

**AGENDA WITH COMMENTARY**

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

**MONDAY  
OCTOBER 13, 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 of 2013-2014 A-F District Report Card by Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education and Mr. Doug Ogle, Executive Director of Personnel and Secondary Education**
- 9. Consent Agenda:.....Pages 7-99**

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

  - A. Minutes of regular meeting held on September 08, 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 500-633, Building Fund #'s 83-91 and Child Nutrition Fund #'s 21-24 and listed change orders and Activity Fund Reports**

**G. Declare listed items as surplus**

**H. Out-of-State Trip Requests:**

**Carmen Walters – University of Virginia Shepherd Summit – Glendale, AZ  
Nov 16-17, 2014**

**University of Virginia School Turnaround Program Cohort 10 Midyear Meetings  
2015 – Albuquerque, NM – Jan 11-14, 2015: Dr. Mike Simpson, Carmen  
Walters, Doug Ogle, Marsha Todd, Gail Ritter, Jamie Alexander, Amanda  
Perring, Susan Davison, Lindsey Rollins, Emily Turner, Joan Hagy, Robby  
Rainwater, Tina Wilkerson, Tiffany Simmons, Shurlyn Maltz, Chris  
LeGrande, Kim Barrett, Donna Russell and Monetta Fields**

**Dr. Mike Simpson – AASA National Conference on Education – Feb 25-28, 2015  
San Diego, CA**

**Rob Blackburn, Bill Perring, Billy Richardson, Grant Wells and GHS Band  
Students – San Antonio Band Contest – Mar 26-29, 2015 – San Antonio, TX**

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

**1. Agreement with Trak-1 Technology for background checks for prospective  
employees and volunteers for 2014-2015**

Commentary:

This is our annual renewal agreement with Trak-1 for background checks. This is basically our backup service. All employees must go through an OSBI fingerprint background check. The Trak-1 service is used when the OSBI report has not been received or has been delayed but is forthcoming. Trak-1 will verify any convictions that would be attributed to that individual. The cost for this service for 2013-2014 was approximately \$1,117.00. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**2. Agreement with Center for Communication and Engagement for public  
relations services for 2014-2015**

Commentary:

This agreement would initiate a relationship with Guthrie Public Schools and the Center for Communication and Engagement which is a public relations firm specializing in public schools. The annual \$700 fee includes monthly tip sheets along with scripts to address crisis and/or seasonal communication needs. Major events, such as a crisis communication or necessary press releases, would be billed on an as needed basis based on the rate schedule. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

10. **Business Agenda:**

**A. Discussion and possible action regarding the 2014-2015 School Budget** **Pages 100-136**

Commentary:

A copy of the budget is included in your packet. Mr. Dennis Schulz will make a presentation to the Board. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**B. Recommendation, consideration and action upon Professional Development Committee for 2014-2015.....Page 137**

Commentary:

The list of recommendations is in your packet. This is brought before the Board each year. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon proposed revisions to District Policies:**  
• **E-21 *College Coursework Student*.....Page 138**

Commentary:

These modifications better reflect the opportunities we now offer to underclassmen who are seeking college credit through concurrent enrollment.

• **E-32 *Valedictorian and Salutatorian (Regulation)*.....Page 139**

Commentary:

This item was referred for review by a staff member. The Valedictorian/Salutatorian policy was revised for the Class of 2017 by the Board of Education on June 10, 2013. The Parent-Student Handbook was revised accordingly but the Board Policy Manual was never revised. Our attorney recommends referring to the Parent-Student Handbook for the specifics of this policy since it is reviewed annually by staff and the Board of Education.

• **E-35 *Graduation Requirements*.....Page 140**

Commentary:

This item was referred for review by a staff member. Many of the items listed in the policy have been revised by the Oklahoma State Department of Education and legislation. The Parent-Student Handbook has been updated accordingly but the Board Policy Manual has not received the necessary updates to follow guidelines from the State Department of Education or state law. Our attorney recommends referring to the Parent-Student Handbook for the specifics of this policy since it is reviewed annually by staff and the Board of Education.

- **E-44 Supplemental Online Course Procedures.....Pages 141-147**

Commentary:

This policy was reviewed based on suggestions from staff. The existing policy was out-dated and calls for revision based on suggestions from our legal counsel.

- **F-19B Policy Protecting Student Privacy on District Websites and Television Broadcasts.....Pages 148-151**

Commentary:

This revision removes an outdated form which is no longer used. The form was modified in 2008 at the direction of our legal counsel but the old form was never removed from the policy. Our legal counsel recommends that forms not be included in the policy. For your reference only, included at the end of the policy is a copy of the FERPA form used when enrolling students.

**RECOMMENDED ACTION:**

The Superintendent recommends approval on all proposed revisions.

- D. Recommendation, consideration and action upon proposed change to parent/teacher conference dates on 2014-2015 school calendar.....Pages 152-153**

Commentary:

Because of ongoing construction at Southeast High School, they have asked that the game scheduled for Friday, October 24 be moved to Thursday, October 23 which is a scheduled night for parent/teacher conference. Mr. Ogle has a complete explanation in your packet. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon Life Skills/Character Program for 7<sup>th</sup> and 8<sup>th</sup> grade students.....Page 154**

Commentary:

This year the program will be offered to 7<sup>th</sup> and 8<sup>th</sup> grade students. Last year it was offered to 6<sup>th</sup> and 7<sup>th</sup> grade students with good participation. A representative from Logan County Community Services will conduct the class. The class will be held within an elective class with the elective teacher in the classroom during all instruction. There is no cost to the District. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon Start Talking Class for 7<sup>th</sup> and 8<sup>th</sup> grade students.....Pages 155-158**

Commentary:

This class is for 7<sup>th</sup> and 8<sup>th</sup> grade students and has been used in previous years at the High School. The class is designed to engage, educate and empower youth to build lives free from dating abuse. The class will be conducted 1 day a week for 9 weeks during FACS by a representative from Hope Family Crisis Services from Stillwater. Parents will have the ability to opt their child out of the class if they so choose. There is no cost to the District for this program. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon survey request from Last Frontier Council, Boy Scouts of America for grades 9-11.....Pages 159-161**

Commentary:

This survey will be used to identify students who have an interest in the medical field. The Last Frontier Council is hoping to initiate an Explorer Program which will be partnered with Mercy Hospital Logan County. Per District Policy, all surveys require Board approval. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon Activity Fund Account name changes:.....Pages 162-163**

- Soccer Booster Club HS changed to Soccer HS
- Tennis Booster HS changed to Tennis JH/HS

Commentary:

These requests have come from the sponsors of the organizations. A copy of each request is included in your packet. **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 appointment of Interim Athletic Director, discussion of extra-duty assignments 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, 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 164**
13. **Recommendation, consideration and action to appoint an Interim Athletic Director**

14. Action upon recommendation of extra-duty assignments as listed for 2014-2015

Pages 165-166

15. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda

16. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting

17. Adjourn

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

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
SEPTEMBER 08, 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 SEPTEMBER 08, 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.**
- 5. President Sallee called for presentation of certified and support employee of the month.**

**Dr. Simpson stated this was a new award created this year to honor our staff for their hard work and dedication. He introduced Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, and asked him to make the first presentation of the certified and support employee of the month.**

**Mr. Ogle explained the award winners were chosen by a committee made up of 2 certified employees, 2 support employees and himself. Committee members go through all the applicants submitted and rank each one by what was written by the person who nominated**

them. The totals are then calculated with the highest number being named employee of the month. Employees are presented with a plaque. A plaque for the year will, also, be displayed at the Board of Education Office with the monthly award winners' names.

Mr. Ogle announced the award winners for August: Ms. Tina Bronk, Guthrie High School Science teacher, as certified employee of the month and Ms. Donna Thornton, GUES custodian, as support employee of the month. Nomination letters were read by the staff member who submitted the nominations: Mr. Chris LeGrande, Guthrie High School Principal for Ms. Bronk and Ms. Stacie Hoskins, GUES 6<sup>th</sup> grade teacher for Ms. Thornton.

- 6A. 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.

- 6B. President Sallee called for any comments to the Board by Board members.

There were no comments by Board members.

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

Superintendent Simpson reported on the following:

Stated we had a great start to the school year. Main challenge we have had was dealing with air conditioning problems. Wanted to thank Mr. Jerry Gammill, Director of Facilities, for the work and extra time he put in trying to keep everything up and running.

Wanted to thank Mr. Steve Cordell, Director of Transportation, and his staff for their work in getting the buses running on time picking up and delivering the students. Stated we were able to add back a route this year because of having a full staff of drivers. Also, thanked Mr. Pat Hughes for his work over the summer with Transportation in helping make sure we were ready to start the school year.

Opening the football season with a win over Duncan. The team will travel to Ponca City Friday. The game will begin at 7:00 p.m.

Success by both the Guthrie High School Cross Country and Softball teams.

Stated we are down 13 students from this time last year but, still up 185 since the 2011-2012 school year. Total number of students currently is 3,538. Are looking at all classes to see where we are down in large numbers and are trying to find where those students have gone. Have already checked the senior class and will begin looking at the other classes.

OSSBA/CCOSA Conference held in Oklahoma City was attended by he and Board Members Ms. Gail Davis, Ms. Janna Pierson and some of the Central Office staff.

OSSBA District 6 Meeting will be held in Norman on September 18. Anyone who wanted to attend was asked to submit their name after the Board meeting.



8. **President Sallee called for presentation on ACT High School to College Success Report for 2013-2014 by Mr. Doug Ogle, Executive Director of Personnel and Secondary Education.**

**Mr. Doug Ogle and Mr. Chris LeGrande gave a power point presentation on our local ACT scores. The presentation included a five year trend which showed our district's composite score to be slightly below the state average. The number of graduating seniors taking the ACT had increased over the past three years. Mr. Ogle and Mr. LeGrande spoke of what their plans were for this year and what they were going to do to help improve scores.**

9. **President Sallee stated he had been asked to pull Item 9A from the Consent Agenda for discussion.**

**A motion was made by Pierson and seconded by Watts to approve the Consent Agenda as presented excluding Item 9A.**

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

**A motion was made by Bennett-Johnson and seconded by Holtz to approve Consent Agenda Item 9A, Minutes of regular meeting held on August 11, 2014 and special meeting held on August 15, 2014.**

**The motion carried with 6 ayes and 1 abstention – Member Pennington abstaining.**

- 10A. **President Sallee called for recommendation, consideration and action upon Gifted and Talented Committee for 2014-2015.**

**A motion was made by Pierson and seconded by Holtz to approve Gifted and Talented Committee for 2014-2015.**

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

- 10B. **President Sallee called for recommendation, consideration and action upon contract with The Stacy Group for architectural services for 2014-2015.**

**A motion was made by Davis and seconded by Holtz to approve contract with The Stacy Group for architectural services for 2014-2015.**

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

- 10C. **President Sallee called for recommendation, consideration and action upon 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***

**A motion was made by Holtz and seconded by Watts to approved new District Policies E-13A, E-14 and F-45A.**

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

**10D. President Sallee called for recommendation, consideration and action upon proposed revisions to District Policies:**

- **B-14** *Board of Education Officers Clerk (Regulation)*
- **D-37A** *Support Employee Rules for Conduct*
- **E-7** *School Volunteers*
- **F-5A** *Transfer Policy*
- **F-31** *Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors*
- **F-41** *Student Behavior and Discipline*
- **G-3** *Production of Public Records Policy*

**A motion was made by Watts and seconded by Holtz to approve proposed revisions to District Policies B-14, D-37A, E-7, F-5A, F-31, F-41 and G-3.**

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

**10E. President Sallee called for recommendation, consideration and action upon Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students October 9 and 14, 2014.**

**Discussion followed.**

**A motion was made by Pennington and seconded by Holtz to approve Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students October 9 and 14, 2014 in accordance with Oklahoma Statutes as outlined in the information received from our attorney this week.**

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

**10F. President Sallee called for 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.**

**A motion was made by Pierson and seconded by Watts to approve 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.**

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

**10G. President Sallee called for 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.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve 2014-2015 Estimate of Needs as prepared by Putnam & Company, PLLC and 2013-2014 Financial Statement and the authority to publish the same.**

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

- 11. President Sallee called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of extra-duty assignments 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.**
- 11A. 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 7:40 p.m.**
- 11B. President Sallee acknowledged the Board’s return to open session at 8:37 p.m.**
- 11C. President Sallee stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.**
- 12. President Sallee called for a vote on action as set out on the Personnel Reports.**

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

**The motion carried with 7 ayes and 0 nays.**
- 13. President Sallee called for action upon recommendation of extra-duty assignments as listed for 2014-2015.**

**A motion was made by Holtz and seconded by Bennett-Johnson to approve extra-duty assignments as listed for 2014-2015.**

**The motion carried with 7 ayes and 0 nays.**
- 14. President Sallee called for recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule – not including the Superintendent – for 2014-2015.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve Administrator’s Handbook and Salary Schedule – not including the Superintendent – for 2014-2015.**

**The motion carried with 7 ayes and 0 nays.**
- 15. President Sallee called for consideration and vote to deliver to Dr. Mike Simpson the Board’s evaluation of the Superintendent dated September 08, 2014.**

**A motion was made by Pierson and seconded by Bennett-Johnson to deliver to Dr. Mike Simpson the Board’s evaluation of the Superintendent dated September 08, 2014.**

**The motion carried with 7 ayes and 0 nays.**
- 16. President Sallee called for consideration and action upon amendment to Superintendent’s contract.**

**A motion was made by Bennett-Johnson and seconded by Watts to approve amendment to Superintendent's contract.**

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

- 17. 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.**

- 18. 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.**

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

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

**The meeting adjourned at 8:40 p.m.**

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**Kay Gammill, Minutes Clerk**

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**Travis Sallee, Board President**

**TREASURER'S REPORT  
SEPTEMBER 30, 2014**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 3,384,737.52
Building Fund	634,479.26
Sinking Fund	81,167.16
ILR Fund	63,439.56
G&E Fund	73.69
Child Nutrition Fund	145,065.93
Activity Fund	561,658.04
School Age-Care Fund	<u>75,619.14</u>

**TOTAL** **\$ 4,946,240.30**

**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 49,139.21
State of Oklahoma	1,168,973.47
Okla. Tax Comm.	255,712.15
School Land Earn.	39,173.17
R.O.T.C.	6,592.80
Misc Receipts	10,374.19
General Acct. Int.	<u>2,291.33</u>

**TOTAL** **\$ 1,532,256.32**

**BUILDING FUND**

Logan County	\$ 1,607.65
Bldg. for Champs	<u>20.00</u>

**TOTAL** **\$ 1,627.65**

**SINKING FUND:**

Logan County \$ 49.37

**CHILD NUTRITION FUND:**

August \$ 119,571.61

**INS.LOSS RECOVERY FUND**

August \$ 0.00

**SCHOOL AGE CARE FUND**

August \$ 4.41

**WARRANTS PAID**

**GENERAL FUND:**

2013-2014       \$ 901,809.92  
2014-2015       \$ 1,654,003.90

**BUILDING FUND:**

2013-2014       \$ 25,622.50  
2014-2015       \$ 72,754.11

**CHILD NUTRITION FUND:**

2013-2014       \$ 223.19  
2014-2015       \$ 141,039.45

**GIFTS & ENDOWMENTS FUND:**

2014-2015       \$ 00.00

**INS. LOSS RECOVERY FUND:**

2014-2015       \$ 00.00

**SCHOOL AGE CARE:**

2013-2014       \$ 12.50  
2014-2015       \$ 1,550.41

**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	Pledged \$ 250,000.00 FDIC
Total Monies in F&M Bank	\$ 4,953,325.38	Pledged \$ 6,464,000.00
		\$ 250,000.00 FDIC

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
October 13, 2014**

- |                            |  |
|----------------------------|--|
| a. Cotteral Activity, #805 | Abby Candle sales                                      |
| b. JH FCCLA, #821          | School Spirit Tumbler Sales/Mpact Fundraising          |
| c. Vocal, #902             | Spring Musical ticket sales & donation solicitation    |
| d. Vocal, #902             | Christmas Musical ticket sales & donation solicitation |

a.



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



**RECEIVED**  
9/8/14 *gp*

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: Cottler Elementary Date of Request: 9/5/14

Account Name & Number: Cottler Activity 805

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

Abby Candles  
Mike Dydynski  
200 SE 19th St.  
Moore, OK 73160

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

Improve technology in the classroom

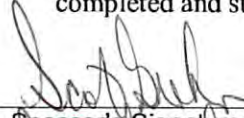
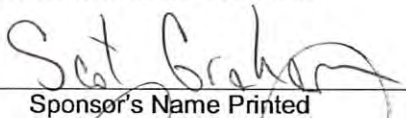
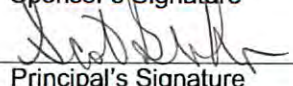
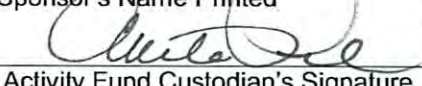
Current Unobligated Account Balance (Cash Balance less Open PO's): 9744.22 9/9/14 *gp*

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: 11/7 - 11/21/14

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>11,000.00</u>	Notes: 13/14 Cottler profit over \$6,500.00
		b. Less Estimated EXPENSE	<u>4,000.00</u>	
		c. Estimated PROFIT:	<u>\$7,000.00</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.

 9/5/14  DS  
 Sponsor's Signature Date Sponsor's Name Printed  
 9/5/14   
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date





**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

b.  
 **RECEIVED**  
9-16-14 *af*

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: Jr. High Date of Request: 9/16/14

Account Name & Number: FCCLA - 821

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

School Spirit Guthrie Bluejay 16 oz. Tumbler Sales. Thunder, OSU, OU and various designs also available. (Freezer, microwave, and dishwasher safe; lifetime guarantee and Made in the USA) through MPACT Fund Raising, 820 W. Danforth Rd. #152, Edmond, OK 73003. (405) 726-1277 website: mark@mpactfundraising.com

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

Assemblies & Speakers, club refreshments, donations, dues and fees, flowers, plants, gifts, meals, registrations, reimbursements, awards, service projects, subs/drivers, student and adviser travel and transportation expenses, camp, and meeting expenses

Current Unobligated Account Balance (Cash Balance less Open PO's): 99.46 *30.46 as of 9/16/14*

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: October 14th - May 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,600.00	Notes:
		b. Less Estimated EXPENSE	960.00	
		c. Estimated PROFIT:	\$640.00	

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.

<i>Jeanette Blevins</i> Sponsor's Signature	<u>9-16-14</u> Date	<i>Jeanette Blevins</i> Sponsor's Name Printed
<i>Scott Jannicola</i> Principal's Signature	<u>9-16-14</u> Date	<i>Antonia Paul</i> Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

C.  
**RECEIVED**  
10-1-14  
**RECEIVED**  
10/3/14

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: Guthrie High School Date of Request: 9/25/2014

Account Name & Number: Vocal - 902

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

Ticket sales and Donations from Spring Musical

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

Music, Costumes, Set, Paint, Water, Sound Equipment, Lighting, Makeup, Fees, Royalties, Rental of scripts and music

Current Unobligated Account Balance (Cash Balance less Open PO's): 1200<sup>th</sup> 1,414<sup>58</sup>

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: March 5-9, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	3,000.00	Notes:
		b. Less Estimated EXPENSE	2,200.00	
		c. Estimated PROFIT:	\$800.00	

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>Bill Perry</u>	<u>9-29-14</u>	<u>Bill Perry</u>	
Sponsor's Signature	Date	Sponsor's Name Printed	
<u>Chris Brando</u>	<u>9-29-14</u>	<u>Autie</u>	DS
Principal's Signature	Date	Activity Fund Custodian's Signature	

Athletic Director's Signature (if applicable)

Board Approval Date





**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

*d.*

**RECEIVED**  
10-7-14

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: Guthrie Junior High Date of Request: 9/25/2014

Account Name & Number: Vocal - 902

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

Ticket Sales and Donations for Christmas Musical

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

Music, Costumes, Set, Paint, Water, Sound Equipment, Lighting, Makeup, Fees, Royalties, Rental of Scripts and Music, Musicians

Current Unobligated Account Balance (Cash Balance less Open PO's): 1764.<sup>58</sup>

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: December 15, 2014

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	800.00	
		c. Estimated PROFIT:	\$200.00	

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.

Bill Kim 10-1-14 Sponsor's Signature Date

Chris D. [Signature] 05  
Sponsor's Name Printed Activity Fund Custodian's Signature

Chris D. [Signature] 10-2-14  
Principal's Signature Date

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

\_\_\_\_\_  
Board Approval Date

**END OF YEAR  
TRANSFERS FOR BOARD APPROVAL  
October 13, 2014**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
HS StuCo, #899	Class of 2016, #860	Parade Float Fee	\$ 20.00
HS StuCo, #899	Band, #859	Homecoming entries	\$120.00
HS StuCo, #899	JROTC, #895	Homecoming entries	\$120.00
HS StuCo, #899	Class of 2018, #862	Parade Float Fee	\$ 20.00
HS StuCo, #899	HS Cheer, #853	Parade Float Fee	\$ 40.00

RECEIVED  
9-16-14 *ap*



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

Amount 20.00

Date Requested 9/15/14

Transfer to: STUCO #899  
Account Name & Number

Transfer from: Class of 2016 #860  
Account Name & Number

State Reason for Transfer Below

Parade Float

Sponsor's Signature: Michelle Reclus

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

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

Principal's Signature: Chris L. ...

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

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



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

 **RECEIVED**  
9-17-14 8

Amount 120.00 Date Requested 9-16-14

Transfer to: STUCO -899  
Account Name & Number

Transfer from: Band 859  
Account Name & Number

State Reason for Transfer Below

Homecoming entries (6 cars for Band Royalty)

Sponsor's Signature: 

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

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

Principal's Signature: 

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

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





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

 **RECEIVED**  
9-17-14 *g8*

Amount 120.00

Date Requested Sept 12, 2014

Transfer to: Student Council #899  
Account Name & Number

Transfer from: JROTC #895  
Account Name & Number

State Reason for Transfer Below

ENTRY FEE FOR HOMECOMING PARADE 19 OCTOBER 2014

Sponsor's Signature: *Mark Anderson*

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

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

Principal's Signature: *Chris L. ...*

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

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



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

 **RECEIVED**  
9-17-14 *gp*

Amount \$20<sup>00</sup>

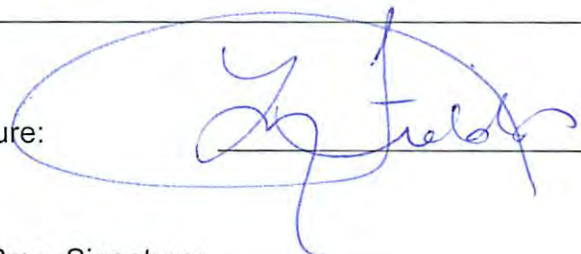
Date Requested 9-16-14

Transfer to: 899 (Stucco)  
Account Name & Number

Transfer from: 862 Class 2018 (Freshman)  
Account Name & Number


State Reason for Transfer Below

Homecoming Float

Sponsor's Signature: 

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

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

Principal's Signature: 

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

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





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

 **RECEIVED**  
10-1-14 98

Amount 40.00

Date Requested 9/24/14

Transfer to: # 899 HS STUCO  
Account Name & Number

Transfer from: # 853 HS CHEER  
Account Name & Number

State Reason for Transfer Below

HOME COMING PARADE FEE

Sponsor's Signature: Ram Johnson Fulds<sup>e</sup>

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

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

Principal's Signature: Kay Bley

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

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

**Transportation Department  
Fuel Bids  
2014-2015**

DATE: <u>09/12/14</u>	TIME BIDS BEGAN: <u>8:35 AM.</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>9:00 A.M.</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, <del>XXXXXXXX</del> <sup>Scott</sup> or HARDIN	1-866-455-3835	<u>2.7572</u>	<u>2.8697</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>2.7890</u>	<u>2.8380</u>
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	<u>No Bid</u>	
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	<u>2.7934</u>	<u>2.8379</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
UNLEADED FUEL: <u>1000 gallons</u>	PRICE PER GALLON: <u>2.7890</u>	TOTAL AMT: <u>2789<sup>00</sup></u>
DIESEL FUEL: <u>7000 gallons</u>	PRICE PER GALLON: <u>2.8380</u>	TOTAL AMT: <u>19866<sup>00</sup></u>
		TOTAL PURCHASE: <u>\$ 22,655<sup>00</sup></u>

PER TELEPHONE BIDS RECEIVED BY: <u>Steve Cordell</u> <u>Traci 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	500	09/03/2014	WAL MART COMMUNITY	\$150-.00/H. WILSON/JH	149.52
2015	11	501	09/03/2014	FIRSTBOOK	BOOKS/LIBRARY/JH	430.84
2015	11	502	09/03/2014	STAPLES ADVANTAGE	\$150.00/S.MORGAN/JH	150.00
2015	11	503	09/03/2014	LAKESHORE LEARNING MATERIALS	\$150.00/K. YOUNG/COTTERAL	150.00
2015	11	504	09/03/2014	OFFICE DEPOT, INC.	\$150.00/S. MALTZ/JH	150.00
2015	11	505	09/03/2014	MATTHEW DURKEE	CLINICIAN/TECH ASSISTANT/BAND/	600.00
2015	11	506	09/03/2014	WIRELESS TECHNOLOGIES, INC.	RADIO MAINTENANCE/TRANSPORTAT	3,000.00
2015	11	507	09/03/2014	JOHN VANCE AUTO GROUP	REPAIRS/TRANSPORTATION	667.00
2015	11	508	09/03/2014	VEX ROBOTICS, INC	SUPPLIES/TECH ENG/SIEBER/JH	2,668.62
2015	11	509	09/03/2014	VEX ROBOTICS, INC	REPLACEMENT KEYS/TECH ENG/JH	0.00
2015	11	510	09/03/2014	OKLAHOMA SECONDARY SCHOOL	CONTEST ENTRIES FOR 2014-15	550.00
2015	11	511	09/03/2014	A&E ENTERPRISES INC.	REPAIR CURRENCY COUNTER MACHI	250.00
2015	11	512	09/03/2014	PEARISON INC.	FLAG MATERIAL AND ACCESSORIES	800.00
2015	11	513	09/03/2014	ALGY TRIMMINGS CO., INC.	FLAGS FOR 2014 MARCHING SEASON	800.00
2015	11	514	09/03/2014	QUILL CORPORATION	\$150.00/S. MURRAY/CENTAL	108.96
2015	11	515	09/04/2014	WAL MART COMMUNITY	\$150.00/C. HENSON/COTTERAL	70.01
2015	11	516	09/04/2014	SCHOOL SPECIALTY, INC.	\$150.00/C.HENSON/COTTERAL	79.99
2015	11	517	09/04/2014	SULLIVAN SUPPLY SOUTH INC.	SHOW SUPPLIES/VO-AG/HS	500.00
2015	11	518	09/04/2014	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HS	1,421.65
2015	11	519	09/04/2014	MARDEL, INC.	\$150.00/S. MURRAY/CENTRAL	41.04
2015	11	520	09/04/2014	WAL MART COMMUNITY	\$150.00/L TUBBS/CENTRAL	90.00
2015	11	521	09/04/2014	LAKESHORE LEARNING MATERIALS	\$150.00/L. TUBBS/CENTRAL	60.00
2015	11	522	09/08/2014	WAL MART COMMUNITY	\$150.00/T. MONNAHAN/FOGARTY	150.00
2015	11	523	09/08/2014	THE APPLE TREE	\$150.00/A. WILLIAMS/FOGARTY	149.69
2015	11	524	09/08/2014	PATSY GAIL RITTER	\$150.00/P. RITTER/FOGARTY	83.00
2015	11	525	09/08/2014	WAL MART COMMUNITY	\$150.00/C. WALLRAVEN/FOGARTY	0.00
2015	11	526	09/08/2014	CDW DIRECT LLC	OFFICE EQUIPMENT/COTTERAL	462.96
2015	11	527	09/08/2014	WAL MART COMMUNITY	\$150.00/P. DUKE/COTTERAL	102.36
2015	11	528	09/08/2014	ID SPECIALISTS	ID BADGE SUPPLIES/TECHNOLOGY	3,000.00
2015	11	529	09/08/2014	OTA/ODLA	CONFERENCE REGISTRATION/TECHN	2,375.00
2015	11	530	09/08/2014	LETHA THURMAN BAUTER	TRAVEL MAPS TRAINING/FOGARTY	40.00
2015	11	531	09/08/2014	WAL MART COMMUNITY	\$150.00/E.SENZ/HS	150.00
2015	11	532	09/08/2014	ALCA	A;LCA CONTRACT/WALTERS/ADMIN	23,232.00
2015	11	533	09/08/2014	LAKESHORE LEARNING MATERIALS	\$150.00/P. RITTER/FOGARTY	67.00
2015	11	534	09/08/2014	LAKESHORE LEARNING MATERIALS	\$150.00/K. ROSENBAACH/FOGARATY	150.00
2015	11	535	09/08/2014	CDI COMPUTER DEALERS INC.	LAPTOP BATTERIES/TECHNOLOGY	1,020.00
2015	11	536	09/08/2014	LUBER BROTHERS, INC.	LAWN MOWER/ATHLETICS	2,250.00
2015	11	537	09/08/2014	WAL MART COMMUNITY	\$150.00/M.HUDSON/HS	150.00
2015	11	538	09/08/2014	EDMENTUM, INC	STUDY ISLAND SUBSCRIPTION	5,921.78
2015	11	539	09/09/2014	WAL MART COMMUNITY	\$150.00/T.JONES/HS	150.00
2015	11	540	09/09/2014	WAL MART COMMUNITY	OFFICE CHAIR/SPECIAL EDUCATION	200.00
2015	11	541	09/09/2014	DELL MARKETING L.P.	INK CARTRIDGES/ATHLETICS	230.00
2015	11	542	09/10/2014	LAKESHORE LEARNING MATERIALS	\$150l.00/M NEELEY/COTTERAL	150.00
2015	11	543	09/10/2014	INDIANAPOLIS RACQUET CLUB, INC.	HS- TENNIS BALLS (TENNIS)	720.00
2015	11	544	09/10/2014	TRUSCO MANUFACTURING	HASH MARKER (FB FIELD)	660.00
2015	11	545	09/10/2014	SUPREME SHOW SUPPLY, LLC	SUPPLIES/VO-AG/HS	500.00
2015	11	546	09/10/2014	OKLAHOMA REBILITATION ASSOCIAT	REGISTRATION FEE/KURIGER/HS	25.00
2015	11	547	09/10/2014	TAMARA KAYE KURIGER	MILEAGE REIMB. FOR WORKSHOP/SF	190.00

**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	548	09/11/2014	STAPLES ADVANTAGE	\$150.00/J.BLEVINS/JH	150.00
2015	11	549	09/11/2014	WAL MART COMMUNITY	\$150.00/J. BERTOLINO/JH	150.00
2015	11	550	09/11/2014	WAL MART COMMUNITY	\$150.00/J. O'CONNOR/JH	150.00
2015	11	551	09/11/2014	ALCA	REGISTRATION ALCA CONFERENCE	250.00
2015	11	552	09/11/2014	EDUCATIONAL DEVELOPMENT &	REGISTRATION EDIT TRAINING	300.00
2015	11	553	09/11/2014	DIXIE JANA SHAFFER	MILEAGE REIMB. FOR WORKSHOP	56.00
2015	11	554	09/11/2014	HOMETOWN RENTAL & FEED, INC.	BACKPACK BLOWER/ATHLETICS	400.00
2015	11	555	09/12/2014	OKLAHOMA STATE DEPARTMENT	REGISTRATION/HUDSON/FOGARTY	125.00
2015	11	556	09/12/2014	JENNIFER L STEVENSON	HOMEBOUND MILEAGE REIMB. FOR	500.00
2015	11	557	09/12/2014	ULTRA-X, INC.	DIAGNOSTIC TOOLS/TECHNOLOGY	472.00
2015	11	558	09/12/2014	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/TRANSPORTATION	22,655.00
2015	11	559	09/15/2014	PROSPERITY BANK	TAGS & TITLES/TRANSPORTATION	436.65
2015	11	560	09/15/2014	PROSPERITY BANK	\$150.00/M. PERRING/HS	145.20
2015	11	561	09/15/2014	WAL MART COMMUNITY	\$150.00/S. BOEKMAN/JH	150.00
2015	11	562	09/15/2014	CARTRIDGE WORLD	PRITNER REFILL/SPECIAL ED	125.98
2015	11	563	09/15/2014	SHERYL D MILES	MILEAGE REIMB. FOR 2014-2015	250.00
2015	11	564	09/15/2014	CHAD CARGILL	SPEED READING SOFTWARE/BENSON	200.00
2015	11	565	09/17/2014	LAURA JUNE PORTER	HOMEBOUND MILEAGE REIMB. FOR	500.00
2015	11	566	09/17/2014	JULIE ANN MURRAY	HOMEBOUND MILEAGE REIMB. FOR	500.00
2015	11	567	09/17/2014	PLAYSCRIPTS, INC	SCRIPTS FOR DRAMA CLASS/BERRY M	120.00
2015	11	568	09/17/2014	EDUCATIONAL DEVELOPMENT &	REGISTRATION/PROF DEV/FOGARTY	1,500.00
2015	11	569	09/17/2014	WAL MART COMMUNITY	\$150.00/J. FIDDLER/GUES	150.00
2015	11	570	09/17/2014	FOLLETT LIBRARY BOOK	LIBRARY BOOKS/MICK/CENTRAL	1,270.25
2015	11	571	09/17/2014	MARY R HESS	EMBROIDERY SUPPLIES/FAVER	296.14
2015	11	572	09/17/2014	CHALK'S TRUCK PARTS, INC.	BUS PARTS/TRANSPORTATION	5,000.00
2015	11	573	09/23/2014	OFFICE DEPOT, INC.	MATERIALS - RSA FOLDERS	63.96
2015	11	574	09/23/2014	ATHLON II ENTERPRISES, INC.	UNIFORMS/ALL SPORTS/JH/HS	2,610.00
2015	11	575	09/23/2014	JENNIFER LEE ONEILL	MILEAGE REIMB FOR WORKSHOP	50.00
2015	11	576	09/23/2014	MICHELLE LENA E REDUS	MILEAGE REIMB FOR WORKSHOP	170.00
2015	11	577	09/23/2014	EDMOND MUSIC, INC.	BLANKET FOR SUPPLIES/BAND/HS	700.00
2015	11	578	09/23/2014	QUILL CORPORATION	TABLES/TODD/FOGARTY	3,311.87
2015	11	579	09/23/2014	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS/MANN/FOGARTY	2,552.82
2015	11	580	09/23/2014	OKLAHOMA HOME CENTERS, INC.	HS- PAINT (FOOTBALL FIELD)	639.80
2015	11	581	09/23/2014	LAKESHORE LEARNING MATERIALS	\$150.00/P. DUKE/COTTERAL	39.31
2015	11	582	09/23/2014	MARDEL, INC.	CHART PAPER & TEACHER RESOUR	0.00
2015	11	583	09/23/2014	FOLLETT LIBRARY RESOURCES INC.	DISTRICT SOFTWARE SUPPORT	4,000.00
2015	11	584	09/23/2014	WAL MART COMMUNITY	\$150.00/D. REAMES/COTTERAL	150.00
2015	11	585	09/23/2014	AMAZON/PROSPERERITY BANK	INSTURCTIONAL BOOK/TITLE II/GU	15.95
2015	11	586	09/23/2014	STENHOUSE PUBLISHING	BOOK/PROF. DEVELOPEMENT/FOGAF	29.00
2015	11	587	09/23/2014	HOUGHTON MIFFLIN HARCOURT PUE	TEXTBOOKS/READING/GUES	2,805.17
2015	11	588	09/25/2014	PROSPERITY BANK	HOTEL ROOMS FOR TULSA FAIR	500.00
2015	11	589	09/25/2014	DELL MARKETING L.P.	COMPUTERS/TECH ENG/GRANT/JH	33,384.30
2015	11	590	09/25/2014	CDW DIRECT LLC	PRINTERS/TECH ENG/GRANT/JH	2,934.00
2015	11	591	09/25/2014	VIRCO INC.	TABLES & CHAIRS/TECH ENG/GRANT	4,170.75
2015	11	592	09/25/2014	AMAZON/PROSPERERITY BANK	SUPPLIES/SPECIAL ED/	146.90
2015	11	593	09/25/2014	CURRICULUM ASSOC., INC.	SUPPLIES/SPECIAL ED/	390.88
2015	11	594	09/25/2014	OSPA	REGISTRATION/OSPA CONFERENCE	450.00
2015	11	595	09/25/2014	DONNA A RUSSELL	MILEAGE REIMB. FOR TRAINING	104.00

