Girls HS	\$6,000.00	Jacky Hankins	unassigned
	Soccer Asst. Coach Boys HS	\$1,500.00	Ryan Burcham	Ted Lausen
	Soccer Asst. Coach Girls HS	\$1,500.00	Tina Bronk	unassigned
	Soccer Head Coach Girls HS	\$3,300.00	Ted Lausen	Monte Myers
	Summer Athletic Pride	\$2,000.00	Jacky Hankins	unassigned
	Track Asst. Coach Girls HS	\$1,600.00	James Wagner	unassigned
	Track Head Coach 9th Girls	\$1,000.00	Kelly Beeby	unassigned
	Track Head Coach Girls HS	\$3,300.00	Matt Perring	unassigned

**2014 - 2015 Previously approved HS Athletic Duty Assignment Increases**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>New Comp Amount</i>
HS	Football Head Coach - Grades 9-12	\$6,600.00	Kelly Beeby	\$9,000.00
	Baseball Head Coach - HS	\$4,100.00	Jon Chappell	\$5,100.00
	Basketball Head Coach (Boys) HS	\$5,850.00	Timothy Flanigan	\$6,000.00
	Tennis Head Coach (Boys)	\$2,300.00	Mary Hudson	\$2,800.00
	Tennis Head Coach (Girls)	\$2,300.00	Mary Hudson	\$2,800.00
	Softball Head Coach - HS	\$4,100.00	Chase Langley	\$5,100.00
	Golf Head Coach (Boys) HS	\$2,000.00	Ricky Meshew	\$2,700.00
	Football Offensive Coordinator - HS	\$1,500.00	Scott Mick	\$2,000.00
	Soccer Head Coach Boys HS	\$2,600.00	Monte Myers	\$3,300.00
	Track Head Coach (Boys) HS	\$3,000.00	Matthew Perring	\$3,300.00
	Golf Head Coach (Girls) HS	\$2,000.00	Jason Rice	\$2,700.00
	Wrestling Head Coach - HS	\$5,500.00	Justin Stevens	\$6,000.00
	Cross Country Head Coach (Boys) HS	\$2,000.00	Clay Tarter	\$2,800.00
	Cross Country Head Coach (Girls) HS	\$2,000.00	Clay Tarter	\$2,800.00
	Track Asst. Coach (Boys) - HS	\$1,400.00	Clay Tarter	\$1,600.00

**2014 - 2015 Faver Academic Duty Assignments**

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
FAV	Bus Loading Supervision 1st Sem.	\$500.00	Lesli Kinney	unassigned



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

Hughes

Pat

Last Name

First Name

Middle Initial

Bus Discipline Coordinator

District

Extra-Duty Position

Site

If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? \_\_\_\_\_

If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*?  Yes  No

Start Date 7/17/2014

Extra-Duty Compensation \$6,000 (\$3,000 Semester)

Submitted By: \_\_\_\_\_  
Principal or Program Director

\_\_\_\_\_ Date



Doug Ogle  
Doug Ogle, Executive Director  
Personnel/Secondary Education

8/20/14  
Date



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

Dayton

Ryan

Last Name

First Name

Middle Initial

Athletic Director Coordinator

JH

Extra-Duty Position

Site

If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? \_\_\_\_\_

If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*?  Yes  No

Start Date 7/17/2014

Extra-Duty Compensation \$5,000

Submitted By: \_\_\_\_\_  
Principal or Program Director

\_\_\_\_\_ Date



Doug Ogle  
Doug Ogle, Executive Director  
Personnel/Secondary Education

8/20/14  
Date



# GUTHRIE PUBLIC SCHOOLS

## ADMINISTRATOR'S HANDBOOK TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED ~~08/01/2013~~ 09/09/2014

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GUTHRIE PUBLIC SCHOOLS  
Administrator Handbook  
Terms and Conditions of Employment

**PURPOSE**

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's ~~personal~~ contract **with Guthrie Public Schools**.