**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	596	09/25/2014	QUILL CORPORATION	SUPPLIES/SPECIAL ED/JH	507.00
2015	11	597	09/25/2014	CARRIE A KOURI	SUPPLIES/SPECIAL ED/	43.95
2015	11	598	09/25/2014	PROSPERITY BANK	BLANKET FOR FUEL/EMERGENCIES/A	500.00
2015	11	599	09/25/2014	MARDEL, INC.	\$150.00/A. HENDERSON/CENTRAL	150.00
2015	11	600	09/25/2014	WAL MART COMMUNITY	\$150.00/K.GAMBLE/HS	150.00
2015	11	601	09/25/2014	PATRICK HUGHES	EXPENSES REIMB. FOR 2014-15	500.00
2015	11	602	09/25/2014	UNITED HOLDINGS LLC.	BUS REPAIR/TRANSPORTATION	680.00
2015	11	603	09/26/2014	APPLE STORE	SUPPLIES/SPECIAL ED/	3,790.00
2015	11	604	09/26/2014	PERSONAL COMPUTER SYSTEMS, IN	COMPUTERS/SPECIAL ED/	490.00
2015	11	605	09/26/2014	DEMCO, INC	LIBRARY SUPPLIES/CENTRAL	100.00
2015	11	606	09/26/2014	LAKESHORE LEARNING MATERIALS	\$150.00/K. THOMASON/COTTERL	150.00
2015	11	607	09/26/2014	DESHILDS TRUCK SERVICE, INC.	BUS REPAIRS/TRANSPORTATION	5,242.59
2015	11	608	09/26/2014	DELL MARKETING L.P.	COMPUTER/SPECIAL ED/	2,341.47
2015	11	609	09/29/2014	CLAYTON R DRAKE	MEALS PER DIEM FOR TULSA STATE	180.00
2015	11	610	09/29/2014	CDW DIRECT LLC	SOFTWARE/TECH ENG/JH	1,950.00
2015	11	611	09/30/2014	WAL MART COMMUNITY	BLANKET FOR SUPPLIES/FACS/HS	2,000.00
2015	11	612	09/30/2014	PALEN MUSIC CENTER, INC.	BLANKET FOR SUPPLIES/REPAIRS/B	400.00
2015	11	613	09/30/2014	DUPREE SPORTS EQUIPMENT CO.	UNIFORMS/GOLF/HS	730.00
2015	11	614	09/30/2014	BSN SPORTS, INC.	UNIFORMS/SOCCER/HS	2,550.00
2015	11	615	09/30/2014	MARDEL, INC.	\$150.00/K. PRIVETTE/GUES	150.00
2015	11	616	10/01/2014	AMAZON/PROSPERERITY BANK	BOOKS FOR BOOK STUDY/OGLE/ADM	193.35
2015	11	617	10/01/2014	JOHN A RHINEHART	RECOGNATION PLAQUE/OGLE/ADMI	42.50
2015	11	618	10/01/2014	WAL MART COMMUNITY	\$150.00/T. BLEWETT/COTTERAL	150.00
2015	11	619	10/01/2014	WAL MART COMMUNITY	\$150.00/BELL/COTTERAL	150.00
2015	11	620	10/01/2014	CDI COMPUTER DEALERS INC.	COMPUTER/LIBRARY/COTTERAL	799.00
2015	11	621	10/01/2014	SCHOLASTIC BOOK FAIRS, INC	LIBRARY BOOKS/JH	150.00
2015	11	622	10/01/2014	FOLLETT LIBRARY BOOK	LIBRARY BOOKS & CATALOGING/COT	2,111.71
2015	11	623	10/01/2014	COUGHLAN COMPANIES, INC.	LIBRARY BOOKS & PROCESSING/COT	1,211.39
2015	11	624	10/01/2014	RITWAY SHREDDING	DOCUMENT SHREDDING FOR DISTRIC	150.00
2015	11	625	10/01/2014	WAL MART COMMUNITY	\$150.00/K. WALTERS/GUES	150.00
2015	11	626	10/06/2014	HOOTEN OIL COMPANY, INC	SUPPLIES/TRANSPORTATION	560.00
2015	11	627	10/06/2014	LOGICAL RAM SOLUTIONS, INC	MEMORY FOR COMPUTERS	2,190.00
2015	11	628	10/06/2014	KICKINGBIRD GOLF COURSE	BOYS GOLF UNIFORMS/HS	1,000.00
2015	11	629	10/06/2014	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY/HS	2,320.08
2015	11	630	10/06/2014	LAKESHORE LEARNING MATERIALS	\$150.00/T. WEIR/GUES	150.00
2015	11	631	10/06/2014	LEISURE HOSPITALITY MGMT, INC	ROOMS FOR REGINALS/SOFTBALL/HS	831.60
2015	11	632	10/06/2014	CARROT TOP INDUSTRIES, INC.	FLAG FOR OFFICE/JH	14.65
2015	11	633	10/06/2014	LAMPTON WELDING SUPPLY COMPAI	WELDING SUPPLIES/VO-AG/HS	250.00

**Report Total :**

**184,966.64**

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

<b>Year</b>	<b>Fund</b>	<b>P.O. Number</b>	<b>Date</b>	<b>To Whom Issued</b>	<b>Description</b>	<b>Amount</b>
2015	21	83	09/10/2014	KATHY E BERTWELL	MILEAGE REIMBURSEMENT FOR 2014	500.00
2015	21	84	09/10/2014	BRAD J DAVENPORT	CABINETS/VO-AG/HS	1,460.00
2015	21	85	09/10/2014	GLYNES LARUE	DISTRICT INTERCOM REPAIRS	2,479.40
2015	21	86	09/11/2014	AAF-MCQUAY, INC.	DISTRICT HVAC REPAIRS	10,000.00
2015	21	87	09/17/2014	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	6,000.00
2015	21	88	09/17/2014	HOME DEPOT/GEFC	WINDOW BLINDS FOR FFA	567.76
2015	21	89	09/23/2014	S. T. BOLDING III	ELECTRICAL FOR FFA	1,500.00
2015	21	90	09/25/2014	FLOOR TECH JANITORIAL	REFINISH GYM FLOORS/HS	4,400.00
2015	21	91	10/06/2014	FEDERAL CORPORATION	DISTRICT HVAC PARTS & SUPPLIES	1,000.00
<b>Report Total :</b>						<b>27,907.16</b>

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**CHILD NUTRITION FUND 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	22	21	09/03/2014	STEFANIE ROGERS	MEAL REFUND	50.30
2015	22	22	09/03/2014	JESSICA MORGAN	MEAL REFUND	15.00
2015	22	23	09/03/2014	HOLLEY SNOW	MEAL REFUND	6.20
2015	22	24	10/06/2014	AUDREY WILLETT	MEAL REIMB./MOVED	20.00
<b>Report Total :</b>						<b>91.50</b>



<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
1	07/01/2014	<b>CITY OF GUTHRIE</b>	WATER/SEWER/& GARBAGE	
		WATER, SEWER AND GARBARGE FOR 2014-15	011-2620-410-000-0000-000-050	-98,112.94
			011-2620-410-000-0000-000-050	7,606.70
			011-2620-410-000-0000-000-050	696.51
			011-2620-410-000-0000-000-050	89,674.07
			125-2620-410-000-0000-000-710	657.09
			Total Purchase Order	521.43
11	07/01/2014	<b>POSTMASTER</b>	BULK MAIL FOR 2014-2015	
		BULK MAIL FOR 2014-2015	029-2319-810-000-0000-000-050	-1,040.00
			029-2319-810-000-0000-000-050	1,112.00
			Total Purchase Order	72.00
23	07/01/2014	<b>BANCFIRST</b>	COPIER LEASE FOR JULY-SEPT.	
		COPIER LEASE FOR JULY - SEPTEMEBR	037-2511-440-000-0000-000-050	-2,542.76
			037-2511-440-000-0000-000-050	2,464.94
			Total Purchase Order	-77.82
142	07/01/2014	<b>CHALK'S TRUCK PARTS, INC.</b>	BLANKET FOR BUS PARTS/TRANSPOR	
		BLANKET FOR BUS PARTS	018-2740-612-000-0000-000-070	-4,495.55
			018-2740-612-000-0000-000-070	5,235.00
			Total Purchase Order	739.45
174	07/01/2014	<b>WIRELESS TECHNOLOGIES, INC.</b>	LEASE/REPAIRS/SUPPLIES/TRANSPO	
		LEASE/REPAIRS/SUPPLIES FOR 2014-15	018-2740-430-000-0000-000-070	-950.00
			018-2740-430-000-0000-000-070	2,062.50
			018-2740-612-000-0000-000-070	-1,000.00
			018-2740-612-000-0000-000-070	941.00
			Total Purchase Order	1,053.50
183	07/01/2014	<b>MERIDIAN TECHNOLOGY CENTER</b>	VIRTUAL CLASSROOM 2014-2015	
		VIRTUAL CLASSROOM FOR 2014-2015	362-1000-530-426-0000-000-705	-21,200.00
			362-1000-530-426-0000-000-705	21,222.23
			Total Purchase Order	22.23
190	07/02/2014	<b>LAMPTON WELDING SUPPLY COMPANY, INC</b>	TANK RENTAL/SUPPLIES/AG/HS	
		TANK RENTAL FOR 2014-2015	412-1000-440-311-8000-000-705	-214.08
		BLANKET FOR SUPPLIES FOR 2014-2015	412-1000-621-311-8000-000-705	-500.00
			412-1000-621-311-8000-000-705	538.45
			412-1000-621-311-8000-000-705	175.63
			Total Purchase Order	0.00
195	07/08/2014	<b>JOHN A RHINEHART</b>	NAME PLATE/OGLE/ADMINISTRATION	
		NAME PLATE FOR DOUG OGLE	045-2571-619-000-0000-000-050	-40.00
			045-2571-619-000-0000-000-050	18.00
			Total Purchase Order	-22.00
196	07/08/2014	<b>FEDEX OFFICE AND PRINT SERVICES</b>	BUSINESS CARDS/OGLE/ADMINISTRA	
		BUSINESS CARDS FOR DOUG OGLE	045-2571-619-000-0000-000-050	-100.00
			045-2571-619-000-0000-000-050	123.75
			Total Purchase Order	23.75
210	07/14/2014	<b>HOMETOWN RENTAL &amp; FEED, INC.</b>	MOWER REPAIRS/ATHLETICS	
		MOWER REPAIRS	119-2640-430-000-0000-000-050	-44.49
			Total Purchase Order	-44.49
227	07/14/2014	<b>SCHOLASTIC READING COUNTS</b>	\$150.00/K. HUDSON/FOGARTY	
		SHIPPING	034-1000-648-100-1050-000-110	-11.86
			034-1000-648-100-1050-000-110	11.88
			Total Purchase Order	0.02
272	07/23/2014	<b>PROSPERITY BANK</b>	ROOMS FOR SUMMER CONFERENCE	
		3 ROOMS FOR TWO NIGHTS FOR CAREER TECH SUMMER	412-2573-580-311-8000-000-705	-498.00
			412-2573-580-311-8000-000-705	542.88



<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>	
272	07/23/2014	<b>PROSPERITY BANK</b>	ROOMS FOR SUMMER CONFERENCE	
		CONFERENCE		
			Total Purchase Order	44.88
275	07/23/2014	<b>JASON REECE</b>	WASHER/DRYER REPAIRS/ATHLETICS	
		WASHER AND DRYER REPAIRS	119-2640-430-000-0000-000-705	-350.00
			Total Purchase Order	-350.00
277	07/23/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/K. TARRANT/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-5400-000-705	-150.00
			034-1000-619-100-5400-000-705	139.94
			Total Purchase Order	-10.06
295	07/30/2014	<b>WAL MART COMMUNITY</b>	\$150/J.STEVENS/HIGH SCHOOL	
		PENCILS, DRY ERASE MARKERS, STAPLER, STAPLES, SCISSORS, AND OTHER OFFICE SUPPLIES	034-1000-619-100-2400-000-705	-150.00
			034-1000-619-100-2400-000-705	146.38
			Total Purchase Order	-3.62
303	07/30/2014	<b>MARDEL, INC.</b>	\$150.00/L. KROTH/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-239-1060-000-705	-150.00
			034-1000-619-239-1060-000-705	147.76
			Total Purchase Order	-2.24
310	08/05/2014	<b>MARDEL, INC.</b>	\$150.00/B.COFIELD/JH	
		CLASSROOM SUPPLIES- PASSES, CLASS RECORD BOOKS, BORDER, STUDY GUIDES FOR NOVELS, COPY TRANSP., CHALK, POSTER BOX, PLANBOOK, POSTIT NOTES, COMP NOTEBOOKS, ERASER, STENO NOTEBOOKS, BOARD ERASER, MARKERS, STOCK CARD, BINDER	034-1000-619-100-4000-000-610	-75.00
			034-1000-619-100-4000-000-610	74.92
			Total Purchase Order	-0.08
316	08/07/2014	<b>OFFICE DEPOT, INC.</b>	\$150/M.MYERS/HS	
		PAPER, PENCILS, DRY ERASE MARKERS, PAPER, FOLDERS, TAPE, STAPLES, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-4400-000-705	-150.00
			034-1000-619-100-4400-000-705	141.73
			Total Purchase Order	-8.27
318	08/07/2014	<b>LAKESHORE LEARNING MATERIALS</b>	\$150.00/K. DATIN/FOGARTY	
		CONSTRUCTION PAPER	034-1000-619-100-1050-000-110	-48.28
			034-1000-619-100-1050-000-110	48.16
			Total Purchase Order	-0.12
319	08/07/2014	<b>WAL MART COMMUNITY</b>	\$150.00/K. DATIN/FOGARTY	
		SUPPLIS AS PER ATTACED	034-1000-619-100-1050-000-110	-71.84
			034-1000-619-100-1050-000-110	68.02
			Total Purchase Order	-3.82
320	08/07/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. PRIVETTE/FOGARTY	
		INK	034-1000-611-100-1050-000-110	-65.00
			034-1000-611-100-1050-000-110	64.95
		CONTAINERS AND TAPE	034-1000-619-100-1050-000-110	-35.00
			034-1000-619-100-1050-000-110	33.52
			Total Purchase Order	-1.53
321	08/07/2014	<b>MARDEL, INC.</b>	\$150.00/J. PRIVETTE/FOGARTY	
		PENCIL SHARPENER	034-1000-619-100-1050-000-110	-25.00
			034-1000-619-100-1050-000-110	20.79
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-110	-25.00
			034-1000-619-100-1050-000-110	27.93
			Total Purchase Order	-1.28
324	08/07/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/R.MESHEW/HS	

<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>		
324	08/07/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/R.MESHEW/HS		
		\$150/R.MESHEW/HIGH SCHOOL	034-1000-619-100-3300-000-705	-150.00	
		PAPER, PENS, PENCILS, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-3300-000-705	141.70	
				<b>Total Purchase Order</b>	<b>-8.30</b>
326	08/07/2014	<b>MARDEL, INC.</b>	\$150.00/C.BOYD/GUES		
		CLASSROOM SUPPLIES	034-1000-619-100-2200-000-125	-30.24	
			034-1000-619-100-2200-000-125	28.73	
				<b>Total Purchase Order</b>	<b>-1.51</b>
327	08/07/2014	<b>LAKESHORE LEARNING MATERIALS</b>	\$150.00/C, BOYD/GUES		
		CLASSROOM DECORATIONS	034-1000-619-100-2200-000-125	-60.37	
			034-1000-619-100-2200-000-125	59.90	
				<b>Total Purchase Order</b>	<b>-0.47</b>
332	08/11/2014	<b>BOYCE EQUIP. &amp; PARTS CO., INC.</b>	BLANKET FOR BRAKES AND SEALS		
		BRAKES AND SEALS	018-2740-612-000-0000-000-070	-167.58	
			018-2740-612-000-0000-000-070	156.13	
				<b>Total Purchase Order</b>	<b>-11.45</b>
334	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150/T.HAYNES/HS		
		GENERAL OFFICE/CLASSROOM SUPPLIES AS PER ATTACHED	034-1000-619-100-5400-000-705	-150.00	
			034-1000-619-100-5400-000-705	119.04	
				<b>Total Purchase Order</b>	<b>-30.96</b>
337	08/11/2014	<b>WAL MART COMMUNITY</b>	150.00/S. COCHRANE/JH		
		CLASSROOM SUPPLIES- EARBUDS, PAPER, PENCILS, TAPE, TISSUE, AND OTHER MISC. SUPPLIES FOR CLASSROOM USE	034-1000-619-494-1130-000-610	-150.00	
			034-1000-619-494-1130-000-610	149.80	
				<b>Total Purchase Order</b>	<b>-0.20</b>
339	08/11/2014	<b>MARDEL, INC.</b>	\$150.00/T. WILKERSON/JH		
		CLASSROOM 150.00 - CLASSROOM SUPPLIES: FOLDERS, PENCILS, PEN, PAPER, ETC.....	034-1000-619-100-2250-000-610	-50.00	
			034-1000-619-100-2250-000-610	39.94	
				<b>Total Purchase Order</b>	<b>-10.06</b>
342	08/11/2014	<b>B &amp; C BUSINESS PRODUCTS, INC</b>	\$150.00/D.HAYES/GUES		
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00	
			034-1000-619-100-1050-000-125	120.82	
				<b>Total Purchase Order</b>	<b>-29.18</b>
346	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/B. STONE/GUES		
		CLASSROOM SUPPLIES	034-1000-619-239-1050-000-125	-150.00	
			034-1000-619-239-1050-000-125	148.02	
				<b>Total Purchase Order</b>	<b>-1.98</b>
347	08/11/2014	<b>MARDEL, INC.</b>	\$150.00/T. KING/COTTERAL		
		3 10 PACK OF LANYARDS \$4.99 EACH TOTAL \$14.97	034-1000-322-100-1024-000-120	-135.09	
		1 BOOK POCKETS (25 PER PACK) \$4.99	034-1000-322-100-1024-000-120	130.80	
		2 12 PK NAME BADGES \$5.99 EACH TOTAL \$11.98			
		1 TIMER\$7.99 1 NAME PLATES (36 PACK) 3.99			
		1 STAMP SET \$9.99 1 POLKADOT CUTOUTS \$3.29			
		2 INK PADS (WASHABLE) \$4.99 EACH TOTAL \$9.98			
		5 UTILITY CADDIES FOR TABLES \$6.99TOTAL \$34.95			
		1 WELCOME TO SCHOOL BULLETIN BOARD \$12.99			
		1 BULLETIN BOARD BORDER \$3.99			
		2 FILE FOLDERS \$7.99 EACH TOTAL \$15.98			
				<b>Total Purchase Order</b>	<b>-4.29</b>
348	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/K. ICE/JH		

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
348	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/K. ICE/JH	
		1 PENCIL SHARPNER	034-1000-619-100-2250-000-610	-150.00
		2 INK CARTRIDGES	034-1000-619-100-2250-000-610	143.68
		PAPER, BINDERS, MISCELLANEOUS PENCILS/MARKERS		
		RUNNER MAT FOR CHEMISTRY AREA		
		BATTERIES		
		LIGHT BULBS FOR HEAT LAMP		
			Total Purchase Order	-6.32
351	08/11/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/A.BARRIE/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-50.00
			034-1000-619-100-1050-000-125	49.48
			Total Purchase Order	-0.52
352	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. BARRIE/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-100.00
			034-1000-619-100-1050-000-125	94.98
			Total Purchase Order	-5.02
353	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/G. JARNAGIN/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	149.49
			Total Purchase Order	-0.51
354	08/11/2014	<b>MARDEL, INC.</b>	\$150.00/D.LONGNECKER/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-50.00
			034-1000-619-100-1050-000-125	40.00
			Total Purchase Order	-10.00
355	08/11/2014	<b>WAL MART COMMUNITY</b>	\$150.00/D. LONGNECKER/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-100.00
			034-1000-619-100-1050-000-125	109.70
			Total Purchase Order	9.70
358	08/13/2014	<b>SCHOOL SPECIALTY, INC.</b>	\$150.00/C. LYONS/CENTRAL	
		PLEASE ORDER ON LINE. SEE EMAIL.	034-1000-619-100-1050-000-130	-150.00
			034-1000-619-100-1050-000-130	149.83
			Total Purchase Order	-0.17
360	08/13/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S. HOSKINS/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1110-000-125	-70.00
			034-1000-619-100-1110-000-125	78.53
			Total Purchase Order	8.53
361	08/13/2014	<b>MARDEL, INC.</b>	\$150.00/S. HOSKINS/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1110-000-125	-50.00
			034-1000-619-100-1110-000-125	46.90
			Total Purchase Order	-3.10
363	08/13/2014	<b>MIDWEST PRINTING &amp; PUBLISHING CO.</b>	BUS. CARDS/LETTERHEAD/CENTRAL	
		250 BUSINESS CARDS AND LETTERHEAD	056-2530-550-000-0000-000-130	-60.00
			056-2530-550-000-0000-000-130	58.00
			Total Purchase Order	-2.00
367	08/13/2014	<b>JOHN A RHINEHART</b>	UNIFORM VESTS/CROSS COUNTRY/HS	
		HS- (24) SAFETY VEST @ 12.00= \$288.88	119-1000-657-838-0000-000-705	-303.00
		CROSS COUNTRY VEST TO RUN ON ROADS	119-1000-657-838-0000-000-705	288.00
		SHIPPING \$15.00		
			Total Purchase Order	-15.00
368	08/13/2014	<b>CARROT TOP INDUSTRIES, INC.</b>	AMERICA-OKLAHOMA FLAGS/HS	
		(2) AA230- AMERICAN FLAGS @ 35.50= 71.00	119-2630-619-800-0000-000-705	-174.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
368	08/13/2014	<b>CARROT TOP INDUSTRIES, INC.</b> (2) AD7920K- OKLAHOMA FLAG @ \$44.00	AMERICA-OKLAHOMA FLAGS/HS 119-2630-619-800-0000-000-705	164.88
		SHIPPING \$10.00		
Total Purchase Order				-9.12
371	08/14/2014	<b>WESTERN GLASS &amp; ATV, INC.</b>	WINDSHIELD/ 018-2650-612-000-0000-000-070 018-2650-612-000-0000-000-070	-225.00 195.00
Total Purchase Order				-30.00
372	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150.00/G.SALAS/HS 034-1000-619-100-3100-000-705 034-1000-619-100-3100-000-705	-150.00 147.65
Total Purchase Order				-2.35
373	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150/S.BERRYMAN/HS 034-1000-619-100-4000-000-705 034-1000-619-100-4000-000-705	-150.00 149.13
Total Purchase Order				-0.87
374	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150/K.BLAKEMORE/HS 034-2120-619-000-0000-000-705 034-2120-619-000-0000-000-705	-150.00 149.67
Total Purchase Order				-0.33
377	08/14/2014	<b>LAKESHORE LEARNING MATERIALS</b> (4B100 LAKESHORE STORAGE BOXES...5 RED @ \$4.99 TOTAL \$24.95, 5 GREEN @ \$4.99 TOTAL \$24.95, 5 ORANGE @ \$4.99 TOTAL \$24.95, 5 YELLOW @\$4.99 TOTAL \$24.95, 4 BLUE @4.99 TOTAL \$24.95, RA 802 DOMINOES 12 SET @24.99 TOTAL \$299.88, RA 587 FOAM NUMBER DICE 12 SET \$29.99 TOTAL \$359.99	INSTRUCTIONAL SUPPLIES/COTTERA 051-1000-619-100-1024-000-120	-25.00
Total Purchase Order				-25.00
378	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150/B. BRANDON/COTTERAL 034-1000-619-239-1012-000-120 034-1000-619-239-1012-000-120	-150.00 149.87
Total Purchase Order				-0.13
379	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S. DOWNS/COTTERAL 034-1000-619-100-1024-000-120 034-1000-619-100-1024-000-120	-75.00 73.97
Total Purchase Order				-1.03
382	08/14/2014	<b>MARDEL, INC.</b>	\$150.00/P. BOHLMAN/GUES 034-1000-619-100-1050-000-125 034-1000-619-100-1050-000-125	-40.00 40.90
Total Purchase Order				0.90
383	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150.00/C BRASSARD/GUES 034-1000-619-100-1360-000-125 034-1000-619-100-1360-000-125	-150.00 149.98
Total Purchase Order				-0.02
384	08/14/2014	<b>MARDEL, INC.</b>	\$150.00/K. ABBOTT/COTTERAL 034-1000-619-100-1024-000-120 034-1000-619-100-1024-000-120	-150.00 144.63

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
384	08/14/2014	<b>MARDEL, INC.</b>	\$150.00/K. ABBOTT/COTTERAL	
		CONSTRUCTION PAPER 10.00		
		CRATES/TUBS \$20.00		
		BOOKS WITH TAPES \$20.00		
Total Purchase Order				-5.37
385	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150/A.SNOW/HS	
		TRASH CAN, INK FOR PRINTER, MOUSEPAD, WALL	034-1000-619-100-5400-000-705	-150.00
		MOUNTING TAPE, BULLETIN BOARD PAPER, PENCIL	034-1000-619-100-5400-000-705	137.76
		SHARPENER, DESK SKIRT, DESK SUPPLIES, AND OTHER		
		MISC. CLASSROOM SUPPLIES		
Total Purchase Order				-12.24
386	08/14/2014	<b>STAPLES ADVANTAGE</b>	\$150/A.CLOUD/HS	
		STAPLER, TAPE DISPENSE, PAPER CLIPS, DRY-ERASE	034-1000-619-100-4000-000-705	-50.00
		MARKERS, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-4000-000-705	40.22
Total Purchase Order				-9.78
387	08/14/2014	<b>WAL MART COMMUNITY</b>	\$150/A.CLOUD/HS	
		DESK DRAWER ORGANIZER, WALL FILES, CALENDAR,	034-1000-619-100-4000-000-705	-100.00
		SHEET PROTECTORS, 3 HOLE PUNCH, AND OTHER MISC.	034-1000-619-100-4000-000-705	97.42
		CLASSROOM SUPPLIES		
Total Purchase Order				-2.58
389	08/14/2014	<b>SCHOLASTIC CLASSROOM MAGAZINES</b>	\$150.00/K.HUDSON/FOGARTY	
		25 SUBSCRIPTIONS TO SCHOLASTIC NEWS	034-1000-648-100-1050-000-110	-130.63
			034-1000-648-100-1050-000-110	131.25
		SHIPPING	034-1000-648-100-1050-000-110	-19.37
			034-1000-648-100-1050-000-110	13.13
Total Purchase Order				-5.62
390	08/14/2014	<b>MARDEL, INC.</b>	\$150.00/T. JORDAN/CENTRAL	
		BOOKS, PAPER, MISC CLASSROOM MATERIAL AND SUPPLIES	034-1000-619-100-1050-000-130	-150.00
			034-1000-619-100-1050-000-130	148.54
Total Purchase Order				-1.46
393	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/B.PRESCOTT/COTTERAL	
		1 COLORED CARD STOCK FOR CAR TAGS \$3.97	034-1000-619-100-1012-000-120	-107.83
		2 INDEX CARDS FOR NAMES \$3.68, 1 TAPE DISPENSER	034-1000-619-100-1012-000-120	92.36
		\$4.97, 4 CHAIRS FOR READING CENTER \$4.00 EACH TOTAL		
		\$16.00, 2 BAG CHAIRS FOR CENTER \$6.97 EACH TOTAL		
		\$13.94, 2 STICKEE PADDLE GAME-MOTOR SKILLS \$5.00		
		TOTAL \$10.00, 2 MY SWEET LOVE BABIES FOR HOME		
		CENTER \$19.97 EACH TOTAL \$39.94, 2 MATCH BOX CARS		
		\$4.97 EACH TOTAL \$9.94, 3 CLEAR PAPER PROTECTORS		
		TOTAL \$5.58, 2-3 RING BINDERS \$7.88		
Total Purchase Order				-15.47
395	08/18/2014	<b>LAKESHORE LEARNING MATERIALS</b>	\$150.00/L. BEEBY/COTTERAL	
		149.73-150.00-ITEMS FOR LITERACY AND MATH CENTERS	034-1000-619-100-1024-000-120	-150.00
		WORD FAMILIES, BEGINNING SOUNDS, PHONICS-LETTER	034-1000-619-100-1024-000-120	149.73
		REGONITION, BULLETIN BOARD BORDER		
		MATH CENTERS: ITEMS FOR ADDITION, NUMBER		
		FORMATION, NUMBER RECOGNITION-ADDITION AND		
		SUBTRACTION		
Total Purchase Order				-0.27
398	08/18/2014	<b>B &amp; C BUSINESS PRODUCTS, INC</b>	\$150.00/K. HIGGINS/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	149.99
Total Purchase Order				-0.01
402	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. FREDERICK/CENTRAL	<b>37</b>

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
402	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. FREDERICK/CENTRAL	
		SCHOOL SUPPLIES AND BOOKS	034-1000-619-100-1050-000-130	-92.89
			034-1000-619-100-1050-000-130	77.88
			Total Purchase Order	-15.01
403	08/18/2014	<b>SCHOOL SPECIALTY</b>	\$150.00/T.LAUSEN/HS	
		SUPPLIES AS PER ATTACHED	034-1000-619-100-5400-000-705	-150.00
			034-1000-619-100-5400-000-705	143.85
			Total Purchase Order	-6.15
406	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A.MOFFITT-JONES/HS	
		PAPER, FOLDERS, PENCILS, TAPE, AND OTHER MISC.	034-1000-619-100-4000-000-705	-100.00
		CLASSROOM SUPPLIES	034-1000-619-100-4000-000-705	96.97
			Total Purchase Order	-3.03
410	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S.MICK/HS	
		STAPLER, PENCILS, PENS, DRY ERASE MARKERS, SADDLE	034-1000-619-100-3300-000-705	-150.00
		SOAP, PAPER CLIPS, CHALK, PENCIL SHARPENER, MANILLA	034-1000-619-100-3300-000-705	143.59
		FOLDERS, LEGAL PADS, CPU SPEAKERS		
			Total Purchase Order	-6.41
411	08/18/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/R.BURCHAM/HS	
		PENS AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-5400-000-705	-150.00
			034-1000-619-100-5400-000-705	134.41
			Total Purchase Order	-15.59
412	08/18/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/J.MILLER/HS	
		VARIOUS TEACHER SUPPLIES	034-1000-619-311-8000-000-705	-150.00
			034-1000-619-311-8000-000-705	146.70
			Total Purchase Order	-3.30
415	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L. THORP/FAVER	
		CLASSROOM SUPPLIES	034-1000-619-430-5400-000-710	-150.00
			034-1000-619-430-5400-000-710	147.63
			Total Purchase Order	-2.37
416	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/M. HEARD/FAVER	
		CLASSROOM SUPPLIES	034-1000-619-430-4000-000-710	-150.00
			034-1000-619-430-4000-000-710	149.79
			Total Purchase Order	-0.21
417	08/18/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/R. MARTIN/FAVER	
		CLASSROOM SUPPLIES	034-1000-619-430-4400-000-710	-150.00
			034-1000-619-430-4400-000-710	140.80
			Total Purchase Order	-9.20
418	08/18/2014	<b>TRUMAN ARNOLD COMPANY</b>	UNLEADED FUEL PER BID/TRANSPOR	
		1000 GALLONS UNLEADED FUEL @3.1729	019-2740-625-000-0000-000-070	-3,172.90
			019-2740-625-000-0000-000-070	3,131.66
			Total Purchase Order	-41.24
419	08/18/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/T.FLANIGAN/HS	
		DESK CHAIR, MARKERS, TAPE, STAPLES, AND OTHER MISC.	034-1000-619-100-4400-000-705	-150.00
		SUPPLIES	034-1000-619-100-4400-000-705	149.99
			Total Purchase Order	-0.01
421	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/E.BERTELS/HS	
		CLASSROOM SUPPLIES, CRAFT SUPPLIES, OFFICE	034-1000-619-100-4000-000-705	-150.00
		SUPPLIES, CLEANING SUPPLIES, ETC.	034-1000-619-100-4000-000-705	145.57
			Total Purchase Order	-4.43
422	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L.BAKER/HS	



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422	08/18/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L.BAKER/HS	
		SUPPLIES: PAPER, PENCILS, PENCIL SHARPENERS, TRASH	034-1000-619-100-2800-000-705	-150.00
		CANS, ETC.	034-1000-619-100-2800-000-705	149.80
				Total Purchase Order
				-0.20
423	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S. REDING/JH	
		STAPLER, STAPLES, TAPE, STICKY TACK, FOLDERS,	034-1000-619-239-1050-000-610	-80.00
		HANGING FOLDERS, SCISSORS, ECT...	034-1000-619-239-1050-000-610	99.79
		HAND BROOM		
		PAPER NOTEBOOKS		
		DRYERASE MARKERS AND ERASERS		
		DICTIONARIES		
				Total Purchase Order
				19.79
424	08/20/2014	<b>MARDEL, INC.</b>	\$150.00/S. REDING/JH	
		POSTERS, BORDERS AND TEACHER BOOKS	034-1000-619-239-1050-000-610	-70.00
			034-1000-619-239-1050-000-610	48.38
				Total Purchase Order
				-21.62
426	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L. JONES/JH	
		STAPLER, P4EN, NOTEBOOK PAPER,	034-1000-619-100-1110-000-610	-150.00
		POST-IT-NOTES, TISSUES, CRAFT STICKS, WHITEBOARD	034-1000-619-100-1110-000-610	149.66
		MARKERS, TAPE DISPENSER, TAPE REFILLS, INDEX CARDS,		
		PAPER CLIPS, STAPLES, HANGING FILE FOLDER TABS,		
		COPOSITION BOOKS		
				Total Purchase Order
				-0.34
427	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/R. GILLETT/JH	
		OFFICE SUPPLIES PAPER CLIPS, TAPE, STAPLES, FILE	034-1000-619-100-1110-000-610	-150.00
		FORLDER, NOTEBOOKS, PAPER, PENCILS, ERASERS, DRY	034-1000-619-100-1110-000-610	143.27
		ERASE MARKERS, CLASSROOM LAIBRARY BOOKS		
				Total Purchase Order
				-6.73
428	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/L. PORTER/JH	
		PENCILS, PAPER, 2 BEAN BAGS CHAIRS, FOLDERS, PENS,	034-1000-619-239-1050-000-610	-150.00
		BINDERS, ETC.....	034-1000-619-239-1050-000-610	146.28
				Total Purchase Order
				-3.72
429	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S. WILLIAMS/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	149.05
				Total Purchase Order
				-0.95
431	08/20/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/A. ROSS/JH	
		PAPER FOLDERS, PENCILS, BLANK CD'S PRINTER INK	034-1000-619-100-3000-000-610	-150.00
		PRINTER PAPER	034-1000-619-100-3000-000-610	144.36
				Total Purchase Order
				-5.64
432	08/20/2014	<b>MARDEL, INC.</b>	\$150.00/A. RIFE/JH	
		STAPLER, TAPE DISPENSER, TAPE REFILLS,	034-1000-619-239-1050-000-610	-100.00
		CONSTRUCTION PAPER, DESK ORGANIZER, BULLETIN	034-1000-619-239-1050-000-610	17.55
		BOARD SET FROM MARDELS, COLORED PENCILS		
		BINDERS, ADHESIVE TO HANG POSTERS, SCISSORS, PLAIN		
		FILE FOLDRS BOOK TAPE ETC...		
				Total Purchase Order
				-82.45
433	08/20/2014	<b>AMANDA M RIFE</b>	\$150.00/A. RIFE/JH	
		STAPLER, TAPE DISPENSER, TAPE REFILLS,	034-1000-619-239-1050-000-610	-50.00
		CONSTRUCTION PAPER, DESK ORGANIZER, BULLETIN	034-1000-619-239-1050-000-610	73.66
		BOARD SET FROM MARDELS, COLORED PENCILS		
		BINDERS, ADHESIVE TO HANG POSTERS, SCISSORS, PLAIN		

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433	08/20/2014	<b>AMANDA M RIFE</b>	\$150.00/A. RIFE/JH	
		FILE FOLDRS BOOK TAPE ETC...		
			Total Purchase Order	23.66
434	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/V. BARKER/JH	
		CLASSROOM 150.00	034-1000-619-100-8700-000-610	-150.00
		PENS, PENCILS, MARKERS, BINDERS, PAPER, STAPLES, PAPER CLIPS, BINDER CLIPS	034-1000-619-100-8700-000-610	144.23
			Total Purchase Order	-5.77
435	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/T. DAYTON/JH	
		EXPO MARKERS, ERASERS, PENS, PENCILS, BINDER CLIPS, BATTERIES, DRY REASE BOARDS	034-1000-681-100-2200-000-610	-150.00
			034-1000-681-100-2200-000-610	75.17
			Total Purchase Order	-74.83
436	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. BRIGGS/JH	
		PENCILS, PENS, PAPER, STAPLES, STAPLER, MARKERS ETC...	034-1000-619-100-1110-000-610	-150.00
			034-1000-619-100-1110-000-610	147.23
			Total Purchase Order	-2.77
446	08/20/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. CHAPPELL/JH	
		hAND SANITIXER, KLEENEX, PENS, PENCILS, PAPER, TACKS, STAPLES, PAPERCLIPS, WHITE OUT, LYSOL HAND WIPES	034-1000-619-100-3300-000-610	-150.00
			034-1000-619-100-3300-000-610	131.22
			Total Purchase Order	-18.78
448	08/20/2014	<b>OFFICE DEPOT, INC.</b>	\$150.00/B.PERRING/HS	
		CLASSROOM SUPPLIES	034-1000-619-100-3000-000-705	-150.00
			034-1000-619-100-3000-000-705	148.38
			Total Purchase Order	-1.62
449	08/22/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/C. GARRETT/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-75.00
			034-1000-619-100-1050-000-125	65.46
			Total Purchase Order	-9.54
452	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/N. BRADLEY/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-100.00
			034-1000-619-100-1050-000-125	97.25
			Total Purchase Order	-2.75
457	08/22/2014	<b>MARDEL, INC.</b>	\$150.00/T.WRIGHT/FOGARTY	
		INSTRUCTIONAL SUPPLIES	034-1000-681-100-1050-000-110	-50.00
		NUMBERLINE	034-1000-681-100-1050-000-110	21.95
		POSTERS	034-1000-681-100-1050-000-110	26.97
		CHART PAPER		
			Total Purchase Order	-1.08
459	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/J. SIEBER/JH	
		6+ WRITING MATERIALS; PENS, PAPER, ERASERS, TAPE, PAPERCLIPS, SUPPLIES, FOLDERS. ETC....	034-1000-619-317-8700-000-610	-150.00
			034-1000-619-317-8700-000-610	0.06
			034-1000-619-317-8700-000-610	149.61
			Total Purchase Order	-0.33
460	08/22/2014	<b>DEMCO, INC</b>	\$150.00/B. CREED/JH	
		PENS, PENCILS, ERASERS, SHARPIES, HIGHLIGHTERS, CLOCK, LABEL PROTECTORS	034-2220-619-000-0000-000-610	-150.00
			034-2220-619-000-0000-000-610	149.97
			Total Purchase Order	-0.03
462	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. BRYANT/FOGARTY	
		RUG AND 2 BIG JOE CHAIRS	034-1000-654-100-1050-000-110	-150.00
			034-1000-654-100-1050-000-110	149.61



<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
462	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. BRYANT/FOGARTY	
			Total Purchase Order	-0.39
463	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/C.PORTER/HS	
		GENERAL CLASSROOM SUPPLIES	034-1000-619-239-1060-000-705	-96.11
			034-1000-619-239-1060-000-705	81.23
			Total Purchase Order	-14.88
466	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/P. WILSON/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-90.00
			034-1000-619-100-1050-000-125	88.78
			Total Purchase Order	-1.22
467	08/22/2014	<b>MARDEL, INC.</b>	\$150.00/P. WILSON/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-60.00
			034-1000-619-100-1050-000-125	59.83
			Total Purchase Order	-0.17
468	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/S. YOST/GUES	
		CLASSROOM SUPPLIES	034-1000-619-100-1050-000-125	-150.00
			034-1000-619-100-1050-000-125	148.79
			Total Purchase Order	-1.21
474	08/22/2014	<b>WAL MART COMMUNITY</b>	\$150.00/A. THOMPSON/CENTRAL	
		SUPPLIES AS PER ATTACHED	034-2120-619-000-0000-000-130	-150.00
			034-2120-619-000-0000-000-130	148.61
			Total Purchase Order	-1.39
475	08/25/2014	<b>SCHOOL SPECIALTY, INC.</b>	CLASSROOM DESKS/SPECIAL ED	
		ITEM 31425933 CS CONTEMPORY STUDENT DESK	044-1000-654-239-1050-000-610	-215.88
			044-1000-654-239-1050-000-610	269.88
		SHIPPING	044-1000-654-239-1050-000-610	79.00
			Total Purchase Order	133.00
477	08/25/2014	<b>MARDEL, INC.</b>	\$150.00/S. FREEMAN/CENTRAL	
		MISC. CLASSROOM SUPPLIES	034-1000-619-100-1050-000-130	-150.00
			034-1000-619-100-1050-000-130	119.85
			Total Purchase Order	-30.15
479	08/28/2014	<b>STAPLES ADVANTAGE</b>	\$150.00/P.JOHNSON/HS	
		DESK TRAYS, TAPE DISPENSER, TAPE, HOLE PUNCH, LESSON PLAN BOOK, AND OTHER MISC. CLASSROOM SUPPLIES	034-1000-619-100-4000-000-705	-150.00
			034-1000-619-100-4000-000-705	147.89
			Total Purchase Order	-2.11
482	08/28/2014	<b>WAL MART COMMUNITY</b>	\$150.00/R. CANNING/JH	
		PENCILS, AQUARIUM EQUIPMENT AND SUPPLIES, STAPLERS, PENCILS SHARPENERS, PAPER, KLEENEX, ERASE BOARD CLEANER, POSTER BOARDS, PAPER CLIPS, NOTEBOOKS, FOLDERS, CLEANING SUPPLIES, TAPE	034-1000-619-100-2250-000-610	-150.00
			034-1000-619-100-2250-000-610	148.39
			Total Purchase Order	-1.61
483	08/28/2014	<b>WAL MART COMMUNITY</b>	\$150.00/P. HOWARD/JH	
		X-ACTO MODEL 1900 DESKTOP ELECTRIC PENCIL SHARPENER, TWO -TONE GRAY, EXPO DRY ERASE MARKER & ORGANIZER KIT, CHISEL TIP, ASSORTED, 6/...EXPO DRY SHARPIE METALLIC PERMANENYT MARKERS, ASSORTED COLORS - 24 COUNT, PILOT G2 ROLLER BALL RETRACTABLE GEL PEN, ASSORTED INK, FINE, 8 PER PACK, PILOT G2 RETRACTABLE GEL INK ROLLER BALL PEN, BOLD POINT, 12 COUNT COMPUTER SPEAKERS, BORDERS, ROOM DECORATIONS, ETC....	034-1000-619-100-2300-000-610	-150.00
			034-1000-619-100-2300-000-610	147.89

BegPo 1  
EndPo 499  
Since 09/03/2014

GEN FUND-FOR OP 2014-2015  
Detail Change Order Listing  
As of 10/07/2014

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483	08/28/2014	<b>WAL MART COMMUNITY</b>	\$150.00/P. HOWARD/JH	
			Total Purchase Order	-2.11
			<b>Total Fund</b>	<b>1,483.48</b>

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
5	07/01/2014	<b>BRANCH'S HEATING &amp; AIR</b>	DISTRICT H/A REPAIRS AND SERV	
		DISTRICT H/A REPAIRS AND SERVICE	013-2640-430-000-0000-000-050	-5,109.65
			013-2640-430-000-0000-000-050	4,964.20
			Total Purchase Order	-145.45
34	07/01/2014	<b>OSPMA</b>	REGISTRATION FOR 2014-2015	
		REGISTRATION FOR JERRY GAMMILL AND KATHY BERTWELL	013-2573-860-000-0000-000-002	-100.00
			013-2573-860-000-0000-000-002	80.00
			Total Purchase Order	-20.00
48	07/01/2014	<b>VIRCO INC.</b>	FURNITURE/JH/HS	
		FURNITURE AS PER ATTACHED QUOTE #8041208	014-2620-654-000-0000-000-705	-12,154.90
			014-2620-654-000-0000-000-705	8,587.80
			Total Purchase Order	-3,567.10
50	07/01/2014	<b>ROBERT BROOKE &amp; ASSOCIATES</b>	DISTRICT LOCKER&BATHROOM PARTS	
		DISTRICT LOCKER AND BATHROOM PARTS	013-2620-618-000-0000-000-050	-194.19
			013-2620-618-000-0000-000-050	207.98
			Total Purchase Order	13.79
51	07/07/2014	<b>OKLAHOMA HOME CENTERS, INC.</b>	FIELD PAINT/ATHLETICS	
		FIELD PAINT AS PER ATTACHED	119-2630-618-000-0000-000-050	-1,753.95
			119-2630-618-000-0000-000-050	1,784.15
			Total Purchase Order	30.20
78	08/20/2014	<b>BRANCH'S HEATING &amp; AIR</b>	REPAIRS TO WALK IN FREEZER/ GU	
		REPAIRS TO WALK IN FREEZER	014-2640-430-700-0000-000-125	-4,990.00
			014-2640-430-700-0000-000-125	4,974.25
			Total Purchase Order	-15.75
			<b>Total Fund</b>	<b>-3,704.31</b>

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
09/30/2014

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (09/01/14)	\$390,520.97	Balance as of (09/30/14)	\$561,658.04
Add Receipts	\$241,039.39	Add Deposits in Transit	\$ 5,139.28
Less Checks Written	\$81,533.71	less O/S Checks	\$ 17,126.19
Adjustments	\$	*Adjustments/ Bank correction	\$ +355.52 \$
Bank Balance per	\$550,026.65	Bank Balance per	\$550,026.65

**Adjustment/Correction explanations:**

Bank adjustments \$355.52

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

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

10-7-14  
 \_\_\_\_\_  
 Date

GUTHRIE PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 09/2014; 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	\$6,734.54	\$13,532.13	\$0.00	\$707.18	\$19,559.49	\$12,754.64	\$6,804.85
Project 803 CENTRAL PTO	\$5,957.69	\$1,019.65	\$0.00	\$343.50	\$6,633.84	\$2,567.75	\$4,066.09
Project 804 COTTERAL PTO	\$3,262.80	\$2,089.30	\$0.00	\$891.15	\$4,460.95	\$915.79	\$3,545.16
Project 805 COTTERAL ACTIVITY	\$11,394.66	\$2,959.81	\$0.00	\$1,872.59	\$12,481.88	\$6,125.45	\$6,356.43
Project 806 COTTERAL FACULTY	\$223.51	\$72.75	\$0.00	\$0.00	\$296.26	\$0.00	\$296.26
Project 808 FOGARTY PARENTS ORG.	\$3,797.74	\$0.00	\$0.00	\$899.48	\$2,898.26	\$1,991.70	\$906.56
Project 809 FOGARTY ACTIVITY	\$15,922.11	\$28,482.18	\$0.00	\$3,481.16	\$40,923.13	\$7,574.63	\$33,348.50
Project 810 FOGARTY FACULTY	\$294.53	\$65.75	\$0.00	\$0.00	\$360.28	\$0.00	\$360.28
Project 812 GUES ACTIVITY	\$20,093.77	\$19,796.98	\$0.00	\$1,761.26	\$38,129.49	\$30,949.07	\$7,180.42
Project 813 GUES FACULTY	\$1,062.39	\$145.75	\$0.00	\$177.09	\$1,031.05	\$235.52	\$795.53
Project 815 GUES PARENTS ORG.	\$9,156.91	\$1,751.58	\$0.00	\$1,803.02	\$9,105.47	\$2,668.03	\$6,437.44
Project 816 GHS SPECIAL KIDS	\$51.65	\$0.00	\$0.00	\$0.00	\$51.65	\$0.00	\$51.65
Project 817 ART JUNIOR HIGH	\$300.76	\$23.50	\$0.00	\$132.07	\$192.19	\$367.93	(\$175.74)
Project 818 JH BUILDERS CLUB	\$427.26	\$440.00	\$0.00	\$0.00	\$867.26	\$0.00	\$867.26
Project 819 ATHLETICS JUNIOR HIGH	\$6,656.57	\$5,559.85	\$0.00	\$4,698.11	\$7,518.31	\$9,252.89	(\$1,734.58)
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	\$918.00	\$0.00	\$122.50	\$1,142.96	\$688.00	\$454.96
Project 822 HONOR SOCIETY JR HIGH	\$1,560.29	\$0.00	\$0.00	\$0.00	\$1,560.29	\$135.00	\$1,425.29
Project 823 JR HIGH ACCOUNT	\$2,605.46	\$35.61	\$0.00	\$2.40	\$2,638.67	\$172.60	\$2,466.07
Project 824 JR HIGH FACULTY	\$1,545.08	\$355.55	\$0.00	\$458.47	\$1,442.16	\$858.95	\$583.21
Project 825 LIBRARY JR HIGH	\$3,316.34	\$1,977.00	\$0.00	\$0.00	\$5,293.34	\$50.00	\$5,243.34
Project 826 NJHS STATE PRESIDENT AC	\$8,093.78	\$120.00	\$0.00	\$0.00	\$8,213.78	\$59.21	\$8,154.57
Project 827 CHEERLEADERS JR HIGH	\$4,212.64	\$1,135.00	\$0.00	\$0.00	\$5,347.64	\$1,738.20	\$3,609.44
Project 830 STUCO JH	\$5,576.71	\$1,240.00	\$0.00	\$0.00	\$6,816.71	\$3,915.00	\$2,901.71
Project 831 T.S.A. JR HIGH	\$3,692.68	\$0.00	\$0.00	\$0.00	\$3,692.68	\$278.44	\$3,414.24
Project 832 YEARBOOK JR HIGH	\$3,186.81	\$0.00	\$0.00	\$0.00	\$3,186.81	\$778.57	\$2,408.24
Project 834 JR HIGH ACADEMIC TEAM	\$559.80	\$0.00	\$0.00	\$250.00	\$309.80	\$0.00	\$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	\$6,912.87	\$569.75	\$0.00	\$1,451.20	\$6,031.42	\$140.79	\$5,890.63
Project 852 ATHLETICS HS	\$35,729.07	\$57,335.25	\$0.00	\$29,775.69	\$63,288.63	\$73,370.07	(\$10,081.44)
Project 853 HS CHEER	\$4,156.08	\$1,215.00	\$0.00	\$375.00	\$4,996.08	\$3,678.00	\$1,318.08
Project 855 TENNIS HS	\$6,493.79	\$2,322.85	\$0.00	\$989.36	\$7,827.28	\$4,109.32	\$3,717.96
Project 856 GHS LIBRARY	\$798.22	\$225.00	\$0.00	\$0.00	\$1,023.22	\$0.00	\$1,023.22
Project 857 YOUTH & GOVERNMENT HS	\$1,237.35	\$120.00	\$0.00	\$0.00	\$1,357.35	\$0.00	\$1,357.35
Project 858 GHS Link Crew	\$690.29	\$15.00	\$0.00	\$519.00	\$186.29	\$0.00	\$186.29
Project 859 BAND (OPERATING) HS	\$17,279.59	\$3,106.00	\$0.00	\$6,296.00	\$14,089.59	\$27,319.45	(\$13,229.86)
Project 860 CLASS OF 2016 HS	\$3,646.14	\$225.00	\$0.00	\$117.32	\$3,753.82	\$800.00	\$2,953.82
Project 861 CLASS OF 2017 HS	\$3,794.31	\$875.00	\$0.00	\$1,284.38	\$3,384.93	\$340.62	\$3,044.31
Project 862 CLASS OF 2018 HS	\$2,715.00	\$1,150.00	\$0.00	\$1,057.33	\$2,807.67	\$700.00	\$2,107.67
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	\$50.00	\$0.00	\$0.00	\$1,759.26	\$0.00	\$1,759.26
Project 868 CLASS OF 2015	\$10,714.10	\$500.00	\$0.00	\$150.00	\$11,064.10	\$1,510.00	\$9,554.10
Project 869 ENGLISH CLUB	\$1,413.36	\$13.00	\$0.00	\$0.00	\$1,426.36	\$0.00	\$1,426.36
Project 870 COURTESY COMMITTEE HS	\$433.47	\$485.00	\$0.00	\$0.00	\$918.47	\$350.00	\$568.47
Project 873 SPEECH HS	\$348.15	\$0.00	\$0.00	\$0.00	\$348.15	\$0.00	\$348.15
Project 874 FACULTY LOUNGE HS	\$837.92	\$565.25	\$0.00	\$498.51	\$904.66	\$75.00	\$829.66
Project 876 FFA 4H BOOSTER CLUB HS	\$23,704.04	\$0.00	\$0.00	\$500.00	\$23,204.04	\$3,000.00	\$20,204.04
Project 877 FFA HS	\$13,595.77	\$56,910.84	\$0.00	\$4,297.52	\$66,209.09	\$48,942.50	\$17,266.59
Project 878 FCCLA (FHA) HS	\$2,239.43	\$3,690.00	\$0.00	\$69.97	\$5,859.46	\$1,623.03	\$4,236.43
Project 879 FOREIGN LANGUAGE SPAN	\$689.49	\$1,975.00	\$0.00	\$0.00	\$2,664.49	\$940.00	\$1,724.49
Project 882 GUTHRIE RUNNING CLUB H	\$3,058.30	\$1,530.00	\$0.00	\$1,266.00	\$3,322.30	\$0.00	\$3,322.30
Project 883 HERITAGE CLUB HS	\$368.98	\$100.00	\$0.00	\$0.00	\$468.98	\$0.00	\$468.98
Project 884 HIGH SCHOOL ACCOUNT	\$22,324.03	\$1,095.79	\$0.00	\$1,840.50	\$21,579.32	\$8,415.93	\$13,163.39
Project 886 HONOR SOCIETY HS	\$2,022.50	\$0.00	\$0.00	\$0.00	\$2,022.50	\$85.00	\$1,937.50
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$450.52	\$100.00	\$0.00	\$0.00	\$550.52	\$0.00	\$550.52
Project 893 MU ALPHA THETA HS	\$637.21	\$0.00	\$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	\$4,881.13	\$4,110.00	\$0.00	\$302.40	\$8,688.73	\$2,795.00	\$5,893.73
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: 09/2014; 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	\$5,113.39	\$1,760.00	\$0.00	\$761.06	\$6,112.33	\$200.00	\$5,912.33
Project 899 STUDENT COUNCIL HS	\$8,649.35	\$5,068.00	\$0.00	\$2,987.35	\$10,730.00	\$4,272.65	\$6,457.35
Project 900 CAMPUS BEAUTIFICATION I	\$12,615.40	\$110.00	\$0.00	\$1,081.96	\$11,643.44	\$5,304.94	\$6,338.50
Project 902 VOCAL HS	\$1,153.78	\$2,192.00	\$0.00	\$179.05	\$3,166.73	\$1,602.15	\$1,564.58
Project 904 YEARBOOK HS	\$6,806.46	\$3,652.99	\$0.00	\$1,084.92	\$9,374.53	\$772.00	\$8,602.53
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	\$1,049.31	\$100.00	\$0.00	\$0.00	\$1,149.31	\$743.00	\$406.31
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	\$200.00	\$0.00	\$0.00	\$238.87	\$60.00	\$178.87
Project 925 GENERAL FUND REFUND	\$4,636.67	\$285.73	\$0.00	\$0.00	\$4,922.40	\$0.00	\$4,922.40
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	\$69.97	\$22,305.27	\$1,663.53	\$20,641.74
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$1,500.00	\$0.00	\$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	\$3,405.54	\$913.32	\$0.00	\$973.42	\$3,345.44	\$621.64	\$2,723.80
Project 935 VENDING MACHINE ADMIN	\$268.63	\$49.70	\$0.00	\$0.00	\$318.33	\$260.23	\$58.10
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	\$3,819.40	\$172.28	\$578.77	\$92.57	\$4,477.88	\$200.47	\$4,277.41
Project 941 SCHOOL AGE CARE	\$578.77	\$0.00	(\$578.77)	\$0.00	\$0.00	\$0.00	\$0.00
Project 942 C.N. CLEARING ACCT	\$130.00	\$6,531.25	\$0.00	\$5,913.25	\$748.00	\$10,185.05	(\$9,437.05)
Grand Total	\$390,520.97	\$241,039.39	\$0.00	\$81,533.71	\$550,026.65	\$288,157.74	\$261,868.91



Staking A Claim in Our Students' Future

Jerry Gammill  
*Director of Facilities*

Phone 405-282-5944  
[jerry.gammill@guthrieeps.net](mailto:jerry.gammill@guthrieeps.net)

To: Dr. Mike Simpson and  
Board of Education

Date: Oct. 6, 2014

We would like to declare the following items as surplus:

Maintenance:

Misc scrap metal  
Heat and air equipment

District:

Misc outdated text books and material  
16 Toshiba copiers

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

Jerry Gammill





# Shepherd Summit

November 16-17, 2014

Hosted by Washington Elementary School District  
4650 West Sweetwater  
Glendale, Arizona 85304  
*(Approximately 20 miles from Phoenix Sky Harbor International Airport)*

## Agenda / Schedule

### Sunday, November 16, 2014

12:00 – 3:00 pm	Hotel* Arrival / Meet & Greet
3:00 – 3:15pm	Welcome
3:15 – 6:00pm	Session #1
6:00 – 7:30pm	Networking Dinner & Reflections

### Monday, November 17, 2014

7:00 – 8:00am	Breakfast (On your own)
8:00 – 9:45am	Session #2
10:00 – 12:00	Session #3
12:00 – 1:00pm	Networking Lunch & Reflections
1:00 – 2:45pm	Session #4
2:45 – 3:00pm	Closing**

*\*PLE will reserve a block of hotel rooms for attendees. Districts will handle registration and cover all hotel costs.*

*\*\*Airport is approximately 30 minutes away. A 4:45pm or later flight departure time should be appropriate.*



# EMPLOYEE TRIP REQUEST

Check if Out of State

Dr. Mike Simpson  
Name of Employee

9-24-14  
Date

Employee's Current Assignment Superintendent

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Michael L. Simpson

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

#### Costs are covered by which fund? BE SPECIFIC PLEASE.

Travel*	\$	<u>950.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>          </u>	
Lodging	\$	<u>          </u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>          </u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>1,050.00</u></b>	

General Fund, Title I, Staff Development, Activity Fund, etc.  
Professional Development

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

Principal's Approval  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director's Approval  
Signature [Signature] Date 9-24-14

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Carmen Walters 9-24-14  
Name of Employee Date

Employee's Current Assignment Executive Director of Federal Programs and Elementary Education

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Carmen L. Walters

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

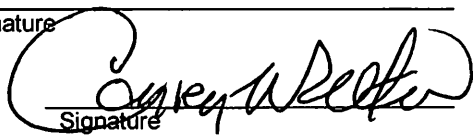
This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below	Professional Development
Registration	\$ _____		
Lodging	\$ _____		
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Professional Development
Substitute	\$ _____	(calculate @ \$65 per day)	
<b>Total</b>	<b>\$ <u>600.00</u></b>		

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

Principal's Approval Signature \_\_\_\_\_ Date \_\_\_\_\_  
Program Director's Approval  Signature \_\_\_\_\_ Date 9-24-14

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Marsha Todd  
Name of Employee

9-24-14  
Date

Employee's Current Assignment Fogarty Principal

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Marsha Karol Todd

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$ _____	
Lodging	\$ _____	
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ _____	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ <u>600.00</u></b>	

Title I  
Title I

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

Principal's Approval Marsha K Todd 9/15/14  
Signature Date  
Program Director's Approval [Signature] 10/1/14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Jamie Alexander  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 2nd Grade Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Jamie Kay Alexander

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$	<u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>          </u>	
Lodging	\$	<u>          </u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>795.00</u></b>	

Title I  
\_\_\_\_\_  
\_\_\_\_\_  
Title I  
\_\_\_\_\_  
Title I  
\_\_\_\_\_

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

Principal's Approval *Marsha Jell*  
Signature

9/25/14  
Date

Program Director's Approval *Granville*  
Signature

9-1-14  
Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Gail Ritter 9-24-14  
Name of Employee Date

Employee's Current Assignment 3rd Grade Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Patsy Gail Ritter

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

**Costs are covered by which fund?**  
**BE SPECIFIC PLEASE.**

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$ _____	
Lodging	\$ _____	
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ <u>795.00</u></b>	

Title I \_\_\_\_\_  
Title I \_\_\_\_\_  
Title I \_\_\_\_\_  
Title I \_\_\_\_\_

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

Principal's Approval Marsha K. Dadd 9/25/14  
Signature Date

Program Director's Approval [Signature] 10-1-14  
Signature Date

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Amanda Perring  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 3rd Grade Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Amanda Gayle Perring

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$	<u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>          </u>	
Lodging	\$	<u>          </u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>795.00</u></b>	

Title I  
Title I  
Title I

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

Principal's Approval Marsha K. [Signature] 9/25/14  
Signature Date

Program Director's Approval Caren [Signature] 10/1/14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Susan Davison 9-24-14  
Name of Employee Date

Employee's Current Assignment GUES - Principal

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Susan Renee Davison

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

Departure Date 1-11-15  AM  PM Return Date 1-14-15  AM  PM  
(check one) (check one)

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

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.  
This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

<b>Cost for attendance – EMPLOYEE expenses only.</b> (Give a close estimate, if necessary)	<i>Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc.</i>
Travel* \$ <u>500.00</u> (mileage, air, ground, parking & toll) <i>see below</i>	Title I
Registration \$ _____	_____
Lodging \$ _____	_____
Meals \$ <u>100.00</u> (overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Title I
Substitute \$ _____ (calculate @ \$65 per day)	_____
<b>Total \$ <u>600.00</u></b>	

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

Principal's Approval *Susan Davison* 9/24/14  
Signature Date

Program Director's Approval *Chris Weeks* 10-1-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Joan Hagy  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 5th Grade Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Joan Bernadette Hagy

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

### Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$	<u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>          </u>	
Lodging	\$	<u>          </u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>795.00</u></b>	

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

Principal's Approval [Signature] 9/24/14  
Signature Date

Program Director's Approval [Signature] 10-1-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Emily Turner  
Name of Employee

9-24-14  
Date

Employee's Current Assignment Instructional Coach

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Emily Jesusa Turner

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

### Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$ 500.00	(mileage, air, ground, parking & toll) see below
Registration	\$	
Lodging	\$	
Meals	\$ 100.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ 195.00	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ 795.00</b>	

Title I  
Title I  
Title I

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

Principal's Approval [Signature] 9/24/14  
Signature Date

Program Director's Approval [Signature] 10-1-14  
Signature Date

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Lyndsey Rollins 9-24-14  
Name of Employee Date

Employee's Current Assignment Special Education Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Lyndsey Raiann Rollins

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$ _____	
Lodging	\$ _____	
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ <u>795.00</u></b>	

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

Principal's Approval [Signature] 9/24/14  
Signature Date

Program Director's Approval [Signature] 10-1-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Robbie Rainwater  
Name of Employee

9-24-14  
Date

Employee's Current Assignment Junior High Principal

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Robert LeRoy Rainwater

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below	Title I
Registration	\$ _____		
Lodging	\$ _____		
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Title I
Substitute	\$ _____	(calculate @ \$65 per day)	Title I
<b>Total</b>	<b>\$ <u>600.00</u></b>		

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

Principal's Approval [Signature] 9-24-14  
Signature Date

Program Director's Approval [Signature] 10-14-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Tina Wilkerson  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 7th Grade Science Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Tina Deshayne Wilkerson

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below	Title I
Registration	\$ _____		
Lodging	\$ _____		
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Title I
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)	Title I
<b>Total</b>	<b>\$ <u>795.00</u></b>		

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

Principal's Approval [Signature] 9-24-14  
Signature Date

Program Director's Approval [Signature] 10-17-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Tiffany Simmons  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 8th Grade English/Reading Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Tiffany Dawn Simmons

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$	<u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	_____	
Lodging	\$	_____	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>795.00</u></b>	

Title I  
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Title I  
\_\_\_\_\_  
Title I  
\_\_\_\_\_

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

Principal's Approval [Signature] 9-24-14  
Signature Date

Program Director's Approval [Signature] 10-7-14  
Signature Date

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Shurlyn Maltz  
Name of Employee

9-24-14  
Date

Employee's Current Assignment 8th Grade Math/Algebra I

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Shurlyn Kay Maltz

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) see below	Title I
Registration	\$ _____		
Lodging	\$ _____		
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Title I
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)	Title I
<b>Total</b>	<b>\$ <u>795.00</u></b>		

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

Principal's Approval [Signature] 9-24-14  
Signature Date

Program Director's Approval [Signature] 10-1-14  
Signature Date

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Kim Barrett 9-24-14  
Name of Employee Date

Employee's Current Assignment High School Social Studies Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Kimberly Ann Barrett

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

Departure Date 1-11-15  AM  PM Return Date 1-14-15  AM  PM  
(check one) (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>	Title I
Registration	\$ _____		_____
Lodging	\$ _____		_____
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Title I
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)	Title I
<b>Total</b>	<b>\$ <u>795.00</u></b>		

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

Principal's Approval  9-25-14  
Date

Program Director's Approval  10-1-14  
Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Donna Russell  
Name of Employee

9-24-14  
Date

Employee's Current Assignment High School Math Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Donna Ann Russell

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$ <u>500.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$ _____	
Lodging	\$ _____	
Meals	\$ <u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ <u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ <u>795.00</u></b>	

Title I
_____
Title I
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Title I
_____

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

Principal's Approval *Christi S. ...*  
Signature

9-25-14  
Date

Program Director's Approval *Donna Russell*  
Signature

10-1-14  
Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Monetta Fields  
Name of Employee

9-24-14  
Date

Employee's Current Assignment High School Math Teacher

Title of Conference or Activity UVA - Midyear Retreat

Location Albuquerque, New Mexico Date(s) of Conference January 11 - 14, 2015

Full Legal Name (for air travel) Monetta Dawn Fields

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

Departure Date 1-11-15  AM  PM (check one) Return Date 1-14-15  AM  PM (check one)

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

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

This is a mandatory meeting as part of our partnership with the University of Virginia for school improvement.

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

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

Travel*	\$	<u>500.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>          </u>	
Lodging	\$	<u>          </u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>195.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>795.00</u></b>	

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

Principal's Approval [Signature]  
Signature

9-25-14  
Date

Program Director's Approval [Signature]  
Signature

10-7-14  
Date

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

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



## Partnership for Leaders in Education

Darden School of Business  
Curry School of Education

### DARDEN SCHOOL OF BUSINESS & CURRY SCHOOL OF EDUCATION

#### Cohort 10 Southwest Consortium Midyear Retreat

January 11-14, 2015

#### SCHEDULE AND DESCRIPTION OF EVENTS

##### Sunday, January 11, 2015

- 12:00 - 11:00 PM Arrival and check in  
Hyatt Regency Tamaya Resort and Spa  
1300 Tuyuna Trail  
Santa Ana Pueblo, NM 87004  
(505) 867-1234
- 3:00 - 6:00 PM Program Registration and Material Pick-Up – Mountain View Foyer  
  
Dinner on own

##### Monday, January 12, 2015

- 7:00 - 7:45 AM Breakfast & Welcome Remarks – *Location Tamaya EFGH*
- 8:00 - 9:15 AM **CONCURRENT SESSIONS**  
**Topic: Institutionalizing Change**  
Materials: *Johnsonville Sausages HBS 387103*
- District: Adams 14, Provo, Tooele - Location: Hawk AB**  
Faculty: Peter Robertson, Price School of Public Policy at the University of Southern California
- District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
Faculty: Joe Harder, Darden School of Business
- District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**  
Faculty: Martin Davidson, Darden School of Business
- 9:15 - 9:30 AM Break
- 9:30 - 10:00 AM Workshop: District by District – Refer to last page of this agenda for workshop locations
- 10:00 - 10:45 AM Workshop: School by School
- 11:00 - 12:15 PM **ROUND ROBIN SESSIONS**  
Materials: *Difficult Conversations*, Chapter 1, “Sort Out the Three Conversations”  
**District: Adams 14, Provo, Tooele - Location: Hawk AB**  
Faculty: Martin Davidson, Darden School of Business
- Materials: *Creating Energizing Workplaces*  
**District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
Faculty: Joe Harder, Darden School of Business
- Materials: *Vignettes*  
**District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**  
Faculty: Peter Robertson, Price School of Public Policy & William Robinson, Darden/Curry PLE

- 12:15 - 1:30 PM Lunch - *Location: Tamaya EFGH*
- 1:30 - 2:30 PM Workshop: School by School
- 2:30 - 2:45 PM Break
- 2:45 - 4:00 PM **ROUND ROBIN SESSIONS**  
 Materials: *Difficult Conversations*, Chapter 1, “*Sort Out the Three Conversations*”  
**District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**  
 Faculty: Martin Davidson, Darden School of Business
- Materials: *Creating Energizing Workplaces*  
**District: Adams 14, Provo, Tooele - Location: Hawk AB**  
 Faculty: Joe Harder, Darden School of Business
- Materials: *Vignettes*  
**District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
 Faculty: Peter Robertson, Price School of Public Policy & William Robinson, Darden/Curry PLE
- 4:00 - 4:15 PM Break
- 4:15 - 5:15 PM Workshop: School by School
- 5:00 - 6:15 PM Personal time
- 6:15 - 8:15 PM Reception & Dinner - *Location: Cottonwoods Event Pavilion*
- 8:15 - PM Work in District Teams

**Tuesday, January 13, 2015**

7:00 - 7:45 AM Breakfast - *Location: Tamaya EFGH*

8:00 - 9:15 AM **ROUND ROBIN SESSIONS**  
Materials: *Difficult Conversations*, Chapter 1, “Sort Out the Three Conversations”  
**District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
Faculty: Martin Davidson, Darden School of Business

Materials: *Creating Energizing Workplaces*  
**District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**  
Faculty: Joe Harder, Darden School of Business -

Materials: *Vignettes*  
**District: Adams 14, Provo, Tooele - Location: Hawk AB**  
Faculty: Peter Robertson, Price School of Public Policy & William Robinson, Darden/Curry PLE

9:15 - 9:30 AM Break

9:30 - 10:30 AM Workshop: School-by-School

10:30 - 10:45 AM Break

10:45 - 12:00 PM Workshop: District-by-District

12:00 - 1:00 PM Lunch - *Location: Tamaya EFGH*

1:15 - 2:30 PM **CONCURRENT SESSIONS**  
**Topic: Transformational Organizational Effectiveness**  
Materials: *Battalion Chief James Scott of The Lynchburg Fire Department UVA-OB-0625*

**District: Adams 14, Provo, Tooele - Location: Hawk AB**  
Faculty: Peter Robertson, Price School of Public Policy at the University of Southern California

**District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
Faculty: Joe Harder, Darden School of Business

**District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**  
Faculty: Martin Davidson, Darden School of Business

2:30 - 2:45 PM Break

2:45 - 4:30 PM Workshop: School by School  
Materials: School 90 Day Plans

**District: Adams 14, Provo, Tooele - Location: Hawk AB**  
**District: Los Lunas, Las Cruces, Carson - Location: Badger ABC**  
**District: Yuma, Salt Lake, Ogden - Location: Wolf ABC**

4:30 - 5:00 PM Workshop: District by District  
**Topic: District Leaders Share Commitments**

5:00 - 6:15 PM Personal time

6:15 - 8:15 PM Reception & Dinner – *Location: Cottonwoods Event Pavilion*

8:15 - PM Optional Work in District Teams



**Wednesday, January 14, 2015**

7:00 - 7:45 AM Breakfast - *Location: Tamaya EFGH*

8:00 - 9:45 AM **CONCURRENT SESSIONS**  
**Topic: Personal Barriers Created to Stop Change**  
Materials: *John Wolford (A) UVA-OB-0167*  
*Manage Your Energy, Not Your Time*

**District: Las Cruces, Los Lunas, Carson Provo, Tooele** – *Location Badger ABC*  
Faculty: Joe Harder, Darden School of Business

**District: Adams 14, Ogden, Salt Lake, Yuma** – *Location Wolf ABC*  
Faculty: Martin Davidson, Darden School of Business

9:45 - 10:15 AM Program Closing – *Location Tamaya ABCD*  
Presenters: Paul Koehler, WestEd & William Robinson, Darden/Curry PLE

DRAFT



# EMPLOYEE TRIP REQUEST

Check if Out of State

Dr. Mike Simpson  
Name of Employee

9-19-14  
Date

Employee's Current Assignment Superintendent

Title of Conference or Activity National Conference on Education

Location San Diego, CA Date(s) of Conference Feb. 25-Feb 28, 2015

Full Legal Name (for air travel) Michael Lynn Simpson

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

Departure Date 2-24-15  AM  PM (check one) Return Date 3-1-15  AM  PM (check one)

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

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

National Conference for School Superintendents with sessions involving executive leadership, district management, board/supt. partnerships and student achievement and accountability.