**~~2013~~**. I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

**Administrative Stipend Scale**  
~~2013-2014~~ **2014-2015**

**(Base Salary = Years of Service on Teacher Salary Scale)**

Position	Administrative Incentive <u>Above</u> <u>Teacher Salary Scale</u>	Longevity Incentive
<b><i>BUILDING LEVEL</i></b>		
<b><i>ADMINISTRATIVE SCALE</i></b>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of <del>27</del> 29 years)
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
 <b><i>DISTRICT LEVEL</i></b>		
<b><i>ADMINISTRATIVE SCALE</i></b>		
Assistant Superintendent	\$43,500.00	+ \$250 per year for each year of "district" level administrative experience (maximum of <del>27</del> 29 years)
Athletic Director	<del>\$15,000.00</del> <b>\$20,000</b>	
Director of Maintenance* <b>Facilities</b>	<del>\$12,000.00</del> <b>\$15,000</b>	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
<del>Director of Transportation*</del> <b>Facilities Assistant*</b>	<del>\$3,500.00</del> <b>Frozen at 2013-14 rate of pay</b>	
Executive Director	\$34,500.00	
<b>Director of Alternative Education</b>	<b>\$18,000</b>	

*\*Base salary will be the years of service on the Bachelor's Salary Scale*



III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. 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.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10<sup>th</sup>) of the month or have worked through the tenth (10<sup>th</sup>) 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.

E. 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 administrator 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.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days  
Eleven (11) month administrators = Eleven (11) days  
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close 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 administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, ~~and aunt or uncle~~, **aunt or uncle, and aunt or uncle-in-law.**

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.

B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.

C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.

D. Leave-of-absence without pay may be requested for the following reasons:

1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.

2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of ~~five~~ **three (3)** days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.
  
- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator' s contract for the next school year.

Property Committee Meeting  
September 2014

Members: Dr. Mike Simpson, Jerry Gammill, Dennis Schulz, Tom Holtz, Jennifer Bennett-Johnson and Terry Pennington.

**Discussion Items:**

**I. Expenditure Reports**

- a. Expenses for August
- b. New Purchase Orders for August

**II. Completed Projects**

- a. Work-Orders
- b. Summer Cleaning
- c. FFA HVAC replacement
- d. FFA Overhead door replacement
- e. FFA – replaced all ceiling tile
- f. FFA new table and chairs
- g. High School new desks, chairs, & tables
- h. Jr. High new desks
- i. Building For Champions a/c replacement
- j. High School Library computer lab split unit installation
- k. GUES walk-in cooler unit replacement
- l. Fogarty classroom HVAC unit replacement

**III. Projects in Progress**

- a. Work-Orders
- b. High School gym seating replacement
- c. Squires Field entry gate and fence
- d. Contractor to replace 2 motors & clean coils on GUES chiller
- e. Contractor to repair air control valves in GUES classrooms
- f. Contractor repairing High School center section controls
- g. Installing cabinet doors in FFA office
- h. Installing mini blinds in FFA classrooms
- i. Installing new marker boards in FFA classrooms
- j. Installing new counter tops in FFA



Guthrie Public Schools  
Finance Committee Meeting Minutes  
September 2, 2014  
4:00 P.M.

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Gail Davis, Sharon Watts, Janna Pierson and Vicki Biggs.

**Mr. Schulz** opened the meeting by informing the committee the first pages were routine financial reports and if they had questions to please e-mail or call him.

**Mr. Schulz** discussed the following:

**Interest Rates**

No changes

**Estimate of Needs**

Condensed the 68 pages to one page and explained how it gave us the figures to start the year with a temporary appropriation amount.

**Guthrie Public Schools  
Curriculum Committee Minutes  
September 2, 2014  
5:00 p.m.**

In attendance: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Travis Sallee, Janna Pierson, Gail Davis and Sheryl Miles.

Discussion Items:

**Carmen Walters**

**2014-2015 Professional Development Committee Members**

**2014-2015 Smart Start Agreement**

- Use of educational items for the Pre-K classroom at Willow Creek

**BOY MAP Testing Begins This Week**

**Doug Ogle**

**ACT Trend Data**

- We had more students take the ACT this past year than in previous years
- Guthrie student's average score is just under the state average.

**Eldona Woodruff**

**2014-2015 GT Committee Members**