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

#### Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$	<u>800.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>675.00</u>	
Lodging	\$	<u>1,400.00</u>	
Meals	\$	<u>300.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>          </u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>3,175.00</u></b>	

General Fund

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

Principal's Approval

Signature   
Digitally signed by Mike Simpson  
DN: cn=Mike Simpson, o=Guilford  
Public Schools, ou,  
email=mike.simpson@guthrie.net,  
c=US  
Date: 2014.09.19 16:51:10 -0500

Date 9-19-14  
Date

Program Director's Approval

Signature \_\_\_\_\_  
Date \_\_\_\_\_

Board of Education Approval

\_\_\_\_\_ Date

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

## Pre-Conference Workshops

**Pre-Conference Workshops offer a chance to explore topics in-depth.  
All workshops take place Wednesday, February 25 and run from 1:00 – 5:00pm**

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### Wednesday, February 25

1:00 – 5:00pm

\$100.00

#### Workshop #1: Leading for Effective Teaching: Leadership Tools to Support Principal Success

This session is designed for superintendents and school district leaders who have responsibility for providing principal evaluation and support. This session will provide hands-on interaction with several of the most popular tools that have been created to support district leaders in the work of developing principal instructional leadership. Participants will have an opportunity to review and interact with these tools, including the Principal Support Framework with three specific actions areas; an accompanying needs assessment that allows district leaders to gauge their readiness for action; a cycle of inquiry overview to support principal growth, and the newly released 4 Dimensions of Instructional Leadership Framework (Version 2.0.) Hard copies of each tool will be available to each participant.

Speakers:

- Stephen Fink, Executive Director/Affiliate Professor, Center for Educational Leadership, University of Washington
- Karen Cloninger, Project Director, Center for Educational Leadership, University of Washington
- Sandy Austin, Project Director, Center for Educational Leadership, University of Washington

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### Wednesday, February 25, 2015

1:00 – 5:00pm

\$100.00

#### Workshop #2: Move the Middle! A Systematic Model to Create Personal and Academic Excellence in Your District

There are those who support what we do. There are a few that, no matter what we desire to implement, are committed to the status quo. And there are those in the middle who are not quite certain that following the leader is worth the effort or the risk. So we empower the supporters, establish consistent expectations for the status quo and devote attention to nurturing those in the middle; those on the edge of possibility. What do those "in the middle" need? Purpose. How? By intentionally orchestrating a focus on excellence.

Excellence. Perhaps an over-used, watered down word which has lost its potency. We don't think so.

Excellence is good qualities in high degree developed with persistence. Aristotle said it this way, "We are what we repeatedly do. Excellence, therefore, is not an act, but a habit." It's possible to create and sustain a culture of excellence that challenges the supporters, shakes up the status quo, and invites those in the middle to commit. You'll see motivation increase, negative beliefs and attitudes shift, enthusiasm rise, as learning flourishes and results improve.

In this preconference session, you'll:

- Grasp the impact of social-emotional factors on a culture focused on learning, collaboration and accountability.
- Grasp the four core components of a powerful leading and teaching system and the results it creates.
- Discover 8 principles and how they create a common language of excellence.
- Develop indicators of excellence and compare them to your district's culture.
- Explore how a strategic model, when intentionally implemented, transforms a culture from the inside out.

Speakers:

- Randy Watson, Superintendent, McPherson Unified School District 418
- Mark Reardon, Chief Learning Officer, Quantum Learning Network and Former School Administrator

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## Wednesday, February 25

1:00-5:00pm

\$100.00

### Workshop #3: Excellence Through Equity: 10 Practices of Highly Effective Schools and Districts

While the movement for standards and accountability has largely succeeded in bringing greater attention to disparities in student achievement, surprisingly little attention has been given to what it takes to create conditions in schools that will make achievement for all students more likely. Missing from much of the policy debate related to achievement is how to place equity at the center of education reform, and how to support effective teaching in schools so that academic excellence is the norm. This presentation will describe principles and practices that have proven effective in meeting the needs of a wide variety of learners. It will also explore how schools can develop leadership capacity at all levels and effective partnerships with parents and community groups to enhance student achievement.

#### Speakers:

- Alan Blankstein, Founder and President, The HOPE Foundation
- Pedro Noguera, The Peter L. Agnew Professor of Education, New York University



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**20,997** subscribers

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Check other subscription options

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## Schedule at a Glance

### Thursday, February 26

7:30am	Registration Opens
8:30 – 9:00am	Coffee in the NCE Marketplace
8:30am – 3:00pm	NCE Marketplace Hours
9:00 – 10:00am	Educational Sessions
10:15 – 11:15am	Thought Leader Sessions
11:30 – 12:30pm	Educational Sessions
11:45am – 1:15pm	Federal Relations Luncheon
12:30 – 1:00pm	Dedicated NCE Marketplace Time
1:15 – 2:15pm	Educational Sessions
2:30 – 3:30pm	Thought Leader Sessions
3:45 – 5:45pm	Opening General Session
6:00 – 7:00pm	Welcome Reception

### Friday, February 27

7:30am	Registration Opens
8:00 – 10:00am	Second General Session
10:00 – 10:30am	Coffee in the NCE Marketplace
10:00am – 4:15pm	NCE Marketplace Hours
10:30 – 11:30am	Educational Session
11:30am – 12:00pm	Dedicated NCE Marketplace Time
11:30am – 1:30pm	Effie Jones Luncheon
12:15 – 1:15pm	Thought Leader Sessions
1:30 – 2:30pm	Educational Sessions
2:45 – 3:45pm	Thought Leader Sessions
3:45 – 4:15pm	NCE Marketplace Happy Hour

### Saturday, February 28

7:30 – 12:00pm	Registration Open
8:00 – 9:00am	Educational Sessions
9:15 – 10:15am	Educational Sessions
10:30 – 11:30am	Thought Leader Sessions
11:45am – 1:15pm	Closing General Session



# EMPLOYEE TRIP REQUEST

Check if Out of State

Robert Blackburn  
Name of Employee

10-6-2014  
Date

Employee's Current Assignment High School Band Director

Title of Conference or Activity San Antonio Contest/Trip

Location San Antonio, TX Date(s) of Conference March 26-29, 2015

Full Legal Name (for air travel)

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

Departure Date 3-26-2015  AM  PM (check one) Return Date 3-29-2015  AM  PM (check one)

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

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

Contest Performance with Adjudication in San Antonio TX. Gives us a chance to perform for a World-Class Judging panel for critique and adjudication.

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

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

Travel*	\$ 100.00	(mileage, air, ground, parking & toll) see below	Activity Fund
Registration	\$ 0.00		
Lodging	\$ 100.00		Activity Fund
Meals	\$ 90.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Activity Fund
Substitute	\$ 65.00	(calculate @ \$65 per day)	Activity Fund
<b>Total</b>	<b>\$ 355.00</b>		

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

Principal's Approval Cheri L. [Signature] 10-7-14  
Signature Date

Program Director's Approval [Signature] 10-7-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check If Out of State

Bill Perring  
Name of Employee

10-6-2014  
Date

Employee's Current Assignment HS Choir Director/Assistant Band Director

Title of Conference or Activity San Antonio Contest/Trip

Location San Antonio, TX Date(s) of Conference March 26-29, 2015

Full Legal Name (for air travel)

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

Departure Date 3-26-2015  AM  PM (check one) Return Date 3-29-2015  AM  PM (check one)

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

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

Contest Performance with Adjudication in San Antonio TX. Gives us a chance to perform for a World-Class Judging panel for critique and adjudication.

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

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

Travel*	\$	<u>100.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>0.00</u>	
Lodging	\$	<u>175.00</u>	
Meals	\$	<u>90.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>65.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>430.00</u></b>	

Activity Fund  
Activity Fund  
Activity Fund  
Activity Fund

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

Principal's Approval Chris [Signature] 10-7-14  
Signature Date

Program Director's Approval [Signature] 10-7-14  
Signature Date

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

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



# EMPLOYEE TRIP REQUEST

Check if Out of State

Billy Richardson

10-6-2014

Name of Employee

Date

Employee's Current Assignment Assistant Band Director

Title of Conference or Activity San Antonio Contest/Trip

Location San Antonio, TX Date(s) of Conference March 26-29, 2015

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

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

Departure Date 3-26-2015  AM  PM (check one) Return Date 3-29-2015  AM  PM (check one)

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

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

Contest Performance with Adjudication in San Antonio TX. Gives us a chance to perform for a World-Class Judging panel for critique and adjudication.

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

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

Travel*	\$	100.00	(mileage, air, ground, parking & toll) see below	Activity Fund
Registration	\$	0.00		
Lodging	\$	100.00		Activity Fund
Meals	\$	90.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Activity Fund
Substitute	\$	65.00	(calculate @ \$65 per day)	Activity Fund
<b>Total</b>	<b>\$</b>	<b>355.00</b>		

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

Principal's Approval Chris Grande Signature 10-7-14 Date

Program Director's Approval [Signature] Signature 10-7-14 Date

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

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





# EMPLOYEE TRIP REQUEST

Check if Out of State

Grant Wells

10-6-2014

Name of Employee

Date

Employee's Current Assignment Assistant Band Director

Title of Conference or Activity San Antonio Contest/Trip

Location San Antonio, TX Date(s) of Conference March 26-29, 2015

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

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

Departure Date 3-26-2015  AM  PM (check one) Return Date 3-29-2015  AM  PM (check one)

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

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

Contest Performance with Adjudication in San Antonio TX. Gives us a chance to perform for a World-Class Judging panel for critique and adjudication.

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

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

Travel*	\$ 100.00	(mileage, air, ground, parking & toll) see below	Activity Fund
Registration	\$ 0.00		
Lodging	\$ 100.00		Activity Fund
Meals	\$ 90.00	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	Activity Fund
Substitute	\$ 0.00	(calculate @ \$65 per day)	
<b>Total</b>	<b>\$ 290.00</b>		

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

Principal's Approval Chris L. Frank Signature 10-7-14 Date

Program Director's Approval [Signature] Signature 10-7-14 Date

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

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



**GUTHRIE PUBLIC SCHOOLS  
FIELD TRIP REQUEST  
Effective 11-08**

Today's Date 10-6-14 Date of Activity 03-26-2015 - 03-29-2015

Destination San Antonio Texas

Class & Grade Level 9th - 12th

Teacher(s) Rob Blackburn, Billy Richardson, Grant Wells, Bill Perring

Names of teacher assistants or other adults attending:

N/A yet

Number of students 98 Number of sponsors 15-22

Leave Time 11pm Return Time 5pm

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

Emergency Phone Contact Number 405-306-3990

Cost to be paid per student \$365.00 Due when? 02-14-2015 Cost to district 0.00

Paid for by Activity Fund  Yes  No

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

Transportation request completed?  Yes  No (Using Charter Bus)

Activity information placed on your site's calendar & web page?  Yes  No

Chris L. [Signature]  
Principal Signature

10-7-14  
Date

If special needs students are involved, the Special Education Director must approve.

\_\_\_\_\_  
Special Education Director

\_\_\_\_\_  
Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

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

Performance with Critique and Adjudication

Must be completed at the site level for ANY trip out of the building, but only needs board approval for out-of-state trips.

# Super Holiday TOURS

**GUTHRIE HIGH SCHOOL BAND  
ESPECIALLY CREATED FOR Rob Blackburn  
2015 THREE DAYS/TWO NIGHTS SAN ANTONIO WORKING PROPOSAL  
(TRANSPORTATION IS INCLUDED)**

**SUBMITTED: October 8, 2014**

**SUPER HOLIDAY TOURS** will provide the following goods and services to and for each and every member of the **GUTHRIE HIGH SCHOOL BAND'S** traveling party:

- TWO nights lodging at a **SAN ANTONIO AREA HOTEL (March 27 - 29, 2015)**
- **BREAKFAST** each morning at the hotel
- Adjudicated Festival with **CHOICE MUSIC FESTIVALS**
  - Includes admission to **SIX FLAGS FIESTA TEXAS**
  - One **MEAL COUPON** for Six Flags
- Admission to **SEAWORLD (PERFORMANCE OPPORTUNITY)**

**SUPER HOLIDAY TOURS** will provide the following additional goods and services to and for the **GUTHRIE HIGH SCHOOL BAND:**

- **TWO DIRECTOR PACKAGE FREE STAYING SINGLE OCCUPANCY** (Based on 100 paying passengers)
- **ROUNDTRIP TRANSPORTATION TO/FROM** San Antonio, TX (Based on 50 paying for each coach)
- Liability Insurance Coverage
- Primary, No Deductible, Accident & Illness Insurance up to \$2500.00

**YOUR PER PERSON PACKAGE PRICES (Based on 100 paying passengers)**

**\$365.00 QUAD                      \$395.00 TRIPLE                      \$399.00 DOUBLE                      \$519.00 SINGLE**

Proposal prices are subject to change based on final number of participants and actual travel dates.

#### **Mission Statement**

We are committed to providing our clients a positive travel experience by dedicating ourselves to the highest quality of service. We will achieve this by listening to our clients' needs and through our attention to detail.



**Upon verbal acceptance of a final tour package, a contract will be sent to you stipulating all package inclusions, payment schedules and cancellation policies. Reservations will not be confirmed until the signed contract and initial tour deposit is received into our office. Please be advised that whether or not you choose to sign and return the contract, payment of monies toward this package implies acceptance of the terms and conditions of the agreement and your group will be held accountable.**

**WE CUSTOMIZE ALL PACKAGES! ASK YOUR SALES REPRESENTATIVE ABOUT ADDING OR DELETING ROOM NIGHTS, MEALS OR ATTRACTIONS!**

**\*\*SUPER HOLIDAY TOURS" is registered with the STATE OF FLORIDA as a Seller of Travel. Registration No.: 13558\*\***

**Mission Statement**

**We are committed to providing our clients a positive travel experience by dedicating ourselves to the highest quality of service.  
We will achieve this by listening to our clients' needs and through our attention to detail.**



# Super Holiday TOURS

GUTHRIE HIGH SCHOOL BAND  
2015 THREE DAYS/TWO NIGHTS SAN ANTONIO WORKING ITINERARY  
\*\*TRANSPORTATION NOT INCLUDED\*\*  
SUBMITTED: October 8, 2014

## Transportation Day - Thursday, March 26, 2015

11:00 P.M. Coaches arrive at High School & Depart to San Antonio (8hrs not including stops)

### FRIDAY, DAY ONE

Arrive at SEAWORLD

Lunch/Dinner on own

10:00 P.M. Depart to your San Antonio Area Hotel and check-in. Pick up room keys and copies of the rooming list for each chaperone

### SATURDAY, DAY TWO

7:00 A.M. Breakfast will be available at the hotel

Pack and Check out – load buses

TBD Depart for your **Choice Music Events Adjudicated Performance** this evening. Festival Schedule will be set by your festival director.

Depart for **Six Flags Fiesta Texas**

**Meals** Each person will have 1 **Meal Coupon** for use inside the park. All other meals are on your own

Evening **Choice Music Festivals Awards Ceremony at Six Flags**

Park Close Depart for hotel

### SUNDAY, DAY THREE

7:00 A.M. Breakfast will be available at the hotel

Pack and Check out – load buses

Depart for home!

Your driver may work for up to 15 hours, including both driving and non-driving duties. Per DOT regulations drivers must be off a minimum of eight (8) hours after driving a maximum of ten (10) hours. Please submit your itinerary to the Bus Company at least 30 days prior for approval.



# Customer Service Agreement

Account Number: \_\_\_\_\_  
(Internal Use Only)

THIS AGREEMENT is effective and services are to begin as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. This Agreement is executed by and between Trak-1 Technology, Inc. d/b/a Trak-1 Technology ("TRAK-1"), an Oklahoma corporation, having its address of 7131 Riverside Parkway, Tulsa, Oklahoma 74136, through its authorized agent and the party identified below ("Customer").

## CUSTOMER INFORMATION

Customer's Legal Name: Guthrie Public Schools

Physical Address: 802 E. Vilas

City: Guthrie State: OK Zip: 73044 Years at Address: \_\_\_\_\_

Type of Business: (Check One)  Proprietorship  Partnership  Corporation  LLC  Non-Profit State of Inc.: \_\_\_\_\_

Tax Exempt under Section 501(c)(3) of the Internal Revenue Code:  Yes  No If Yes, Tax Exempt Certificate Provided:  Yes  No

Tax ID / FEIN: 73-6021131 Approximate No. of Employees: \_\_\_\_\_ Business Start Date: \_\_\_\_\_

Business Website Address: \_\_\_\_\_

List All Business Activities: \_\_\_\_\_

Customer Contact Name: Doug Ogle Title: Exec. Dir. Personnel/Sec. Ed.

Phone Number: ( 405 ) 282-8900 Fax Number: ( 405 ) 282-5904

Email: doug.ogle@guthriepls.net

Member or Affiliate of Other Trak-1 Customer:  Yes  No Name: \_\_\_\_\_

## BILLING INFORMATION

Billing/AP Contact: Vicki Biggs

Billing/AP Address: 802 E. Vilas

City: Guthrie State: OK Zip: 73044

Billing/AP Phone: ( 405 ) 282-8900 Billing/AP Fax: ( 405 ) 282-5904

Billing/AP Email for E-voicing: vicki.biggs@guthriepls.net

If paying via Credit Card: Type:  MC  VISA  AMEX Credit Card #: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## SERVICE REQUEST DETAILS (Check all that apply)

Service Type:  Residential Screening  Employment Screening  Non-Profit Volunteer Screening  
 Other (please describe): \_\_\_\_\_

Data Type Requested:  Credit Reports  Criminal History  Motor Vehicle Records  Worker's Compensation History  
 Drug & Alcohol Testing

Anticipated Monthly Volume: \_\_\_\_\_



# Customer Service Agreement

THIS BACKGROUND SCREENING SERVICE AGREEMENT ("Agreement") is effective the \_\_\_\_\_, 20\_\_\_\_, by and between Trak-1 Technology, Inc. d/b/a Trak-1 Technology ("Trak-1"), an Oklahoma corporation, having its principal place of business at 7131 Riverside Parkway, Tulsa, Oklahoma, 74136, and \_\_\_\_\_.

## SCOPE OF AGREEMENT AND RELATIONSHIP OF PARTIES

These terms and conditions, together with: (i) the client information form, (ii) the signature page, (iii) all applicable Compliance Addendums and (iv) the Product Descriptions and Pricing Addendum, compose the entire agreement between the parties, and all other understandings, whether oral or written, are expressly superseded by this Agreement (this "Agreement"). If any provision of this Agreement is held to be prohibited or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of this Agreement. This Agreement may only be amended by a written instrument signed by both parties. This Agreement shall not be binding on either party until accepted and signed by an authorized individual on behalf of Trak-1. Trak-1 and CLIENT will perform their obligations hereunder as independent contractors. Nothing contained within this agreement shall be deemed to create any association, partnership, joint venture, or relationship of principle and agent or master and servant between the parties.

## RECITALS AND REPRESENTATIONS

Trak-1 represents that it is a consumer reporting agency that provides information delivery products and services that are put to use by organizations and individuals throughout the United States of America for such purposes that include screening in connection with employment decisions, residential decisions, licensing decisions, lending decisions and more. The information products and services are delivered by and through Trak-1's own proprietary delivery system(s) as well as by and through such systems as may be proprietary to other companies but which are properly put to use by Trak-1, (collectively, "The Trak-1 System"). Trak-1 obtains consumer information from third party sources (including but not limited to credit bureaus, courthouses, individuals, government agencies, former employers, and other furnishers of information of interest to CLIENT) that Trak-1 has made a good faith attempt to determine is a reliable and legitimate source. Trak-1 collects such information and reports such information in a manner that is designed to be lawful as well as to assist CLIENT in its decision making processes. Trak-1 warrants and represents that it will accurately report the information provided to it by any third party sources based on the request made by CLIENT and subject to any restrictions on reporting imposed on Trak-1. Trak-1 cannot and does not guarantee the accuracy of the information furnished to Trak-1 by any third party source. CLIENT represents that it is a legitimate business entity or individual having a legally permissible purpose for obtaining consumer reports and that it utilizes such reports lawfully and properly. CLIENT desires to purchase certain background screening products and services from Trak-1, and Trak-1 desires to provide CLIENT with the same pursuant to the terms and conditions of this Agreement. Based on these understandings, the parties to this Agreement agree as follows.

## FEES

The fees for Reports are set forth in the Pricing Addendum made part hereof. Said pricing will be valid for 90 days from the effective date of this Agreement, but in any event is subject to change annually upon written notice to CLIENT by Trak-1. The prices and rates for the Reports do not include any third party access fees, government surcharges, nor applicable federal, state or local taxes, which are subject to being imposed or changed as to their amount, with or without notice. CLIENT will be solely responsible for payment of such additional access fees, government surcharges, and taxes levied or assessed upon Trak-1 in connection with Trak-1's provision of services, other than income taxes assessed with respect to Trak-1's net income. Trak-1 does make available to CLIENTs schedules of fees and surcharges as they are reported to and/or become available to Trak-1.

## PAYMENT TERMS

Trak-1 shall issue a statement to CLIENT monthly for services rendered by Trak-1 in accordance with the following terms. CLIENT agrees to pay Trak-1 upon receipt of an invoice for Reports rendered during the previous calendar month according to the current rate schedules in effect, including any taxes, surcharges or add-on fees imposed directly by any municipality, government, court or other such entity. Invoicing may be transmitted electronically or via paper transmission. Invoice fees will apply. CLIENT specifically agrees that it shall be financially responsible for all reports issued as a result of any use of CLIENT's assigned access codes, whether intended or not. CLIENT may only dispute charges appearing upon an invoice, if such dispute is provided to Trak-1 in writing within 30 days from the date of the invoice. All past due amounts shall accrue interest at a rate of 1.5% per month. Accounts suspended for late payment or returned checks are subject to a \$25.00 reconnection fee. If collection efforts are required, CLIENT shall pay all costs of collection, including reasonable attorney's fees. All payments shall be submitted by ACH, approved and authorized credit card payment, or mailed via US Mail to Trak-1 at the following BILLING ADDRESS, unless otherwise notified in writing:

**7131 Riverside Parkway | Tulsa, Oklahoma 74136**

## TERM AND TERMINATION

This Agreement will remain in force and in effect for one year, and thereafter from year-to-year, on the same basis as set forth herein. Trak-1 reserves the right to terminate Client's request for information at any time in the event of: (a) multiple declines due to non-sufficient funds on Client's credit card account, (b) if Client is delinquent in any payment provided for herein, (c) if Client is in violation of the FCRA, (d) if Client has breached any term of this Agreement, (e) if there is a material change in any law or regulation that adversely affects this Agreement, or (f) upon expiration or termination of Trak-1 agreement with any source of Information being requested by Client. Under these circumstances, Trak-1 will have an unrestricted right, without prior notice, to immediately terminate any part or all of this Agreement, without any liability of any kind or nature whatsoever to Client. Trak-1 further reserve the right to terminate this Agreement for any reason other than previously listed upon 30-days written notice to Client. Client may terminate this Agreement for any reason, effective upon 30-days written notice to Trak-1. The following sections shall survive expiration or termination of this Agreement: all provisions relating to obligations to pay or terms thereof, indemnifications and limitations on liability, confidentiality and/or limitations thereof, compliance requirements and audit rights, changes in ownership, assignment of rights, force majeure, dispute resolution, attorney's fees recovery rights and credit authorizations.

## TRAK-1 OBLIGATIONS

Trak-1 agrees to provide to CLIENT background screening products and services via the Trak-1 System ("System"). The Trak-1 System includes copyrighted, proprietary, web-based automated software platforms that provide a variety of services all of which relate to background screening, training, information management and more.

**Trak-1 Automated Screening Products and Services.** Trak-1 makes available to Client for a fee, information using a variety of electronic transmission methods via internet-based gateway connections established by and between Trak-1 and said third party providers of information. Any Trak-1 automated products and will be available within seconds or minutes of the request for information being submitted by CLIENT. Automated products and services return results based on search criteria input by CLIENT and based on search criteria made available from the various third party resources of consumer data and information.

**Trak-1 Non-Automated Screening Products and Services.** Trak-1 makes available to CLIENT for a fee, information that is made available to Trak-1 from a variety of third party resources of information using a variety of manual research and investigative methods. Any Trak-1 non-automated products are made available subsequent to the request for information being submitted by CLIENT. Non-automated products and services return results based on search criteria input by CLIENT and based on search criteria made available from the various third party resources of information. Non-automated products are returned within time frames specified in the product and service coverage descriptions and specifications which are subject to change and are made available to all CLIENTS through the System, and may be subject to additional access fees which will be passed through directly to CLIENT on Client's monthly invoice from Trak-1.

**Trak-1 Completion of Client Request.** On occasion, in connection with a request by CLIENT for Trak-1's products and services, CLIENT may be required to provide Trak-1 certain written documentation or information required in order for Trak-1 to gain access to the particular information in question. CLIENT understands that Trak-1 will not initiate the processing of CLIENT'S request for information unless and until Trak-1 has received such written documentation from CLIENT. In connection with any request for products and services, Trak-1 will at all times show CLIENT in the System a status report on each request. Each request will reflect a status (for example, "complete" or "pending"). CLIENT understands that if for any reason Trak-1 performs its duties to complete a search but nonetheless is unable to verify information requested by CLIENT because a third party fails to provide the information (i.e. the individual or organization that was designated by the consumer for contact by Trak-1 did not respond to Trak-1's inquiries for information), Trak-1's obligations will have been satisfied and the service performed will be billed to CLIENT.

**Trak-1 Report of Information.** CLIENT acknowledges that certain searches (for example, criminal and sex offender searches) are performed using different identifying information, such as name, date of birth or social security number. In general terms, the more precise the identifying information, the more accurate (fewer false positives, fewer false negatives) the search result will be. Certain states and jurisdictions prohibit the use of personal identifying information when providing access to public records. The prohibitions vary from state to state, and even from courthouse to courthouse, but generally preclude the use of date of birth and social security numbers. Consequently, searches of all 50 states with nothing more than a name, particularly with common names, will frequently result in multiple false positive results, i.e., a criminal record for an individual with the same name as an applicant but who is not the actual applicant on whom the search was performed. When a particular state prohibits the use of a social security number in public records, Trak-1 has the ability to filter the results of a search to eliminate most, if not all, of the false positive results by requiring a match of not only the name of the individual, but also a date of birth as well. The potential problem with filtering results is that it may cause the search to not report a positive result because there is no date of birth available, however the result may in fact be for the individual for whom the search was performed.

The undersigned hereby acknowledges and understands that Trak-1 disclaims any and all liability resulting from false positive search results or the failure of Trak-1 to report positive search results based upon various filtering methods employed by or specified for use by Client and Client waives any claim for liability against Trak-1 based upon the same.

**Trak-1 Not Legal Counsel.** CLIENT acknowledges that Trak-1 cannot and does not function as legal counsel. Trak-1 does not provide legal advice. Trak-1 strongly recommends that CLIENT consult with legal counsel before engaging in any program of background screening to ensure overall compliance with all applicable federal, state, and local laws.

## CLIENT'S COMPLIANCE AND OTHER OBLIGATIONS

**Client Acknowledgement of Compliance Obligations.** CLIENT agrees to abide by all applicable state and federal laws and/or regulations governing the requesting, use, retention and transmission of consumer reports and/or information of the nature beign requested and provided under this Agreement. Trak-1 refers Client to the Compliance Addendums and Resources provided with this Agreement for further information about Client's compliance obligations. Specific obligations of Client include (but are not limited to) the following: (a) Client may only use the reports and information obtained from Trak-1 under this Agreement for a lawful and permissible purpose, (b) Client will provide written disclosure and obtain written authorization, as required by federal and state law, prior to requesting a report on any individual or company from Trak-1; (c) Client acknowledges and agrees that insofar as the Trak-1 web site can be accessed internationally, Client shall follow all applicable local laws about the Internet, data and email use, privacy and transmission of technical or other data exported from the United States to the country where Client may be domiciled; and, Client will comply with the applicable provisions of the FCRA, the Federal Equal Credit Opportunity Act, the Gramm-Leach-Bliley Act and any amendments to them, all applicable state law counterparts, and all applicable regulations promulgated under any of them, including, without limitation, any provisions requiring adverse action notification to the consumer.

**Client Certifications.** As required by law, CLIENT hereby certifies that every request submitted to Trak-1 is (a) to obtain information which Client is permitted by law to have, (b) for Client's authorized and one-time use for such permissible purpose, and (c) not for the purpose of selling, leasing, renting, compiling, reuse or other impermissible activity. CLIENT warrants that it will not, either directly or indirectly, itself or through any agent or third party: A) request, compile, store, maintain or use information obtained in Report to build its own database; B) resell any information obtained from Reports; and/or C) copy or otherwise reproduce the information in the Report. Each time a request for a consumer credit report is made on a Vermont resident or a resident of any state having a similar consumer consent statute, Client certifies, represents and warrants that Client has obtained the consent of the consumer prior to accessing the Information. CLIENT understands that any person who knowingly and willfully obtains information about a consumer from Trak-1 under false pretenses shall be fined under Title 18, United States Code, imprisoned for not more than 2 years, or both. Trak-1 shall not be liable for CLIENT'S improper or unlawful access of or use of any information reported to CLIENT by Trak-1.



**Client Confidentiality of Information and Restrictions on Access of Trak-1 System.** All reports and information provided by Trak-1 to client will be treated as confidential and shall only be used for the permissible purpose which was the basis of the request by client for the information. The ability to access Reports shall be restricted and any issued individual Usernames or Passwords used to obtain Reports should be restricted to those individuals to whom such access was granted. CLIENT will require that each user of CLIENT's system access software will be assigned a unique logon password. Under no circumstances should unauthorized personnel have knowledge of any passwords used to access the Trak-1 System. CLIENT must protect account numbers and passwords in such a way as to be known only to key personnel. Any system access software CLIENT may use, whether developed by Trak-1 or purchased from a third party vendor, must have account numbers and passwords "hidden" or embedded so that the passwords and account numbers are known only to supervisory personnel or other personnel authorized to use the services. CLIENT is solely responsible for the security of assigned access codes, and is required to promptly notify Trak-1 of any security breach involving usernames, passwords, or consumer information.

**Restrictions on Access to Credit or Financial Information .** Pursuant to the requirements of the credit bureaus and in an effort to protect the rights of consumers and ensure that only legitimate businesses are given access to their credit information, an On-Site Physical Inspection ("Inspection") of CLIENT is required prior to CLIENT being granted access to Trak-1's credit-related or financial service related products. Trak-1 will notify CLIENT of the need for an Inspection of the CLIENT's business by a neutral, third-party vendor who is approved by the credit bureaus for conducting such inspections. Such inspection shall only be conducted at a time mutually agreeable to both the vendor and CLIENT and shall be non-intrusive in nature, shall not include any proprietary or confidential information of CLIENT and shall not involve inspection of any information existing in secured or non-public areas. Any CLIENT failing the initial Inspection will be subject to denial of access to Trak-1 credit or credit-related products and services. The CLIENT will thereafter have the opportunity to resolve any issue identified during the Inspection. Once all issues have been resolved, a second On-Site Re-Inspection may be requested by CLIENT. Should the CLIENT satisfy the requirements of either the initial or second inspection, the CLIENT will be granted access to credit data from Trak-1. Additionally, any CLIENT accessing credit or financial information hereby agrees that it shall be subject to an Inspection at any time during the terms of this Agreement to verify that the CLIENT is still operating as a legitimate business entity. Trak-1 reserves the right to deny access to any Trak-1 credit-related products for failure to comply or to meet the requirements of any Inspection or any credit bureau or other data source imposed requirements. CLIENT is not obligated to permit inspection and/or provide identification; however, Trak-1 reserves the right not to provide certain credit related or financial service related products and services to CLIENT in such circumstances. All Clients hereby acknowledge that Trak-1 reserves the right to require an on-site inspection at any time in order to satisfy Trak-1's interest in protecting the information it provides.

**Electronic File Storage.** Each Report issued by Trak-1 will be available on the System for a period of 90 days from the date the Report was issued. Thereafter, Trak-1 will retain such report in an archived, digital, secure fashion, and will only make such report available to CLIENT upon written request . Trak-1 reserves the right to charge an appropriate fee for such archived data retrieval. Once issued by Trak-1 upon request of CLIENT, CLIENT shall be solely responsible for the proper and lawful use, retention, storage and destruction of all such Reports by CLIENT.

**Client Audit Obligation.** Trak-1 reserves the right to periodically audit Client's compliance with the FCRA and other privacy and confidentiality laws. Client hereby consents to Trak-1 conducting such audits and agrees that any failure to cooperate fully in the conduct of any audit will result in immediate termination of Client's access to Trak-1.

## **CONFIDENTIAL INFORMATION**

Each party agrees that the following materials and information and all copies thereof of whatever nature are confidential: (i) proprietary information of either party (including, without limitation, the names and addresses of customers and consumers) and information that either party does not generally make available to the public; (ii) the methods, means, personnel, equipment, and software by and with which the other party provides its products and services ; and (iii) any other information that either party reasonably designates, by notice in writing delivered to the other party, as being confidential or proprietary ("Confidential Information"). . Except as expressly permitted herein, neither party shall use the Confidential Information of the other party and each party shall keep the Confidential Information of the other party secret to the degree such party keeps secret its own confidential or proprietary information, and in any case using no less than reasonable care. Confidential Information of the disclosing party shall not be disclosed by the party who receives such information except: (i) to a party's accountants, auditors, agents, legal counsel, and parent companies; provided, however, that such parties agree to be bound by these confidentiality provisions; or (ii) as may be required by any legal process, court order, or governmental agency, in which event the party making such disclosure shall so notify the other as promptly as practicable prior to making such disclosure and shall seek confidential treatment of such information. No information that would otherwise be Confidential Information shall be subject to the restrictions on disclosure in the event and to the extent that: (i) such information is in, or becomes part of, the public domain otherwise than through the fault of the receiving party; (ii) such information was known to the receiving party prior to the execution of the Agreement as proven by the receiving party's written records; (iii) such information was revealed to the receiving party by a third party having no obligation to hold such information confidential; or (iv) such information is developed independently of any of the disclosing party's Confidential Information by the receiving party.

## **MUTUAL INDEMNIFICATION**

Trak-1 shall indemnify, defend and hold CLIENT harmless from and against any and all causes, actions, claims, litigation, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including but not limited to reasonable attorney's fees and any other reasonable expenditures, i.) which arise out of Trak-1's breach of this Agreement, Trak-1's negligence, or unlawful or intentional misconduct or ii) in which it is alleged that any part of the Program (as defined below), "Trak-1 Technology," or Trak-1's services provided to CLIENT hereunder infringes any third party's U.S. intellectual property (an "Infringement Claim"), provided that CLIENT promptly notifies Trak-1 of any such intellectual property claim and reasonably cooperates with Trak-1 in the defense thereof. Nothing in this paragraph shall obligate Trak-1 to indemnify, defend or hold CLIENT harmless from and against claims to the extent attributable to CLIENT's negligence or unlawful or intentional misconduct. CLIENT shall indemnify, defend and hold Trak-1 harmless from and against any and all causes, actions, claims, litigation, demands, liabilities, loss, damage or expense of whatsoever kind and nature, including but not limited to reasonable attorney's fees and any other reasonable expenditures, which arise out of CLIENT's breach of this Agreement, CLIENT's negligence, or CLIENT's unlawful or intentional misconduct. Nothing in this paragraph shall obligate CLIENT to indemnify, defend or hold Trak-1 harmless from and against claims to the extent attributable to Trak-1's negligence, or unlawful or intentional misconduct. Likewise nothing in paragraph shall obligate CLIENT or Trak-1 to be liable if to do so would be in direct violation of law.

## **LIMITATION ON LIABILITY**

TRAK-1 DOES NOT WARRANT THE ACCURACY, TIMELINESS, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF CONSUMER INFORMATION, SERVICES, OR PROGRAMS RETRIEVED BY TRAK-1 FROM THIRD-PARTY SOURCES DUE TO THE FACT THAT SAID INFORMATION, SERVICES, OR PROGRAMS ARE SECURED BY AND THROUGH FALLIBLE TECHNOLOGY AND/OR HUMAN SOURCES. TRAK-1 SHALL NOT BE THE INSURER OF THE ACCURACY OF THE INFORMATION AND SHALL NOT BE LIABLE TO END-USER FOR ANY LOSS, INJURY OR DAMAGE, INCLUDING BUT NOT LIMITED TO ANY LOST PROFITS, OR OTHER INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER FORESEEABLE OR NOT AND HOWEVER CAUSED, ARISING OUT OF CLIENT'S USE (OR INABILITY TO USE) REPORTS OR SERVICES, OR IN WHOLE OR IN PART BY TRAK-1'S ACTS OR OMISSIONS IN PROCURING, COMPILING, REPORTING, COLLECTING, INTERPRETING, COMMUNICATING OR DELIVERING SERVICES, REPORTS, PROGRAMS, OR INFORMATION THEREIN. SHOULD ANY PORTION OF THE FOREGOING DISCLAIMER OF WARRANTY BE DETERMINED TO BE INVALID OR UNENFORCEABLE, OR SHOULD TRAK-1 BECOME LIABLE FOR DAMAGES ARISING UNDER THIS AGREEMENT, THEN END-USER MAY RECOVER FROM TRAK-1 ITS DIRECT DAMAGES UP TO AN AMOUNT NOT TO EXCEED THE LESSER OF THE PRECEDING TWELVE (12) MONTHS OF CHARGES PAID BY CLIENT TO TRAK-1 OR \$25,000.00.

## **FORCE MAJEURE**

TRAK-1 SHALL NOT BE LIABLE FOR ITS INABILITY TO PERFORM, OR FOR ANY DELAY IN PERFORMING, ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT IF THAT INABILITY OR DELAY IS CAUSED BY A FORCE MAJEURE EVENT, INCLUDING, BUT NOT LIMITED TO, EQUIPMENT FAILURES, GOVERNMENT ACTION, TRAK-1'S INABILITY TO ACQUIRE DATA, SERVICES OR OTHER PRODUCTS ON TERMS ANTICIPATED BY TRAK-1, OR FOR ANY OTHER CAUSE REASONABLY BEYOND TRAK-1'S CONTROL.

## **DISPUTE RESOLUTION, FORUM, CHOICE OF LAW, ATTORNEY'S FEE**

Any dispute arising out of or relating to this Agreement or its breach will be settled by arbitration under and in accordance with the Commercial Arbitration Rules of the American Arbitration Association and governed by the laws of the State of Oklahoma. The arbitration will be held in Tulsa, Oklahoma. The award rendered by arbitration shall be final and binding upon the parties, and judgment upon the award may be entered in any court of competent jurisdiction in the United States. This agreement to arbitrate will not prevent either party from applying to a court of competent jurisdiction for a temporary restraining order, preliminary injunction or other equitable relief to preserve the status quo or prevent irreparable harm. Each party hereby consents to the jurisdiction of the state and federal courts of Oklahoma in connection with any application for such relief. Should the arbitration provision hereinabove fail for any reason to bind the parties to such dispute resolution, the parties expressly agree that any legal action between the parties for a claim or dispute arising out of or relating to this Agreement or its breach shall commence in a court of competent jurisdiction in Tulsa County, Oklahoma. This Agreement shall be governed by the laws of the State of Oklahoma. Additionally, the governing law for any arbitration, or legal action in the event of the failure of the arbitration provision of this Agreement, shall be the law of the State of Oklahoma, without reference to its conflict of law provisions. The parties hereby waive any objection they may have to the law and forum set forth above. In the event of any default on the part of either party to this Agreement, in addition to all other remedies, the party in default will pay the aggrieved party all amounts due and all damages, costs and expenses, including reasonable attorneys' fees, incurred by the aggrieved party in any legal action, arbitration or other proceeding as a result of such default, plus interest at the highest rate allowable by law, accruing from the date of such default.

## **ASSIGNMENT OR CHANGE OF OWNERSHIP**

Client shall not assign, sell or transfer its rights in this Agreement or the right to receive the Information, services or products provided hereunder, whether by operation of law or otherwise, without Trak-1's prior written consent, which shall not be unreasonably withheld or delayed. Any attempted assignment in violation of this Section 24 shall be void. This Agreement is fully assignable by Trak-1 and shall inure to the benefit of any assignee or other legal successor in interest. Trak-1 also reserves the right to assign or subcontract any or all of its duties arising hereunder. In the event of a change in ownership or change in control of Client, Client must notify Trak-1 in writing, and, if Trak-1 so requests, must execute a new Client Agreement or Client's service hereunder may be suspended or terminated.

## **NO WAIVER**

The terms, representations and warranties of this Agreement may only be waived by a written instrument executed by the party waiving compliance. Except as otherwise provided for herein, neither party's failure to enforce any right or remedy available to it under this Agreement shall be construed as a continuing waiver of such right or a waiver of any other provision hereunder.

## **CREDIT AUTHORIZATIONS**

Client authorizes Trak-1 to obtain any and all information concerning Client's business and personal history and financial credit report, which Trak-1 may require in connection with this Agreement.

## **COUNTERPARTS**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A facsimile or electronic transmission of the signed Agreement shall be legal and binding on all Parties.

## **NOTICE**

Any notice required under the terms of this Agreement must be in writing either by U.S. Mail or by electronic transmission.

Please See Certification of Permissible Purpose and Signature Page.

IN WITNESS WHEREOF, CLIENT and Trak-1 each caused this Agreement to be executed by its duly authorized representative as of the date first written above.

**CLIENT MUST INITIAL ONE OR MORE OF THE FOLLOWING PURPOSES FOR WHICH CLIENT WILL REQUEST INFORMATION FROM TRAK-1.**

- \_\_\_\_\_ **CREDIT TRANSACTIONS.** Client will use these reports in connection with a credit transaction involving the consumer on whom the information is to be furnished and involving the extension of credit to, or review or collection of, an account of the consumer. Customer will not use these reports for employment purposes; or,
- \_\_\_\_\_ **FOR EMPLOYMENT OR VOLUNTEER PURPOSES.** Client will use Reports only for employment or volunteer purposes, and will not access any other credit information other than for employment or volunteer purposes. Customer will not order or use a Report to determine eligibility for credit or insurance or in connection with the collection of a debt. Customer certifies that it will make the disclosures and meet the conditions required by the Fair Credit Reporting Act, as amended ("FCRA"), to the subject of each Report it accesses, and that information from the Report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, if Customer takes any adverse action based on any information from a Personal report, Customer will verify that information through another source; or,
- \_\_\_\_\_ **INSURANCE UNDERWRITING.** Client will use Reports in connection with the underwriting of insurance involving the consumer or review of existing policy holders for insurance underwriting purposes, or in connection with an insurance claim where written permission of the consumer has been obtained. Customer will not access credit reports in connection with any insurance purpose other than underwriting. Customer will not access credit reports on any consumer after the consumer has filed a claim for proceeds of any insurance policy; or,
- \_\_\_\_\_ **CREDIT ASSESSMENT OR PREPAYMENT RISK.** Client will use the Reports in connection with a valuation of, or an assessment of the credit or prepayment risk associated with, an existing credit obligation. Customer must be a potential investor in, potential servicer of or a current insurer of an existing credit obligation; or,
- \_\_\_\_\_ **GOVERNMENT LICENSE ELIGIBILITY DETERMINATION.** Client will use the Reports in connection with a determination of the consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial status. Customer must be a governmental instrumentality or acting as an agent for a governmental instrumentality; or,
- \_\_\_\_\_ **CHILD SUPPORT PAYMENT CALCULATION.** Client will use the Reports in connection with the establishment of an individual's capacity to make child support payments or determining the appropriate level of such payments. Customer must be the head of state or local child support enforcement agency or authorized by the head of such agency. Customer certifies that it will make the disclosures and meet the conditions required by the FCRA to the subject of each report it accesses, and that information from the report will not be used in connection with any other civil administrative, or criminal proceeding, or for any other purpose; or,
- \_\_\_\_\_ **NONCREDIT GRANTING AGENCY DETERMINATIONS.** Client is a non-credit granting agency and will only request and receive identifying information, limited to name, address, former addresses, places of employment or former places of employment; or,
- \_\_\_\_\_ **TENANT SCREENING.** Client will use the report in connection with a tenant screening application involving the consumer; or,
- \_\_\_\_\_ **MORTGAGE REPORTS.** Client certifies that it will obtain credit reports only in connection with a credit transaction involving the consumer on whom the information is furnished. Customer will request information for preparing mortgage credit reports only; or,
- \_\_\_\_\_ **CONSUMER INSTRUCTED.** Client will use the report only in accordance with the written instructions of the consumer; or, OTHER. Client will use the Report for a legitimate business need in connection with a business transaction that is initiated by the consumer.

**TRAK-1 TECHNOLOGY, INC.**  
**d/b/a TRAK-1 TECHNOLOGY**

**CLIENT Guthrie Public Schools**  
*(Print Company Legal Name)*

By: \_\_\_\_\_  
*(Authorized Signature)*

By: \_\_\_\_\_  
*(Authorized Signature)*

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

Name: Dr. Michael L. Simpson

Title: \_\_\_\_\_

Title: Superintendent

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

Address: 802 E. Vilas, Guthrie, OK 73044

Phone: ( ) \_\_\_\_\_

Phone: ( 405 ) 282-8900

Fax: ( ) \_\_\_\_\_

Fax: ( 405 ) 282-5904

Email: \_\_\_\_\_

Email: mike.simpson@guthrie.ps.net

**PLEASE CHECK ALL ADDENDUMS RECEIVED:**

- Trak-1 Pricing Addendum
- Trak-1 General Client Compliance Addendum
- Trak-1 Employment Screening Addendum
- Trak-1 Employment Eligibility Verification Addendum
- Trak-1 Drug & Alcohol Screening Addendum
- Trak-1 Motor Vehicle Reports Addendum
- Trak-1 Residential Screening Addendum
- Trak-1 Consumer Credit Addendum
- Smart-TRAKTM Volunteer/Employee Screening, Management and
- Training Software Subscription Agreement Addendum





# Exhibit "A" to the Customer Services Agreement

Prepared for: Guthrie Public Schools

Date: 9/11/2014

**\*\*NO LOCKED IN TERMS\*\*NO MONTHLY MINIMUMS\*\***

## Recommended Packages

Package	Components	Turnaround Time	Total Price
<b>Trak-1 Basic</b>	BroadScreen Criminal & Sex Offender Registry Search	Instant (1-3 business days if records need to be verified)	\$ 15.71 + \$0.29 FCRA Compliance Fee
	Multi County Criminal Search	1 -3 Business Days	
	SSN Check	Instant	
<b>Driving Record</b>	MVR	Same Business Day	\$5.24 + State Access Fee (Varies by state)

## Administrative Service Fees

Service	Description	Price
Account Set Up	One time administrative fee for setting you up in the Trak-1 system and generating a user name and password. Billed on your first month's invoice.	waived
Invoice Fee	Administrative Fee for generating and processing your invoice.	waived

## Products & Services

Product	Product Description	Why We Recommend	Price
<b>BroadScreen Criminal &amp; Sex Offender Search</b>	Using the applicant's name and date of birth, Trak-1 Technology queries our national database of over one billion for criminal history, including felonies, misdemeanors, sexual offenses, and where permitted, felony traffic offenses. Also includes a search of Federal watch lists for the Office of Foreign Asset Control (OFAC), the Drug Enforcement Administration (DEA), the Bureau of Alcohol Tobacco Firearms and Explosives (ATF), and Most Wanted lists for the Federal Bureau of Investigation (FBI), the US Secret Service, America's Most Wanted, and the US Marshal's office.	With information compiled from over 370 data-sets, the BroadScreen Criminal & Sex Offender search is recommended as a starting point for any volunteer or employee background search. Because this query is not limited to the state the organization resides in, it provides a national, overarching view of the applicant and will identify criminal activity in areas where the applicant may not permanently reside or may have held past residence. Records returned often include the offense, class level, disposition, sentence, and date of offense.	\$15.99
<b>BroadScreen + CoCourts</b>	As above, with the Colorado Courts database included.		\$26.99
<b>BroadScreen Plus</b>	Using information returned on the BroadScreen Criminal & Sex Offender Search, a county criminal search is ordered for hits returned under this search.	In-depth county searches can help determine whether the records are a positive match to the applicant, as well as providing additional details on the case that may not be included in the BroadScreen search.	\$29.99

<b>Business Credit Report</b>	Using the business name, Trak-1 Technology queries a national credit bureau for a full credit report on the business.	Understanding the financial vitality of a business can help ensure that contracts made with the business are successful, in addition to identifying the businesses creditworthiness.	\$50.00
<b>Civil Lawsuit Search</b>	Using the applicant's name and date of birth, Trak-1 Technology queries the county court records for civil record filings.	A civil lawsuit search may reveal lawsuits, evictions and other civil records pertinent to an applicant's history.	\$10.00
<b>Commercial Driver's License Report (CDLIS)</b>	Using the applicant's name and social security number, the CDL report provides the current and up to three previous CDL numbers on an individual commercial driver. The CDL report satisfies DOT requirements.	In addition to checking a commercial driver's CDL number history, DOT requires that all commercial drivers also undergo a motor vehicle report to verify validity and any negative driving history.	\$10.00
<b>County Criminal Search</b>	Using the applicant's name and date of birth, Trak-1 Technology queries the county court records for a selected jurisdiction and reports all criminal records on file.	Designed to complement the BroadScreen Criminal Search, the County Criminal Search is recommended not only to help reveal additional case information not available nationally, but to also reveal offenses currently under prosecution, and/or historic traffic offenses.	\$10.00 + applicable access fees
<b>CrimTRAK 7 Year, 2/3/4/Unlimited Counties or Equifax</b>	Using the SSN Trak product, Trak-1 Technology orders 2/3/4 or unlimited county criminal searches based on the counties of residence in the past seven years. Additionally, this product verifies the social security number provided matches to the applicant's name and date of birth.	The CrimTRAK 7 Year, County search tracks the applicant's counties of residence, then orders in-depth searches for these counties. County criminal searches are an excellent source for up-to-date and in-depth criminal information. Additionally, because the county searches are requested based on the address history linked to the applicant's social security number, additional counties of residence not previously reported may be revealed.	(2 Counties) - \$25.00 (3 Counties) - \$35.00 (4 Counties) - \$3.75 + \$9.00 Per County) (All Counties - \$3.75 SSN Trak + \$9.00 Per County) (Equifax) - \$40.00
<b>DOT 3-Year D/A Employment Verification</b>	Our In-House verifications team obtain the following DOT required information on your applicant: Date of Hire, Position, Date of Separation, Reason for Separation, and are they re-hirable. Additionally, we provide their DOT accident/incident history and previous DOT alcohol/drug test result history.	Statistics prove that many applicant misrepresent their employment history information. This search allows verifiers to perform an interview of previous or current supervisor to obtain vital information relating to attendance and performance.	\$20.00

<b>Drug Screen - 5/10 Panel</b>	<p>24 - 72 hour Turnaround; A sample is collected at Trak-1 affiliated collection site, and the sample is processed by a Trak-1 affiliated testing laboratory. The specimen is examined by the laboratory for the presence of drugs or alcohol. The testing consist of an initial screen, and confirmation tests, when the screen indicates the presence of one or more substances. Products include: Non-regulated urine testing, DOT regulated urine testing, Hair follicle testing, 5-10 panel instant cup, instant oral devices, alcohol saliva strips.</p>	<p>While many industries require drug testing to protect the safety and job performance of their employees, drug and alcohol testing can also be used to monitor the behavior and trustworthiness of an individual. This is an effective deterrent against addicts and users who may attempt to gain access to vulnerable populations or those attempting to acquire restricted pharmaceuticals.</p>	<p>\$30.00</p>
<b>Education Verification</b>	<p>Using the applicant's education information provided, Trak-1 Technology verifies the dates of attendance, degrees obtained, and school of attendance.</p>	<p>Education verification is often overlooked in the hiring process, and is the primary area of falsification on executive resumes nationwide. With this service, we verify the dates of attendance for your applicant, as well as any certifications or diplomas obtained while in attendance.</p>	<p>\$10.00</p>
<b>Employment Eligibility Verification (I-9)</b>	<p>Using the applicant's name and social security number, the Employment Eligibility Verification (I-9/E-Verify) search verifies a newly hired employee's ability to work within the United States. The purpose of this search is to flag the use of counterfeit green cards and Social Security Numbers. The verification can only be performed POST-HIRE and must be performed within three business days of the applicant's start date.</p>	<p>Already required for all federal employees, the I-9 Employment Eligibility Verification helps companies stay compliant with Federal law by screening out those applicants that may be in the United States illegally.</p>	<p>\$10.00</p>
<b>Employment Verification</b>	<p>Using the applicant's employment information provided, Trak-1 Technology verifies the position held, salary, reason for departure and hiring recommendations. Additional information may be located through online sources, such as webpage searches.</p>	<p>Employment Verification is recommended to confirm an applicant's work history and is a useful tool in revealing any exaggerations or falsifications by the applicant on employment tenure or position held.</p>	<p>\$10.00</p>
<b>Equifax Employment Credit Report</b>	<p>Using the applicant's social security number, Trak-1 Technology queries the applicant's credit file and reports all available credit information such as account balance, standing, collections, public record filings, liens, and past due amounts as reported on their Equifax credit report. This search does not constitute an inquiry on the credit file.</p>	<p>An Employment Credit Report is recommended for any employee or volunteer with fiduciary responsibilities, as there is often a correlation between a persons job performance and their financial vitality, organizational skills, and responsibility.</p>	<p>\$10.00</p>

<b>FACIS Level 3</b>	This Level 3 FACIS search also contains federal information from all 50 states on individual who have been the subject of state licensing board sanctions, as well as more than 800 licensing and certification agencies. Additionally, this search includes sanction reports from the Department of Health and Human Services Office of the Inspector General, and the United States General Services Administration.	FACIS is recommended to assist personnel in precluding employment of an excluded individual or entity where reimbursement is sought from any federal health care program.	<b>\$5.00</b>
<b>Federal Court Record Search</b>	Federal criminal, civil, OR bankruptcy searches can identify otherwise unknown records such as interstate drug or arms trafficking, identity theft, mail fraud, kidnapping or crimes that occur on federal property.	Federal court records are especially helpful in locating the most serious offenses, including those that have occurred on federal property or across state lines. If organization members will be traveling from one location to another, this search could help track offenses that have occurred in multiple organization locations.	<b>\$10.00</b>
<b>International Criminal</b>	Using the applicant's name and date of birth, Trak-1 Technology queries the available criminal information for a selected country.	As with domestic applicants, this query provides an international, overarching view of the applicant and will identify criminal activity in areas where the applicant may not permanently reside or may have held past residence. Records returned often include the offense, class level, disposition, sentence, and date of offense.	<b>\$20.00 + applicable fees</b>
<b>International Education Verification</b>	Using the applicant's education information provided, Trak-1 Technology verifies the dates of attendance, degrees obtained, and school of attendance for international applicants.	Education verification is often overlooked in the hiring process, and is the primary area of falsification on executive resumes nationwide. With this service, we verify the dates of attendance for your applicant, as well as any certifications or diplomas obtained while in attendance.	<b>\$99.99</b>
<b>International Employment Verification</b>	Using the applicant's employment information provided, Trak-1 Technology verifies the position held, salary, reason for departure and hiring recommendations for international applicants.	Employment Verification is recommended to confirm an applicant's work history and is a useful tool in revealing any exaggerations or falsifications by the applicant on employment tenure or position held.	<b>\$99.99</b>
<b>Manual Statewide Criminal Search</b>	Using the applicant's name, date of birth, and social security number, Trak-1 Technology queries the Bureau of Investigation database for criminal offense committed in the state of Illinois. Information will include records currently under prosecution, arrests and warrants that did not result in a criminal trial or prosecution, violent offenses, and successfully charged criminal cases.	The Manual Statewide Criminal search helps to reveal additional case information not reported nationally. Additionally, the Manual Statewide Criminal Search will also show arrest or warrant records that did not result in a court case, allowing you to better understand an applicant's historical experiences with the law and predict potential vulnerabilities in their future performance.	<b>\$10.00 + applicable access fees</b>
<b>Motor Vehicle Report (MVR)</b>	Using the applicant's driver's license number and name, Trak-1 Technology queries the applicant's driving record and reports the issue/expiration dates, class, points, citations, accidents, and revocations.	Motor Vehicle Reports are suggested for any applicant with driving privileges on behalf of the organization, whether it be in a personal or company vehicle, on organization property, or for any organization related purpose. The Motor Vehicle Report provides driving history that is currently on file with the Department of Motor Vehicles, which is often a major consideration in insuring company vehicles and drivers.	<b>\$5.00 + applicable access fees</b>



<b>Multi-County Criminal Search</b>	Using the applicant's name, date of birth, and (where permitted) social security number, Trak-1 Technology queries the county level database(s) for a selected state. A county search will disclose the jurisdiction, offense, offense description, case number and case description. The search may also disclose city violations, code enforcements, and felony traffic offense (where permitted).	Designed to complement the BroadScreen Criminal & Sex Offender Search, the Multi-County Criminal Search is recommended not only to help reveal additional case information not available nationally, but to also reveal offenses currently under prosecution, and/or historic traffic offenses.	<b>\$10.00</b>
<b>Personal Reference Verification</b>	Using the applicant's provided references, Trak-1 Technology verifies and obtains vital information about personality, general reputation in the community and overall character.	We recommend verifying personal references as they can reveal information on an applicant's personality, integrity and character, which might not be revealed through the employment application process.	<b>\$10.00</b>
<b>Professional Licensure Verification</b>	Verifies status and standing of purported credentials including certification and professional licensure.	As with employment verifications, a Professional Licensure Verification is recommended to confirm an applicant's licensure and certification. With this service, we verify the date your applicant received their license or certificate and whether any revocation or sanction has been issued.	<b>\$10.00</b>
<b>SSN Check</b>	Using the applicant's social security number, Trak-1 Technology queries the applicant's credit header (their vital information such as name, date of birth and address history) to verify that the social security number provided matches to the applicant's name and date of birth. This search does NOT include any review, report or inclusion of actual credit information and the applicant's credit score will not be affected by this search.	The Social Security Check is an important step in conducting a responsible background screen, as it verifies your applicant's identity and provides any aliases the applicant may have used in the past, as well as the three most recently known addresses of residence. This allows Trak-1 Technology to better identify potential criminal records and helps to reveal potentially unreported places of residence where criminal activity may have occurred.	<b>\$5.00</b>
<b>SSN Trak</b>	Using the applicant's social security number, Trak-1 Technology provides a complete history of all reported addresses and names associated with that social security number. This search does NOT verify the applicant's social security number.	The Social Security Trak is the most effective tracking tool on the market and is highly recommended for helping to identify previously unreported address history, as well as any additional names associated with the Social Security Number. Because we know that offenders typically relocate more frequently than non-offenders, understanding the applicant's complete address history may help to identify those who would abscond from the law or those that prey upon vulnerable populations.	<b>\$5.00</b>
<b>StateScreen</b>	This instant search includes all electronically available county criminal reports reported in one selected state and a search of the National Sex Offender records for that state. Direct courthouse records from DE, MA, SD, and WY are excluded due to their individual state law; however this information can be obtained via our County Searches. Additional Charge for Colorado.	This search is designed to be used on individuals who have only lived in one state for the previous 7-10 years. It is designed to narrow your automated criminal search parameters to their state of residence.	<b>\$9.99</b>



<p><b>TransUnion Employment Credit Report</b></p>	<p>Using the applicant's social security number, Trak-1 Technology queries the applicant's credit file and reports all available credit information such as account balance, standing, collections, public record filings, liens, and past due amounts as reported on their TransUnion credit report. This search does not constitute an inquiry on the credit file.</p>	<p>An Employment Credit Report is recommended for any employee or volunteer with fiduciary responsibilities, as there is often a correlation between a persons job performance and their financial vitality, organizational skills, and responsibility.</p>	<p><b>\$10.00</b></p>
<p><b>Workers Compensation Search</b></p>	<p>Using the applicant's name, social security number and date of birth, Trak-1 Technology searches prior workers compensation claims in a selected state. Workers compensation reports are not available in all states. State access fees may apply.</p>	<p>Workers compensation searches are a valuable tool in placing the applicant to an appropriate position. By reviewing the applicants history of workers compensation filings, you can avoid placement in positions that are particularly vulnerable to workers compensation filings..</p>	<p><b>\$5.00 + applicable access fees</b></p>

AGREEMENT FOR PROFESSIONAL SERVICES  
WITH  
Guthrie Public Schools

Agreement between the Guthrie Public Schools named above (hereinafter referred to as "Client") and the Center for Communication and Engagement, (hereinafter referred to as "CC&E") for Fiscal Year 2014-2015 ("Fiscal Year").

IT IS AGREED:

- I. (CC&E) shall provide communications support and advice including services such as but not limited to: drafting press releases and media statements, responding to Open Records Requests, media coaching and interview responses, presentations, event planning, publications, and social media to Client as directed by the CEO, Superintendent or the President of the Board of Education, as provided below.
- II. Client shall pay CC&E the sum of Seven Hundred Dollars (\$700.00) for 2014-2015 basic communications and professional services program and be entitled to the following:
  - A. CC&E shall provide Client with a 50 percent (50%) discount on professional/counselor fees and expenses (see discounted fees in item IV) billed in each calendar month of the Fiscal Year, which shall not be cumulative
  - B. Contracted member shall receive priority status for communications assistance

- C. CC&E shall send Client a copy of any CC&E publications, white papers, tip sheets
  - D. CC&E shall provide monthly tip sheets/scripts to address crisis and/or seasonal communication needs
  - E. CC&E shall provide the hourly rates set forth below which are discounted from the CC&E's regular hourly rates; and
  - F. CC&E shall provide the availability of an on-call staff counselors after hours for consultation during board meetings Monday through Friday until 10:30 p.m.
- III. CC&E will not charge Client for any of the following expenses incurred by the CC&E in the representation of Client:
- A. Long-distance telephone charges; and
  - B. Facsimile transmissions between CC&E and Client.
- IV. Client shall compensate CC&E for professional services provided by CC&E to Client on an hourly basis, billed as follows:

Partners:	\$100.00
And/Or	
Projects/PR Campaigns/Events/Publications:	
	as quoted

- V. Travel time **may** be billed at one-half the rates set forth above for travel outside of the greater OKC metropolitan area.
- VI. The following expenses incurred in the representation of Client by CC&E shall be reimbursed by Client:
- A. Actual charges incurred for out-of-office copy, courier, and express mailing services; and
  - B. Lodging and airfare, if necessary to be provided by the client.
- VII. CC&E shall submit statements to Client for fees and expenses for calendar months in which fees and expenses are incurred. Monthly summaries of fees and expenses will be provided to the CEO/Superintendent.

“Client”

By:

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Board President or Superintendent

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Date

---

Center for Communication & Engagement

---

Date

# **GUTHRIE PUBLIC SCHOOLS**

## **2014-2015 BOARD ADOPTED OPERATING BUDGET**

**PREPARED BY  
DENNIS SCHULZ  
ASSISTANT SUPERINTENDENT**

**GUTHRIE PUBLIC SCHOOLS**  
**2014-2015 SCHOOL OFFICIALS**

**BOARD OF EDUCATION**

<b>BENNETT-JOHNSON, JENNIFER</b>	<b>DEPUTY CLERK</b>
<b>DAVIS, GAIL</b>	<b>SECOND VICE PRESIDENT</b>
<b>HOLTZ, TOM</b>	<b>MEMBER</b>
<b>PENNINGTON, TERRY</b>	<b>FIRST VICE PRESIDENT</b>
<b>PIERSON, JANNA</b>	<b>MEMBER</b>
<b>SALLEE, TRAVIS</b>	<b>PRESIDENT</b>
<b>WATTS, SHARON</b>	<b>CLERK</b>

**DR. MIKE SIMPSON, SUPERINTENDENT**

**KAY GAMMILL, MINUTES CLERK**

**DONNA SCHEIHING, TREASURER**

**2014-2015 OPERATING BUDGET  
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## BUDGET PHILOSOPHY

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

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

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

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



## 2014-2015 BUDGET TIMETABLE

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

June, 2014	Renew Teacher Contracts
June, 2014	Renew Support Personnel Contracts
June, 2014	Approve Temporary Appropriations
July, 2014	Notification of Initial State Aid Allocation
August, 2014	Certification of Property Valuations by County Assessor
September, 2014	Board of Education approval of Estimate of Needs
September, 2014	County Excise Board approval of Estimate of Needs
October, 2014	Public Hearing and Board of Education Approval of Operating Budget
December, 2014	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget

**2014-2015 BUDGET BY FUNCTION  
AND OBJECT DIMENSIONS**

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY FUNCTION CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2015**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>SCHOOL AGE CARE FUND</u>
1000 - Instruction	\$12,427,167.20	\$16,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 - Support Services, Students	1,418,438.01	0.00	0.00	0.00	0.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,325,033.96	0.00	0.00	0.00	0.00	0.00	0.00
2300 - General Administration	758,097.49	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,675,756.94	600.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	664,258.61	190.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	2,251,405.54	485,580.70	0.00	0.00	0.00	26,439.56	0.00
2700 - Student Transportation	1,854,847.90	1,200.00	0.00	0.00	0.00	37,000.00	0.00
3100 - Child Nutrition Program	118,400.00	12,140.00	1,527,178.10	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	6,610.00
4000 - Facility Acquisition & Construction	4,329.97	323,138.00	0.00	0.00	0.00	0.00	0.00
5100 - Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	0.00	0.00	2,700.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	23,780.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	21,334.17	0.00	0.00
8000 - Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	<b>\$22,521,515.62</b>	<b>\$838,848.70</b>	<b>\$1,529,878.10</b>	<b>\$0.00</b>	<b>\$21,334.17</b>	<b>\$63,439.56</b>	<b>\$6,610.00</b>



**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY OBJECT CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2015**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>SCHOOL AGE CARE FUND</u>
100 - Salaries	\$13,572,220.99	\$0.00	\$442,820.00	\$0.00	\$0.00	\$0.00	\$5,710.00
200 - Employee Benefits	5,210,056.40	0.00	245,030.00	0.00	0.00	0.00	900.00
300 - Professional & Technical	743,960.00	24,290.00	153,868.10	0.00	0.00	0.00	0.00
410 - Utilities	110,440.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	73,602.50	265,200.00	24,350.00	0.00	0.00	48,439.56	0.00
440 - Rental, Leases, and Software Licenses	91,121.20	1,630.00	900.00	0.00	0.00	0.00	0.00
450 - Construction Services	4,329.97	10,000.00	0.00	0.00	0.00	0.00	0.00
510,530-580 - Other Purchased Services	257,265.80	3,820.00	6,520.00	0.00	0.00	0.00	0.00
520 - Insurance	224,960.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	427,427.46	166,380.00	58,800.00	0.00	0.00	6,500.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	764,410.00	100.00	0.00	0.00	0.00	0.00	0.00
630 - Food & Milk	106,880.00	0.00	590,650.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	253,556.70	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies	252,861.60	39,280.70	0.00	0.00	0.00	0.00	0.00
710,720 - Land & Buildings	0.00	305,198.00	0.00	0.00	0.00	0.00	0.00
730 - Equipment	15,700.00	22,850.00	0.00	0.00	0.00	0.00	0.00
760 - Vehicles	159,080.00	0.00	0.00	0.00	0.00	8,500.00	0.00
800,900 - Other Miscellaneous Expenditures	253,643.00	100.00	6,940.00	0.00	21,334.17	0.00	0.00
	<b>\$22,521,515.62</b>	<b>\$838,848.70</b>	<b>\$1,529,878.10</b>	<b>\$0.00</b>	<b>\$21,334.17</b>	<b>\$63,439.56</b>	<b>\$6,610.00</b>

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**APPENDIX A**

**BUDGET GUIDELINES BY FUND**

## 11 GENERAL FUND (FOR OPERATIONS)

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

### Revenue

When planning a budget, the first step is to project revenue in order to determine the funding level available to finance expenditures. At one time, the General Fund balance was required by law to be no greater than 12%. However due to hardships created by revenue shortfalls at the state level in past years, the legislature, in 2005, increased the allowable fund balance to 14% for schools with General Fund revenue of \$10,000,000.00 and above which includes Guthrie Public Schools. Legislation has been enacted that temporarily suspends fund balance restrictions through the 2016 fiscal year. Every effort should be made to limit expenditures to the amount of revenue collected to prevent any material erosion of the fund balance. In the 2013-2014 fiscal year, the district expended more than it collected. However, this occurred solely due to the fact that the district purchased much needed transportation equipment, a non-recurring expenditure, at a cost of \$860,000.00 from the General Fund. The current fund balance of \$2,720,438.04 (12.36%) represents a decrease of \$384,892.15 from the end of the 2012-2013 fiscal year. School board policy establishes a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.65 million.

In 2013-2014 local sources of revenue provided 23.19% of total revenue, county sources 3.42%, state sources 65.27%, and federal sources 8.12%. A comparative revenue report is provided in Appendix B.

The state aid formula was revised in 1997. We now receive a preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to accurately determine state aid. Due to this situation, a conservative estimate of state aid revenue is required when making initial projections.

### Expenditures

Revenue projections determine the amount of funds available to finance expenditures. In other words, Guthrie Public Schools plan to live within the revenue we will collect. Revenue projections are made in the summer after various allocation notices are received by the district. Every school site has two budgets: an instructional budget and a library budget. The library budget is normally based



on State Department of Education accreditation requirements which have been waived through the end of the 2016 fiscal year. The requirements for each site are: 500 or fewer students, \$9 per pupil; 500-999 students, \$4,500 for first 500 students and \$5 per student above 500; and 1000-1999 students, \$7000 for first 1000 students and \$4 per student above 1000.

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered.

Encumbrances for salaries, benefits and employer payroll costs are expected to be higher than last year due to employee compensation increases that were approved for 2014-2015.

A Fixed Cost Analysis is provided under Appendix C.

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

## **21 BUILDING FUND**

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the people of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing equipment and furniture or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2014-2015 Building Fund revenues are projected to be \$622,446.77.

## **22 CHILD NUTRITION PROGRAMS FUND**

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school district treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended.

It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

## **26 SCHOOL AGE CARE PROGRAM FUND**

The purpose of this fund is to account for the revenues received and expenditures incurred to operate childcare facilities for students of Guthrie Public Schools in grades pre-kindergarten through three. Revenues include grant proceeds, fees for services, and reimbursements from the Department of Human Services. Expenditures would be for the purpose of providing personnel, materials, and supplies to operate the program.

## **31 BOND FUND**

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

## **41 SINKING FUND (DEBT SERVICE FUND)**

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

## **81 GIFTS AND ENDOWMENT FUND**

This is a separately appropriated fund established to account for revenue from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. In many



cases endowment funds allow for income derived from such funds to be expended, but the principal must remain intact.

**86 CASUALTY/FLOOD INSURANCE RECOVERY FUND**

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

**APPENDIX B**

**FUNCTION EXPENDITURE CODE DEFINITIONS**

## **1000 INSTRUCTION**

Instruction includes the activities dealing directly with interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home, and in other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as internet, television, radio, telephone, and correspondence. Included here are the activities of teacher assistants of any type that assist in the instructional process. The activities of tutors, translators, and interpreters would be recorded here.

## **2100 SUPPORT SERVICES - STUDENTS**

This involves activities designed to assess and improve the well being of students and to supplement the teaching process. This would include counseling services, health services, psychological services, and speech pathology and audiology services.

## **2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF**

Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students fall into this classification. This would include staff development, and educational media services.

## **2300 SUPPORT SERVICES - GENERAL ADMINISTRATION**

This includes activities involving the establishment and administration of policy in connection with operating the entire school district. This would include Board of Education services, and Office of the Superintendent services.

## **2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION**

Expenditures for overall administrative responsibility of a single school or a group of schools are given this classification. This would include Office of the Principal services.

## **2500 SUPPORT SERVICES - BUSINESS**

Activities concerned with paying, transporting, exchanging and maintaining goods and services for the LEA are coded to this function. Included are the fiscal and internal services necessary for operating the LEA. This would include budgeting, receiving and disbursing, financial accounting, payroll and internal auditing.

## **2600 OPERATION AND MAINTENANCE OF PLANT SERVICES**

This includes activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working

condition and state of repair. Activities, which maintain safety in buildings, on the grounds, and in the vicinity of schools, are included.

### **2700 STUDENT TRANSPORTATION SERVICES**

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

### **3100 CHILD NUTRITION PROGRAMS OPERATIONS**

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

### **3200 OTHER ENTERPRISE SERVICES OPERATIONS**

Activities that are financed and operated in a manner similar to private business enterprises -- where the stated intent is that the costs are financed or recovered primarily through user charges. One example could be the LEA bookstore, or items purchased through the Activity Fund for resale.

### **3300 COMMUNITY SERVICE OPERATIONS**

This classification accounts for activities that are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.

### **4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES**

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

### **5200 FUND TRANSFER/REIMBURSEMENT (CHILD NUTRITION FUND/ACTIVITY FUND/PETTY CASH/CHANGE)**

Transactions that withdraw money from one fund and place it in another without recourse are included in this category.

### **5300 CLEARING ACCOUNT**

This classification is used for recording of expenditures that cannot be charged to a specific function code at the time the expenditure must be made. As an example, this function code would be used for prepayment of workers' compensation premiums.

### **5500 PRIVATE NONPROFIT SCHOOLS**

Expenditure of funds received by the LEA for purchases to benefit students and/or teachers of private nonprofit schools are coded here. It is illegal for these funds to go directly to the private nonprofit schools. The LEA purchases, directly from the provider, supplies or services for the private nonprofit school's use.

### **7000 OTHER USES**

This function classification is used to account for payments made from self-funded workers' compensation, unemployment, medical insurance, and other employee benefit funds.

### **8000 REPAYMENTS**

This would include district payments to outside agencies for refund of restricted revenue previously received for overpayments, nonqualified expenditures, and other refunds to be repaid from district funds.

**APPENDIX C**

**GENERAL FUND REVENUE - COMPARATIVE ANALYSIS**



GUTHRIE PUBLIC SCHOOL							
GENERAL FUND REVENUE ANALYSIS							
REVENUE SOURCES	2012-2013 PROJECTED	2012-2013 ACTUAL	DIFFERENCE	2013-2014 PROJECTED	2013-2014 ACTUAL	DIFFERENCE	2014-2015 PROJECTED
<b>LOCAL SOURCES</b>							
AD VAL TAX LEVY (CUR. YR)	\$ 4,210,000.00	\$ 4,211,991.02	\$ 1,991.02	\$ 4,425,000.00	\$ 4,485,191.19	\$ 60,191.19	\$ 4,357,000.00
AD VAL TAX LEVY (PRIOR YR.)	\$ 160,000.00	\$ 174,413.65	\$ 14,413.65	\$ 160,000.00	\$ 263,554.08	\$ 103,554.08	\$ 200,000.00
REVENUE IN LIEU OF TAXES	\$ -	\$ 7,786.88	\$ 7,786.88	\$ -	\$ 7,428.05	\$ 7,428.05	\$ -
OTHER TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TUITIONS & FEES	\$ 5,000.00	\$ 3,202.26	\$ (1,797.74)	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -
INTEREST EARNINGS	\$ 30,000.00	\$ 28,873.21	\$ (1,126.79)	\$ 28,000.00	\$ 29,942.47	\$ 1,942.47	\$ 30,000.00
RENTALS/SALES/COMMISSIONS	\$ 5,000.00	\$ 13,911.04	\$ 8,911.04	\$ 5,000.00	\$ 6,177.90	\$ 1,177.90	\$ 6,000.00
REIMBURSEMENTS	\$ 25,000.00	\$ 66,224.61	\$ 41,224.61	\$ 40,000.00	\$ 40,062.37	\$ 62.37	\$ 40,000.00
CONTRIBUTIONS / MISC.	\$ 20,000.00	\$ 24,058.71	\$ 4,058.71	\$ 20,000.00	\$ 62,760.72	\$ 42,760.72	\$ 20,000.00
<b>TOTAL LOCAL SOURCES</b>	<b>\$ 4,455,000.00</b>	<b>\$ 4,530,461.38</b>	<b>\$ 75,461.38</b>	<b>\$ 4,681,000.00</b>	<b>\$ 4,895,116.78</b>	<b>\$ 214,116.78</b>	<b>\$ 4,653,000.00</b>
<b>INTERMEDIATE SOURCES</b>							
COUNTY 4 MILL AD VAL.	\$ 510,000.00	\$ 509,754.81	\$ (245.19)	\$ 530,000.00	\$ 560,290.91	\$ 30,290.91	\$ 545,500.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 180,000.00	\$ 234,429.02	\$ 54,429.02	\$ 230,000.00	\$ 191,977.27	\$ (38,022.73)	\$ 200,000.00
<b>TOTAL INTERMEDIATE SOURCES</b>	<b>\$ 690,000.00</b>	<b>\$ 744,183.83</b>	<b>\$ 54,183.83</b>	<b>\$ 760,000.00</b>	<b>\$ 752,268.18</b>	<b>\$ (7,731.82)</b>	<b>\$ 745,500.00</b>
<b>STATE SOURCES</b>							
GROSS PRODUCTION TAX	\$ 325,000.00	\$ 376,658.35	\$ 51,658.35	\$ 350,000.00	\$ 614,401.97	\$ 264,401.97	\$ 600,000.00
MOTOR VEHICLE COLLECTION	\$ 1,250,000.00	\$ 1,304,372.10	\$ 54,372.10	\$ 1,280,000.00	\$ 1,423,626.04	\$ 143,626.04	\$ 1,500,000.00
R.E.A. TAX	\$ 65,000.00	\$ 70,536.47	\$ 5,536.47	\$ 70,000.00	\$ 85,455.83	\$ 15,455.83	\$ 80,000.00
ST. SCH. LAND EARNINGS	\$ 460,000.00	\$ 459,873.87	\$ (126.13)	\$ 460,000.00	\$ 476,205.44	\$ 16,205.44	\$ 500,000.00
VEHICLE/FARM TAX STAMP	\$ 10,000.00	\$ 11,607.85	\$ 1,607.85	\$ 11,000.00	\$ 11,513.71	\$ 513.71	\$ 11,500.00
FLEXIBLE BENEFIT ALLOW. REIMB.	\$ 1,560,000.00	\$ 1,672,900.27	\$ 112,900.27	\$ 1,686,237.84	\$ 1,729,573.76	\$ 43,335.92	\$ 1,860,000.00
FOUNDATION & SAL INCENT AID	\$ 8,825,000.00	\$ 9,359,874.00	\$ 534,874.00	\$ 9,415,764.00	\$ 9,323,183.00	\$ (92,581.00)	\$ 9,185,707.00
MENTOR TEACHER STIPEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OKLAHOMA PARENTS AS TEACHERS	\$ 35,000.00	\$ 35,000.00	\$ -	\$ 35,000.00	\$ 32,402.00	\$ (2,598.00)	\$ 38,000.00
PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 21,677.00	\$ 20,068.00	\$ (1,609.00)	\$ 21,861.00
DRIVER EDUCATION	\$ 4,000.00	\$ 5,506.06	\$ 1,506.06	\$ 4,500.00	\$ 4,797.56	\$ 297.56	\$ 4,500.00
TLE TRAINING	\$ -	\$ 7,925.00	\$ 7,925.00	\$ -	\$ -	\$ -	\$ -
MISC. STATE SOURCES	\$ 7,500.00	\$ 36,300.00	\$ 28,800.00	\$ 120,000.00	\$ 135,676.98	\$ 15,676.98	\$ -
VOC. SAL. REIMB.	\$ 34,160.00	\$ 34,160.00	\$ -	\$ 34,160.00	\$ 34,160.00	\$ -	\$ 34,160.00
VOC. INCENT ASSIST. REIMB.	\$ 66,320.00	\$ 66,320.00	\$ -	\$ 66,320.00	\$ 66,320.00	\$ -	\$ 66,320.00
READING SUFFICIENCY FUNDS	\$ 20,130.83	\$ 27,830.18	\$ 7,699.35	\$ 20,000.00	\$ 34,014.00	\$ 14,014.00	\$ 30,000.00



	2012-2013 PROJECTED	2012-2013 ACTUAL	DIFFERENCE	2013-2014 PROJECTED	2013-2014 ACTUAL	DIFFERENCE	2014-2015 PROJECTED
<b>STATE SOURCES-CONTINUED</b>							
ALTERNATIVE EDUC./STATEWIDE	\$ 95,887.00	\$ 95,888.00	\$ 1.00	\$ 95,888.00	\$ 88,771.00	\$ (7,117.00)	\$ 88,600.00
ADVANCED PLACEMENT	\$ 3,000.00	\$ -	\$ (3,000.00)	\$ -	\$ -	\$ -	\$ -
NATIONAL BOARD CERTIFICATION	\$ 45,000.00	\$ 55,000.00	\$ 10,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	\$ 55,000.00
ACE REMEDIATION & TECHNOLOGY	\$ 30,000.00	\$ 52,407.00	\$ 22,407.00	\$ 30,000.00	\$ 66,156.00	\$ 36,156.00	\$ 40,439.00
STATE ADOPTED TEXTBOOKS	\$ 161,727.00	\$ 164,152.00	\$ 2,425.00	\$ 166,560.00	\$ 168,599.00	\$ 2,039.00	\$ 168,172.00
<b>TOTAL STATE SOURCES</b>	<b>\$ 12,997,724.83</b>	<b>\$ 13,836,311.15</b>	<b>\$ 838,586.32</b>	<b>\$ 13,922,106.84</b>	<b>\$ 14,369,924.29</b>	<b>\$ 447,817.45</b>	<b>\$ 14,284,259.00</b>
<b>FEDERAL SOURCES</b>							
TITLE I	\$ 750,000.00	\$ 751,026.40	\$ 1,026.40	\$ 700,000.00	\$ 608,102.91	\$ (91,897.09)	\$ 650,000.00
IDEA-B, FLOW THROUGH	\$ 650,000.00	\$ 520,366.74	\$ (129,633.26)	\$ 500,000.00	\$ 838,853.64	\$ 338,853.64	\$ 650,000.00
IDEA-B, ALL OTHER	\$ 10,000.00	\$ 5,026.47	\$ (4,973.53)	\$ 7,500.00	\$ 27,809.70	\$ 20,309.70	\$ 10,000.00
TITLE VII, INDIAN ED	\$ 40,000.00	\$ 53,667.62	\$ 13,667.62	\$ 45,000.00	\$ 59,493.95	\$ 14,493.95	\$ 50,000.00
TITLE II, PART A	\$ 90,000.00	\$ 157,294.66	\$ 67,294.66	\$ 90,000.00	\$ 131,217.77	\$ 41,217.77	\$ 120,000.00
TITLE II, PART D	\$ -	\$ 5,935.76	\$ 5,935.76	\$ -	\$ -	\$ -	\$ -
OTHER FEDERAL SOURCES	\$ -	\$ 65,800.23	\$ 65,800.23	\$ -	\$ -	\$ -	\$ -
ROTC	\$ 75,000.00	\$ 76,579.91	\$ 1,579.91	\$ 77,000.00	\$ 78,288.33	\$ 1,288.33	\$ 80,000.00
CARL PERKINS	\$ 45,000.00	\$ 44,103.14	\$ (896.86)	\$ 40,000.00	\$ 43,288.36	\$ 3,288.36	\$ 38,284.00
<b>TOTAL FEDERAL SOURCES</b>	<b>\$ 1,660,000.00</b>	<b>\$ 1,679,800.93</b>	<b>\$ 19,800.93</b>	<b>\$ 1,459,500.00</b>	<b>\$ 1,787,054.66</b>	<b>\$ 327,554.66</b>	<b>\$ 1,598,284.00</b>
<b>NON-REVENUE SOURCES</b>							
FUND TRANSFERS	\$ 75,000.00	\$ 92,509.09	\$ 17,509.09	\$ 85,000.00	\$ 209,692.16	\$ 124,692.16	\$ 210,000.00
CORRECTING ENTRY	\$ 5,000.00	\$ 7,211.83	\$ 2,211.83	\$ 5,000.00	\$ -	\$ (5,000.00)	\$ -
<b>TOTAL NON-REVENUE SOURCES</b>	<b>\$ 80,000.00</b>	<b>\$ 99,720.92</b>	<b>\$ 19,720.92</b>	<b>\$ 90,000.00</b>	<b>\$ 209,692.16</b>	<b>\$ 119,692.16</b>	<b>\$ 210,000.00</b>
<b>BALANCE SHEET ACCOUNTS</b>							
FUND BALANCE/CASH FORWARD	\$ 3,200,339.71	\$ 3,215,555.39	\$ 15,215.68	\$ 3,105,330.19	\$ 3,105,330.19	\$ -	\$ 2,745,439.21
<b>TOTAL BALANCE SHEET ACCOUNTS</b>	<b>\$ 3,200,339.71</b>	<b>\$ 3,215,555.39</b>	<b>\$ 15,215.68</b>	<b>\$ 3,105,330.19</b>	<b>\$ 3,105,330.19</b>	<b>\$ -</b>	<b>\$ 2,745,439.21</b>
<b>TOTAL BALANCE &amp; COLLECTIONS</b>	<b>\$ 23,083,064.54</b>	<b>\$ 24,106,033.60</b>	<b>\$ 1,022,969.06</b>	<b>\$ 24,017,937.03</b>	<b>\$ 25,119,386.26</b>	<b>\$ 1,101,449.23</b>	<b>\$ 24,236,482.21</b>
<b>PROJECTED EXPENDITURES FOR 2014-2015</b>							<b>\$ 22,521,515.62</b>
<b>PROJECTED FUND BALANCE FOR 2014-2015</b>							<b>\$ 1,714,966.59</b>



**APPENDIX D**  
**GENERAL FUND - FIXED COST ANALYSIS**

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

	<i>2013-2014 ACTUAL COST</i>	<i>2013-2014 % OF COST</i>	<i>2014-2015 PROJECTED COST</i>	<i>2014-2015 % OF COST</i>
<b><i>FIXED COSTS</i></b>				
SALARY / BENEFITS	\$18,186,748.98	81.19%	\$18,782,000.00	83.40%
PROFESSIONAL & TECHNICAL SERVICES	170,713.46	0.76%	237,300.00	1.05%
UTILITIES / TELEPHONE	667,583.43	2.98%	724,600.00	3.22%
INSURANCE	223,625.00	1.00%	224,500.00	1.00%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	235,201.83	1.05%	66,000.00	0.29%
GASOLINE / DIESEL	197,721.73	0.88%	204,100.00	0.91%
COUNTY REVALUATION COST	85,534.42	0.38%	85,500.00	0.38%
EARMARKED STATE AND FEDERAL FUNDS	645,196.49	2.88%	695,600.00	3.09%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	116,865.35	0.52%	120,000.00	0.53%
<b>TOTAL FIXED COSTS</b>	<b>20,529,190.69</b>	<b>91.65%</b>	<b>21,019,600.00</b>	<b>93.33%</b>
<b><i>DISCRETIONARY COSTS</i></b>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	226,530.18	1.01%	227,000.00	1.01%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	1,643,227.35	7.34%	1,274,400.00	5.66%
<b>TOTAL DISCRETIONARY COSTS</b>	<b>1,869,757.53</b>	<b>8.35%</b>	<b>1,501,400.00</b>	<b>6.67%</b>
<b>GRAND TOTAL - ALL COSTS</b>	<b>\$22,398,948.22</b>	<b>100.00%</b>	<b>\$22,521,000.00</b>	<b>100.00%</b>

## **APPENDIX E**

### **GENERAL FUND BUDGET BY PROJECT REPORTING**

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

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
2014-2015 PROJECT BUDGET**

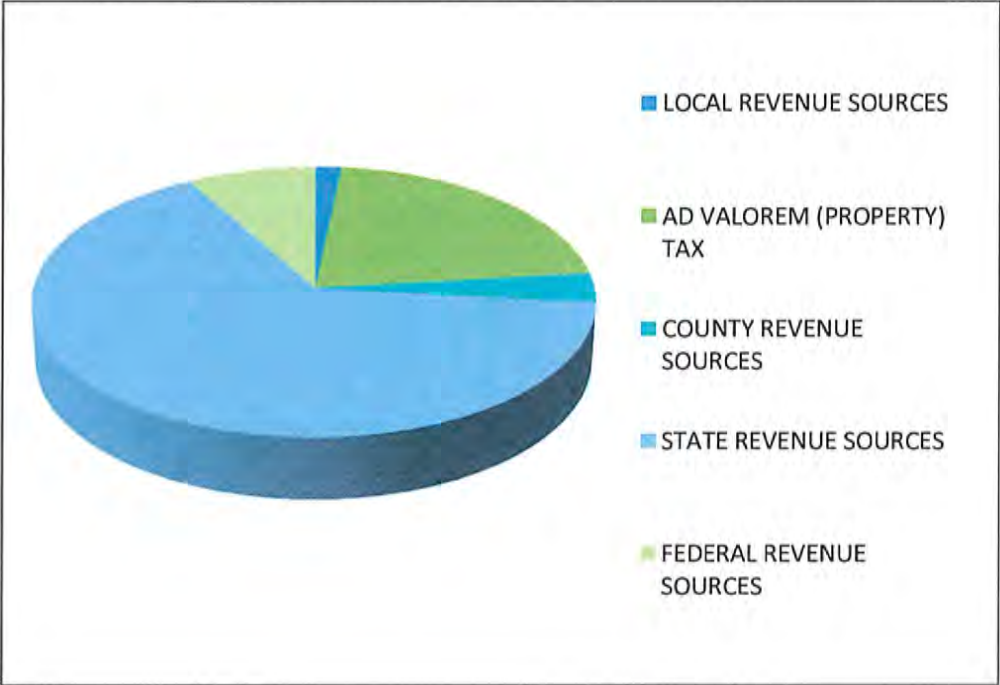
<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
001	Administrators Salaries	\$1,601,262.49
002	Certified Salaries	10,208,675.00
003	Support Salaries	3,014,503.32
006	Dues/ Memberships/Regis.	26,190.00
007	Data Processing	41,560.00
008	Electricity	446,260.00
009	Natural Gas	109,370.00
011	Water/Sewer/Garbage	106,990.00
012	Telephone	62,000.00
015	Negotiations	7,500.00
018	Transportation	308,870.00
019	Fuel	204,110.00
021	Insurance/Bonds	224,480.00
022	Security	70,000.00
023	Textbooks	33,500.00
026	Director of Technology	213,040.00
027	Printing/Publ./Ads	3,000.00
028	Legal Services	74,270.00
029	Postage/Freight	12,780.00
031	Professional Travel	17,810.00
033	Child Nutrition	118,120.00
034	\$125.00 Teacher Supplies	28,120.00
035	Nursing Services/Medical	10,000.00
036	Audit Services	9,000.00
037	Copiers/Duplicators	66,020.00
039	Elections	25,000.00
041	Administration Supplies	12,720.00
42	Testing	81,040.00
043	Gifted and Talented Program	8,450.00
044	Special Education Director	236,220.00
045	Personnel Director	21,500.00
046	3rd Party Sick Leave	7,200.00
049	Revaluation	85,540.00
051	Cottelal Budget	3,298.33
052	Cottelal Library Budget	4,529.00
053	Cottelal Furniture Budget	0.00
054	CREC Grant	500.00
056	Central Budget	2,132.65
057	Central Library Budget	2,710.00

<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
058	Central Furniture Budget	0.00
061	Guthrie Educ. Found. Grants	17,420.00
062	Fogarty Budget	4,652.41
063	Fogarty Library Budget	4,997.00
064	Fogarty Furniture Budget	0.00
067	GUES Budget	6,521.78
068	GUES Library Budget	5,980.00
069	GUES Furniture Budget	0.00
073	JH Library Budget	4,815.00
074	JH Furniture Budget	0.00
075	Meridian Technology Grant	6,110.00
076	JH Administration	11,066.98
079	UVA Project, Local Funds	17,530.00
097	HS Library Budget	7,500.00
098	HS Furniture Budget	0.00
101	HS Administration	19,001.44
102	HS Foreign Language	0.00
103	HS Counselors	0.00
104	HS Language Arts	700.00
105	HS Math	300.00
106	HS Science	2,000.00
107	HS History	300.00
108	HS Health/PE/Driver Ed	0.00
109	HS Art	425.00
112	HS Business	500.00
114	HS Drama	0.00
116	Vocal Music	2,531.25
118	Band	13,358.64
119	Athletics	36,918.36
122	ROTC (Local)	126,180.00
123	Boys Athletics / Extra Duty	163,180.00
124	Girls Athletics / Extra Duty	57,310.00
125	Alternative Education (Local)	164,190.00
126	Faver Budget	1,350.00
131	Hamilton Estate Donation	4,859.97
132	Public Communication	0.00
134	District Equipment Purchases	150,000.00
135	TLE Training - District Paid	0.00

<u>PROJECT NUMBER</u>	<u>PROJECT DESCRIPTION</u>	<u>BUDGET AMOUNT</u>
136	District Supplies Purchases	40,750.00
307	UVA Project, State Grant	75,000.00
311	Professional Development	20,068.00
312	National Board Cert. Stipend	54,940.00
317	Driver Education	15,000.00
331	Flex Benefit (Certified Salary)	42,190.00
332	Flex Benefit (Support Salary)	91,360.00
333	State Textbook Aid	168,172.00
334	Flex Benefit (Certified Fringe)	1,167,050.00
335	Flex Benefit (Support Fringe)	528,070.00
338	Okla Parents as Teachers	38,000.00
361&362	ACE Remediation	53,760.00
366	3rd Grade Summer Reading	2,950.00
367	Reading Sufficiency	23,970.00
368	Advanced Placement Equip.	4,520.00
369	Advanced Placement Incent.	3,190.00
385	Child Nutrition-State Funds	0.00
388	Alternative Education (State)	95,877.00
411	Vocational Salary Aid	34,160.00
412	Vocational Incentive Aid	70,080.00
421	Carl Perkins Funds	48,250.00
424	Carl Perkins Supplemental	0.00
456	Vocational Rehab - OJT	4,000.00
469	OK Education Lottery	15,000.00
511	Title I	671,250.00
512	Title I, 3 Month Carryover	0.00
515	Title I - School Support	50.00
541	Title II, Part A	25,810.00
561	Title VII, Indian Education	53,710.00
613	IDEA-B Discretionary	0.00
621	IDEA-B Flowthrough	642,810.00
623	IDEA-B Early Intervention	36,860.00
625	IDEA-B Private School	12,000.00
641	IDEA-B Preschool	18,760.00
642	IDEA-B Private Preschool	2,030.00
771	ROTC (Federal)	84,660.00
786	Consolidated Admin. Funds	39,250.00
<b>TOTAL GENERAL FUND</b>		<b>\$22,521,515.62</b>

**APPENDIX F**  
**2013-2014 CONDENSED FINANCIAL INFORMATION**

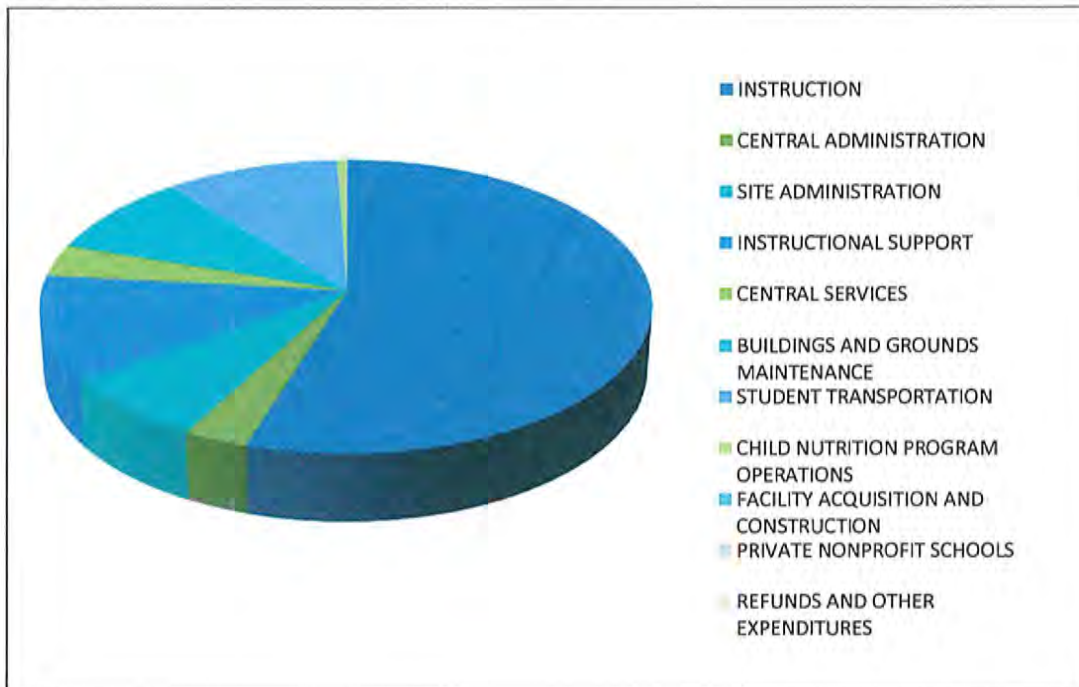
**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 356,063.67	1.62%
AD VALOREM (PROPERTY) TAX	\$ 4,748,745.27	21.57%
COUNTY REVENUE SOURCES	\$ 752,268.18	3.42%
STATE REVENUE SOURCES	\$ 14,369,924.29	65.28%
FEDERAL REVENUE SOURCES	\$ <u>1,787,054.66</u>	<u>8.12%</u>
TOTAL GENERAL FUND REVENUE	\$ 22,014,056.07	100.00%

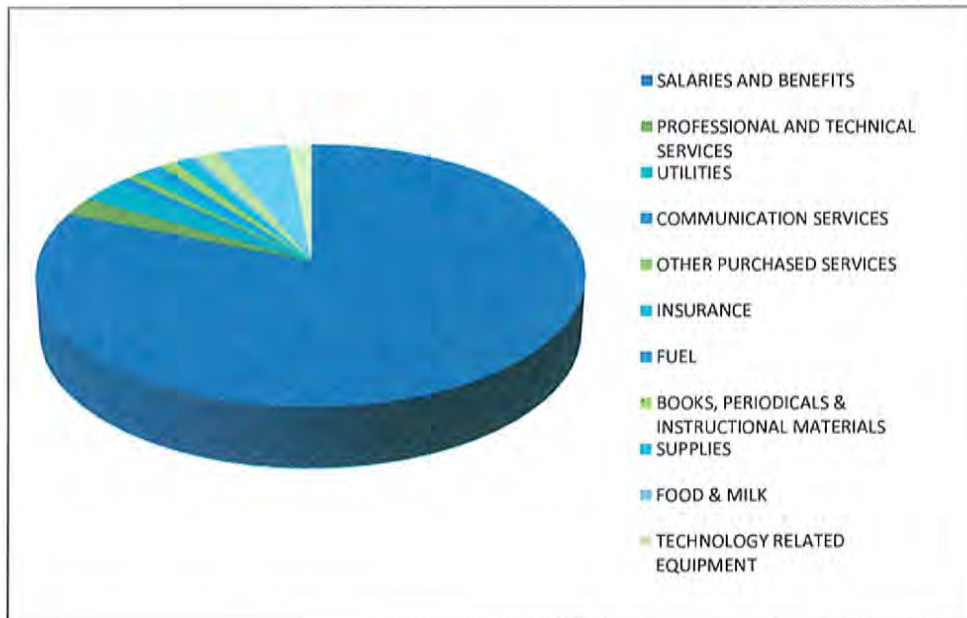


**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 12,266,255.76	54.76%
CENTRAL ADMINISTRATION	\$ 694,056.22	3.10%
SITE ADMINISTRATION	\$ 1,614,956.55	7.21%
INSTRUCTIONAL SUPPORT	\$ 2,604,234.92	11.63%
CENTRAL SERVICES	\$ 779,682.57	3.48%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 2,005,591.06	8.95%
STUDENT TRANSPORTATION	\$ 2,297,202.29	10.26%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 118,296.84	0.53%
FACILITY ACQUISITION AND CONSTRUCTION	\$ -	0.00%
PRIVATE NONPROFIT SCHOOLS	\$ 18,672.01	0.08%
REFUNDS AND OTHER EXPENDITURES	\$ -	0.00%
<b>TOTAL GENERAL FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 22,398,948.22</b>	<b>100.00%</b>

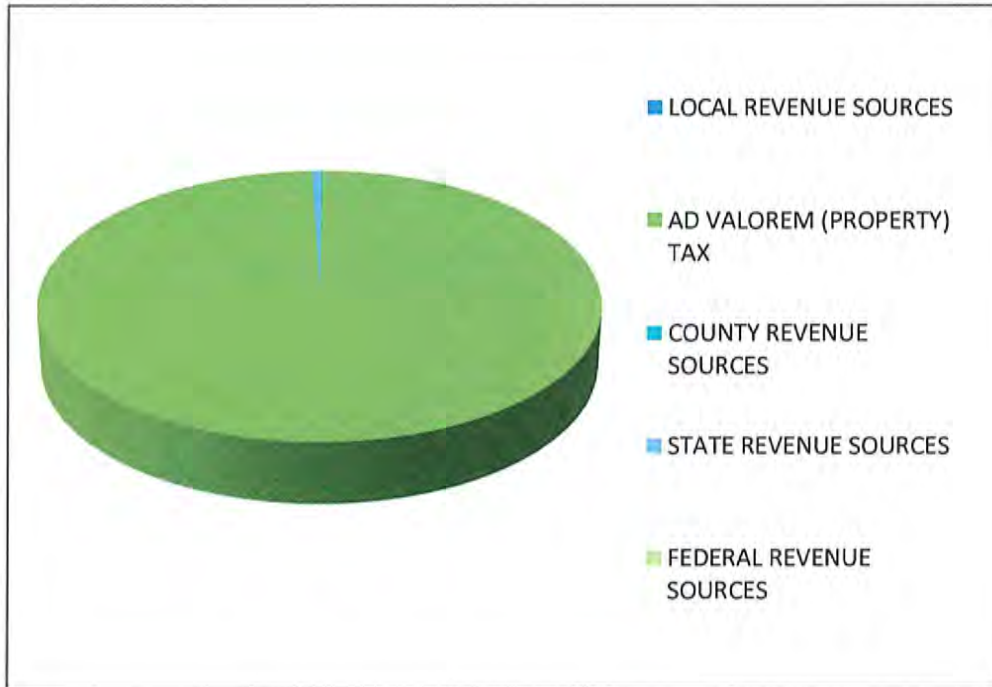
**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 18,186,748.98	81.19%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 508,977.35	2.27%
UTILITIES	\$ 624,531.23	2.79%
COMMUNICATION SERVICES	\$ 176,166.38	0.79%
OTHER PURCHASED SERVICES	\$ 161,834.56	0.72%
INSURANCE	\$ 223,955.00	1.00%
FUEL	\$ 198,307.91	0.89%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 244,303.62	1.09%
SUPPLIES	\$ 240,357.06	1.07%
FOOD & MILK	\$ 106,871.35	0.48%
TECHNOLOGY RELATED EQUIPMENT	\$ 330,809.71	1.48%
VEHICLES	\$ 1,043,670.56	4.66%
FURNITURE, FIXTURES & MACHINERY	\$ 9,350.90	0.04%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 343,063.61	1.53%
<b>TOTAL GENERAL FUND EXPENDITURES BY OBJECT</b>	<b>\$ 22,398,948.22</b>	<b>100.00%</b>

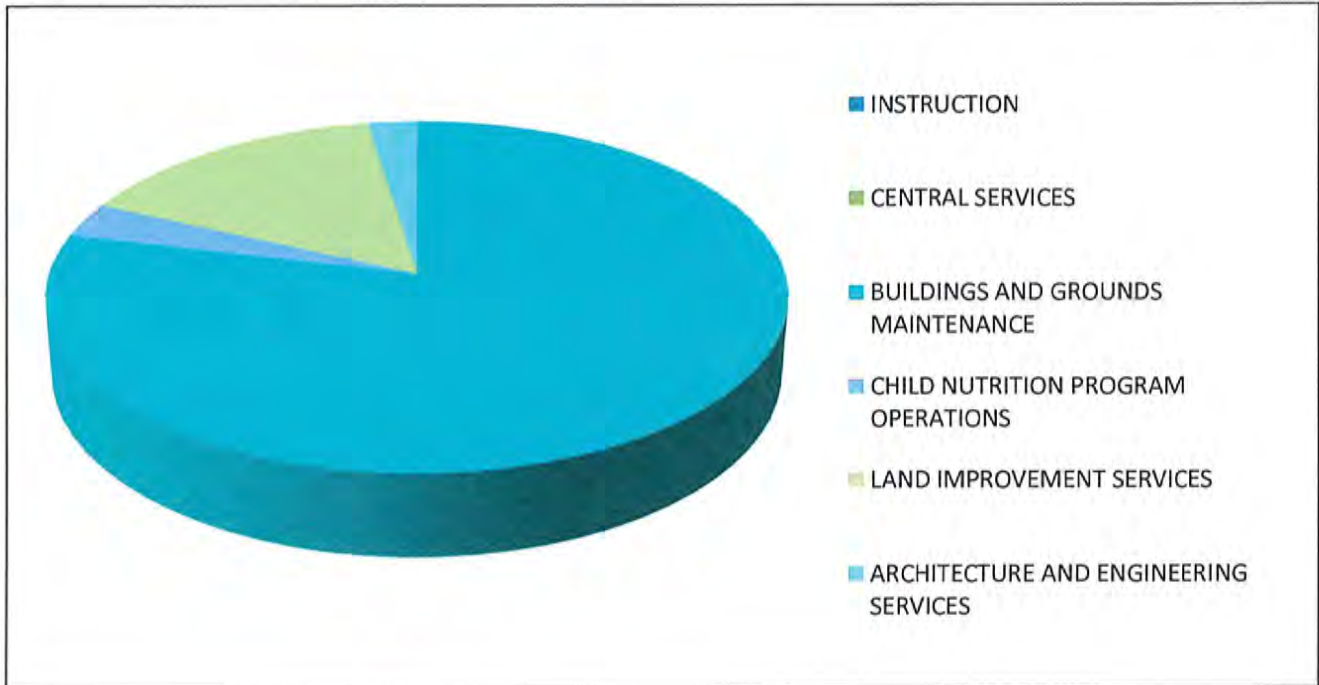


**GUTHRIE PUBLIC SCHOOLS  
BUILDING FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2014**



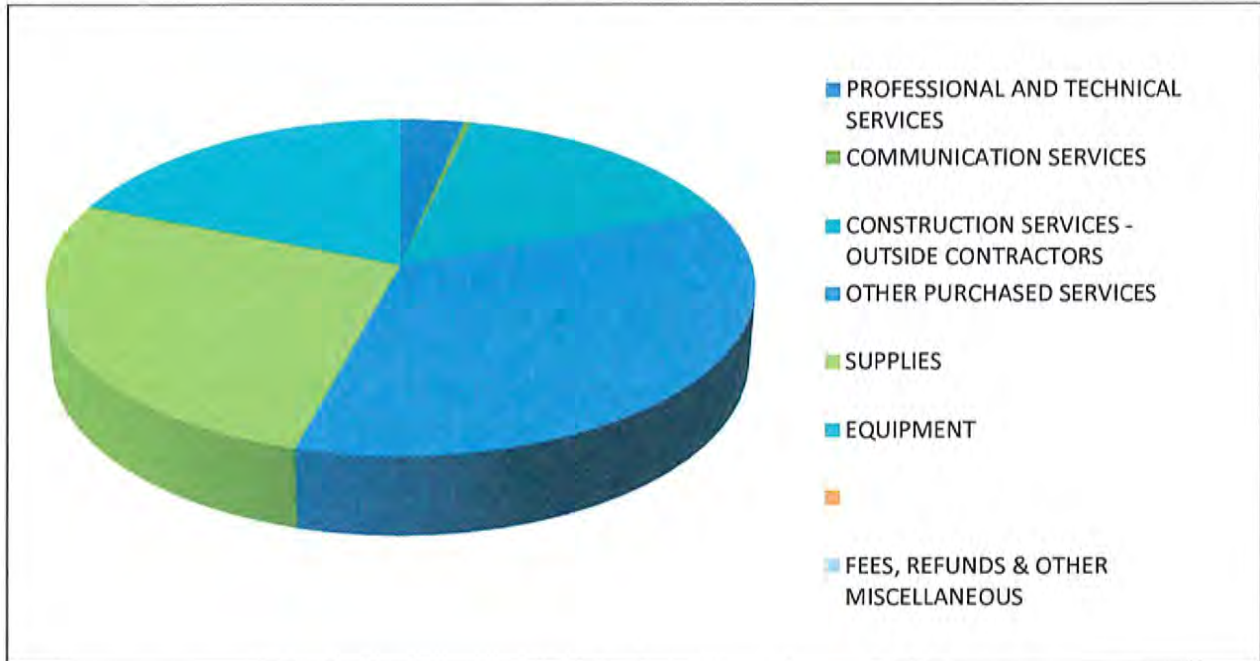
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 651.83	0.10%
AD VALOREM (PROPERTY) TAX	\$ 678,392.22	99.33%
COUNTY REVENUE SOURCES	\$ 32.94	0.00%
STATE REVENUE SOURCES	\$ 3,857.53	0.56%
FEDERAL REVENUE SOURCES	\$ -	0.00%
<b>TOTAL BUILDING FUND REVENUE</b>	<b>\$ 682,934.52</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND EXPENDITURES BY FUNCTION  
 FOR THE YEAR ENDED JUNE 30, 2014**



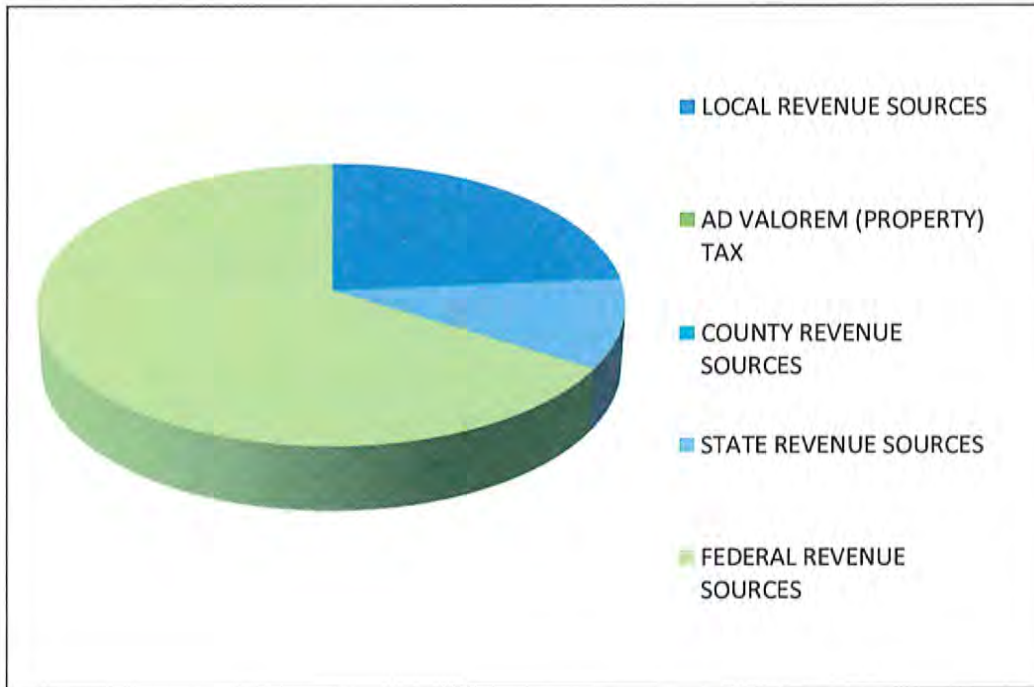
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ -	0.00%
CENTRAL SERVICES	\$ 34.40	0.00%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 568,842.70	78.74%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 22,986.00	3.18%
LAND IMPROVEMENT SERVICES	\$ 112,618.65	15.59%
ARCHITECTURE AND ENGINEERING SERVICES	\$ <u>17,932.53</u>	<u>2.48%</u>
<b>TOTAL BUILDING FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 722,414.28</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND EXPENDITURES BY OBJECT  
 FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
PROFESSIONAL AND TECHNICAL SERVICES	\$ 23,453.71	3.25%
COMMUNICATION SERVICES	\$ 2,558.57	0.35%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ 114,951.85	15.91%
OTHER PURCHASED SERVICES	\$ 250,483.59	34.67%
SUPPLIES	\$ 194,211.56	26.88%
EQUIPMENT	\$ 136,755.00	18.93%
FEEES, REFUNDS & OTHER MISCELLANEOUS	\$ -	<u>0.00%</u>
<b>TOTAL BUILDING FUND EXPENDITURES BY OBJECT</b>	<b>\$ 722,414.28</b>	<b>100.00%</b>

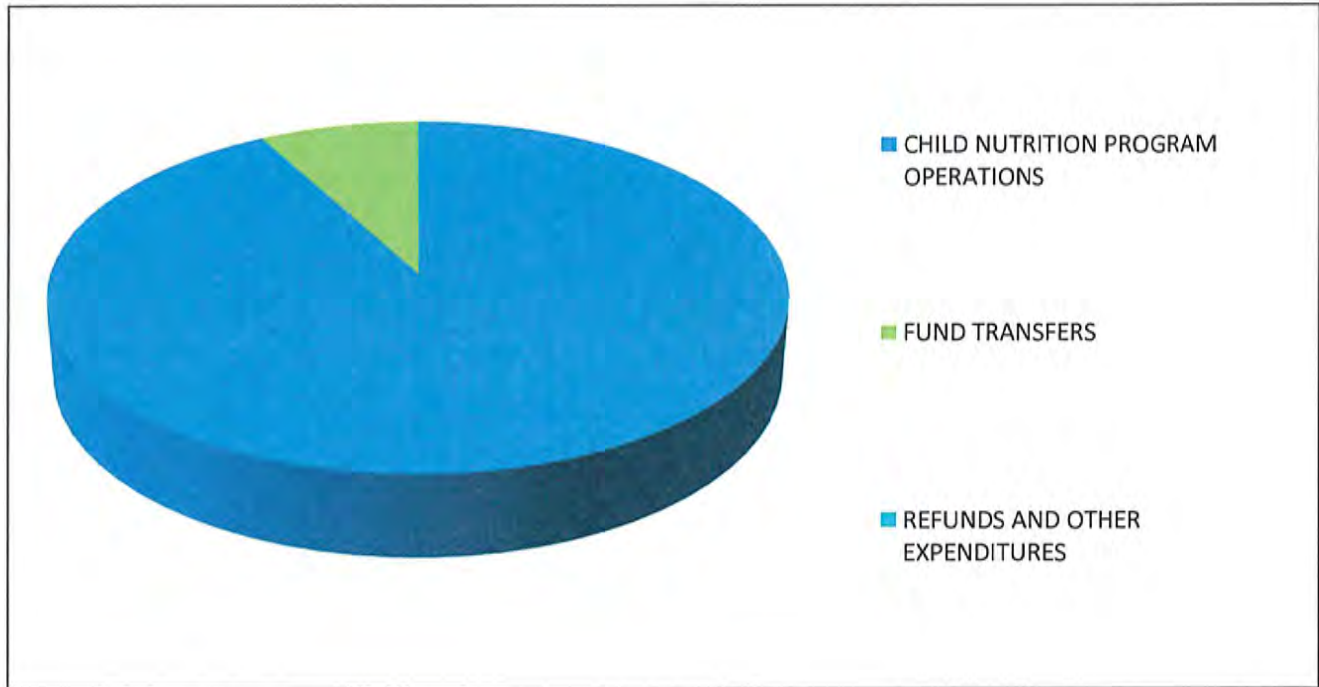
**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 346,774.56	23.73%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 149,577.87	10.24%
FEDERAL REVENUE SOURCES	\$ <u>965,034.62</u>	<u>66.04%</u>
TOTAL CHILD NUTRITION FUND REVENUE	\$ 1,461,387.05	100.00%

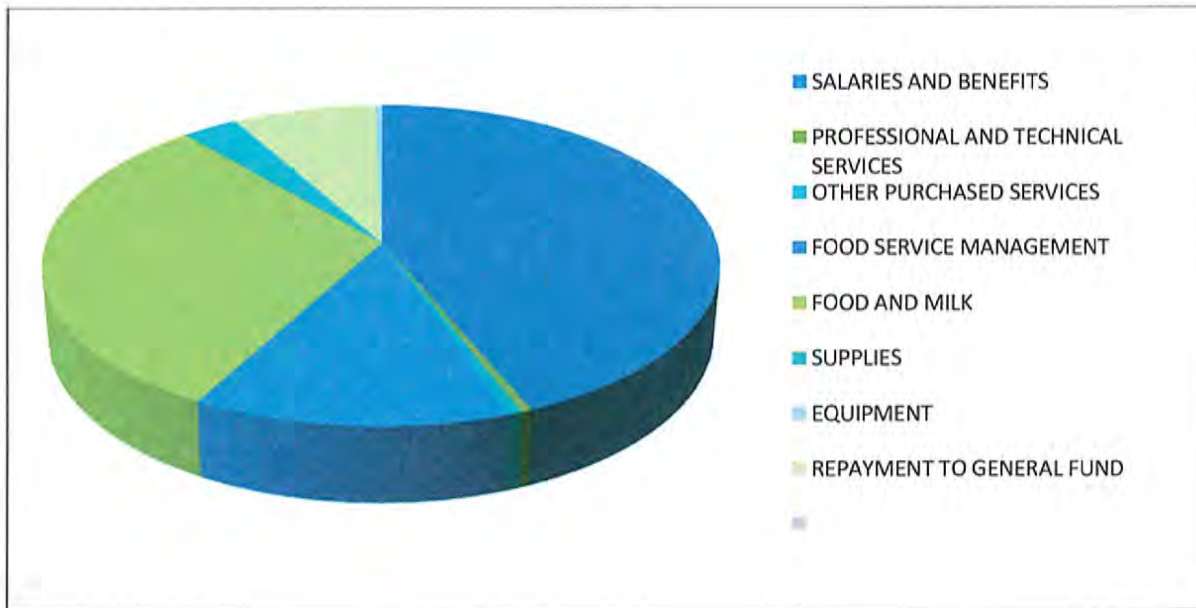


**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2014**



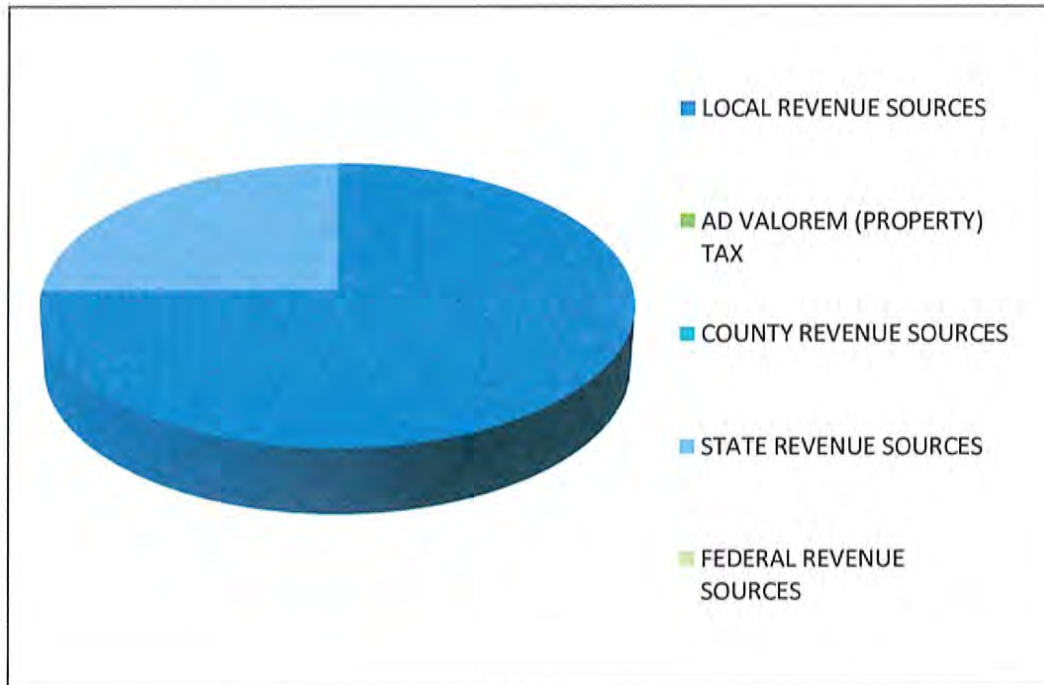
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,394,562.86	92.07%
FUND TRANSFERS	\$ 119,403.08	7.88%
REFUNDS AND OTHER EXPENDITURES	\$ 677.66	0.04%
<b>TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 1,514,643.60</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 660,251.52	43.59%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 6,894.00	0.46%
OTHER PURCHASED SERVICES	\$ 9,270.41	0.61%
FOOD SERVICE MANAGEMENT	\$ 201,668.98	13.31%
FOOD AND MILK	\$ 466,630.35	30.81%
SUPPLIES	\$ 46,213.74	3.05%
EQUIPMENT	\$ -	0.00%
REPAYMENT TO GENERAL FUND	\$ 118,103.08	7.80%
FEEES, REFUNDS & OTHER MISCELLANEOUS	\$ 5,611.52	0.37%
<b>TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT</b>	<b>\$ 1,514,643.60</b>	<b>100.00%</b>

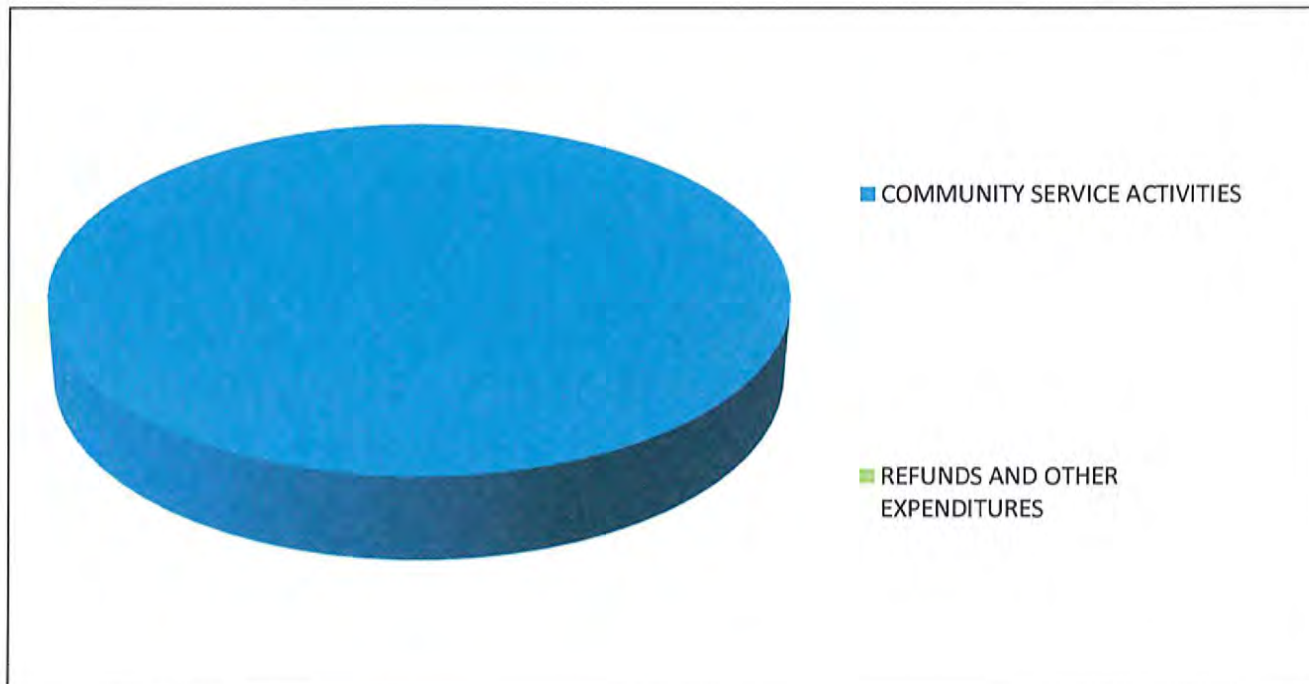
**GUTHRIE PUBLIC SCHOOLS  
SCHOOL AGE CARE FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 90,038.94	74.93%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 30,123.08	25.07%
FEDERAL REVENUE SOURCES	\$ -	0.00%
<b>TOTAL SCHOOL AGE CARE FUND REVENUE</b>	<b>\$ 120,162.02</b>	<b>100.00%</b>

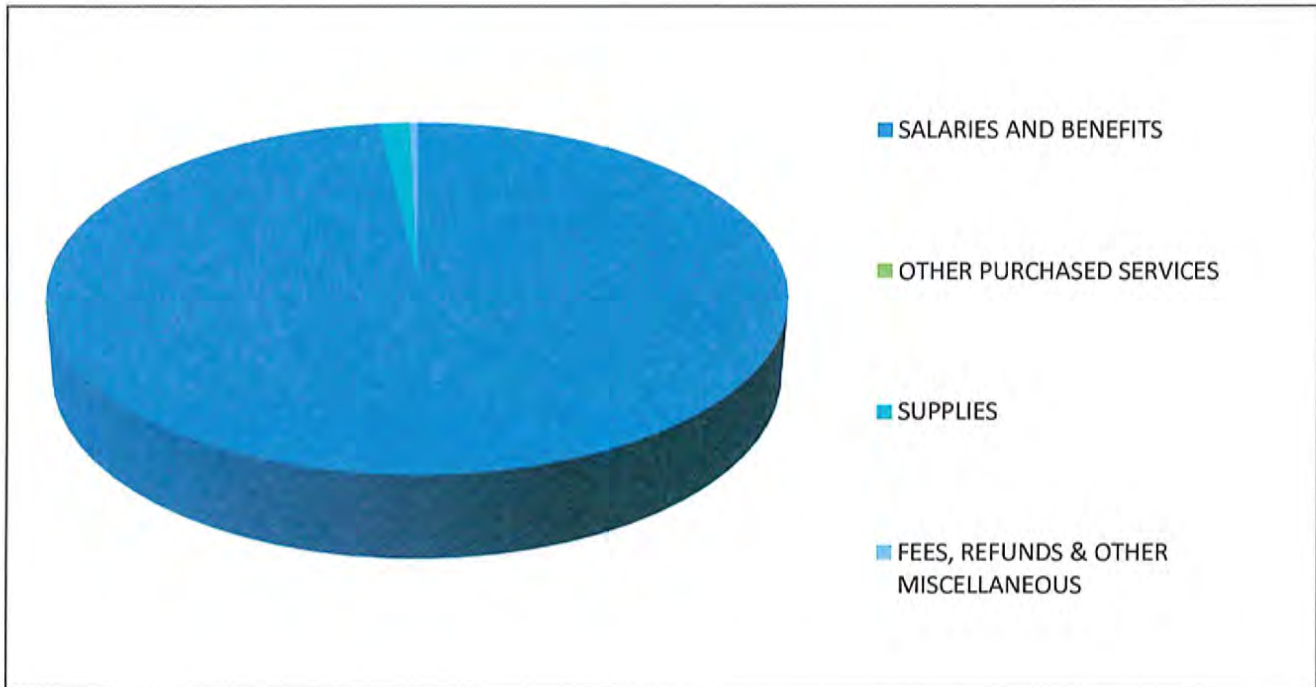


**GUTHRIE PUBLIC SCHOOLS  
SCHOOL AGE CARE FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
COMMUNITY SERVICE ACTIVITIES	\$ 96,303.60	100.00%
REFUNDS AND OTHER EXPENDITURES	\$ -	0.00%
TOTAL SCHOOL AGE CARE FUND EXPENDITURES BY FUNCTION	\$ 96,303.60	100.00%

**GUTHRIE PUBLIC SCHOOLS  
SCHOOL AGE CARE FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2014**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 94,483.43	98.11%
OTHER PURCHASED SERVICES	\$ -	0.00%
SUPPLIES	\$ 1,440.17	1.50%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>380.00</u>	<u>0.39%</u>
<b>TOTAL SCHOOL AGE CARE FUND EXPENDITURES BY OBJECT</b>	<b>\$ 96,303.60</b>	<b>100.00%</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:** Professional Development Committee for 2014 – 2015

---

I recommend the following persons to serve on the Professional Development Committee for this current school year:

Donna Russell (Committee Chair)	Teacher	GHS	3
Cara Henson	Teacher	Cotteral	2
Lesley Cotton	Teacher	Central	1
Kristin Knapp	Teacher	Fogarty	2
Susan Davison	Administrator	GUES	3
Stacie Hoskins	Teacher	GUES	1
Shari Yost	Teacher	GUES	1
Sharolyn LeGrande	Teacher	JH	2
Diana Meek	Teacher	GHS	1
Martha Heard	Teacher	Faver	2
Gina Wright	Parent	Fogarty	1
Carmen Walters	Administrator	Admin.	

**COLLEGE COURSEWORK STUDENT**

The Guthrie Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible.

Therefore, all **junior and** senior students who wish to attend college courses may request a concurrent enrollment schedule form the high school principal.

The superintendent will designate a staff member who will make personal contact with every ~~junior~~ **sophomore** and their parents or guardians, individually or in groups, during the ~~fall~~ **spring** semester to present materials and to explain the concurrent enrollment program.

The superintendent will post notices in at least two places conspicuous to students calling attention to the concurrent enrollment program and naming the contact person.

***VALEDICTORIAN AND SALUTATORIAN (REGULATION)***

~~The Valedictorian of the graduating class will be chosen as the person with the highest grade point average for the student's freshman, sophomore, junior and senior year. The grades are averaged at the end of the students seventh semester. The last semester's grades for seniors will not be used.~~

~~The Salutatorian of the graduating class shall be the graduating student having the second highest grade point average.~~

~~Grades for all seniors shall be averaged at the end of the last grading period before the end of the second semester. Class ranks will be figured according to these averages, then a final grade point and class rank will be figured at the end of semester when all grades are recorded on the permanent record.~~

~~The Valedictorian and Salutatorian will be determined by their total Grade Point Average to the tenths place.~~

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year.

Further criteria for this honor is listed in the Guthrie High School Parent-Student Handbook and reviewed annually.

**GRADUATION REQUIREMENTS**

The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) units must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades. ~~The following core courses are required:~~ **Specific course requirements for graduation are listed in the Guthrie High School Parent-Student Handbook and reviewed annually.**

English (Four Years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science	3 units
Biology	1 unit
Lab Science	1 unit
Elective Science from approved list	1 unit
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Fine Arts (such as Music, Art, or Drama, or 1 unit of Speech)	1 unit
Computer Technology or the same Foreign Language	2 units
<hr/>	
Total Required Core Courses	16 units
Total Electives	9 units
TOTAL UNITS	25 units

Vo Tech students may substitute 6 units from Vo Tech school for one unit of Math and one unit of Science.

All students are required to be enrolled in at least six subjects each semester.

Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.

A student may not be enrolled in more than two English classes in a semester.

Students in their 11<sup>th</sup> year (juniors) may apply at the beginning of their junior year for early graduation. Each application will be considered by the Board on an individual, case by case basis. The Guthrie Schools policy on early graduation is the same as the state policy.

## ***INTERNET-BASED INSTRUCTION***

### **I. Statement of Purpose**

~~Internet based instructional courses provide flexibility not available with traditional classroom methods. Students may benefit from being able to proceed through course work at an individual pace and by having access to information and course materials at convenient times and places. Consistent with sound educational principles, it is the intention of the Board of Education of the Guthrie School District ("School District") to make full use of the Internet for the delivery of educational materials. Internet based instructional courses approved by the Board of Education for use in the School District are not viewed as a substitute for direct, face-to-face student and teacher interactions, but as a means of expanding course offerings, access to instructional resources, and the ability of the School District to bring the world of knowledge to its students.~~

### **II. Definitions**

- (a) ~~Internet based instructional courses. Courses conducted by way of web-based instruction, whether synchronous or asynchronous, or two way interactive video instruction. The terms "internet based" and "web based" instruction are used interchangeably in this Policy.~~
- (b) ~~Synchronous instruction. Instruction occurring through real time interaction between instructor and student. Regular classroom instruction and two way interactive video instruction are examples of synchronous instruction. Internet based instruction requiring real time interaction between student and instructor as the primary format of instruction is also synchronous instruction.~~
- (c) ~~Asynchronous instruction. Asynchronous instruction does not depend upon real time interaction between student and teacher. Asynchronous instruction allows the student to engage in learning activities anywhere, at anytime.~~
- (d) ~~Two way interactive video instruction. Two way interactive video instruction consists of real time (synchronous) interaction between student(s) and instructor by means of an electronic medium providing both audio and video signal. Students and instructors participating in two way interactive video instruction may both see and hear each other in an approximation of real time.~~

### **III. Approval of Curriculum**

~~The Board of Education of the School District shall review and approve all Internet based instructional courses to be offered for instructional purposes and/or high school credit. Credit may not be granted for such courses except upon approval of the Board of Education of the School District. The State Board of Education reserves the right to request information and materials sufficient to evaluate the proposed course. Additionally, credit may not be granted to students participating in Internet based courses from a remote site except upon approval of the State Board of Education and the Board of Education of the School District. Courses offered for credit by means of Internet based instruction shall be aligned with the Priority Academic Student Skills (PASS) and any additional criteria established by the School District for course selection.~~

~~Requests to the Board of Education for approval of specific courses to be offered by means of Internet based instruction shall include, without limitation, the following information: (i) a narrative description of the course, including learning objectives, course materials and requirements for satisfactory completion of course work, (ii) the nature and frequency of graded and ungraded assignments, (iii) the manner in which instructors will evaluate course work and communicate such evaluations to students, and (iv) the number of credits to be awarded and whether credits will be awarded on a pass/fail or graded basis.~~



~~Internet based courses offered by a career technology center that are taught by a certified teacher and provide for teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval by the State Board of Education and the Board of Education of the School District, be counted for academic credit and toward meeting the state graduation requirements. Internet based courses or career technology courses utilizing integrated or embedded skills for which no PASS have been adopted by the State Board of Education may be approved by the Board if such courses incorporate standards of nationally recognized professional organizations and are taught by certified teachers.~~

~~The number of students which each instructor may supervise in courses offered by means of Internet based instruction shall be established by the Board of Education on a course by course basis. Oklahoma Statutes limiting the number of students public school teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web based instruction and two way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web based courses shall not exceed ten students in any given course.~~

#### **IV. Instructors and Staffing**

~~The Principal at each school site offering on line courses shall designate a certified staff member to assist students enrolling in online courses and serve as a liaison to the online teachers and providers. A certified staff member shall also be designated by the Principal to monitor students approved for internet instruction offered at or through non-school sites.~~

~~Instructors of Internet based courses (i) must be certified in Oklahoma, or (ii) if the course originates out of state, must be certified in the state of origin to teach in the content area of the course offered, or (iii) must be a faculty member at an accredited institution of higher education possessing the specific content expertise necessary to teach the course. Instructors of two way interactive video and web based courses shall be provided in service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.~~

#### **V. General Policies and Procedures**

~~Students enrolled on a full time basis shall be authorized to enroll, for credit, in approved Internet based instructional courses. For courses offered by the Guthrie School District, ordinary enrollment procedures and rules shall be followed. For remote Internet based instruction courses, students must apply for enrollment. The Principal at each site offering courses by means of remote Internet based instruction shall make available, in the Principal's office, an application form for enrollment in such courses. Applications for enrollment in remote Internet based instruction will be evaluated and approved by the Principal or the Principal's designee subject to conditions and restrictions imposed by this Policy. Applications should be approved if the Principal or Principal's designee determines that enrollment will further specific educational needs of the student which cannot be met by traditional classroom studies. Only those enrollments approved by the Principal or the Principal's designee shall be eligible for credit approved by the Board of Education.~~

~~Students whose enrollment application for Internet based courses have been approved shall, before the beginning of instruction, deliver to the site Principal a parental/guardian contractual agreement and consent form addressing the students' participation in the Internet based instructional program and acknowledging receipt of specific information regarding the course, including grading criteria, time for completion of course work, testing and attendance requirements, and the responsibility for the costs of course materials, equipment, and supplies. A student whose enrollment application is rejected may appeal such action to the Superintendent. Only students who have enrolled in Internet based instructional courses with the approval of the site Principal or Superintendent will be eligible for credit upon completion of the required course work. The Board of Education may, based on its assessment of the need for or value of particular Internet based courses, provide credit which shall count toward student credit requirements and graduation. Alternatively, the Board of Education may limit or deny credit for Internet based courses for purposes of calculating student grade point averages or for academic or other honors. The School~~

District is not liable for any fees or charges incurred for any Internet based course for a student who has failed to comply with this policy and procedures.

~~The School District may authorize enrollment on a part time basis utilizing Internet based courses for students who have dropped out of school or have been suspended from school provided such student was enrolled at any time in a public school in this state during the previous three (3) school years. Additionally, the Superintendent of the School District may authorize an emergency transfer, subject to approval by the State Board of Education, due to the unavailability of remote or on site Internet based instruction by course title in the district of residence of a student identified in need of drop out recovery or alternative education services, provided such student was enrolled at any time in a public school of this state during the previous three (3) school years.~~

~~The School District may contract to provide remote Internet based courses to children in a residential facility; a treatment program or center, including a facility operated pursuant to the Cerebral Palsy Act; a therapeutic foster home; or a specialized foster home or agency contracted home. The latter must be under the supervision of and certified by the Department of Human Services ("DHS"). The School District may, with Board of Education approval, contract its services inside or outside the District's boundaries.~~

~~Likewise, the School District may offer opportunities for Internet based courses as a part of an IEP, a Section 504 Plan, or in connection with District approved and facilitated home or home bound instruction arrangements or the equivalent of those arrangements.~~

~~The School District may also contract to provide remote Internet based courses to children who do not reside in the United States. Such children shall not be counted in the average daily membership of the School District. Services provided for this purpose, require a contract approved by the Board of Education. The student or his/her parent or guardian must bear the entire cost of services provided by the District.~~

~~Students earning credit by means of Internet based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.~~

~~Students participating in Internet based courses from a remote site are responsible for providing their own equipment and Internet access, unless the School District chooses to provide the equipment.~~

~~Instructors and students participating in Internet based instruction are responsible for complying with all federal, state and local statutes, regulations, and ordinances and with all Board of Education policies, rules and regulations regarding the course work and use of School District facilities and computer networks including, without limitation, regulations governing copyright and trademark infringement, the posting of images on the World Wide Web, Federal Communications Commission rules pertaining to public broadcasting of audio and video signals, and student and education records privacy.~~

#### **VI. Privacy Statement**

~~Although the School District will use reasonable efforts to safeguard the privacy and confidentiality of identifiable information concerning students and course work transmitted during the course of the student's participation in Internet based instruction, transmissions by means of the Internet cannot be made absolutely secure. The School District will have no liability for disclosure of identifiable information, including educational records, due to errors in transmission or the unauthorized acts of third parties.~~

~~The School District will not use identifiable information or individual student data obtained through participation in Internet based instructional courses for any purposes other than those that support the instruction of the individual student. The School District may collect information concerning its Internet based instruction on an aggregate and disaggregate basis for use in evaluation of the instructional program or for other purposes not directly related to any individual student. Test results for students enrolled in Internet based courses, including regularly enrolled and~~

~~alternative education students, shall be disaggregated and reported. Such information will not be traceable to any particular student, nor will such information be used to identify or contact any particular student by the School District or any third party.~~

**VII. Cooperative Agreements**

~~Internet based instructional courses may be submitted for approval of the Board of Education in cooperation with courses offered by other school districts. In such event, the School District shall enter into an interlocal cooperative agreement with each cooperating school district. Prior to the beginning of instruction, the School District and each cooperating school district shall, by means of contractual agreement, address the allocation of costs and expenses, dates and times of course offerings, bell schedules, instructor evaluations, student behavior, selection of instructional materials, student grades and grading policies, and teacher loads and employment issues.~~

***SUPPLEMENTAL ONLINE COURSE PROCEDURES***

Upon request, the district will provide supplemental learning opportunities using online technology in a non-traditional classroom setting to students enrolled in the district. Supplemental online courses are an optional avenue of instruction for district enrolled students. All existing requirements related to student progression including retention, promotion, and grade assignment are the same for the district's online students as they are for students enrolled in traditional courses. The district shall ensure that students have the opportunity to advance through the supplemental online course at their own pace so long as the supplemental online course completion corresponds with the standard course completion schedule of the district or the student's Individualized Education Program (IEP) or 504 Plan.

Definition of Terms**A. "Supplemental online course"**

An online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required for student attendance and participation by the district.

**B. "Educationally appropriate"**

For the purposes of supplemental online courses, educationally appropriate means any instruction that is not substantially a repeat of a course or portion of a course that the student has successfully completed, regardless of the grade of the student, and regardless of whether a course is similar or identical to the instruction that is currently offered in the school district. The determination of educationally appropriate will be made by the district.

Access to Supplemental Online Courses

Only public school students enrolled in the district will be granted access to supplemental online courses. The district provides enrolled students the opportunity to participate in supplemental online courses that comply with the standard curriculum of the district. Once a student has made a request to enroll in supplemental online course(s), the district will take necessary steps to determine the educational appropriateness of the request and to make online course(s) available to that student. Whether a requested online course is educationally appropriate for a student will be determined by the principal/curriculum director or his or her designee. Students may take supplemental online courses from online course providers selected and approved by the district that meet the criteria established by the Oklahoma State Board of Education (OSBE). The district shall not limit a student's access to supplemental online courses by either policy or application of internal or customary procedures. However, students taking supplemental online courses from a remote location will be responsible for providing their own equipment and Internet access.

Funding

The district shall provide funding for an enrolled student's participation in online courses in an amount not to exceed the previous year's general fund per pupil expenditure. District students will be allowed to take up to the academic equivalent of five (5) hours of supplemental online instruction per day at no cost to the student. Students wishing to take more online course instruction may do so at their own cost. The district is not responsible to pay an online course provider for online course instruction expenses incurred by a student that exceed the pro-rated portion of the general fund per pupil expenditure for the student. The district will bear no responsibility for payment or collection of any outstanding funds or fees owed by a student to an online course provider.

School Day and Attendance Standards

Public school students enrolled at the district may take supplemental online courses from a location inside or outside of the school site location and may take supplemental online courses outside the normal school hours of operation. Students who elect to enroll in supplemental online courses, regardless of when or where taken, are still required to complete the equivalent number of hours of instruction as regularly enrolled students in the district and must satisfy the same attendance requirements of the district.

Students enrolled in supplemental online courses must meet all state mandated compulsory attendance requirements and are not exempt from state truancy laws. Attendance and participation in a supplemental online course shall be monitored in accordance with district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, and posting/submission of lessons. The student may be counted "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to students, parents, and the district, reports that reflect daily attendance and participation. Such attendance/participation reports shall be provided to parents and the district on a weekly basis via electronic format. The supplemental online course provider must provide evidence that the student is making appropriate progress weekly and such reports shall be sent to the designated resident district office via electronic format.

Student Eligibility, Admissions and Enrollment

Online supplemental courses that are educationally appropriate shall be offered to all qualifying district students who meet the following criteria:

- A. The district offers individual academically approved and educationally appropriate online supplemental courses to students who are enrolled in the district. Students enrolled in supplemental online courses must meet all enrollment and eligibility criteria set by the district's residency policy, the Oklahoma State Board of Education Rules, and state law. Only students who are enrolled in the district for the current school year are eligible to enroll in supplemental online courses.
- B. The admission process for students taking one or more supplemental online courses through the district shall be the same for students enrolled in traditional coursework.
- C. The district shall allow for ongoing and continuous enrollment for supplemental online courses that are compliant with state law and all applicable State Board of Education rules. Students may have input as to the selection of supplemental online course providers but the final determination and selection of the providers is left to the discretion of the district.
- D. Students enrolled in supplemental online courses shall have their progress monitored by the supplemental online course provider weekly. Progress reports shall be transmitted to the district's designated representative and the student's parent or guardian via electronic format. Such reports shall be reviewed by the district at least twice per month.
- E. All public school districts in Oklahoma shall recognize course credit issued for courses authorized through the Supplemental Online Course Procedures.
- F. Online course providers shall officially notify the district and parents in writing of the completion of each course the student takes within five (5) business days of completion. Course grades must be reported in the form of a percentage or in a manner consistent with district grading policies. The district shall use its established grading scale to convert the percentage to a letter grade or other notation consistent with district grading policies for transcript purposes.

- G. District policies regarding grading scales and credits earned shall be applied to supplemental online courses under the same criteria as courses offered by the district. A grade assigned for course credit from a supplement online course shall be treated the same as any other course offered by the district.
- H. Online course providers must report any change in a student's status (moving, dropping a course, etc.) immediately upon discovery or notification of the student's change in status.

#### Appeal Process

If a student's enrollment in a supplemental online course is denied based on a determination by the district that the course is not educationally appropriate, the parents or guardians of the student may appeal that determination to the district Superintendent. The district will notify the OSBE, Director of Instructional Technology, of any denial of a student's enrollment in online supplemental course(s), the reason for the denial, and any correspondence or information the district received in support of the student taking the online course.

#### Grace Period

A student may withdraw from a supplemental online course within fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A student who withdraws from any supplemental online course is still obligated to complete the equivalent number of classroom hours of education instruction that is required of students in the district in accordance with state law and district policy. The district shall not be required to pay an online course provider for any student enrollment of less than fifteen (15) calendar days.

#### Extracurricular and Co-curricular Activities

Students enrolled in one or more supplemental online course may participate in extracurricular activities sponsored by the district in accordance with district eligibility rules and policies, the Oklahoma Secondary Schools Athletic Association (OSSAA) rules and regulations, and any other rules and regulations of a private association governing regulation of the interscholastic activities and contests of schools.

#### Student Assessments

Each student enrolled in one or more online course will participate in required state-level academic assessments administered pursuant to state law in the same manner as other regularly enrolled students within the state. The results of the assessments shall be released to the district and the online course provider. No student will be allowed to enroll in an online course without submission of a signed Education Student Assessment Results Release Form or FERPA waiver.

#### Special Education Students

The district shall provide supplementary aids and services, program modifications, supports for personnel and accommodations set forth in a student's IEP or Section 504 Plan to enable a student to take supplemental online courses that have been determined to be educationally appropriate for the student by the student's IEP or 504 team members. Provisions in the IEP for related services shall be the responsibility of the district where the student is enrolled in accordance with the Individuals with Disabilities Education Act (IDEA). Enrollment in a supplemental online course does not abdicate, modify or alter the district's legal obligation under the IDEA.

Reference: OKLA. STAT. tit. 70 § 1-111

**POLICY PROTECTING STUDENT PRIVACY ON DISTRICT  
WEBSITES AND TELEVISION BROADCASTS**

**I. Directory Information Generally.**

- A. Pursuant to District policies F-19 and F-20 and the Family Educational Rights and Privacy Act (FERPA), a parent may advise the District that they do not want certain types of “directory information” disclosed to the public. If a parent should do so, the District will honor this request for privacy regardless of how the information would have otherwise been distributed (i.e., regardless of whether it was through a school yearbook, sports activity sheet, school web page or television broadcast).

**II. “Directory Information” never to be included on District web page or television broadcast.**

- A. In order to ensure the safety and privacy of its students, the District prohibits students from distributing *via* the Internet or television broadcast their own or another student’s personal contact information, defined as information that may be used to locate or contact a student, including, but not limited to:
- a. Home or work address
  - b. Phone number
  - c. E-mail address
- B. In addition, the District prohibits the release of a student’s personal contact information by any District employee *via* the Internet or television broadcast.

**III. “Directory Information” not to be included on District websites or television broadcasts without prior written parental consent.**

- A. Although FERPA and District Policy F-19 allow the following student information to be released to the public without parental consent when it has been previously identified by the District as “directory information”, the District will not allow this information to be released *via* a District website or District broadcast without the prior written consent of the student’s parent(s)/guardian(s) on the Release and Consent Form for Publication:
- a. Student’s photo, with full name
  - b. Student’s parents’/guardians’ full names
- B. The District is limiting the on-line and television distribution of this information in order to respect the privacy and safety concerns of students and parents that could arise were such information released in such an expansive manner.



**IV. “Directory Information” that can be included on District websites or television broadcasts without consent, unless parents/guardians submit written request to make such information private pursuant to District Policy F-19.**

- A. District Policy F-19 and FERPA allow schools to release “directory information” to the public without a parental/guardian consent when the required notice and information regarding how to avoid the release is provided to parents/guardians. As stated in District Policy F-19B (II) and (III) above, the District has chosen to limit the disclosure of certain categories of “directory information” when the Internet or a television broadcast is the mode of disclosure. However, the District believes that the release of the “directory information” listed below does not implicate additional safety or privacy concerns even if the release is *via* the Internet or a television broadcast, and will therefore allow its disclosure without prior parental/guardian consent:
- a. Student’s full name (without accompanying picture)
  - b. Student’s grade level
  - c. Student’s participation in officially recognized activities and sports
  - d. Student’s degrees, honors and awards received
  - e. Student’s height and weight, if member of athletic team
  - f. Student’s photograph (without name)
- B. A parent may request that the district withhold the release of any or all of these types of information *via* a District website or television broadcast by notifying the District in writing. Such a request should specify if the parents are choosing to limit the disclosure of such information only in the instances where the disclosure would be *via* a District website or television broadcast or whether it is a blanket request that such information never be released as provided under District Policy F-19.

**V. Confidential or otherwise protected information not to be included on websites or television broadcasts without prior parental/guardian consent.**

- A. Due to their confidential nature under FERPA and/or to comply with federal copyright law, the District will not release such information *via* a District website or television broadcast unless a parent/guardian signs the Release and Consent Form for Publication:
- a. Student-created works
  - b. Video recordings of student
  - c. Audio recordings of student
- B. Students retain the copyright on the works they create, regardless of where they were created. If created jointly with another student, these rights are owned jointly. As explained above, students and their parents/guardians must consent to the release of such works on District websites or television broadcasts by signing the Release and Consent Form for Publication. It is NOT necessary, but recommended that all student-created work be posted with the student’s copyright notice, which may NOT be the student’s full name. **For example only:** ©2005jdoe at eliot elementary

**GUTHRIE SCHOOL DISTRICT**

**RELEASE AND CONSENT FORM FOR PUBLICATION**

I understand that the Guthrie School District (“District”) may wish to release information about District students and display student created works on its’ websites and in its’ television broadcasts. I, also, understand that the Family Educational Rights and Privacy Act (FERPA) affords parents and students, aged eighteen and older, the right to consent to disclosures of personally identifiable information contained in student education records before their release except to the extent that FERPA authorizes disclosure without consent. I understand that this request for consent is supplemental in nature, pertains solely to the release of information via District websites and television broadcasts and does not replace any rights or obligations under FERPA or the District’s policies implementing the same. I have read the attached information regarding the District’s policies for the release of student information and student works via District websites and television broadcasts. I understand that I may revoke this consent in full or revoke this consent as to any specific student work or student identifying information by providing written notice to:

Guthrie Public Schools  
Attn: \_\_\_\_\_  
802 East Vilas Avenue  
Guthrie OK 73044 5228

I consent to the District using my child’s work and the following information about my child for publication on its’ websites or television broadcasts for the District’s instructional, informational, public relations, promotional and/or publicity purposes:

- Student’s photo with full name \_\_\_\_\_
- Student’s parents’ full names \_\_\_\_\_
- Student created works \_\_\_\_\_
- Video recordings of student \_\_\_\_\_
- Audio recordings of student \_\_\_\_\_

Student’s Name (printed): \_\_\_\_\_

Grade Level: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Parents/Guardians Names (printed): \_\_\_\_\_

Parents/Guardians Signatures: \_\_\_\_\_

Date: \_\_\_\_\_, 2 \_\_\_\_\_

**GUTHRIE SCHOOL DISTRICT  
CONSENT TO RELEASE EDUCATION RECORDS  
PROTECTED BY THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
REV. OCTOBER 2008**

I understand that the Guthrie School District ("District") may wish to release information about District students for various purposes and to display student-created works on the District's websites and television broadcasts. I also understand that the Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (students age eighteen or older) the right to consent to disclosures of personally identifiable information contained in student education records before the information is released, except to the extent that FERPA authorizes disclosure without such consent. I understand that this release pertains solely to the release of information for the purposes stated below and does not replace any rights or obligations under FERPA or the District's policies implementing FERPA. I understand that I may revoke this consent in full or revoke this consent as to any specific student work or student-identifying information by providing notice to the Guthrie Public Schools, Attn: Superintendent, 802 East Vilas Avenue, Guthrie, OK 73044-5228.

*Part I:*

\_\_\_\_\_ I hereby consent to the District releasing the following education records ("Records"), including but not limited to any information contained in the listed records:

**Name and/or Picture Only**

to the following individual, corporation or entity:

**School district newsletters or website, local and state newspapers**

for the following purpose(s):

**Honors and Achievements Only**

\_\_\_\_\_ I DO NOT consent to the above (Part I) release.

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*Part II:*

\_\_\_\_\_ I hereby consent to the District using my child's work and the following information about my child for publication on District websites or television broadcasts for instructional, informational, public relations, promotional and/or publicity purposes:

- Student's photo with full name
- Student's parents' full name(s)
- Student-created works
- Video recordings of student
- Audio recordings of student

\_\_\_\_\_ I DO NOT consent to the above (Part II) release.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Parent/Guardian's Name (printed)

\_\_\_\_\_  
Student's Grade Level

\_\_\_\_\_  
Signature of Parent/Guardian (or student if age 18 or older)



Staking A Claim in Our Students' Future

**Doug Ogle**  
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900  
doug.ogle@guthrieps.net  
www.guthrie.k12.ok.us

## Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Executive Director of Personnel and Secondary Education

Date: September 26, 2014

Re: 2014-15 School Calendar P/T Conference

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When the Calendar Committee presented the 2014-2015 school calendar to the Board for approval, one additional day had been added for parent/teacher conferences. One day was assigned to elementary sites, one to secondary sites and one to be used at all sites. This was to help parents who had children in both elementary and secondary grades avoid scheduling conflicts.

Due to ongoing construction at the Southeast football field, they have moved the scheduled Friday night game on September 24 to Thursday, September 23 at Douglas High School. I would like to make the recommendation that Guthrie Public Schools cancel the parent/teacher conference on October 23 and have combined conferences on October 27 and 28. This change would allow staff and parents to attend the football game and still leave two days for conferences.

# Guthrie Public Schools

## School Calendar 2014-2015

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st Quarter      **41+4**  
 2nd Quarter    **42**  
 3rd Quarter    **49+1**  
 4th Quarter    **43**  
 175 Days Taught  
 5 Professional Days  
 180 Days Total  
 \*School will be dismissed  
 if not used for bad weather

**AUGUST**  
 14-15-18-19 Teacher In-Service  
 20 - First Day of Classes

**SEPTEMBER**  
 1 - Labor Day

**OCTOBER**  
 16 - End of First Quarter  
 16-17 Fall Break

**23 - P/T Conf (All Schools)**  
 27 - P/T Conf (All Schools)  
 28 - P/T Conf (All Schools)

**NOVEMBER**  
 26-28 Thanksgiving Break

**DECEMBER**  
 19 - End of 2nd Quarter  
 Dec 22 - Jan 2 Christmas Break

**JANUARY**  
 5 - Professional Day  
 6 - Classes Resume  
 9- Report Cards  
 19 - Martin Luther King Day  
 20,22 - P/T Conf (All Elementaries)

**MARCH**  
 10,12 - P/T Conf (GHS and GJHS)  
 13 - End of 3rd Quarter  
 16-20 Spring Break

**MAY**  
 20 - Last Day of Classes (Report Cards)  
 21 - Snow Make-Up Day #1\*  
 22 - Snow Make-Up Day #2\*  
 25 - Memorial Day

Administration - 282-8900  
 High School - 282-5906  
 Faver Alternative - 282-5941  
 Junior High - 282-5936  
 Upper Elementary - 282-5924  
 Fogarty Elementary - 282-5932  
 Cotteral Elementary - 282-5928  
 Central Elementary - 282-0352  
 Child Nutrition - 282-5952  
 Maintenance - 282-5944  
 Technology - 282-5959  
 Transportation - 282-5919

**January**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- Professional Day
- Vacation Day
- Parent/Teacher Conferences  
(5:00 p.m. - 8:00 p.m.)
- Snow Make-Up Day  
(To be used in numbered order  
if days are needed)

**NOTE: Any additional inclement weather days will be made up at the end of the school year**



**Staking A Claim in Our Students' Future**

**Doug Ogle**  
**Executive Director Personnel/Secondary Ed.**

**Phone 405-282-8900**  
**doug.ogle@guthrie.k12.ok.us**  
**www.guthrie.k12.ok.us**

To: Dr. Simpson and Board of Education

From: Doug Ogle  
Executive Director of Personnel  
And Secondary Education

Date: October 8, 2014

Re: Life Skills/Character Program for 7<sup>th</sup> and 8<sup>th</sup> Grade Students

We would like to continue our Life Skills/Character class for this school year except we will be dropping the 6<sup>th</sup> grade and adding 8<sup>th</sup> grade students. This class will be conducted within an elective class such as Health/Physical Education by a representative from Logan County Community Services once a week for 9-12 weeks. The elective teacher will be in the class during all instruction. Topics include positive character traits, bullying and life skills. The curriculum will be available for parents/community members to review in the main office at Guthrie Junior High. Parents will have the ability to opt their child out of class if they so choose. There is no cost to the District for this program as it is being made possible through a grant with Logan County Community Services.



Staking A Claim in Our Students' Future

**Doug Ogle**  
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900  
doug.ogle@guthrie.k12.ok.us  
www.guthrie.k12.ok.us

To: Dr. Simpson and Board of Education

From: Doug Ogle  
Executive Director of Personnel  
And Secondary Education

Date: October 8, 2014

Re: Start Talking

We would like to add a Start Talking class to our curriculum for 7<sup>th</sup> and 8<sup>th</sup> grade students. The class will be conducted 1 day a week for 9 weeks during FACS by Julia Aikman from Wings of Hope Family Crisis Services from Stillwater. This is a program that has been used in previous years at the High School and Mrs. Blevins and Mr. Rainwater feel it would greatly enhance the curriculum in FACS. The material covered is tailored specifically to Junior High students and meet curriculum standards for Mrs. Blevins' class. Parents will have the ability to opt their child out of the class if they so choose. There is no cost to the District for this program.



Guthrie Junior High School-FACS Class-Jeanette Blevins  
October 8, 2014

Dear Parent/Guardian,

We will soon be presenting a program called *Start Talking* in your child's class. *Start Talking* is the first nationally available web-based program designed to engage, educate, and empower youth to build lives free from dating abuse. The program was developed by Love is Respect, who partnered with Health Care Service Corporation and its Blue Cross and Blue Shield plans of Illinois, New Mexico, Oklahoma and Texas.

As many as one in three teens will experience abuse in a dating relationship. Sadly, dating abuse can happen in any community, to any teen – regardless of gender, ethnicity or background. This is why Guthrie Junior High School and Wings of Hope Family Crisis Services is taking a proactive step towards preventing dating abuse.

*Start Talking* will encourage youth to explore the dynamics of relationships and dating abuse through a pop culture lens, viewing clips from popular television programs and movies (thanks MTV and Lifetime!). It will also provide information about the resources available to young people experiencing abuse. From peer-led discussions, opportunities for teens to contribute their opinions and Love is Respect's interactive tools integrated throughout the program, students will have the chance to define relationships in their terms and discover for themselves what it means to have a safe and healthy relationship.

*Start Talking* does not include any sexually explicit content. The program does address sexual abuse, but only in general definition terms.

We understand that your teen may not be dating, and that some parents may not want their teens to date until they are older. *Start Talking* does not push relationships or dating on students, but rather provides them with the tools and information they need to date safely and respectfully.

For more information about *Start Talking* and what you can do as a parent to help prevent dating abuse, feel free to visit [breakthecycle.org](http://breakthecycle.org) and [loveisrespect.org](http://loveisrespect.org). If you have any questions or concerns, please do not hesitate to contact Jeanette Blevins, FACS teacher at Guthrie Junior High School (405-282-8900 or Julia Aikman, Prevention Coordinator at Wings of Hope Family Crisis Services (405) 624-3020.

Sincerely,  
Julia Aikman, Prevention Program Coordinator  
Wings of Hope Family Crisis Services  
Stillwater, OK 74075



If you or a loved one are in an abusive relationship and need help please call our Crisis Hotline:

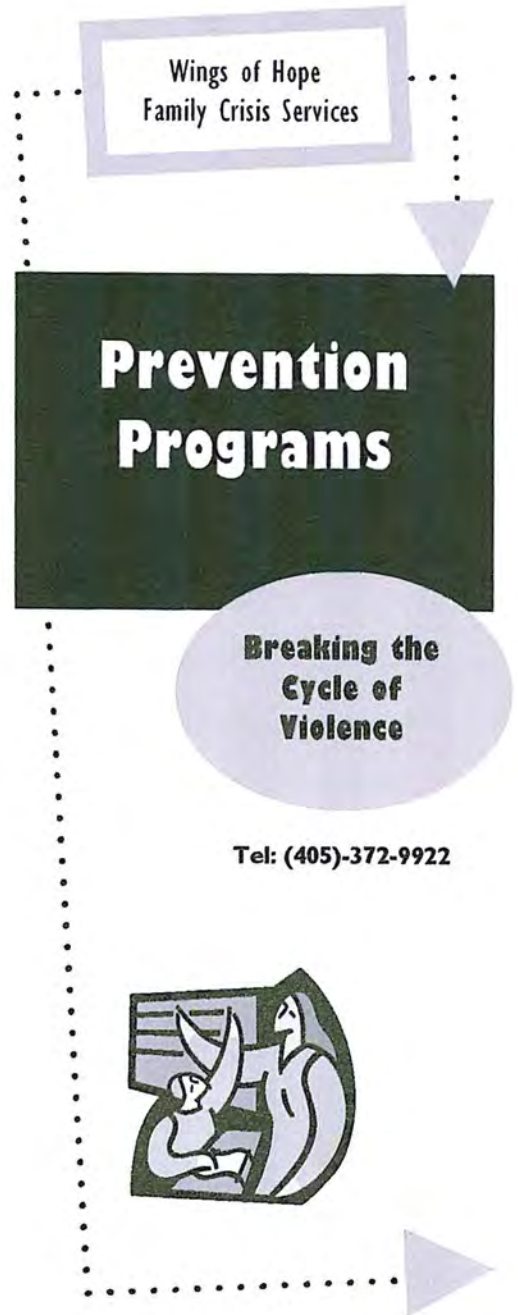
(405)-624-3020



**Julia Aikman**  
Prevention Program Coordinator

3800 N. Washington St., Stillwater,  
OK 74075

Phone: (405)-372-9922  
Fax: (405)-624-2410  
Email: [jaiikman@sdvs.org](mailto:jaiikman@sdvs.org)



Wings of Hope  
Family Crisis Services

## Prevention Programs

**Breaking the Cycle of Violence**

Tel: (405)-372-9922



## Program Information

### High school

- **Safe Dates (Hazelden)**

Safe Dates is a teen dating violence prevention program, which we facilitate in a classroom setting. This program includes a 1 hour presentation every week for nine weeks and each student receives their own Safe Dates Journal.

Presentation Topics:

1. Defining a caring relationship
2. Defining Dating abuse
3. Why Do People Abuse?
4. How to help friends
5. Helping a friend
6. Overcoming Gender Stereotypes
7. How we feel-How we deal
8. Equal Power through communication
9. Preventing Dating Sexual Abuse

### Middle School

- **Expect-Respect**

Expect-Respect is a social media violence prevention program geared most specifically towards middle school students. Students will gain educational information about sexting, cyber-bullying and defending their digital space. This program also includes videos and fun activities.

### Elementary School

- **Seconds-Step**

This program is developmentally appropriate for children ages 4 to 14. Each session is geared towards a specific age range and targets issues the students are likely to be encountering in their everyday lives.

Although the programs we have listed above are the materials we use on a regular basis, we can gear our prevention programs to any age range up through college. We can target a variety of issues through bullying prevention, sexual assault prevention, dating abuse prevention and building healthy relationship skills.



**Julia Aikman**  
Prevention Coordinator

Office: (405) 372-9922

Email: [jaikman@sdvs.org](mailto:jaikman@sdvs.org)



# Recruiting Procedures for Explorer Posts

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## Last Frontier Council, Boy Scouts of America

1. We will provide a one page survey to every student in the High School, sorted into stacks for the teachers of each class. I will put the stacks in the teachers' boxes, if you wish.
2. At the beginning of the day we ask that the teachers distribute the surveys to their students and give them about 10 minutes to complete the survey, then collect them from the students and turn them into the office.
3. We will pick up the surveys and scan them into our system so the results can be sorted. We will give the school Guidance Counselor this excel file and destroy the original paper surveys.
4. Our Charter partner, Mercy Hospital Logan County, will use the results to identify those students who express an interest in the medical fields.
5. These students and their parents will be invited to an orientation meeting by the hospital to see if they want to join the Explorer program.

# Student Interest Survey

Last Name

First Name

Street Number

Street Name

Apt. Number

City

State

Zip Code

Telephone

- -

School Code

Sex

Birth Date

Male

MM YYYY

Female

Grade	After-Graduation Plans
Middle School	Work
8th	Military Service
9th	Junior College
10th	College
11th	Vocational Technical School
12th	Other

Career Interest	
First	Second

Hobby/Special Interest	
First	Second

## Tips for Completing the Survey Form

- Print. Do not use cursive.
- Use black or dark blue ink.
- Print one letter only in each box.
- Use upper-case letters and stay within the blue boxes for legibility.

Example:

1	2	3	4	5	6	7	8	A	B	C	D	E	F	G
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---





## STUDENT CAREER INTEREST SURVEY

### ARTS AND HUMANITIES

0101 Actor/Actress  
 0102 Artist  
 0103 Author/Poet  
 0121 Dancer (Modern/Tap/Ballet/Folk)  
 0127 Drama/Theater  
 0130 Fashion Designer/Model/Buyer  
 0134 Interior Designer/Decorator  
 0142 Movie Director/Producer  
 0145 Musician (Instrumental/Choral/Vocal)  
 0160 Photographer  
 0170 Professional Athlete  
**AVIATION**  
 0200 Aviation (General)  
 0202 Air Traffic Controller  
 0203 Aviation Administrator  
 0207 Aviation Mechanic  
 0208 Aviation Engineer/Designer  
 0213 Flight Attendant  
 0216 Pilot/Flight Engineer  
 0218 Space Flight/Astronaut  
**BUSINESS**  
 0300 Business (General)  
 0301 Accountant/CPA  
 0302 Advertising/Public Relations  
 0303 Adjustment Clerk  
 0306 Banking/Finance  
 0312 Computer/Engineer  
 0313 Computer Programmer  
 0314 Computer Systems Designer/Analyst  
 0316 Data Processing Management/  
 Equipment Repairer  
 0317 Fashion Buyer (Merchandising)  
 0319 Finance Analyst  
 0320 Food Service/Restaurant  
 Management/Catering  
 0324 Hotel Management  
 0325 Insurance Agent  
 0333 Marketing  
 0336 Personnel Manager/Human  
 Resources Director  
 0337 Real Estate  
 0338 Receptionist  
 0339 Retail Store Manager/Buyer  
 0342 Secretary  
 0344 Small Business  
 Manager/Owner/Entrepreneur

0345 Stockbroker/Investment Dealer  
 0346 Travel/Recreation Agent Amusement  
 Attendant  
**COMMUNICATIONS**  
 0500 Communications (General)  
 0501 Broadcaster  
 0502 Advertising/Marketing  
 Communications  
 0504 Editor—Newspaper/Magazine  
 0505 Graphic Artist  
 0506 Journalist/Reporter/Newspaper/  
 Magazine  
 0507 Public Relations Manager  
 0510 Radio/TV Producer/Broadcaster  
 0512 Satellite Communications/Cable TV  
**ENGINEERING**  
 1300 Engineering (General)  
 1302 Aerospace Engineer  
 1305 Architect  
 1306 Design Engineering  
 1307 Biological Engineer  
 1313 Chemical Engineer  
 1315 Civil Engineer/Technician  
 1316 Computer Engineer/Technician  
 1320 Environmental Engineer/Planner  
 1321 Electrical Engineer  
 1322 Electronics Engineer  
 1335 Industrial Engineer  
 1337 Landscape Engineer  
 1341 Mechanical Engineer  
 1342 Metallurgical/Ceramic/Materials  
 Engineer  
 1343 Petroleum Engineer/Technician  
 1347 Surveyor  
**FIRE/EMERGENCY SERVICE**  
 0600 Fire/Emergency Service (General)  
 0601 Civil Defense/Emergency Service  
 0602 First Aid/Ambulance Corps  
 0603 Firefighter/Rescue Service  
 0604 Paramedic/EMT (Emergency Service)  
 0605 Ski Patrol  
 0606 Search and Rescue  
**HEALTH CAREERS**  
 0700 Health Careers (General)  
 0701 Anesthetist  
 0702 Dental Laboratory Technician  
 0703 Chiropractor

0704 Dental Assistant  
 0705 Dentist  
 0706 Dental Hygienist  
 0707 Home Care Aide/Home Health Aide  
 0708 Hospital Administrator  
 0709 Licensed Practical Nurse  
 0710 Medicine/Sports  
 Communications  
 0712 Nurse (Registered)  
 0713 Occupational Therapist, Assistant,  
 Aide  
 0714 Ophthalmologist/Optomestrist  
 0715 Forensic Laboratory Technician  
 0716 Pathologist/Microbiologist  
 0717 Pharmacist  
 0718 Physical Therapist/Corrective  
 Therapist  
 0719 Physician/Surgeon/Allopathic-  
 Osteopathic  
 0720 Medical Assistant/Aide  
 0721 Psychiatrist/Psychologist  
 0722 Public Health Specialist  
 0723 Radiologist  
 0724 Speech/Hearing Therapist/  
 Pathologist/Audiologist  
 0725 Veterinarian  
 0726 Technician (X-Ray)  
 0727 Therapist/Respiratory  
 0728 Physician's Assistant  
**LAW ENFORCEMENT**  
 0800 Law Enforcement (General)  
 0801 Correctional Officer  
 0802 Federal Agent (FBI, Secret Service)  
 0803 Military Police  
 0804 Police Officer  
 0806 Sheriff/Deputy  
 0807 State Police/Hwy. Patrol  
 0808 Probation/Parole Officer  
 0810 Police Reserve/Auxiliary  
 0812 Private Security/Investigator  
 0815 Wildlife Law Enforcement/Game and  
 Fish  
**LAW, GOVERNMENT, AND PUBLIC  
 SERVICE**  
 0900 Law, Government, and Public Service  
 (General)  
 0901 Air Force

0902 Army  
 0903 Attorney/Lawyer  
 0904 Urban Planning  
 0905 City Manager  
 0906 Civil Service/Government  
 0907 Coast Guard  
 0908 Judge  
 0910 Legal Secretary  
 0911 Marine Corps  
 0912 National Guard  
 0913 Navy  
 0914 Paralegal Personnel  
 0915 Parks/Recreation Director  
 0918 Politician  
 0922 Military Career  
**SCIENCE**  
 1700 General Science  
 1702 Geneticist  
 1703 Anthropologist  
 1704 Archaeologist  
 1706 Astronaut/Specialist  
 1707 Astronomer  
 1708 Biochemist  
 1710 Biologist  
 1712 Botanist/Horticulturalist  
 1714 Chemist  
 1717 Computers/Programmer  
 1718 Conservationist/Ecologist  
 1723 Environmental Scientist/Planner  
 1727 Farmer/Rancher/Livestock  
 1728 Forester/Forest Products Scientist  
 1730 Geologist/Geophysicist  
 1739 Marine Biologist/Oceanographer  
 1740 Mathematician/Statistician  
 1743 Meteorologist/Weather Scientist  
 1746 Physicist/Nuclear Scientist  
 1751 Wildlife/Fish Manager  
 1752 Zoologist/Zoo Director  
**SKILLED TRADES**  
 1400 Skilled Trades (General)  
 1402 Appliance Repair/Service  
 1403 Automotive Mechanics  
 1404 Automotive Body Repairer  
 1405 Heating, Ventilation, and Air  
 Conditioning  
 1406 Barber/Cosmetologist  
 1407 Building Contractor

1409 Florist/Horticulturalist  
 1410 Landscape Architect  
 1414 Carpenter/Woodworking  
 1415 Chef/Baker  
 1417 Data Processing Equip. Repairer  
 1419 Drafter  
 1420 Driver (Truck/Bus)  
 1421 Electrician  
 1424 Farmer/Rancher  
 1426 Forester/Lumberjack  
 1427 Heavy Equipment Operator  
 1428 Homemaker  
 1430 Machinist/Tool Programmer  
 1437 Ship Repairer  
 1439 Painter/Paperhanger  
 1443 Plumber/Pipe Fitter  
 1446 Printing Occupaltions  
 1471 Animal Control Officer  
**SOCIAL SERVICES**  
 1500 Social Services (General)  
 1501 Adult Care Attendant  
 1502 Adult Education Teacher  
 1504 Child Care Worker  
 1505 Clergyman/Missionary  
 1506 Dietician  
 1507 Drug/Alcohol Counselor  
 1508 Education/College Faculty  
 1509 Exercise Attendant  
 1510 Family/Marriage Counselor  
 1511 Funeral Director  
 1513 Home Economist  
 1514 Human Services Worker  
 1515 Librarian  
 1517 Museum Director/Curator/History  
 1520 School Principal/Administrator  
 1521 School Counselor/Guidance  
 1522 Social/Welfare Worker  
 1525 Teacher/Teacher's Aide  
 1526 Teacher/Special Education  
 1532 Youth Organization Professional  
 1533 Handicap Career Professional

## HOBBY/RECREATIONAL INTEREST

1003 Amateur Radio  
 1005 Archery  
 1007 Badminton  
 1009 Baseball/Softball  
 1011 Basketball  
 1013 Bicycling  
 1015 Black-Powder Shooting  
 1017 Board Games  
 1020 Camping/Backpacking/Hiking  
 1023 Canoeing/Rafting/Kayaking

1025 Cave Exploring  
 1028 Chess  
 1030 Coin/Card Collecting  
 1032 Computer Games  
 1034 Creative Writing  
 1035 Dancing  
 1037 Fishing/Fly Tying  
 1039 Football  
 1040 Golf  
 1042 Gymnastics

1044 Horseback Riding  
 1046 Hunting  
 1048 Ice Skating/Hockey  
 1050 Languages  
 1052 Martial Arts  
 1054 Model Aircraft  
 1055 Model Railroadng  
 1057 Mountain Biking  
 1058 Music  
 1060 Racquetball

1062 Reading  
 1064 Rock Climbing/Rappelling  
 1066 Roller Skates/Blades  
 1067 Rowing/Sculling  
 1089 Sailing/Boating  
 1070 Scuba/Skin Diving  
 1071 Shooting Sports  
 1072 Soaring  
 1074 Snow Skiing/Cross Country  
 1076 Snowmobiling

1079 Soccer  
 1083 Stamp Collecting  
 1084 Surfing  
 1085 Swimming/Diving  
 1087 Tennis  
 1088 Track and Field Sports  
 1090 Travel  
 1092 Volleyball  
 1093 Waterskiing  
 1094 Weight Lifting

1095 Wilderness Survival  
 1096 World Wide Web Surfing  
 1097 Wrestling

Tuesday, September 30, 2014



**RECEIVED**  
10-2-14 go

Dear Board of Education,

I would like to request a name change for the soccer activity acct. Guthrie Soccer does not have an active booster club and wish to change the name of the account to run as a school activity account: *SOCCER HS*

Thank you for your consideration,


Sincerely,

*Monte Myers*  
Monte Myers





RECEIVED

9-5-14 


September 5, 2014

Dear Board of Education,

I would like to request a name change for the tennis activity acct. It was not intended for the account to have the name booster attached to it when the account returned to the school. Therefore, I would like to formally request the change from Tennis Booster HS to Tennis JH/HS.

Thank you for your consideration.

Sincerely,



Mary Hudson



# Board of Education Personnel Reports

## *Employment Request*

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Walters, Kara	GUES	Sp. Ed. Elem. Severe/Prof.	10/01/14		6	Carolyn Cook

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Calvert, AshLi	High School	Cafeteria Worker 6.5 Hrs	10/06/14	2	6.5	Martha Canales
Harvey, Manwana	Transportation	Route Driver	09/22/14	13	6	New Position
Lemke, Brian	Fogarty	Custodian	09/15/14	3	8	Cody Lewellyn
Thompson, John	Transportation	Route Driver	09/22/14	13	6	New Position

## *FMLA Request*

**Support:** 1

**Certified:** 3

## *Transfer of Position Report*

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Canales, Martha	Café HS 6.5 Hrs	Café HS 7.5 Hrs	Leisa Owen	10/6/2014	

## *Separation of Employment*

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Boxley, Gary	High School	Director of Athletics	Resigning	10/3/2014	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Owen, Leisa	High School	Cafeteria	Resigning	9/24/2014	





Staking A Claim in Our Students' Future

Telephone: 405-282-8900

**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

<u>Rollins</u>	<u>Lyndsey</u>	_____
Last Name	First Name	Middle Initial

<u>Late Bus Duty</u>	<u>GUES</u>
Extra-Duty Position	Site

If hired by the Board of Education, would this be a replacement?  Yes  No

If yes, whom would this employee replace? \_\_\_\_\_

If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*?  Yes  No

Start Date <u>9/14/15</u>	Extra-Duty Compensation <u>\$500.<sup>00</sup></u>
---------------------------	--

Submitted By: <u><i>[Signature]</i></u>	<u>9/19/14</u>
Principal or Program Director	Date

<u><i>[Signature]</i></u>	<u>9/22/14</u>
Doug Ogle, Executive Director Personnel/Secondary Education	Date

**Guthrie Public Schools  
Property Meeting Minutes  
October 6, 2014  
5:00 p.m.**

Members present: Dr. Simpson, Jerry Gammill, Jennifer Bennett-Johnson, and Linda Skinner. Janna Pierson attended in the absence of Tom Holtz.

Members absent: Tom Holtz, Dennis Schulz and Terry Pennington

Mr. Gammill spoke on the following items:

**Expenditure Reports:**

- Summarized the expenses for September
- Outlined new Purchase Orders

**Completed Projects:**

- 257 Work Orders
- GUES chiller repairs

**Projects in Progress:**

- Currently have 30 work orders from September
- High School gym seating 90 to 95% complete
- Squires Field fence and gate replacement near completion
- Contractor testing all air control valves at GUES
- FFA-cabinet doors, mini blinds and counter tops being installed
- Outdoor Classroom getting canopy installed

**Guthrie Public Schools  
Finance Committee Meeting  
October 7, 2014  
4:00 P.M.**

In Attendance: Dr. Mike Simpson, Dennis Schulz, Carmen Walters, Doug Ogle, Janna Pierson, and Vicki Biggs. Terry Pennington attended in the absence of Sharon Watts.

Members Absent: Gail Davis and Sharon Watts

**Mr. Schulz** opened the meeting by letting the committee know the first pages were routine financial reports and if they had questions to please call or e-mail him.

**Mr. Schulz** discussed the following:

**Interest Rates**

No Change

**Budget**

Brought attention to several pages concerning the current budget. Informed the committee that ad valorem revenue is received in August but State Aid allocations are not received until December. However, to comply with the law, the budget has to be presented to the Board of Education in October.

**UVA**

Let the committee know that the costs for the travel of the trips would be paid from Title I and Professional Development monies.

**Contracts**

Track 1 – Contract for background checks. The only change from last year is a small increase.

**Dr. Simpson** discussed the following:

**Contracts**

A new contract to CCE, a Public Information Company. They will charge a retainer fee to be on call and an hourly rate, if needed.

**Guthrie Public Schools  
Curriculum Committee Meeting  
October 7, 2014  
5:00 P.M.**

In Attendance: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Janna Pierson, Gail Davis, Travis Sallee, and Vicki Biggs.

**Ms. Walters** discussed the following:

Elementary A-F Report Card Comparisons

Compared the 2013 OMAAP to the 2014 OCCT Test

Explained the cost of the UVA trips for the year and that the travel expenses would be paid from Title I and Professional Development Funds

**Ms. Woodruff** discussed the following:

The differences in the testing for the Special Education students from the OMMAP to the OCCT test

**Mr. Ogle** discussed the following:

The comparison of the High School and the Junior High A-F Report Cards and showed averages between Guthrie and other Oklahoma 5A districts